

BETHANY BOARD OF EDUCATION
Regular Meeting

AGENDA

Wednesday, November 5, 2021
6:30 p.m.

Bethany Community School Learning Commons

**ALL ATTENDEES ARE REQUIRED TO WEAR A FACE MASK
REGARDLESS OF VACCINATION STATUS.**

MISSION STATEMENT

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

1. Call to Order

- a. Pledge of Allegiance

2. PTO Report

3. Presentation Report

- a. Portrait of a Graduate by Mr. Bruni and Mrs. Mordecai

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. October 13, 2021 Regular Meeting..... Action Item

6. Committee Reports (Bylaw 9132)

- a. Finance
 - i. Report of expenditures and adjustments to the 2021-2022 Operating Budget through October 31, 2021..... Action Item
- b. Curriculum
- c. Facilities
- d. Ad Hoc Facilities
- e. Policy

f. Transportation

g. ACES

7. Unfinished Business (Bylaw 9300)

a. None.

8. New Business (Bylaw 9300)

a. Superintendent Resignation Action Item

b. 2022-2023 Proposed School Calendar

c. The Policy Committee met on October 12, 2021 and is recommending the following policies for first reading:

i. Revisions Action Item

1. Policy 1140 – Distribution of Materials
2. Policy 1212 – School Volunteers, Student Interns, and Other Non-Employees
3. Policy 1250 – Visitors and Observations
4. Policy 1316 – Conduct on School Property
5. Policy 1411 – Law Enforcement Officials
6. Policy 1600 – Possession of Deadly Weapons or Firearms
7. Policy 2130 – Job Descriptions
8. Policy 2400 – Evaluation of the Superintendent
9. Policy 3520.13 – Data-Based Information and Management Systems
10. Policy 3524.2 – Green Cleaning Program
11. Policy 3543.31 – Retention of Electronic Records and Information
12. Policy 4111/4211 – Recruitment and Selection
13. Policy 4111.1/4211.1 – Equal Employment Opportunity
14. Policy 4118.11/4218.11 – Non-Discrimination and Equal Education Opportunity
15. Policy 4131 – Staff Development
16. Policy 5111 – Admissions/Ages of Attendance/Placement
17. Policy 5118 – Resident and Nonresident Attendance
18. Policy 5124 – Reporting to Parents
19. Policy 5126 – Awards for Achievement
20. Policy 5131.911 – Bullying Prevention and Intervention
21. Policy 5141 – Student Health Services
22. Policy 5141.5 – Suicide Prevention
23. Policy 5145.2 – Freedom of Speech/Expression
24. Policy 5145.4 – Non-Discrimination
25. Policy 5145.511 – Sexual Abuse Prevention and Education Program
26. Policy 6112 – School Day
27. Policy 6171 – Special Education
28. Policy 6171.2 – Preschool Special Education
29. Bylaw 9273 – Civility Code
30. Bylaw 9325 – Meeting Conduct

31. Bylaw 9327.1 – Board Member Use of Internet Social Networks

ii. Adoption Action Item

1. Policy 1321.2 – Videotaping of Educational Activities

9. Administrative Reports (Policy 2500)

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

10. Chairman 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. Executive Session

- a. Personnel – Superintendent Search

14. Regular Meeting Reconvenes

15. Meeting Adjourned

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent

A handwritten signature in dark ink, appearing to be 'C. Murray', is written over the printed name 'Colleen Murray, Superintendent'.

Date: November 10, 2021

Re: Meeting Minutes

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the October 13, 2021 Regular Meeting Minutes as presented.

BETHANY BOARD OF EDUCATION
Regular Meeting Minutes
October 13, 2021

Present

Angelo Amato
John Paul Garcia
Amy Lestinsky, Vice Chair
Chris Pittenger, Chair
Lynette White, Secretary

Administration

Colleen Murray
Kai Byrd
Tom Reed-Swale

Absent

Angel Irigoyen
EJ Maher
Shawn Uscilla
Namita Wijesekera

Call to Order

Dr. Pittenger called the meeting to order at 6:39 p.m.

PTO Report

Mrs. Amy Lestinsky reported on recent and upcoming PTO events.

Presentation

Mr. Reed-Swale, Ms. Nathman, Mrs. Hubbard, and Mr. Bruni gave a presentation on Student Achievement and fielded questions from Board members.

Public Comment

None.

Minutes

Motion by Lestinsky, seconded by Amato to accept the September 1, 2021 Regular Meeting Minutes as presented. *The motion carries 3 yes, 2 abstain (Garcia, White), 4 absent (Irigoyen, Maher, Uscilla, Wijesekera).*

Committee Reports

Finance:

Dr. Pittenger reported there was an error on the June 2021 Operating Budget Summary which was corrected and now needs reapproval.

Motion by Garcia, seconded by White to accept the revised final report of expenditures and adjustments to the 2020-2021 Operating Budget through June 30, 2021 as presented. *The motion carries 5 yes, 4 absent (Irigoyen, Maher, Uscilla, Wijesekera).*

Motion by Garcia, seconded by Lestinsky to accept the report of expenditures and adjustments to the 2021-2022 Operating Budget through August 31, 2021 as presented. *The motion carries 5 yes, 4 absent (Irigoyen, Maher, Uscilla, Wijesekera).*

Motion by Garcia, seconded by Amato to accept the report of expenditures and adjustments to the 2021-2022 Operating Budget through September 30, 2021 as presented. *The motion carries 5 yes, 4 absent (Irigoyen, Maher, Uscilla, Wijesekera).*

Dr. Pittenger further reported on an Electricity Look Back, Solar Panel Project, Grants, and the 2022-2023 Budget Process.

Curriculum:	The committee met last week and discussed technology, curriculum programs, professional learning, Equity Team, and were given a student achievement presentation.
Facilities:	The committee is scheduled to meet on December 7, 2021.
Ad Hoc Facilities:	The committee has not met recently but Mrs. Murray provided an email to the committee on the status of the facility assessments being done and will reconvene once the results are in. Mrs. Murray announced that Rob White Architects was chosen as the architect for the outdoor learning project.
Policy:	The committee met last night and will be presenting several policies for first reading in November.
Transportation:	The committee has not met recently.
ACES:	None.
Unfinished Business	None.
New Business	None.
Superintendent Report	<p>Mrs. Murray reported that on September 30, 2021, PK-6 enrollment was 388 students.</p> <p>Mrs. Murray provided an update on new personnel and the status of posted positions.</p> <p>Mrs. Murray reported on Project COVID DeteCT student screening program. To date, 76 students will be taking advantage of the program which is scheduled to begin the week of October 25th.</p>
Director Report	Mrs. Byrd reported on Curriculum and Special Services. Her report is on file in the BOE Packet.
Principal Report	Mr. Reed-Swale reported on BCS's recent and upcoming events. His report is on file in the BOE Packet.
Chairman Report	<p>Dr. Pittenger announced the Fall BOE Open Forum will be held on Thursday, October 28th at 6:30 pm via Zoom.</p> <p>Dr. Pittenger reminded Board members that the CABA Conference in November is a great event.</p>
Communications	Reviewed and placed on file.
Public Comment	<p>David Grimes, 22 Woods Road, addressed the Board on the following topics:</p> <ul style="list-style-type: none"> • A transparent Superintendent search with public participation. • Consideration for students to access lockers, playground, and cafeteria. • Possibility of allowing students more freedoms once vaccine is available.

Executive Session

Motion by Pittenger, seconded by Garcia that the Board of Education enters into Executive Session to discuss the Superintendent's 2021-2022 goals and the Superintendent Search and that Colleen Murray and Susan Carpenter are invited to attend. *The motion carries 5 yes, 4 absent (Irigoyen, Maher, Uscilla, Wijesekera).*

Attendance

Present

Angelo Amato
John Paul Garcia
Amy Lestinsky, Vice Chair
Chris Pittenger, Chair
Lynette White, Secretary

Other

Colleen Murray
Susan Carpenter

Absent

Angel Irigoyen
EJ Maher
Shawn Uscilla
Namita Wijesekera

Reconvene

Moved from Executive Session and the regular meeting reconvened at 9:09 p.m.

Business

Motion by Pittenger, seconded by Garcia to amend the agenda to appoint a Superintendent Search Committee in light of Superintendent Colleen Murray's retirement effective June 30, 2022. *The motion carries 5 yes, 4 absent (Irigoyen, Maher, Uscilla, Wijesekera).*

Motion by Pittenger, seconded by Amato that the Board of Education as a whole is appointed as the Executive Search Committee for the Superintendent position. *The motion carries 5 yes, 4 absent (Irigoyen, Maher, Uscilla, Wijesekera).*

Adjournment

The meeting adjourned at 9:11 p.m.

Susan L. Carpenter
Recording Secretary

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent

Date: November 10, 2021

Re: Finance Committee Report of Expenditures and Adjustments

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

Recommended Motion:

- i. Move that the Board of Education accept the report of expenditures and adjustments to the 2021-2022 Operating Budget through October 31, 2021.

Bethany Board of Education
Operating Budget 2021-2022 Summary - as of October 2021

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ Sept	Var% Sept	Var\$ Oct	Var% Oct
General Education								
Salaries								
Certified	\$2,130,753	\$2,093,890	\$380,047	\$1,907,529	\$ 112,082	5.35%	\$ 186,361	8.90%
Curriculum (Supplemental)	\$29,700	\$26,500	\$26,709	\$26,709	\$ -	0.00%	\$ (209)	-0.79%
Non-Certified	\$328,222	\$246,756	\$57,968	\$287,420	\$ -	0.00%	\$ (40,664)	-16.48%
Nurse	\$49,852	\$51,552	\$8,769	\$51,552	\$ -	0.00%	\$ -	0.00%
Total Salaries	\$2,538,527	\$2,418,699	\$473,493	\$2,273,210	\$ 112,082	4.63%	\$ 145,489	6.02%
Benefits								
Benefits	\$608,150	\$545,865	\$202,567	\$545,865	\$ -	0.00%	\$ -	0.00%
Services								
BCS	\$4,800	\$79,944	\$0	\$69,944	\$ 10,000	12.51%	\$ 10,000	12.51%
Curriculum	\$51,006	\$54,206	\$31,413	\$54,206	\$ -	0.00%	\$ -	0.00%
IT	\$45,750	\$45,750	\$12,553	\$45,750	\$ -	0.00%	\$ -	0.00%
Total Services	\$101,556	\$179,900	\$43,966	\$169,900	\$ 10,000	5.56%	\$ 10,000	5.56%
Supplies								
BCS	\$52,419	\$52,419	\$21,663	\$52,419	\$ -	0.00%	\$ -	0.00%
Curriculum	\$7,889	\$7,889	\$779	\$7,889	\$ -	0.00%	\$ -	0.00%
IT	\$15,400	\$100,920	\$73,058	\$100,920	\$ -	0.00%	\$ -	0.00%
Total Supplies	\$75,708	\$161,228	\$95,500	\$161,228	\$ -	0.00%	\$ -	0.00%
Other								
BCS	\$1,300	\$1,300	\$265	\$1,300	\$ -	0.00%	\$ -	0.00%
Curriculum	\$1,825	\$1,825	\$0	\$1,825	\$ -	0.00%	\$ -	0.00%
IT	\$41,500	\$41,500	\$27,369	\$41,500	\$ -	0.00%	\$ -	0.00%
Total Other	\$44,625	\$44,625	\$27,634	\$44,625	\$ -	0.00%	\$ -	0.00%
Subtotal	\$3,368,566	\$3,350,317	\$843,161	\$3,194,828	\$ 122,082	3.64%	\$ 155,489	4.64%
Special Education								
Salaries	\$1,216,466	\$1,218,819	\$296,478	\$1,244,642	\$ (118)	-0.01%	\$ (25,823)	-2.12%
Benefits	\$342,816	\$307,609	\$123,088	\$307,609	\$ -	0.00%	\$ -	0.00%
Services	\$405,901	\$406,591	\$77,857	\$406,591	\$ -	0.00%	\$ -	0.00%
Supplies	\$17,982	\$17,982	\$9,400	\$17,982	\$ -	0.00%	\$ -	0.00%
Other	\$1,110	\$1,110	\$250	\$1,110	\$ -	0.00%	\$ -	0.00%
Subtotal	\$1,984,275	\$1,952,111	\$507,072	\$1,977,934	\$ (118)	-0.01%	\$ (25,823)	-1.32%
Operations and Overhead								
Salaries	\$897,553	\$1,008,951	\$328,029	\$1,005,699	\$ 5,310	0.53%	\$ 3,252	0.32%
Benefits	\$245,787	\$258,322	\$71,713	\$248,322	\$ 10,000	3.87%	\$ 10,000	3.87%
Services	\$224,845	\$139,325	\$39,586	\$139,325	\$ -	0.00%	\$ -	0.00%
Supplies	\$39,500	\$42,500	\$14,731	\$42,500	\$ -	0.00%	\$ -	0.00%
Utilities (Electricity)	\$80,000	\$100,000	\$20,380	\$100,000	\$ -	0.00%	\$ -	0.00%
Facilities and Maintenance	\$116,100	\$91,100	\$31,392	\$91,100	\$ -	0.00%	\$ -	0.00%
Student Transportation	\$269,185	\$269,185	\$80,756	\$ 269,185.00	\$ -	0.00%	\$ -	0.00%
Other	\$15,675	\$29,675	\$12,948	\$ 29,675.00	\$ -	0.00%	\$ -	0.00%
Subtotal	\$1,888,645	\$1,939,058	\$599,534	\$ 1,925,806.08	\$ 15,310	0.79%	\$ 13,252	0.68%
COVID								
BCS-COVID	\$0	\$0	\$0	\$0	\$ -		\$ -	
Curriculum COVID	\$0	\$0	\$0	\$0	\$ -		\$ -	
IT-COVID	\$0	\$0	\$0	\$0	\$ -		\$ -	
SpEd COVID	\$0	\$0	\$0	\$0	\$ -		\$ -	
BOE-COVID	\$0	\$0	\$0	\$0	\$ -		\$ -	
Sub Total	\$0	\$0	\$0	\$0	\$ -		\$ -	
Total	\$7,241,486	\$7,241,486	\$1,949,767	\$7,098,568	\$ 137,273	1.90%	\$ 142,917	1.97%

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *mm*

Date: November 10, 2021

Re: Resignation

It is recommended under NEW BUSINESS:

Recommended Motion:

- a. Move the Bethany Board of Education accept with regret the resignation of Superintendent Colleen Murray effective June 30, 2022 and wish her well in her retirement.



Bethany Public School District

Colleen Murray, Superintendent

44 Peck Road
Bethany, Connecticut 06524
cmurray@bethany-ed.org

Phone (203) 393-1170
Fax (203) 393-0239
www.bethany-ed.org

November 10, 2021

Dear Bethany Board of Education,

Since I was a very young child, I knew I wanted to be a teacher when I grew up. I love everything having to do with teaching and learning, and feel so fortunate that I was able to fulfill all of my professional dreams. I began my career as a paraprofessional 42 years ago while still in college. I've taught in public and private schools at a variety of elementary grade levels and served as a Dean of Students, Assistant Principal, Principal, Director of Curriculum and Instruction, and Superintendent.

After seven years as your Superintendent, it is with mixed emotions that I share my plan to resign and retire on June 30, 2022. I am honored that you allowed me to end my career here in Bethany. Who's had it better than I? I've spent a lifetime with children. They've kept me young. They've taught me to be curious, to accept unconditionally, and to live in the moment. I've had the privilege of working with some of the most amazing educators and staff along my journey; those who either joined my crazy, ignited my passion, or supported a vision to provide a safe and quality education for those in our charge. I am appreciative of the positive relationships I was able to build with the students, families and citizens of this fine community. I am especially grateful for the support I've received from the Bethany Board of Education. Together, we made a difference in the lives of so many children.

In closing, it truly has been an honor for me to serve the Town of Bethany as your Superintendent of Schools and respectfully request that you accept this letter of resignation effective June 30, 2022.

With love and tremendous gratitude,

Colleen M. Murray
Superintendent

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *mm*

Date: November 10, 2021

Re: New Business

It is recommended that under NEW BUSINESS:

Recommended Motion:

- c.(i.)1.-31. Move that the Board of Education accept the policies for revision for first reading.
- c.(ii.)1. Move that the Board of Education accept the policy for adoption for first reading.

Distribution of Materials

Printed materials may be distributed to parents/guardians as a means of mass communications. At the same time, this procedure can prove objectionable to parents/guardians and the School District, if overdone.

To provide the most effective use of this technique without exploitation of staff or students; the Superintendent or his/her designee may approve such distribution providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not promote private gain or political position.
3. The materials do not promote any political party or candidate.

All requests from non-school related groups or individuals to have students distribute materials will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

The Principal will have oversight of materials for distribution by students requested by school-related organizations such as the Parent Teacher Organization.

Budget/Referendum Materials

Information concerning a budget or referendum, specifying only the time, date, location and question or proposal may be disseminated through the students. This information may not contain statements or be written in a manner which may advocate a position on the budget or on a referendum question.

Advertising in the Schools

No advertising of materials used for commercial purposes shall be permitted in the school or on the grounds of the District without prior approval of the Superintendent. Advertising in student publications, including but not limited to school newsletters, planners, notebooks, or book bags, shall be regulated by rules and regulations developed by the Superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

The Superintendent or his/her designee shall interpret this policy strictly. In case of differences regarding the decision, the decision of the Superintendent will be final in order that the best interests of the students will be served.

Dissemination of Religious Materials

Materials that have a religious content may be made available to students during non-instructional time. The District shall impose content-neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not being endorsed or sponsored by the District.

Legal Reference: Connecticut General Statutes § 9-369b

Policy adopted: September 9, 1991
Policy revised: October 7, 2015
Policy revised: December 12, 2018

Recommended Revisions**Distribution of Materials**

Printed materials may be distributed to parents/guardians as a means of mass communications. At the same time, this procedure can prove objectionable to parents/guardians and the ~~School~~ Bethany Public School District (District), if overdone.

To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or ~~his/her~~ designee may approve such distribution providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not promote any religious belief or activity, private gain, or political position.
3. The materials do not promote any political party or candidate.

All requests from non-school related groups or individuals to ~~have students~~ distribute materials, with the exception of requests from school-connected organizations or Board-appointed committees, will be referred to the ~~office of the~~ Superintendent or designee to determine whether the requests comply with overall school purposes and policy.

The Principal will have oversight of materials for distribution by students requested by school-related organizations such as the Parent Teacher Organization.

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Information concerning a budget or referendum, specifying only the time, date, location, and question or proposal may be disseminated ~~through the students~~. This information may not contain statements or be written in a manner which may advocate a position on the budget or on a referendum question.

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Legal Reference: Connecticut General Statutes § 9-369b

Policy adopted: September 9, 1991

Policy revised:

October 7, 2015

Policy revised:

December 12, 2018

Policy revised:

Source: CAGE

School Volunteers, Student Interns and Other Non-Employees

The Board of Education recognizes that volunteers can make many valuable contributions to the school. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Superintendent.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of the Bethany Public School District staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Bethany Public School District.

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

Legal Reference: Connecticut General Statutes § 10-4g
 Connecticut General Statutes § 10-220
 Connecticut General Statutes § 10-235
 Connecticut General Statutes § 54-254 et seq.

Policy adopted: November 17, 1998
Policy revised: November 10, 2004
Policy revised: October 7, 2015
Policy revised: June 13, 2018

Mandated Revisions**School Volunteers, Student Interns, and Other Non-Employees**

The Bethany-Board of Education (Board) recognizes that volunteers can make many valuable contributions to the school. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Superintendent.

Volunteers, interns and other such non-employees working within the schools (volunteers) must work under the supervision of the Bethany Public School District (District) staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board ~~of Education~~ policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the ~~Bethany Public School~~ District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

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

Legal Reference: Connecticut General Statutes § 10-4g
 Connecticut General Statutes § 10-220
 Connecticut General Statutes § 10-235
 Connecticut General Statutes § 54-254 et seq.

Policy adopted: November 17, 1998
Policy revised: November 10, 2004
Policy revised: October 7, 2015
Policy revised: June 13, 2018
Policy revised:

Source: Shipman

Visitors and Observations

The Bethany Board of Education (Board) and Administration of the Bethany Public School District (District) encourages visits by members of the community and other interested parties to the school. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the Administration or his/her designee before being permitted to visit the school. The Board, through the Administration, reserves the right to limit visits in accordance with Administrative Regulations.

The Board further desires to work collaboratively with parents/guardians to observe their student in their current classroom or observe proposed educational placements within the school or with an educational nexus, and its educational programs. This includes, but is not limited to, conferencing and planning meetings. The Board, through the Administration, reserves the right to limit observations of current and proposed educational placements in accordance with Administrative Regulations and the Board's Guidelines for Independent Educational Evaluations.

Although Board members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board, or when delegated specific tasks by specific Board action.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school, limiting access to those areas of the building and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times.

The administration or his/her designees shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the administration believes are on the premises for the purposes of committing an illegal act.

Legal Reference: "Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (March 28, 2018).

Policy adopted: September 9, 1991
Policy revised: November 18, 2015
Policy revised: June 13, 2018
Policy revised: December 12, 2018
Policy revised: January 8, 2020

Recommended Revisions**Visitors and Observations**

The Bethany Board of Education (Board) and Administration of the Bethany Public School District (District) encourages visits by members of the community and other interested parties to the school. ~~Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.~~ In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the Administration or ~~his/her~~ designee before being permitted to visit the school. The Board, through the Administration, reserves the right to limit visits in accordance with Administrative Regulations.

The Board further desires to work collaboratively with parents/guardians with an educational nexus, its educational programs, or the student being observed, to observe their student in their current classroom or observe proposed educational placements within the school ~~or with an educational nexus, and its educational programs. This includes, but is not limited to, conferencing and planning meetings.~~ The Board, through the Administration, reserves the right to limit observations of current and proposed educational placements in accordance with Administrative Regulations and the Board's Guidelines for Independent Educational Evaluations.

Although Board members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board, or when delegated specific tasks by specific Board action.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school, limiting access to those areas of the building and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into the school or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

The Administration or ~~his/her~~ designees shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Administration believes are on the premises for the purposes of committing an illegal act.

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Policy revised:

Source: Shipman

Conduct on School Property

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, District employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. Volatile, hostile or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

- A. Expected behaviors include but are not limited to:
 - 1. Respect and courtesy in language, demeanor, and actions.
 - 2. Moderate tone and volume of voice.
 - 3. Active and respectful listening.
 - 4. Respectful acknowledgement of cultural differences.
 - 5. Respect for the personal, civil, and property rights of others.
 - 6. Appropriate and courteous use of telephone, public address systems, electronic devices and any other verbal communication device.
 - 7. Appropriate and courteous written communication, including notes, letters, email and text messages.
- B. Unacceptable behaviors include but are not limited to:
 - 1. Rude, insulting or demeaning language and/or actions.
 - 2. Persistently unreasonable demands.
 - 3. Intrusive and/or interruptive behavior.
 - 4. Displays of temper.
 - 5. Harassment and intimidation.
 - 6. Threatening and/or abusive gestures and behavior.

Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved.

Any individual who disrupts or threatens to disrupt normal school or office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the premises by a member of the administrative staff or his/her designee.

COMMUNITY RELATIONS

1316(b)

Legal Reference: Connecticut General Statutes § 1-225
 Connecticut General Statutes § 1-232
 Connecticut General Statutes § 10-221
 Connecticut General Statutes § 10-238
 Connecticut General Statutes § 10-239
 Connecticut General Statutes § 53a-185

Policy adopted: November 18, 2015
Policy reviewed: January 9, 2018

Recommended Revisions**Conduct on School Property**

The Bethany Board of Education (Board) expects mutual respect, civility, and orderly conduct among all individuals on school property or at school events. Bethany Public School District (District) staff will treat parents/guardians and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering ~~school~~/District grounds.

This policy promotes mutual respect, civility, and orderly conduct among Board members, District employees, parents/guardians, and the public. It is not intended to deprive any individual of ~~his/her~~ the right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. Volatile, hostile, or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile, or aggressive actions. The Board seeks public cooperation with this endeavor.

- A. Expected behaviors include but are not limited to:
 - 1. Respect and courtesy in language, demeanor, and actions.
 - 2. Moderate tone and volume of voice.
 - 3. Active and respectful listening.
 - 4. Respectful ~~acknowledgement~~ acknowledgment of cultural differences.
 - 5. Respect for the personal, civil, and property rights of others.
 - 6. Appropriate and courteous use of telephone, public address systems, electronic devices, and any other verbal communication device.
 - 7. Appropriate and courteous written communication, including notes, letters, email, and text messages.
- B. Unacceptable behaviors include but are not limited to:
 - 1. Rude, insulting, or demeaning language and/or actions.
 - 2. Persistently unreasonable demands.
 - 3. Intrusive and/or interruptive behavior.
 - 4. Displays of temper.
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Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved.

Any individual who disrupts or threatens to disrupt normal school or office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the premises by a member of the administrative staff or ~~his/her~~ designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.

Legal Reference: Connecticut General Statutes § 1-225
 Connecticut General Statutes § 1-232
 Connecticut General Statutes § 10-221
 Connecticut General Statutes § 10-238
 Connecticut General Statutes § 10-239
 Connecticut General Statutes § 53a-185

Policy adopted: November 18, 2015
Policy reviewed: January 9, 2018
Policy revised:

Source: CABB

Law Enforcement Officials

The School is responsible for students during school hours. This responsibility includes protecting each student's constitutional rights, assuring due process in questioning and arrest, protecting students from any form of illegal coercion and keeping students safe from physical and emotional harm. Because of the many support services that local law enforcement agencies provide to the school, staff, and students, the Board of Education supports the best possible relationship with those agencies consistent with the District's responsibilities to protect legal rights of staff and students.

This policy is intended to balance the needs of school and police officials. The reduction of ambiguity and confusion in how these officials interact will provide an optimal environment for education while ensuring that the public safety needs of the school and community are adequately met. Priority shall be given to law enforcement's involvement in threat assessments and in the planning and implementation of school District emergency plans, security procedures, intervention and crisis response.

Law enforcement officials are viewed as key community stakeholders in developing and implementing a comprehensive emergency readiness plan for the District.

Interview of Students

Police interviews generally will not take place on school grounds. However, if the police do indicate that an interview on school grounds is necessary, school authorities may cooperate. When the interview involves a juvenile, a parent must be present. The exceptions to this rule are a) if the student is being interviewed as a victim and/or b) if there is an overriding immediate public safety concern. If a student under the age of sixteen (16) is being interviewed by the police and the parent/guardian cannot be present, a member of the school staff should be present.

When police are investigating possible criminal acts which occurred or may have occurred, on school property, or while under the jurisdiction of the District, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. An attempt will be made to notify the student's parent/guardian so that they may be present during the questioning. The school principal or his/her designee will be present. The administrator shall maintain a written record of all such interviews conducted.
3. Preferably, the officer doing the questioning will wear civilian clothes.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined in 1-3 above are observed. Police will make every attempt to minimize distractions or disruption of school routines during the performance of their duties.

Arrest of Students

The decision to call the police and request an arrest is within the discretion of the building administrator. The principal may request the arrest of a student or there are times in which the police may request to pick up a student due to a warrant being issued for his/her arrest. If the school principal agrees to assist in the arrest of a student, the student should be escorted from class by school personnel and remain in a secured office until the police arrive. The arrested student will be removed from the school in a way that minimizes embarrassment to the student and any disruption of the school routine.

Weapons

In cases where a student is suspected of carrying a dangerous weapon and there is a safety issue inherent in the search process, the student should be secured in a private area and the police should be contacted to conduct the search.

If a search is conducted by a school official and a weapon is found, weapons that are illegal should be turned over to the police immediately by the school official. Illegal weapons include knives with over a four-inch blade, dirk knives, switchblade knives, martial arts weapons and firearms. Ammunition should also be immediately turned over to the police. Weapons that are not illegal but are a violation of school policy may be retained by the principal.

Designation of Authority

The Superintendent is authorized to develop procedures regarding this policy, including a process to ensure that appropriate staff has been informed, and to establish lines of communication with local law enforcement agencies to effect necessary cooperation toward ensuring the security of the school facilities, and the safety of students and staff.

Legal Reference: Connecticut General Statutes § 10-21
 Connecticut General Statutes § 53a-185
 Connecticut General Statutes § 54-76j

Policy adopted: September 9, 1991
Policy revised: December 9, 2015
Policy revised: June 13, 2018

Recommended Revisions

Law Enforcement Officials

The ~~School~~ school is responsible for students during school hours. This responsibility includes protecting each student's constitutional rights, assuring due process in questioning and arrest, protecting students from any form of illegal coercion, and keeping students safe from physical and emotional harm. Because of the many support services that local law enforcement agencies provide to the school, staff, and students, the Bethany Board of Education (Board) supports the best possible relationship with those agencies consistent with the Bethany Public School District's (District) responsibilities to protect legal rights of staff and students.

This policy is intended to balance the needs of school and police officials. The reduction of ambiguity and confusion in how these officials interact will provide an optimal environment for education while ensuring that the public safety needs of the school and community are adequately met. Priority shall be given to law enforcement's involvement in threat assessments and in the planning and implementation of ~~school~~ District emergency plans, security procedures, intervention, and crisis response.

Law enforcement officials are viewed as key community stakeholders in developing and implementing a comprehensive emergency readiness plan for the District.

Interview of Students

Police interviews generally will not take place on ~~school~~ District grounds. However, if the police do indicate that an interview on ~~school~~ District grounds is necessary, school authorities may cooperate. When the interview involves a juvenile, a parent/guardian must be present. The exceptions to this rule are a) if the student is being interviewed as a victim and/or b) if there is an overriding immediate public safety concern. If a student under the age of sixteen (16) is being interviewed by the police and the parent/guardian cannot be present, a District employee ~~member of the school staff~~ should be present.

When police are investigating possible criminal acts which occurred or may have occurred, on ~~school~~ District property, or while under the jurisdiction of the District, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. An attempt will be made to notify the student's parent/guardian so that they may be present during the questioning. The school principal or ~~his/her~~ designee will be present. The ~~administrator~~ school principal or designee shall maintain a written record of all such interviews conducted.
3. Preferably, the officer doing the questioning will wear civilian clothes.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the ~~schools~~ school when the procedures outlined in 1-3 above are observed. Police will make every attempt to minimize distractions or disruption of school routines during the performance of their duties.

Arrest of Students

The decision to call the police and request an arrest is within the discretion of ~~the building administrator~~ school administration. The ~~principal~~ school administration may request the arrest of a student or there are times in which the police may request to pick up a student due to a warrant being issued for ~~his/her~~ the individual's arrest. If the school ~~principal~~ administration agrees to assist in the arrest of a student, the student should be escorted from class by ~~school personnel~~ a District employee, and remain in a secured office until the police arrive. The arrested student will be removed from the school in a way that minimizes embarrassment to the student and any disruption of the school routine.

At no time will a student be released to a police officer without one of the following: a) a warrant, b) a court order, c) arrest, d) protective custody resulting from child abuse investigations, e) permission of the parent/guardian.

Weapons

In cases where a student is suspected of carrying a dangerous weapon and there is a safety issue inherent in the search process, the student should be secured in a private area and the police should be contacted to conduct the search.

If a search is conducted by a ~~school official~~ District employee and a weapon is found, weapons that are illegal should be turned over to the police immediately by the ~~school official~~ District employee. Illegal weapons include knives with over a four-inch blade, dirk knives, switchblade knives, martial arts weapons, and firearms. Ammunition should also be immediately turned over to the police. Weapons that are not illegal but are a violation of school policy may be retained by ~~the principal~~ school administration.

Designation of Authority

The Superintendent is authorized to develop procedures regarding this policy, including a process to ensure that appropriate staff has been informed, and to establish lines of communication with local law enforcement agencies to effect necessary cooperation toward ensuring the security of the school facilities, and the safety of students and staff.

Legal Reference: Connecticut General Statutes § 10-~~21~~ 221
 Connecticut General Statutes § 53a-185
 Connecticut General Statutes § 54-76j

Policy adopted: September 9, 1991
Policy revised: December 9, 2015
Policy revised: June 13, 2018
Policy revised:

Source: CABE

Possession of Deadly Weapons or Firearms**I. Definitions:**

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

II. Prohibition of Deadly Weapons and Firearms

In accordance with Connecticut General Statutes § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of the school or the District's administrative office building or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

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

COMMUNITY RELATIONS

1600(b)

IV. Other Exceptions

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

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

V. Consequences

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

Legal Reference: Connecticut General Statutes § 10-233a
 Connecticut General Statutes § 10-244a
 Connecticut General Statutes § 29-28(e)
 Connecticut General Statutes § 47-65c
 Connecticut General Statutes § 53a-3
 Connecticut General Statutes § 53a-217b

Policy adopted: September 9, 1998
Policy revised: October 7, 2015
Policy revised: November 9, 2016
Policy revised: April 8, 2020

Possession of Deadly Weapons or Firearms**I. Definitions:**

- a. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Connecticut General Statutes § 53a-3(6).
- b. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Connecticut General Statutes § 53a-3(19).
- c. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under sections 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Connecticut General Statutes § 53a-3(9).
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- e. **School-Sponsored Activity** means "any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Connecticut General Statutes § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Connecticut General Statutes § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of the school or the District's administrative office building, on school transportation, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

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

IV. Other Exceptions

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

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

V. Consequences

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

Legal Reference: Connecticut General Statutes § 10-233a
 Connecticut General Statutes § 10-244a
 Connecticut General Statutes § 29-28(e)
 ~~Connecticut General Statutes § 47-65c~~
 Connecticut General Statutes § 53a-3
 Connecticut General Statutes § 53a-217b

Policy adopted: September 9, 1998
Policy revised: October 7, 2015
Policy revised: November 9, 2016
Policy revised: April 8, 2020
Policy revised:

Source: Shipman

Job Descriptions

All employees of the Bethany Public School District (District) are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

The Superintendent of Schools shall develop job descriptions for school District employees which shall include at a minimum:

1. Job title.
2. General statement of duties and listing of specific responsibilities.
3. To whom the employee is directly responsible.
4. Education or training required.

Job descriptions for all employees shall be provided to employees by the Superintendent and copies maintained on the District website.

Policy adopted:	September 9, 1991
Policy revised:	March 9, 2016
Policy revised:	December 12, 2018

Job Descriptions

All employees of the Bethany Public School District (District) are subject to the policies of the [Bethany Board of Education](#), applicable laws, and current employee agreements.

The Superintendent ~~of Schools~~ [or designee](#) shall develop job descriptions for ~~school~~ District employees which shall include at a minimum:

1. Job title.
2. General statement of duties and listing of specific responsibilities.
3. To whom the employee is directly responsible.
4. Education or training required.
5. [Wage range](#).

Job descriptions for all employees shall be provided to employees by the Superintendent [or designee](#) ~~and copies maintained~~ on the District website.

Legal Reference: [Connecticut General Statutes § 21-30](#)

Policy adopted: September 9, 1991
Policy revised: March 9, 2016
Policy revised: December 12, 2018
[Policy revised:](#)

Source: CABA

Evaluation of the Superintendent

The evaluation process for the Superintendent of Schools shall be collaborative, goal oriented and offer numerous opportunities for focused and targeted feedback from the Board of Education to the Superintendent of Schools regarding his/her job performance. It is the Board's belief that this collaborative and candid approach to evaluation will improve Board of Education and Superintendent communications and relationships, and most importantly, will enhance the overall success of the District.

While the Board of Education and Superintendent (Leadership Team) have different roles and responsibilities, their work must complement each other. Ultimately, all serve to advance the goals and objectives of their community for public education and, most importantly, student learning. As the Board of Education's Chief Executive Officer, Connecticut Education Law requires the Superintendent of Schools' job performance is evaluated annually. Whether written or oral, the annual evaluation of the District's Chief Executive Officer is one of the most important responsibilities of the Board of Education.

Recommended Evaluation Process

The formal evaluation should in no way preclude informal discussions between the Superintendent and Board of Education as needed.

Beginning of the Year Evaluation of the Superintendent– July-November

- Step 1: In a public meeting, the Board conducts its self-evaluation (July).
- Step 2: The Leadership Team meets to discuss District goals and objectives. Any discussion of District goals including the Board of Education's Operational Performance Goals and the District's Five (5) Year Strategic Plan Goals, must be held in a public meeting. This structured conversation is intended to serve as a goal/priority setting session for the District's Leadership Team for the upcoming school year (July).
- Step 3: A meeting should be scheduled by the Board of Education between the Superintendent and the Board, according to Board of Education policy and Superintendent's contract in Executive Session, unless the Superintendent exercises his/her statutory right to require that such discussion is held in a public meeting. The purpose of this meeting is to share and discuss the Board's draft evaluation of the Superintendent's performance and serves as a final opportunity for candid discussion between the Board and the Superintendent prior to the completion of a formal performance evaluation (July).
- Step 4: In Executive Session, the Board has an opportunity to discuss with the Superintendent his/her performance goals for the upcoming school year. Some of these will have been reflected in the most recent evaluation of the Superintendent's performance review (July).
- Step 5: The Superintendent's formal performance evaluation is completed and presented either verbally or in writing to the Superintendent of Schools by a representative(s) of the Board. It is important to note that if the Board's performance evaluation of the Superintendent is in writing, it is a public document and subject to the Freedom of Information Act. Any written copy of the Superintendent's performance evaluation must also be placed in the Superintendent's official personnel file (August).
- Step 6: In a public meeting, the Board adopts their Board of Education Operational Performance Goals (September/October).
- Step 7: In Executive Session, the Superintendent shares his/her finalized performance goals for the upcoming school year with the Board (October/November).

Mid-Year Meeting – December-February

- Step 1: In a public meeting, the Board informally reviews its own performance in light of previously adopted goals.
- Step 2: In Executive Session, it is recommended that the Board provide targeted informal feedback to the Superintendent about his/her effectiveness on the previously established goals and objectives.

These mid-year sessions provide the Leadership Team with an opportunity to identify and strategize about new and/or unexpected challenges. This level of team collaboration allows all parties to be contributing members of a fluid, responsive and strategic team.

End of the Year Evaluation of the Superintendent – March-June

- Step 1: The Superintendent and Board Chair meet to discuss the Superintendent's evaluation and timeline (April/May).
- Step 2: The Superintendent shares a self-evaluation with the Board addressing the progress and effectiveness of his/her performance goals. This self-assessment may be supplemented by submitting documentation as a formal narrative, portfolio or some other mutually agreed upon format, with the understanding that any such written documentation regarding the Superintendent's job performance should aid the Board in completing a comprehensive and fair evaluation of the Superintendent (May/June).
- Step 3: The Board conducts the evaluation of the Superintendent according to the Board of Education policy in Executive Session unless the Superintendent exercises his/her statutory right to require that such discussion is held in a public meeting. It is recommended that there be no prior sharing of written performance evaluation commentary (hard copy or electronic) among Board of Education members prior to the Executive Session (June).

Legal Reference: Connecticut General Statutes § 10-157(a)
Connecticut General Statutes § 10-220
Freedom of Information Act §§ 1-200 to 1-241

Policy adopted: May 10, 2017
Policy reviewed: October 1, 2018

Superintendent's Leadership Performance Areas and Specific Areas of Responsibility

Successful Superintendents of Schools are visionary CEOs who lead dynamic enterprises in a shifting climate of policy, politics, society, economics, and law. Balancing and managing national reform and accountability initiatives against local circumstances, they create the conditions that drive their district's leadership, quality of instruction, and student achievement. Research has shown that the nation's most successful Superintendents possess highly developed leadership, vision, and strategic thinking skills and that these skills, combined influence student achievement.

The following framework may help guide the Superintendent's evaluation and development. This framework may be changed to reflect continuing developments that shape the Superintendent's areas of responsibility.

I. Educational Leadership

Grounded in relationships, the Superintendent enlists and guides school district stakeholders toward the district's educational goals, demonstrating an intense focus on continuous district improvement.

Educational Leadership will include, but not be limited to, the following areas: vision, culture, instructional materials, curriculum, hiring, training, performance, issue management, measurable results, presence, and personal development.

II. Organizational Management

Effective facilitation of the day-to-day operations of the school district and its programs requires leadership in organizational management. This includes establishing systems and appropriate delegation of tasks.

Organizational Management will include, but not be limited to, the following areas: budget process, budget development, budget management, contract negotiation, grants & excess costs, expense reporting, day-to-day management, facilities planning, facilities maintenance, school environment safety, and health.

III. Community and Board of Education Relations

Community and Board of Education relations are critical to the success of the Superintendent and the District.

Community and Board of Education Relations will include, but not be limited to, the following areas: proactive Board communication, responsive Board communication, policy, commitment to Board priorities, information and advice, Board collaboration, proactive community communication, responsive community communication, community collaboration, follow through, empowerment and support.

IV. Personal and Professional Qualities

Personal and professional qualities and relationships are critical to the effectiveness of leaders and managers. The Superintendent will maintain the highest standards of personal integrity, professionalism, and leadership.

Personal and Professional Qualities will include, but not be limited to, the following areas: personal integrity, professionalism, personal interaction skills, communication style, work ethic, transparency and commitment to excellence.

Evaluation of the Superintendent

The evaluation process for the Superintendent ~~of Schools~~ shall be collaborative, goal-oriented, and offer numerous opportunities for focused and targeted feedback from the Bethany Board of Education (Board) to the Superintendent ~~of Schools~~ regarding ~~his/her~~ job performance. It is the Board's belief that this collaborative and candid approach to evaluation will improve Board ~~of Education~~ and Superintendent communications and relationships, and most importantly, will enhance the overall success of the Bethany Public School District (District).

While the Board ~~of Education~~ and Superintendent (Leadership Team) have different roles and responsibilities, their work must complement each other. Ultimately, all serve to advance the goals and objectives of their community for public education and, most importantly, student learning. As the Board ~~of Education's~~ Chief Executive Officer (CEO), Connecticut Education Law requires the ~~Superintendent of Schools' Superintendent's~~ job performance is evaluated annually. Whether written or oral, the annual evaluation of the District's Chief Executive Officer is one of the most important responsibilities of the Board ~~of Education~~.

Recommended Evaluation Process

The formal evaluation should in no way preclude informal discussions between the Superintendent and Board ~~of Education~~ as needed.

Beginning of the Year Evaluation of the Superintendent- July-November

- Step 1: In a public meeting, the Board conducts its self-evaluation and goal setting (July).
- Step 2: The Leadership Team meets to discuss District goals and objectives. Any discussion of District goals including the Board ~~of Education's~~ Operational ~~Performance~~ Goals and the District's ~~Five (5)-Year~~ Strategic Plan Goals, must be held in a public meeting. This structured conversation is intended to serve as a goal/priority setting session for the District's Leadership Team for the upcoming school year (July).
- Step 3: A meeting should be scheduled by the Board ~~of Education~~ between the Superintendent and the Board, according to Board ~~of Education~~ policy and Superintendent's contract in Executive Session, unless the Superintendent exercises ~~his/her~~ the statutory right to require that such discussion is held in a public meeting. The purpose of this meeting is to share and discuss the Board's draft evaluation of the Superintendent's performance and serves as a final opportunity for candid discussion between the Board and the Superintendent prior to the completion of a formal performance evaluation (July).
- Step 4: In Executive Session, the Board has an opportunity to discuss the Superintendent's performance goals for the upcoming school year with the Superintendent ~~his/her performance goals for the upcoming school year~~. Some of these will have been reflected in the most recent evaluation of the Superintendent's performance review (July).
- Step 5: The Superintendent's formal performance evaluation is completed and presented either verbally or in writing to the Superintendent ~~of Schools~~ by a representative(s) of the Board. It is important to note that if the Board's performance evaluation of the Superintendent is in writing, it is a public document and subject to the Freedom of Information Act. Any written copy of the Superintendent's performance evaluation must also be placed in the Superintendent's official personnel file (August).
- Step 6: In a public meeting, the Board adopts their Board ~~of Education~~ Operational ~~Performance~~ Goals (September/October).

Step 7: In Executive Session, the Superintendent shares ~~his/her~~ finalized the final performance goals for the upcoming school year with the Board (October/November).

Mid-Year Meeting – December-February

Step 1: In a public meeting, the Board informally reviews its own performance in light of previously adopted goals.

Step 2: In Executive Session, it is recommended that the Board provide targeted informal feedback to the Superintendent about ~~his/her~~ the effectiveness on the previously established goals and objectives.

These mid-year sessions provide the Leadership Team with an opportunity to identify and strategize about new and/or unexpected challenges. This level of team collaboration allows all parties to be contributing members of a fluid, responsive and strategic team.

End of the Year Evaluation of the Superintendent – March-June

Step 1: The Superintendent and Board Chair meet to discuss the Superintendent's evaluation and timeline (April/May).

Step 2: The Superintendent shares a self-evaluation with the Board addressing the progress and effectiveness of ~~his/her~~ the performance goals. This self-assessment may be supplemented by submitting documentation as a formal narrative, portfolio or some other mutually agreed upon format, with the understanding that any such written documentation regarding the Superintendent's job performance should aid the Board in completing a comprehensive and fair evaluation of the Superintendent (May/June).

Step 3: The Board conducts the evaluation of the Superintendent according to the Board of Education policy in Executive Session unless the Superintendent exercises ~~his/her~~ the statutory right to require that such discussion is held in a public meeting. It is recommended that there be no prior sharing of written performance evaluation commentary (hard copy or electronic) among Board of Education members prior to the Executive Session (June).

Legal Reference: Connecticut General Statutes § 10-157(a)
 Connecticut General Statutes § 10-220
 Freedom of Information Act §§ 1-200 to 1-241

Policy adopted: May 10, 2017
Policy reviewed: October 1, 2018
Policy revised:

Source: CABB/CAPSS/BPSD

Superintendent's Leadership Performance Areas and Specific Areas of Responsibility

Successful Superintendents of Schools are visionary CEOs who lead dynamic enterprises in a shifting climate of policy, politics, society, economics, and law. Balancing and managing national reform and accountability initiatives against local circumstances, they create the conditions that drive their district's leadership, quality of instruction, and student achievement. Research has shown that the nation's most successful Superintendents possess highly developed leadership, vision, and strategic thinking skills and that these skills, combined influence student achievement.

The following framework may help guide the Superintendent's evaluation and development. This framework may be changed to reflect continuing developments that shape the Superintendent's areas of responsibility.

I. Educational Leadership

~~Grounded in relationships, the Superintendent enlists and guides school district stakeholders toward the district's educational goals, demonstrating an intense focus on continuous district improvement. The Superintendent will demonstrate vision and learning in education quality, with specific efforts and results.~~

Educational Leadership will include, but not be limited to, the following areas: vision, culture, instructional materials, curriculum, hiring, training, performance, issue management, measurable results, presence, and personal development.

II. Organizational Management

~~Effective facilitation of the day-to-day operations of the school district and its programs requires leadership in organizational management. This includes establishing systems and appropriate delegation of tasks. The Superintendent will effectively manage and report all aspects of the District's finances and operations.~~

Organizational Management will include, but not be limited to, the following areas: budget process, budget development, budget management, contract negotiation, grants & excess cost, expense reporting, day-to-day management, facilities planning, facilities maintenance, school environment safety, and health.

III. Community and Board of Education Relations

~~Community and Board of Education relations are critical to the success of the Superintendent and the District. The Superintendent will foster an effective relationship with the Board, including communication, collaboration, and commitment to priorities. Focus on a culture of effective, collaborative, mutually supportive relationships with the parent community.~~

Community and Board of Education Relations will include, but not be limited to, the following areas: proactive Board communication, responsive Board communication, policy, commitment to Board priorities, information, and advice, Board collaboration, proactive community communication, responsive community communication, community collaboration, and follow-through, ~~empowerment, and support.~~

IV. Personal and Professional Qualities

~~Personal and professional qualities and relationships are critical to the effectiveness of leaders and managers.~~ The Superintendent will maintain the highest standards of personal integrity, professionalism, and leadership.

Personal and Professional Qualities will include, but not be limited to, the following areas: personal integrity, professionalism, personal interaction skills, communication style, work ethic, transparency, and commitment to excellence.

[Policy 2400 – Appendix A – Revised](#)

Data-Based Information and Management Systems**Student Data Protection and Privacy/Cloud-Based Issues**

The Bethany Board of Education (Board) may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.
2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The Board, when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information, and student-generated content continue to be the property of and under the control of the Board. (They are not the property of, or under the control of a software or electronic services contractor.)
2. A description of the means by which the Board may request the deletion of any student information, student records or student-generated content in the possession of the contractor that is not (a) otherwise prohibited from deletion or required to be retained under state or federal law, or (b) stored as a copy of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the contractor, provided the Board of Education may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate data following a disaster recovery.
3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.
4. A description of the procedures by which a student, parent/legal guardian of a student may review personally identifiable information (PII) contained in the student's records, student information or student-generated content and correct erroneous information if any in such student material.
5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records record, student information, and student-generated content.
6. A description of the procedures that a contractor will follow for notifying the Board, in compliance with Connecticut General Statutes Section 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student information, student records or student-generated content.
7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon expiration of the contract between the contractor and the Board of Education except a student, parent or legal guardian of a student may choose to independently establish or maintain an electronic account with the contractor after the expiration of such contract for the purpose of storing student-generated content.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

3520.13(b)

8. A statement that the contractor and the Board shall ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g.
9. A statement that Connecticut laws shall govern the rights and duties of the contractor and the Board.
10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.
11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

Any provision of a contract or a terms of service agreement addendum entered into between a contractor and the Board, that conflicts with the provisions listed above shall be void. Moreover, a contract is void if it lacks any of the above provisions. The Superintendent or his/her designee will give the contractor reasonable notice to amend the contract of a terms of service agreement addendum to include the missing provisions.

Any contract or a terms of service agreement addendum that does not include the provisions listed above shall be void, provided the Superintendent or his/her designee has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract or the terms of service agreement addendum to include the required provisions.

The Superintendent or his/her designee shall maintain and update, as necessary, a website with information relating to all contracts entered into pursuant to this policy. Not later than five (5) business days after executing a contract pursuant to this policy, the Superintendent or his/her designee shall post notice of such contract on the District's website. The notice shall include the contract and:

1. state that the contract has been executed and the date that such contract was executed;
2. provide a brief description of the contract and the purpose of the contract; and
3. state what student information, student records or student-generated content may be collected as a result of the contract.

On or before September 1st annually, the Superintendent or his/her designee shall electronically notify students and the parents/guardians of students of the address of the Internet website described in this policy.

The Superintendent or his/her designee and a contractor may include in any contract executed pursuant to this policy, a student data privacy terms of service agreement addendum, previously described, to satisfy the requirements of this policy.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

3520.13(c)

The Board of Education is not required to enter into a contract pursuant to this policy if the use of an Internet website, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, and such Internet website, online service or mobile application is unable to comply with the provisions of this policy, provided:

1. such Internet website, online service or mobile application complies with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as amended from time to time.
2. The Board of Education can provide evidence that it has made a reasonable effort to:
 - a. enter into a contract with such consultant or operator to use such Internet website, online service or mobile application, and
 - b. find an equivalent Internet website, online service or mobile application operated by a consultant or an operator that complies with the provisions of this section.
3. The consultant or operator complies with the provisions of Section 10-234cc, as amended for such use, and
4. The parent/legal guardian of such child and, in the case of a child with an individualized education program, a member of the planning and placement team, sign an agreement that
 - a. Acknowledges such parent/legal guardian is aware that such Internet website, online service or mobile application is unable to comply with the provisions of this policy, and
 - b. Authorizes the use of such Internet website, online service or mobile application

The Superintendent or his/her designee shall, upon request of a child's parent/legal guardian, provide the evidence described above to such parent/legal guardian.

The Board expects that an operator shall implement and maintain security procedures and practices that meet or exceed industry standards and that are designed to protect student information, student records, and student-generated content from unauthorized access, destruction use, modification, and disclosure; and delete any student information, student records or student-generated content within a reasonable amount of time if a student, parent/guardian or Board requests deletion of such student information, student records or student-generated content unless:

1. State or federal law prohibits such deletion or otherwise requires the retention of such student information, student records or student-generated content, or
2. A copy of such student information, student records or student-generated content is in the possession of the operator as part of a disaster recovery storage system and is inaccessible to the public and unable to be used in the normal course of business by the operator, provided such student, parent/legal guardian of a student or the Board may request the deletion of any such student information, student records or student-generated content if such copy is used by the operator to repopulate accessible data following a disaster recovery.

The Superintendent or his/her designee will utilize the written guidance developed by the Department of Education in consultation with the Commission for Educational Technology concerning the implementation of FERPA and the laws relating to student data privacy. Such written guidance includes a plain language explanation of how such student data privacy laws are to be implemented, information about the uniform student data privacy terms-of-service agreement addendum, and how such addendum may be incorporated into contracts executed pursuant to Section 10-243bb, as amended.

Notice of Breach of Security/Data Breacher

Upon notice of a breach of security by a contractor, the Board shall, not later than two (2) business days after receipt of such notice, notify the students and the parents or legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The Superintendent or his/her designee shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the Board of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the Superintendent or his/her designee without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

Definitions

1. **Contractor** means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of a contract with a local Board of Education.
2. **Operator** means the operator of an Internet website, online service, online application (app) or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.
3. **Consultant** means a professional who provides non-instructional services, including administrative, planning, analytical, statistical, or research services to a board of education under a contract.
4. **Student** means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to Section 10-10a of the Connecticut General Statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.
5. **Deidentified information** means information that has been altered to prevent the identification of an individual student.
6. **Eligible student** means a student who has reached eighteen (18) years of age.
7. **Student-generated content** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. Student-generated content does not include student responses to a standardized assessment.
8. **Student records** mean:
 - any information directly related to a student that is maintained by the School District; the State Board of Education or the Department of Education or
 - any information acquired from a student through the use of educational software assigned to the student by a teacher or other District employee.

Student records do not mean any of the following:

- a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
 - b. Deidentified information, used to demonstrate the effectiveness of the contractor's products in the marketing of such products.
 - c. Deidentified information, used for the development and improvement of the contractor's products and services.
9. **Online service** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
10. **Student information** is personally identifiable information regarding a student that in any media or format that is not publicly available that meets any of the following:
- a. Is created or provided by a student, or the student's parent or legal guardian, by using an operators' website, online service, or mobile application (app) for school purposes.
 - b. Is created or provided by an employee or agent of the Board of Education, to an operator for school purposes.
 - c. Is gathered by an operator through the operation of the operator's Internet website, online service, or mobile application (app) and identifies a student, including, but not limited to, information in the student's educational record or email account, first and last name, home address, telephone number, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or behavioral assessments.
11. **School purposes** means purposes that customarily take place at the direction of a teacher, or school District or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration between students, school personnel, or parents or legal guardians.
12. **Targeted advertising** means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student-generated content or inferred from the usage of the operator's Internet website, online service or mobile application by such student. It does not include any advertising to a student on a website that the student accesses at the time or in response to a student's response or request for information or feedback.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

3520.13(f)

The Board, through this policy, places restrictions on an "operator" as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their Internet website, online service, or mobile application:

1. Engage in targeted advertising on the operator's Internet website, online service, or mobile application:
2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes.
3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information.
4. Disclose student information unless the disclosure is made:
 - a. in furtherance of school purposes of the Internet website, online service, or online application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy;
 - b. to ensure compliance with federal or state law;
 - c. in response to a judicial order;
 - d. to protect the safety of users or others or the security of the Internet website, online service or mobile application; or
 - e. to an entity hired by the operator to provide services for the operator's Internet website, online service or mobile application provided the operator contractually:
 - i. prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator;
 - ii. prohibits the entity from disclosing student information provided by the operator to subsequent third parties; and
 - iii. requires the service provider comply with this policy.

The Board recognizes that an operator may:

1. Use student information
 - a. to maintain, support, evaluate or diagnose the operator's Internet website, online service or mobile application; or
 - b. for adaptive learning purposes or customized student learning.
2. Use de-identified student information
 - a. to develop or improve the operator's Internet website, online service or mobile application (app), or other Internet websites, online services or mobile applications owned by the operator; or
 - b. to demonstrate or market the effectiveness of the operator's Internet website, online service or mobile application.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

3520.13(g)

3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services or mobile applications designed for school purposes.

Nothing in this policy shall be construed to:

1. limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;
2. limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;
3. impose a duty upon a provider of an interactive computer service to ensure compliance with this section by third-party information content providers, as defined in 47 U.S.C. 230, as amended from time to time;
4. impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;
5. limit an Internet service provider from providing a student, parent or legal guardian of a student or local Board of Education with the ability to connect to the Internet;
6. prohibit an operator from advertising other Internet websites, online services or mobile applications that are used for school purposes to parents or legal guardians of students provided such advertising does not result from the operator's use of student information; or
7. apply to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service or mobile application may be used to access Internet websites, online services or mobile applications that are designed and marketed for school purposes.

Legal References: Connecticut General Statutes § 1-19(b)(11)

Connecticut General Statutes § 7-109

Connecticut General Statutes § 10-15b

Connecticut General Statutes § 10-209

Connecticut General Statutes § 10-234aa

Connecticut General Statutes § 10-234bb, as amended

Connecticut General Statutes § 10-234cc

Connecticut General Statutes § 10-234dd, as amended

Connecticut General Statutes § 11-8a

Connecticut General Statutes § 11-8b

Connecticut General Statutes § 46b-56(e)

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

3520.13(h)

Connecticut Public Records Administration Schedule V – Disposition of Education Records (Revised 1983).

Public Act 16-189

Public Act 17-200

Public Act 18-125

Federal Family Educational Rights and Privacy Act of 1974 (Section 438 of the General Education Provisions Act, as amended, added by Section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.)

Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)

Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§ 6501 et seq. (2014)

Policy adopted:	April 13, 2016
Policy revised:	January 11, 2017
Policy revised:	December 13, 2017
Policy revised:	December 12, 2018

Recommended Revisions**Data-Based Information and Management Systems****Student Data Protection and Privacy/Cloud-Based Issues**

The Bethany Board of Education (Board) may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.
2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The Board, when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information, and student-generated content continue to be the property of and under the control of the Board. (They are not the property of, or under the control of a software or electronic services contractor.)
2. A description of the means by which the Board may request the deletion of any student information, student records, or student-generated content in the possession of the contractor that is not a) otherwise prohibited from deletion or required to be retained under state or federal law, or b) stored as a copy of a disaster recovery storage system and that is i) inaccessible to the public, and ii) unable to be used in the normal course of business by the contractor, provided the Board of Education may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate data following a disaster recovery.
3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.
4. A description of the procedures by which a student, parent/legal guardian of a student may review personally identifiable information (PII) contained in the student's records, student information, or student-generated content and correct erroneous information if any in such student material.
5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records record, student information, and student-generated content.
6. A description of the procedures that a contractor will follow for notifying the Board, in compliance with Connecticut General Statutes Section 10-234dd, when there has been an unauthorized release, disclosure, or acquisition of student information, student records, or student-generated content.
7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon expiration of the contract between the contractor and the Board of Education except a student, parent, or legal guardian of a student may choose to independently establish or maintain an electronic account with the contractor after the expiration of such contract for the purpose of storing student-generated content.

8. A statement that the contractor and the Board shall ensure compliance with the federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (FERPA).
9. A statement that Connecticut laws shall govern the rights and duties of the contractor and the Board.
10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.
11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

Any provision of a contract or a terms of service agreement addendum entered into between a contractor and the Board, that conflicts with the provisions listed above shall be void. Moreover, a contract is void if it lacks any of the above provisions. The Superintendent or ~~his/her~~ designee will give the contractor reasonable notice to amend the contract of a terms of service agreement addendum to include the missing provisions.

Any contract or a terms of service agreement addendum that does not include the provisions listed above shall be void provided the Superintendent ~~of his/her~~ or designee has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract or the terms of service agreement addendum to include the required provisions.

The Superintendent or ~~his/her~~ designee shall maintain and update, as necessary, a website with information relating to all contracts entered into pursuant to this policy. Not later than five (5) business days after executing a contract pursuant to this policy, the Superintendent or ~~his/her~~ designee shall post notice of such contract on the District's website. The notice shall include the contract and:

1. state that the contract has been executed and the date that such contract was executed;
2. provide a brief description of the contract and the purpose of the contract; and
3. state what student information, student records or student-generated content may be collected as a result of the contract.

On or before September 1st annually, the Superintendent or ~~his/her~~ designee shall electronically notify students and the parents/guardians of students of the address of the Internet website described in this policy.

The Superintendent or ~~his/her~~ designee and a contractor may include in any contract executed pursuant to this policy, a student data privacy terms of service agreement addendum, previously described, to satisfy the requirements of this policy.

The Board ~~of Education~~ is not required to enter into a contract pursuant to this policy if the use of an Internet website, online service, or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, and such Internet website, online service or mobile application is unable to comply with the provisions of this policy, provided:

1. such Internet website, online service, or mobile application complies with the ~~Family Educational Rights and Privacy Act of 1974, 20 USC 1232g~~ FERPA, as amended from time to time, and the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as amended from time to time.
2. The Board ~~of Education~~ can provide evidence that it has made a reasonable effort to:
 - a. enter into a contract with such consultant or operator to use such Internet website, online service or mobile application, and
 - b. find an equivalent Internet website, online service, or mobile application operated by a consultant or an operator that complies with the provisions of this section.
3. The consultant or operator complies with the provisions of Section 10-234cc, as amended for such use, and
4. The parent/legal guardian of such child and, in the case of a child with an individualized education program, a member of the planning and placement team, sign an agreement that
 - a. Acknowledges such parent/legal guardian is aware that such Internet website, online service or mobile application is unable to comply with the provisions of this policy, and
 - b. Authorizes the use of such Internet website, online service or mobile application

The Superintendent or ~~his/her~~ designee shall, upon request of a child's parent/legal guardian, provide the evidence described above to such parent/legal guardian.

The Board expects that an operator shall implement and maintain security procedures and practices that meet or exceed industry standards and that are designed to protect student information, student records, and student-generated content from unauthorized access, destruction use, modification, and disclosure; and delete any student information, student records or student-generated content within a reasonable amount of time if a student, parent/guardian or Board requests deletion of such student information, student records or student-generated content unless:

1. State or federal law prohibits such deletion or otherwise requires the retention of such student information, student records or student-generated content, or
2. A copy of such student information, student records, or student-generated content is in the possession of the operator as part of a disaster recovery storage system and is inaccessible to the public and unable to be used in the normal course of business by the operator, provided such student, parent/legal guardian of a student or the Board may request the deletion of any such student information, student records or student-generated content if such copy is used by the operator to repopulate accessible data following a disaster recovery.

The Superintendent or ~~his/her~~ designee will utilize the written guidance developed by the Department of Education in consultation with the Commission for Educational Technology concerning the implementation of FERPA and the laws relating to student data privacy. Such written guidance includes a plain language explanation of how such student data privacy laws are to be implemented, information about the uniform student data privacy terms-of-service agreement addendum, and how such addendum may be incorporated into contracts executed pursuant to Section 10-243bb, as amended.

Notice of Breach of Security/Data Breacher

Upon notice of a breach of security by a contractor, the Board shall, not later than two (2) business days after receipt of such notice, notify the students and the parents or legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The Superintendent or **his/her** designee shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the Board of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the Superintendent or **his/her** designee without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

Definitions

1. **Contractor** means an operator or consultant that is in possession of or has access to student information, student records, or student-generated content as a result of a contract with a local board of education.
2. **Operator** means the operator of an Internet website, online service, online application (app), or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.
3. **Consultant** means a professional who provides non-instructional services, including administrative, planning, analytical, statistical, or research services to a board of education under a contract.
4. **Student** means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to Section 10-10a of the Connecticut General Statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.
5. **Deidentified information** means information that has been altered to prevent the identification of an individual student.
6. **Eligible student** means a student who has reached eighteen (18) years of age.
7. **Student-generated content** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. Student-generated content does not include student responses to a standardized assessment.
8. **Student records** mean:
any information directly related to a student that is maintained by the **School** District, the State Board of Education, or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other District employee.

Student records do not mean any of the following:

- a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
 - b. Deidentified information, used to demonstrate the effectiveness of the contractor's products in the marketing of such products.
 - c. Deidentified information, used for the development and improvement of the contractor's products and services.
9. **Online service** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
10. **Student information** is personally identifiable information regarding a student that in any media or format that is not publicly available that meets any of the following:
- a. Is created or provided by a student, or the student's parent or legal guardian, by using an operators' website, online service, or mobile application (app) for school purposes.
 - b. Is created or provided by an employee or agent of the Board of Education, to an operator for school purposes.
 - c. Is gathered by an operator through the operation of the operator's Internet website, online service, or mobile application (app) and identifies a student, including, but not limited to, information in the student's educational record or email account, first and last name, home address, telephone number, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or behavioral assessments.
11. **School purposes** means purposes that customarily take place at the direction of a teacher, or school District or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration between students, school personnel, or parents or legal guardians.
12. **Targeted advertising** means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records, or student-generated content or inferred from the usage of the operator's Internet website, online service, or mobile application by such student. It does not include any advertising to a student on a website that the student accesses at the time or in response to a student's response or request for information or feedback.

The Board, through this policy, places restrictions on an "operator" as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their Internet website, online service, or mobile application:

1. Engage in targeted advertising on the operator's Internet website, online service, or mobile application:
2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes.
3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator, and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information.
4. Disclose student information unless the disclosure is made:
 - a. in furtherance of school purposes of the Internet website, online service, or online application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy;
 - b. to ensure compliance with federal or state law;
 - c. in response to a judicial order;
 - d. to protect the safety of users or others or the security of the Internet website, online service, or mobile application; or
 - e. to an entity hired by the operator to provide services for the operator's Internet website, online service or mobile application provided the operator contractually:
 - i. prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator;
 - ii. prohibits the entity from disclosing student information provided by the operator to subsequent third parties; and
 - iii. requires the service provider comply with this policy.

The Board recognizes that an operator may:

1. Use student information
 - a. to maintain, support, evaluate or diagnose the operator's Internet website, online service, or mobile application; or
 - b. for adaptive learning purposes or customized student learning.
2. Use de-identified student information
 - a. to develop or improve the operator's Internet website, online service or mobile application (app), or other Internet websites, online services or mobile applications owned by the operator; or
 - b. to demonstrate or market the effectiveness of the operator's Internet website, online service, or mobile application.

3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services, or mobile applications designed for school purposes.

Nothing in this policy shall be construed to:

1. limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;
2. limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;
3. impose a duty upon a provider of an interactive computer service to ensure compliance with this section by third-party information content providers, as defined in 47 U.S.C. 230, as amended from time to time;
4. impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;
5. limit an Internet service provider from providing a student, parent, or legal guardian of a student or local board of education with the ability to connect to the Internet;
6. prohibit an operator from advertising other Internet websites, online services, or mobile applications that are used for school purposes to parents or legal guardians of students provided such advertising does not result from the operator's use of student information; or
7. apply to Internet websites, online services, or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service, or mobile application may be used to access Internet websites, online services, or mobile applications that are designed and marketed for school purposes.

The Superintendent or designee, upon determination that a request for directory information is related to school purposes, may disclose directory information to any person requesting such directory information. If the Superintendent or designee determines that a request for directory information is not related to school purposes, the District shall not disclose such directory information.

Legal References:

- Connecticut General Statutes § 1-19(b)(11)
- Connecticut General Statutes § 7-109
- Connecticut General Statutes § 10-15b
- Connecticut General Statutes § 10-209
- Connecticut General Statutes § 10-234aa
- Connecticut General Statutes § 10-234bb, as amended
- Connecticut General Statutes § 10-234cc
- Connecticut General Statutes § 10-234dd, as amended
- Connecticut General Statutes § 11-8a
- Connecticut General Statutes § 11-8b

Connecticut General Statutes § 46b-56(e)

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Public Act 16-189

Public Act 17-200

Public Act 18-125

Federal Family Educational Rights and Privacy Act of 1974 (Section 438 of the General Education Provisions Act, as amended, added by Section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.)

Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)

Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§ 6501 et seq. (2014)

Policy adopted:	April 13, 2016
Policy revised:	January 11, 2017
Policy revised:	December 13, 2017
Policy revised:	December 12, 2018
<u>Policy revised:</u>	

Source: CABE

Green Cleaning Program

It is the policy of the Bethany Board of Education (Board) to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The Board shall provide the school staff and, upon request, the parents/guardians of each child enrolled in the school with a written statement of the Bethany Public School District's green cleaning program. Such notice shall include:

1. the types and names of environmentally preferable cleaning products being applied in the school;
2. the location of the application of such cleaning products in the school buildings and facilities;
3. the schedule of when such cleaning products are applied in the school buildings and facilities;
4. the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect"; and
5. the name of the school administrator or his/her designee, who may be contacted for further information.

The Board shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of Section 10-220 of the Connecticut General Statutes (i.e., required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on the school's website under such Board's jurisdiction. If no such website exists, the Board shall make such notice otherwise publicly available.

Legal References: Connecticut General Statutes § 10-220
 Connecticut General Statutes § 10-231g

Policy adopted: April 13, 2016
Policy revised: November 9, 2016
Policy revised: April 7, 2021

Source: Shipman

Recommended Revisions**Green Cleaning Program**

It is the policy of the Bethany Board of Education (Board) to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities. Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Board.

The Board shall provide the school staff and, upon request, the parents/guardians of each child enrolled in the school with a written statement of the Bethany Public School District's green cleaning program. Such notice shall include:

1. the types and names of environmentally preferable cleaning products being applied in the school;
2. the location of the application of such cleaning products in the school buildings and facilities;
3. the schedule of when such cleaning products are applied in the school buildings and facilities;
4. the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect"; and
5. the name of the school administrator or ~~his/her~~ designee, who may be contacted for further information.

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Legal References: Connecticut General Statutes § 10-220
 Connecticut General Statutes § 10-231g

Policy adopted: April 13, 2016
Policy revised: November 9, 2016
Policy revised: April 7, 2021
Policy revised:

Source: Shipman

Retention of Electronic Records and Information**I. Policy**

The Bethany Board of Education (Board) complies with all state and federal regulations regarding the retention, storage, and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

II. Use of E-mail and Electronic Communications

The Board provides computers, a computer network, including Internet access and an e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, (including but not limited to, personal laptops, Chromebooks, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by school officials and employees as part of their work and/or by using the District's computer systems and/or network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so despite the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function, and personal passwords may be bypassed for monitoring purposes. Therefore, **employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems.** This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. Retention of Electronically Stored Information

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content, and function of an electronic record, including e-mail communications, determine the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by School District officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References: Connecticut General Statutes §§ 1-200(5), 1-211, 1-213(b)(3)

 Connecticut General Statutes § 7-109

 Connecticut General Statutes § 11-8 et seq.

 General Letters 96-2 and 2009-2 of the Public Records Administrator

 Record Retention Schedules Towns, Municipalities and Boards of Education

 Public Records Policy 01, Digital Imaging, of the Public Records Administrator
 (August 2014)

 Frequently Asked Questions about E-mail, CT Public Records Administrator,
 available at
 <https://ctstatelibrary.org/wpcontent/uploads/2015/05/EmailGuidelines.pdf>.

Policy adopted: April 13, 2016
Policy revised: March 13, 2019

Recommended Revisions**Retention of Electronic Records and Information****I. Policy**

The Bethany Board of Education (Board) complies with all state and federal regulations regarding the retention, storage, and destruction of electronic information and records. The Superintendent or ~~his/her~~ designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Bethany Public School District (District) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District's computer systems are referred to as the "Users."

II. Use of E-mail and Electronic Communications

The Board provides computers, ~~a~~ computer network(s), including Internet access and an e-mail system, as well as any electronic devices that access the network(s) such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture, and recording, sound recording, information transmitting and/or receiving, storing, (including but not limited to, personal laptops, Chromebooks, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by ~~school officials and employees~~ Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure. ~~Employees~~ Users must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so despite the assignment to individual ~~employees~~ Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system ~~user~~ User.

The system's security aspects, message delete function, and personal passwords may be bypassed for monitoring purposes. Therefore, ~~employees~~ Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by ~~employees~~ Users.

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 General Letters 96-2 and 2009-2 of the Public Records Administrator
 Record Retention Schedules Towns, Municipalities and Boards of Education
 Public Records Policy 01, Digital Imaging, of the Public Records Administrator
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 Frequently Asked Questions about E-mail, CT Public Records Administrator,
 available at
 <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

Policy adopted: April 13, 2016
Policy revised: March 13, 2019
[Policy revised:](#)

Source: Shipman

PERSONNEL – CERTIFIED/NON-CERTIFIED

4111(a)

4211(a)

Recruitment & Selection

The Bethany Board of Education (the “Board”) directs the Superintendent to develop and maintain a recruitment program to attract and retain the best possible personnel who are “effective teachers” as defined by federal law. All District teachers and staff must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

The District recognizes the heterogeneity of the people who live in the School District and believes that this characteristic should have an important bearing on all aspects of the District's activities.

The Board believes it is especially important that this heterogeneity of population be recognized in the recruitment and assignment of personnel.

To this end, the Board directs the Superintendent to develop and implement a written plan for minority staff recruitment.

The District shall engage in fair and sound personnel practices in the appointment of all District employees. The Superintendent shall be responsible for establishing recruitment, selection and appointment procedures.

The Superintendent shall ensure that the District is in compliance with the provisions of Title I and the Every Student Succeeds Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Parents/guardians of students in Title I schools shall be informed annually, at the beginning of each school year, of their right to request information about whether their child's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher. The qualifications of services provided by paraprofessionals shall also be provided.

Hiring of Retired Teachers

A retired teacher receiving benefits from the Teachers Retirement System (TRS) may be reemployed by the Board for up to one (1) full school year in a position a) designated by the Commissioner of Education as a subject shortage area, or b) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one (1) full school year. Such reemployment may be extended for an additional school year, provided the Board a) submits a written request for approval to the Teachers' Retirement Board, b) certifies that no qualified candidates are available prior to the reemployment of such teacher and c) indicates the type of assignment to be performed, the anticipated date of rehire and the expected duration of the assignment.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service.

PERSONNEL – CERTIFIED/NON-CERTIFIED

4111(b)

4211(b)

Except as indicated below, and in the first paragraph in this Section, a certified educator receiving retirement benefits from the Teachers Retirement System (TRS) may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes except that such educator may be employed in such a position and receive no more than forty-five percent (45%) of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess.

Commencing July 1, 2016, to June 30, 2020, the exemption from the limitation on the compensation of a reemployed certified educator apply to an educator who a) is receiving retirement benefits from TRS based on thirty-four (34) or more years of credited service, b) is reemployed in a district designated as an alliance district (pursuant to Connecticut General Statutes 10-262u), and c) was serving in the district on July 1, 2015.

A certified educator receiving retirement benefits from the system may be employed and receive compensation, health insurance benefits, and other employment benefits provided to active teachers employed by such school system provided such teacher does not receive a retirement income during such employment. Payment of such teacher's retirement income shall resume on the first day of the month following the termination of such employment.

Legal Reference: Connecticut General Statute § 10-151
 Connecticut General Statute § 10-153
 Connecticut General Statute § 10-183v, as amended
 Connecticut General Statute § 10-220
 Connecticut General Statute § 46a-60
 Title IV Equal Employment Opportunities
 34 CFR 200.55 Federal Regulations
 Public Law 114-95 Every Student Succeeds Act, § 1177-55, 56

Policy adopted: September 9, 1991
Policy revised: September 9, 1998
Policy revised: October 10, 2012
Policy revised: March 11, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: December 12, 2018

Recommended Revisions**Recruitment & and Selection**

The Bethany Board of Education (~~the~~ “Board”) directs the Superintendent to develop and maintain a recruitment program to attract and retain the best possible personnel who are “effective teachers” as defined by federal law. All Bethany Public School District (District) teachers and staff must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

The District recognizes the heterogeneity of the people who live in the ~~School~~ District and believes that this characteristic should have an important bearing on all aspects of the District's activities.

The Board believes it is especially important that this heterogeneity of population be recognized in the recruitment and assignment of personnel.

To this end, the Board directs the Superintendent to develop and implement a written plan for minority staff recruitment.

The District shall engage in fair and sound personnel practices in the appointment of all District employees. The Superintendent shall be responsible for establishing recruitment, selection, and appointment procedures.

The Superintendent shall ensure that the District is in compliance with the provisions of Title I and the Every Student Succeeds Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Parents/guardians of students in Title I schools shall be informed annually, at the beginning of each school year, of their right to request information about whether their child's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived, and is teaching in the field of discipline of the certification of the teacher. The qualifications of services provided by paraprofessionals shall also be provided.

Hiring of Retired Teachers

A retired teacher receiving benefits from the Teachers Retirement ~~System~~ Board (TR~~S~~B) may be reemployed by the Board for up to one (1) full school year in a position a) designated by the Commissioner of Education as a subject shortage area, or b) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one (1) full school year. Such reemployment may be extended for an additional school year, provided the Board a) submits a written request for approval to the Teachers' Retirement Board, b) certifies that no qualified candidates are available prior to the reemployment of such teacher, and c) indicates the type of assignment to be performed, the anticipated date of rehire and the expected duration of the assignment.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service.

PERSONNEL – CERTIFIED/NON-CERTIFIED

4111(b)

4211(b)

Except as indicated below, and in the first paragraph in this Section, a certified educator receiving retirement benefits from the ~~Teachers Retirement System (TRS)~~ TRB may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes except that such educator may be employed in such a position and receive no more than forty-five percent (45%) of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess. Fringe benefits offered by the District, if taken by the employed retired individuals, are included in the maximum compensation. The individual can continue to pay TRB for health insurance as a retired member in the same manner as prior to the post-retirement employment.

~~Commencing July 1, 2016, to June 30, 2020, the exemption from the limitation on the compensation of a reemployed certified educator apply to an educator who a) is receiving retirement benefits from TRS based on thirty-four (34) or more years of credited service, b) is reemployed in a district designated as an alliance district (pursuant to Connecticut General Statutes 10-262u), and c) was serving in the district on July 1, 2015.~~

~~A certified educator receiving retirement benefits from the system may be employed and receive compensation, health insurance benefits, and other employment benefits provided to active teachers employed by such school system provided such teacher does not receive a retirement income during such employment. Payment of such teacher's retirement income shall resume on the first day of the month following the termination of such employment.~~

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Policy revised: December 12, 2018
Policy revised:

Source: CABE

PERSONNEL – CERTIFIED/NON-CERTIFIED

4111.1

4211.1

Equal Employment Opportunity

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, veterans' status, genetic information, marital status, national origin, sex, sexual orientation or physical disability. The Board of Education directs the administration to set as a goal the recruitment, selection, and employment of qualified people among racial and ethnic minority groups to the end that the District's employees will proportionately mirror the racial and ethnic composition of this community.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Legal Reference:

- Connecticut General Statutes § 10-153
- Connecticut General Statutes § 46a-60
- Connecticut General Statutes § 4a-60
- Connecticut General Statutes § 4a-60a
- Connecticut General Statutes § 46a-81a
- The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212
- Title II of the Genetic Information Nondiscrimination Act of 2008
- Title VII, Civil Rights Act 42 U.S.C. § 2000e, et seq.

Policy approved: September 9, 1991
Policy revised: May 10, 2006
Policy revised: April 8, 2015
Policy revised: June 13, 2018

Recommended Revisions**Equal Employment Opportunity**

The Bethany Board of Education (Board) will provide equal employment opportunities for all persons without regard to race, religion, color, ~~religious creed~~, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or veterans' status, ~~genetic information, or physical~~. The Board ~~of Education~~ directs the administration to set as a goal the recruitment, selection, and employment of qualified people among racial and ethnic minority groups to the end that the District's employees will proportionately mirror the racial and ethnic composition of this community.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

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Policy approved: September 9, 1991
Policy revised: May 10, 2006
Policy revised: April 8, 2015
Policy revised: June 13, 2018
Policy revised:

Source: CABA

Non-discrimination and Equal Education Opportunity

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

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

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

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

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

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

PERSONNEL – CERTIFIED/CLASSIFIED

4118.11(b)

4218.11(b)

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

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

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

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

Mandated Revisions**Non-Discrimination and Equal Education Opportunity**

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

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

For the purposes of this policy, "veteran" means any person honorably discharged from ~~or~~ released under honorable conditions from or released with an other than honorable discharge based on qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard, and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means 1) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, 2) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or 3) a determination that sexual orientation, gender identity, or gender express was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Connecticut General Statutes § 27-103(c).

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

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

For the purposes of this policy, "race" is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps, and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros, and afro puffs.

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

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

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

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled under other appropriate Board policies and administrative regulations.

An employee also may file a complaint with the:

Office of Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: 617-289-0111
Facsimile: 617-289-0150
Email: OCR.Boston@ed.gov
<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

Employees may also file a complaint regarding employment discrimination or harassment with the:

U.S. Equal Employment Opportunity Commission, Boston Area Office
JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
Telephone: 1-800-669-4000
Facsimile: 617-565-3196

Employees may also file a complaint with the:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Boulevard
Hartford, CT 06103-1835
Telephone: 1-800-477-5737

Anyone who has questions on concerns about this policy and/or why may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures

or complaint forms related to claims of discrimination or harassment, or discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact:

Susan Carpenter
Title IX Coordinator
Bethany Public School District
44 Peck Road
Bethany, CT 06524
203-393-1170
scarpenter@bethany-ed.org

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact:

Susan Carpenter
Human Resources Coordinator
Bethany Public School District
44 Peck Road
Bethany, CT 06524
203-393-1170
scarpenter@bethany-ed.org

Legal References: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Non-discrimination Act of 2008,
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n
Connecticut General Statutes § 10-153
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51
Connecticut General Statutes § 46a-58
Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-81a
Connecticut General Statutes § 46a-81c
Public Act 21-79

Policy adopted: September 9, 1991
Policy revised: October 14, 1992
Policy revised: May 10, 2006

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Policy revised: March 11, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: March 14, 2018
Policy revised: January 8, 2020
Policy revised:

Source: Shipman

Staff Development

Staff Development is viewed by the Bethany Board of Education (Board) as a continuous systematic effort to improve educational programs in the Bethany Public School District (District) through 1) staff involvement in organized program planning, implementation and evaluation efforts, and 2) activities to upgrade the skills, knowledge, and ability of educators to improve student learning.

Each certified employee shall annually participate in a program of professional development, of not fewer than eighteen (18) hours in length. The professional development program shall:

1. be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
2. focus on refining and improving various effective teaching methods that are shared between and among educators;
3. foster collective responsibility for improved student performance;
4. be composed of professional learning that is aligned with rigorous state student academic achievement standards, conducted at the school among educators and facilitated by principals, coaches, mentors, and distinguished educators or other appropriate teachers, occurs frequently on an individual basis or among groups of teachers in a job-embedded process of continuous improvement, and includes a repository or best practices for teaching methods developed by educators within the school that is continuously available to such educators for comment and updating;
5. include training in culturally responsive pedagogy and practice.

Staff development experiences, made available by the District directly, or through a Regional Education Service Center (RESC), with another Board of Education shall be consistent with any goals identified by the certified employees and the District.

The Board believes that the staff development experience should be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance, and foster collective responsibility for improved student performance.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education to enhance the capabilities of educators to improve student learning. The Board of Education recognizes that it shares with its certified staff responsibility for upgrading and updating of teacher performance and attitudes. The Board of Education and teachers' organizations support the principle of continuing training of teachers and the improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

PERSONNEL – CERTIFIED/CLASSIFIED

4131(b)

4231(b)

The Superintendent shall establish a Steering Committee, consisting of certified employees, including at least one (1) union representative, and other school personnel deemed appropriate. The duties of the committee shall include, but not be limited to, participation in the development of a teacher evaluation and support program for the District, the development, evaluation and annual updating of a comprehensive local professional development plan, in fulfillment of the statutes, for certified employees of the District. Such plan shall 1) be directly related to the educational goals proposed by the Board pursuant to state law, and 2) be developed in full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education, and 3) provide for the ongoing and systematic assessment and improvement of both teacher evaluation and professional development of the Board's professional staff members, including personnel management and evaluation training or experiences for administrators, shall be related to regular and special student needs and may include provisions concerning career incentives and parent involvement.

The members chosen by the Superintendent to be on the Steering Committee shall serve at the pleasure of the Board.

Special efforts shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers, and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

Staff development activities should respond directly to the educational and/or safety needs of the student body. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in Connecticut General Statutes § 10-220a, as amended and/or based on guidance from federal, state, and local health authorities.

The Superintendent will allow any paraprofessional or classified employee of the District to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per Connecticut General Statutes § 10-220a, subsection (a).

The Superintendent is to report annually to the Board of Education on the professional development program and its effect with recommendations for changes as needed.

Legal Reference: Connecticut General Statutes § 10-27
 Connecticut General Statutes § 10-220a, as amended
 Connecticut General Statutes § 10-153b
 Connecticut General Statutes § 10-226f
 Connecticut General Statutes § 10-226g
 Connecticut General Statutes § 10-145b
 Connecticut General Statutes § 10-148a, as amended
 Connecticut General Statutes § 10-151b
 Public Act 17-32
 Public Act 17-37

PERSONNEL – CERTIFIED/CLASSIFIED

4131(c)
4231(c)

Policy adopted:	September 9, 1991
Policy revised:	October 11, 2000
Policy revised:	January 9, 2013
Policy revised:	April 8, 2015
Policy revised:	May 11, 2016
Policy revised:	March 14, 2018
Policy revised:	January 8, 2020
Policy revised:	August 12, 2020

Connecticut General Statutes 10-220a - In-service Training**A. Required In-service Topics for Certified Personnel**

1. Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.
2. Health and mental health risk reduction education including, but not limited to the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating, domestic violence, and child abuse.
3. School violence prevention and conflict resolution and the prevention of and response to youth suicide and the identification and prevention of bullying and response to bullying, as defined in Connecticut General Statutes § 10-222d, subsection (a), as amended. (Boards that implement an evidence-based model approach approved by the State Department of Education are not required to provide in-service training on the identification and prevention of and response to the prevention of bullying.)
4. Cardiopulmonary resuscitation and other emergency life-saving procedures, as identified by the District.
5. Requirements and obligations of a mandated reporter regarding reporting of child abuse and neglect.
6. Training in the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia.
7. Training in the awareness of human trafficking issues.
8. Culturally responsive pedagogy and practice.

B. Optional In-Service Topics for Certified Personnel

The State Department of Education, within available appropriates and utilizing available materials, shall make the following subject matter available to Boards of Education:

1. Domestic violence and teen dating violence.
2. Mental health first aid training.
3. Trauma-informed practices for the school setting to enable teachers, administrators, and pupil personnel to more adequately respond to students with mental, emotional, or behavioral health needs.
4. Second language acquisition, including, but not limited to, language development and culturally responsive pedagogy.
5. Topics approved by the State Board of Education upon the request of local or regional boards of education as part of in-service training programs pursuant to Connecticut General Statutes § 10-220a, section 3.
6. Holocaust and genocide education and awareness.
7. African-American and black studies.
8. Puerto Rican and Latino studies.
9. Native American History.
10. Personal Financial Management.
11. The historical events surrounding the Great Famine in Ireland.

Mandated Revisions**Staff Development**

Staff Development is viewed by the Bethany Board of Education (Board) as a continuous systematic effort to improve educational programs in the Bethany Public School District (District) through 1) staff involvement in organized program planning, implementation, and evaluation efforts, and 2) activities to upgrade the skills, knowledge, and ability of educators to improve student learning.

Each certified employee shall annually participate in a program of professional development, of not fewer than eighteen (18) hours in length. The professional development program shall:

1. be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
2. focus on refining and improving various effective teaching methods that are shared between and among educators;
3. foster collective responsibility for improved student performance;
4. be composed of professional learning that is aligned with rigorous state student academic achievement standards, conducted at the school among educators and facilitated by principals, coaches, mentors, and distinguished educators or other appropriate teachers, occurs frequently on an individual basis or among groups of teachers in a job-embedded process of continuous improvement, and includes a repository or best practices for teaching methods developed by educators within the school that is continuously available to such educators for comment and updating;
5. include training in culturally responsive pedagogy and practice.

The principles and practices of social-emotional learning shall be integrated throughout the components of such program of professional development described in items 1 through 5 above.

Staff development experiences, made available by the District directly, or through a Regional Education Service Center (RESC), with another board of education shall be consistent with any goals identified by the certified employees and the District.

The Board believes that the staff development experience should be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance, and foster collective responsibility for improved student performance.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education to enhance the capabilities of educators to improve student learning. The Board ~~of Education~~ recognizes that it shares with its certified staff responsibility for upgrading and updating of teacher performance and attitudes. The Board ~~of Education~~ and teachers' organizations support the principle of continuing training of teachers and the improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

The Superintendent shall establish a Steering Committee, consisting of certified employees, including at least one (1) union representative, and other school personnel deemed appropriate. The duties of the committee shall include, but not be limited to, participation in the development of a teacher evaluation and support program for the District, the development, evaluation, and annual updating of a comprehensive local professional development plan, in fulfillment of the statutes, for certified employees of the District. Such plan shall 1) be directly related to the educational goals proposed by the Board pursuant to state law, and 2) be developed in full consideration of the priorities and needs related to student social-emotional learning pursuant to Connecticut General Statutes § 10-148a, as amended, and student outcomes as determined by the State Board of Education, and 3) provide for the ongoing and systematic assessment and improvement of both teacher evaluation and professional development of the Board's professional staff members, including personnel management and evaluation training or experiences for administrators, ~~shall~~ and 4) be related to regular and special student needs and may include provisions concerning career incentives and parent involvement.

The members chosen by the Superintendent to be on the Steering Committee shall serve at the pleasure of the Board.

Special efforts shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers, and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

Staff development activities should respond directly to the educational and/or safety needs of the student body. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in Connecticut General Statutes § 10-220a, as amended and/or based on guidance from federal, state, and local health authorities.

The Superintendent will allow any paraprofessional or classified employee of the District to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per Connecticut General Statutes § 10-220a, subsection (a).

The Superintendent is to report annually to the Board ~~of Education~~ on the professional development program and its effect with recommendations for changes as needed.

Legal Reference: Connecticut General Statutes § 10-27
 Connecticut General Statutes § 10-220a, as amended
 Connecticut General Statutes § 10-153b
 Connecticut General Statutes § 10-226f
 Connecticut General Statutes § 10-226g
 Connecticut General Statutes § 10-145b, as amended
 Connecticut General Statutes § 10-148a, as amended
 Connecticut General Statutes § 10-151b
 Public Act 17-32

Public Act 17-37

Policy adopted:	September 9, 1991
Policy revised:	October 11, 2000
Policy revised:	January 9, 2013
Policy revised:	April 8, 2015
Policy revised:	May 11, 2016
Policy revised:	March 14, 2018
Policy revised:	January 8, 2020
Policy revised:	August 12, 2020
<u>Policy revised:</u>	

Source: CABE

Connecticut General Statutes 10-220a - In-service Training**A. Required In-service Topics for Certified Personnel**

1. Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.
2. Health and mental health risk reduction education including, but not limited to the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV infection and AIDS, violence, teen dating, domestic violence, and child abuse.
3. School violence prevention and conflict resolution and the prevention of and response to youth suicide and the identification and prevention of bullying and response to bullying, as defined in Connecticut General Statutes § 10-222d, subsection (a), as amended. (Boards that implement an evidence-based model approach approved by the State Department of Education are not required to provide in-service training on the identification and prevention of and response to the prevention of bullying.)
4. Cardiopulmonary resuscitation and other emergency life-saving procedures, as identified by the District.
5. Requirements and obligations of a mandated reporter regarding reporting of child abuse and neglect.
6. Training in the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia.
7. Training in the awareness of human trafficking issues.
8. Culturally responsive pedagogy and practice.
9. Principles and practices of social-emotional learning shall be integrated throughout all components of the professional development program, as appropriate.

B. Optional In-Service Topics for Certified Personnel

The State Department of Education, within available appropriates and utilizing available materials, shall make the following subject matter available to boards of education:

1. Domestic violence and teen dating violence.
2. Mental health first aid training.
3. Trauma-informed practices for the school setting to enable teachers, administrators, and pupil personnel to more adequately respond to students with mental, emotional, or behavioral health needs.
4. Second language acquisition, including, but not limited to, language development and culturally responsive pedagogy.
5. Topics approved by the State Board of Education upon the request of local or regional boards of education as part of in-service training programs pursuant to Connecticut General Statutes § 10-220a, section 3.
6. Holocaust and genocide education and awareness.
7. African-American and black studies.
8. Puerto Rican and Latino studies.
9. Native American History.
10. Personal Financial Management.
11. The historical events surrounding the Great Famine in Ireland.

Revised March 14, 2018
Revised January 8, 2020
Revised

Source: CABE

Admission/Ages of Attendance/Placement**Admission**

A resident student is a student whose parent or person having control of the student resides in the Town of Bethany or who meets state requirements for school accommodations. Each such child shall have and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the Bethany Public School District's (District) programs and activities without discrimination on account of race, color, sex, religion, national origin, sexual orientation, gender identity or expression, marital status, genetic information or membership in any other protected class. Students who are classified as homeless under federal law, and therefore do not have a fixed residence, will be admitted pursuant to federal law and Board of Education Policy or Administrative Regulation.

Each child entering the District school for the first time must present documentation, including but not limited to, a long-form raised seal birth certificate, proof of a recent physical examination and required immunizations as indicated by state law, proof of domicile or court documents, as applicable.

Ages of Attendance

The District school shall provide education for all persons five (5) years of age and older, having attained age five (5) on or before the first day of January of any school year. Additionally, according to Connecticut General Statutes, special education will be provided for children who have attained the age of three (3) and who have been identified as being in need of special education and whose educational potential will be irreparably diminished without special education. The parent or person having control of a child five (5) of age shall have the option of not sending the child to school until the child is six (6) years of age. The parent or person having control of a child six (6) years of age shall have the option of not sending the child to school until the child is seven (7) years of age.

The parent or person shall exercise such option by personally appearing at the District office and signing an option form. The District shall provide the parent or person with information on the educational opportunities available in the District.

Placement

A child who applies for initial admission to the school by transfer from a non-public school or from a school outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, a guidance counselor, and the principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the child. The principal's decision is final with no appeals.

Nothing in this policy shall serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with a child welfare agency, the school last attended, or other relevant agencies to obtain the necessary documentation.

Legal References: Connecticut General Statutes § 4-176e to 4-180a
 Connecticut General Statutes § 4-181a
 Connecticut General Statutes § 10-15
 Connecticut General Statutes § 10-15c
 Connecticut General Statutes §§ 10-76a to 10-76g

STUDENTS

5111(b)

Legal References:	Connecticut General Statutes § 10-184 Connecticut General Statutes § 10-186, as amended Connecticut General Statutes §§ 10-233a to 10-233f Connecticut General Statutes § 10-261 Connecticut Agencies Regulation § 10-76a-1 Connecticut Agencies Regulation § 10-76d-7 Connecticut Agencies Regulation § 10-204a Public Act 19-179 The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. § 11431 et seq., as amended <u>Plyler v. Doe</u> , 457 U.S. 202 (1982)
Policy adopted:	September 9, 1991
Policy revised:	September 24, 2003
Policy revised:	November 10, 2004
Policy revised:	May 13, 2015
Policy revised:	June 8, 2016
Policy revised:	December 13, 2017
Policy revised:	April 8, 2020

**ACKNOWLEDGMENT OF OPTION TO EXEMPT ATTENDANCE OF
CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes, I, _____,
Name of parent/guardian/other

of _____,
Address

the parent, guardian or other person charged with the care of the following minor child,

_____, of
Name of child

_____, who was
Address

born on _____ do hereby choose not to send my child to public school during
Date of birth

_____ school year.

Furthermore, before signing this form, a representative of the Bethany Public School District met with me and provided me with information concerning the educational opportunities and school accommodations available in the District.

ACKNOWLEDGED BY:

Signature of parent/guardian/other

Date

Mandated Revisions**Admission/Ages of Attendance/Placement****Admission**

A resident student is a student whose parent or person having control of the student resides in the Town of Bethany or who meets state requirements for school accommodations. Each such child shall have and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the Bethany Public School District's (District) programs and activities without discrimination on account of race, color, sex, religion, national origin, sexual orientation, gender identity or expression, marital status, genetic information or membership in any other protected class. Students who are classified as homeless under federal law, and therefore do not have a fixed residence, will be admitted pursuant to federal law and Board of Education Policy or Administrative Regulation.

Each child entering the District school for the first time must present documentation, including but not limited to, a long-form raised seal birth certificate, proof of a recent physical examination and required immunizations as indicated by state law, proof of domicile, military orders, or court documents, as applicable.

Ages of Attendance

The District school shall provide education for all persons five (5) years of age and older, having attained age five (5) on or before the first day of January of any school year. Additionally, according to Connecticut General Statutes, special education will be provided for children who have attained the age of three (3) and who have been identified as being in need of special education and whose educational potential will be irreparably diminished without special education. The parent or person having control of a child five (5) of age shall have the option of not sending the child to school until the child is six (6) years of age. The parent or person having control of a child six (6) years of age shall have the option of not sending the child to school until the child is seven (7) years of age.

The parent or person shall exercise such option by personally appearing at the District office and signing an option form. The District shall provide the parent or person with information on the educational opportunities available in the District.

Placement

A child who applies for initial admission to the school by transfer from a non-public school or from a school outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, ~~a guidance counselor~~ other school staff, and the principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the child. The principal's decision is final with no appeals.

Nothing in this policy shall serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with a child welfare agency, the school last attended, or other relevant agencies to obtain the necessary documentation.

Legal References: Connecticut General Statutes § 4-176e to 4-180a
 Connecticut General Statutes § 4-181a
 Connecticut General Statutes § 10-15
 Connecticut General Statutes § 10-15c
 Connecticut General Statutes §§ 10-76a to 10-76g

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Legal References: Connecticut General Statutes § 10-184
Connecticut General Statutes § 10-186, as amended
Connecticut General Statutes §§ 10-233a to 10-233f
Connecticut General Statutes § 10-261
Connecticut Agencies Regulation § 10-76a-1
Connecticut Agencies Regulation § 10-76d-7
Connecticut Agencies Regulation § 10-204a
Public Act 19-179
[Public Act 21-86](#)
The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. § 11431 et seq., as amended
[Plyler v. Doe, 457 U.S. 202 \(1982\)](#)

Policy adopted: September 9, 1991
Policy revised: September 24, 2003
Policy revised: November 10, 2004
Policy revised: May 13, 2015
Policy revised: June 8, 2016
Policy revised: December 13, 2017
Policy revised: April 8, 2020
[Policy revised:](#)

Source: Shipman

**ACKNOWLEDGMENT OF OPTION TO EXEMPT ATTENDANCE OF
CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes, I, _____,
Name of parent/guardian/other

of _____,
Address

the parent, guardian or other person charged with the care of the following minor child,

_____, of
Name of child

_____, who was
Address

born on _____ do hereby choose not to send my child to public school during
Date of birth

_____ school year.

Furthermore, before signing this form, a representative of the Bethany Public School District met with me and provided me with information concerning the educational opportunities and school accommodations available in the District.

ACKNOWLEDGED BY:

Signature of parent/guardian/other

Date

Policy 5111 - Form - Approved May 13, 2015

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Resident and Nonresident Attendance

The Bethany Board of Education allows any child of school age who is a resident of the town of Bethany, as defined by statute, to attend the Bethany Community School. By Connecticut statute, the town of Bethany is required to provide school accommodations to students who are permanent residents of Bethany.

Residency must be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations. The burden of proof in determining student residency shall be on the party claiming residency.

The Superintendent will establish administrative regulations regarding attendance eligibility of resident and non-resident students.

Legal References: Connecticut General Statutes §§ 4-176e through 4-185
 Connecticut General Statutes § 10-186
 Connecticut General Statutes § 10-253
 McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq.

Policy adopted: September 9, 1991
Policy revised: November 4, 1996
Policy revised: November 17, 1998
Policy revised: June 9, 2010
Policy revised: May 11, 2011
Policy revised: May 13, 2015
Policy revised: October 5, 2016
Policy reviewed: December 9, 2020

Source: BPSD/CABE

Resident and Nonresident Attendance

The Bethany Board of Education allows any child of school age who is a resident of the town of Bethany, as defined by statute, to attend the Bethany Community School. By Connecticut statute, the town of Bethany is required to provide school accommodations to students who are permanent residents of Bethany. [The Board will accept the military orders of a child of the armed forces as proof of residency.](#)

Residency must be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations. The burden of proof in determining student residency shall be on the party claiming residency.

The Superintendent will establish administrative regulations regarding attendance eligibility of resident and non-resident students.

Legal References: Connecticut General Statutes §§ 4-176e through 4-185
 Connecticut General Statutes § 10-186
 Connecticut General Statutes § 10-253
 McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq.
 [Public Act 21-86](#)

Policy adopted: September 9, 1991
Policy revised: November 4, 1996
Policy revised: November 17, 1998
Policy revised: June 9, 2010
Policy revised: May 11, 2011
Policy revised: May 13, 2015
Policy revised: October 5, 2016
Policy reviewed: December 9, 2020
[Policy revised:](#)

Source: BPSD/CABE

Reporting to Parents

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

Parent/Teacher Conferences

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

Report Card

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

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

Household

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

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

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

Mandated Revisions**Reporting to Parents**

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

Parent/Teacher Conferences

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

The Bethany Public School District (District) is required to conduct two (2) flexible parent/teacher conferences each school year. In addition, the District is required to:

1. offer parents the option of attending parent/teacher conferences by telephone, video, or other conferencing platform,
2. conduct one (1) parent/teacher conference, in addition to the two (2) flexible parent/teacher conferences described above, during periods when the District provides remote learning for more than three (3) consecutive weeks, and one (1) additional parent/teacher conference every six (6) months thereafter for the duration of such period of remote learning (for purposes of this policy, and in accordance with applicable law, "remote learning" means instruction by means of one (1) or more Internet-based software platforms as part of a remote learning model), and
3. request from each student's parent/guardian the name and contact information of an emergency contact person who may be contacted if the student's parent/guardian cannot be reached to schedule a parent/teacher conference required during periods of District provided remote learning.

On or after January 1, 2022, a teacher conducting a parent/teacher conference that is required in section 2 above to provide a copy of the document, to be developed by the Connecticut State Department of Education, to provide information concerning education, safety, mental health, and food insecurity resources and programs available for students and their families, to the parent/guardian prior to the parent/teacher conference. If, after making three (3) attempts, a teacher is unable to make contact with a student's parent/guardian in order to schedule a parent/teacher conference required in section 2 above, the teacher shall report such inability to the school administration or designee. Such school administration or designee shall contact an emergency contact person designation by the student's parent/guardian to ascertain such student's and family's health and safety.

Report Card

Reports on student progress will be issued in accordance with a schedule approved by the Superintendent after consultation with school administration. Reporting dates will be determined annually and placed on the school calendar. Parents/Guardians will be advised no later than March 15

of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.

Report cards shall reflect the educational growth of the student in relation to their ability, attitudes, interests, conduct or citizenship, and achievement and in relation to standards for ~~his/her~~ [the student's](#) age and grade.

Household

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

Legal References: Connecticut General Statutes § 10-15b
 [Connecticut General Statutes § 10-220\(c\)](#)
 [Connecticut General Statutes § 10-220\(f\)](#)
 Connecticut General Statutes § 46b-56
 [Public Act 21-46](#)

Policy adopted: September 9, 1991
Policy revised: May 13, 2015
Policy revised: June 13, 2018
Policy revised: August 12, 2020
[Policy revised:](#)

Source: Shipman & CABA

Awards for Achievement

The Board of Education encourages administration and faculty to maintain a set of criteria and procedures for presenting awards to students for scholarship and distinguished service in school activities. In all cases, the relationship between the award and the relevant goal(s) of the school should be clear. Criteria for determining the awards shall be clearly established by the administration and faculty.

The administration is authorized to review and approve or reject, proposed trophies, prizes, scholarships or other awards from non-school donors.

All honors and awards presented by the school shall serve as an incentive to enrich the school program. All honors, awards, and scholarships presented by the school shall be awarded strictly on the merits of the student receiving them.

Policy adopted:	September 9, 1991
Policy revised:	October 7, 2015
Policy revised:	June 13, 2018

Recommended Revisions**Awards for Achievement**

The Bethany Board of Education encourages administration and ~~faculty~~ staff to maintain a set of criteria and procedures for presenting awards to students for scholarship and distinguished service in school activities. The Superintendent or designee shall oversee the development of staff guidelines for review and approval of proposed trophies, prizes, scholarships, or other awards from non-school donors.

~~In all cases, the~~ The relationship between ~~the award~~ awards and the relevant ~~goal(s)~~ goals of the school should be clear. ~~Criteria for determining the awards shall be clearly established by the administration and faculty.~~

~~The administration is authorized to review and approve or reject, proposed trophies, prizes, scholarships, or other awards from non-school donors.~~

All honors and awards presented by the school shall serve as an incentive to enrich the school program. All honors, awards, and scholarships presented by the school shall be awarded strictly on the merits of the student receiving them.

Policy adopted: September 9, 1991

Policy revised: October 7, 2015

Policy revised: June 13, 2018

Policy revised:

Source: CABA/BPSD

Bullying Prevention and Intervention

The Bethany Board of Education (Board) is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment, and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of the school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies and any accompanying administrative regulations on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the Bethany Public School District (District), or a physical act or gesture by one or more students repeatedly directed at another student attending school in the District, that:

1. causes physical or emotional harm to such student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture-based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, alienage, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

STUDENTS

5131.911(b)

For purposes of this policy, “**Teen Dating Violence**” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two (2) students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Board authorizes the Superintendent or his/her designee, along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

1. enable students to anonymously report acts of bullying to school employees and require students and the parents/guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
2. enable the parents/guardians of students to file written reports of suspected bullying;
3. require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two (2) school days after making such oral report;
4. require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents/guardians of the student alleged to have committed an act or acts of bullying and the parents/guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. provide for the inclusion of language in student codes of conduct concerning bullying;
8. require each school to notify the parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against whom such acts were directed not later than forty-eight (48) hours after the completion of the investigation described in subdivision 4, above;
9. require each school to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
10. require each school to invite the parents/guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
11. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

STUDENTS

5131.911(c)

12. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
15. require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
16. prohibit bullying A)on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and B)outside of the school setting if such bullying i)creates a hostile environment at school for the student against whom such bullying was directed, or ii)infringes on the rights of the student against whom such bullying was directed at school, or iii)substantially disrupts the education process or the orderly operation of a school;
17. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school District's Safe School Climate Plan;
18. require that all school employees annually complete the training described in Connecticut General Statutes §§ 10-220a or 10-222j related to the identification, prevention, and response to bullying; and
19. provide on the Board's website training materials to District administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' A) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, alienage, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or B) association with individuals or groups who have or are perceived to have one (1) or more of such characteristics.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the District's Confidentiality and Access to Student Information policy and regulations.

The Board shall submit its Safe School Climate Plan to the State Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the District's web site and ensure that the Safe School Climate Plan is included in the District's publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

STUDENTS

5131.911(d)

Legal References: Connecticut General Statutes § 10-145a
 Connecticut General Statutes § 10-145o
 Connecticut General Statutes § 10-220a
 Connecticut General Statutes § 10-222d
 Connecticut General Statutes § 10-222g
 Connecticut General Statutes § 10-222h
 Connecticut General Statutes § 10-222j
 Connecticut General Statutes § 10-222k
 Connecticut General Statutes § 10-222l
 Connecticut General Statutes §§ 10-233a through 10-233f
 Public Act 19-166

Policy adopted: October 9, 2002
Policy revised: January 14, 2009
Policy revised: December 14, 2011
Policy revised: May 13, 2015
Policy revised: November 9, 2016
Policy revised: January 8, 2020

Bullying Prevention and Intervention

The Bethany Board of Education (Board) is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, teen dating violence, harassment, and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of the school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies and any accompanying administrative regulations on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, **Bullying** means ~~the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the Bethany Public School District (District), or a physical act or gesture by one or more students repeatedly directed at another student attending school in the District, an act that is direct or indirect and severe, persistent, or pervasive, which:~~

1. causes physical or emotional harm to ~~such student or damage to such student's property~~ an individual;
2. places ~~such student~~ an individual in reasonable fear of physical or emotional harm ~~to himself or herself, or of damage to his or her property; or~~
3. ~~creates a hostile environment at school for such student;~~
4. infringes on the rights or opportunities of ~~such student~~ an individual at school; ~~or,~~
5. ~~substantially disrupts the education process or the orderly operation of a school.—~~

Bullying shall include, but need not be limited to, a written, ~~verbal~~ oral, or electronic communication or physical act or gesture-based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, alienage, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, **Cyberbullying** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any electronic communications.

For purposes of this policy, **Teen Dating Violence** means any act of physical, emotional, or sexual abuse, including stalking, harassing, and threatening, that occurs between two (2) students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Board authorizes the Superintendent or ~~his/her~~ designee, along with the Safe School Climate ~~Coordinator~~ Specialist (Specialist), to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

1. enable students to anonymously report acts of bullying to school employees and require students and the parents/guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
2. enable the parents/guardians of students to file written reports of suspected bullying;
3. require school employees who witness acts of bullying or receive reports of bullying to orally notify the ~~safe school climate specialist~~ Specialist, or another school administrator if the ~~safe school climate specialist~~ Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two (2) school days after making such oral report;
4. require the ~~safe school climate specialist~~ Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents/guardians of the student alleged to have committed an act or acts of bullying and the parents/guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. require the ~~safe school climate specialist~~ Specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. provide for the inclusion of language in student codes of conduct concerning bullying;
8. require ~~each~~ the school to notify the parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against whom such acts were directed not later than forty-eight (48) hours after the completion of the investigation described in subdivision 4, above a) of the results of such investigation, and b) verbally or by electronic mail, if such parents/guardians electronic mail addresses are known, that such parents/guardians may refer to the plain language explanation of the rights and remedies available under Connecticut General Statutes Section 10-4a and 104b published on the Internet website of the Bethany Public School District (District);
9. require ~~each~~ the school to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
10. require ~~each~~ the school to invite the parents/guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
11. establish a procedure for ~~each~~ the school to document and maintain records relating to reports and investigations of bullying in ~~such~~ the school and to maintain a list of the number

of verified acts of bullying in ~~such~~ the school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

12. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
15. require the principal of ~~a~~ the school, or ~~the principal's~~ designee, to notify the appropriate local law enforcement agency when such principal, or ~~the principal's~~ designee, believes that any acts of bullying constitute criminal conduct;
16. prohibit bullying a) on school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus, or other vehicle owned, leased, or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and b) outside of the school setting if such bullying i) creates a hostile environment at school for the student against whom such bullying was directed, or ii) infringes on the rights of the student against whom such bullying was directed at school, or iii) substantially disrupts the education process or the orderly operation of ~~a~~ the school;
17. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the ~~school~~ District's Safe School Climate Plan;
18. require that all school employees annually complete the training described in Connecticut General ~~Statutes~~ Statutes §§ Sections 10-220a or 10-222j related to the identification, prevention, and response to bullying; and
- ~~19. provide on the Board's website training materials to District administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' A) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, alienage, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or B) association with individuals or groups who have or are perceived to have one (1) or more of such characteristics.~~

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act (FERPA) and the District's Confidentiality and Access to Student Information policy and regulations.

The Board shall submit its Safe School Climate Plan to the State Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the District's website and ensure that the Safe School Climate Plan is included in the District's publication of the rules, procedures, and standards of conduct for ~~schools~~ the school and in all student handbooks.

As required by state law, the Board, after consultation with the Connecticut State Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Collaborative, shall provide on the Board's website training materials to school and District administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' a) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, alienage, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or b) association with individuals or groups who have or are perceived to have one (1) or more of such characteristics.

As required by state law, the Board shall post on its website the plain language explanation of rights and remedies under Connecticut General Statutes Sections 10-4a and 10-4b, as developed and provide to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative.

Legal References: Connecticut General Statutes § 10-145a
 Connecticut General Statutes § 10-145o
 Connecticut General Statutes § 10-220a
 Connecticut General Statutes § 10-222d
 Connecticut General Statutes § 10-222g
 Connecticut General Statutes § 10-222h
 Connecticut General Statutes § 10-222j
 Connecticut General Statutes § 10-222k
 Connecticut General Statutes § 10-222l
 [Connecticut General Statutes § 10-222q](#)
 [Connecticut General Statutes § 10-222r](#)
 Connecticut General Statutes §§ 10-233a through 10-233f
 Public Act 19-166
 [Public Act 21-95](#)

Policy adopted: October 9, 2002
Policy revised: January 14, 2009
Policy revised: December 14, 2011
Policy revised: May 13, 2015
Policy revised: November 9, 2016
Policy revised: January 8, 2020
[Policy revised:](#)

Source: Shipman

Student Health Services**District Medical Advisor**

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

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

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

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

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

Health Records

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

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

Regular Health Assessments

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

nurse or registered nurse, who is licensed under state statute, 3) a physician assistant, who is licensed under state statute, 4) the school medical advisor or 5) a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base. The Board will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or he/she may provide for such assessment him/herself. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations may be denied continued attendance in the District.

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

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

Such health assessment shall include:

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

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

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure.
2. Updating of immunizations required under Connecticut General Statutes § 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a, and 10-204a-4.

3. Vision, hearing, postural, and gross dental screenings.
4. Any other information including a health history as the physician believes to be necessary and appropriate.

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

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

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

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

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

Vision Screening

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

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

Hearing Screening

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

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

Postural Screening

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

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

Oral Health Assessments

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

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

Immunizations/Vaccinations

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

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

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

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

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a statement from their parents/guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians; such statement to be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a justice of the peace, or a Connecticut attorney, or
4. in the case of measles, mumps, or rubella, present a certificate from a physician, physician assistant, or advanced practice registered nurse, or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of Hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of diphtheria, tetanus and pertussis have a medical exemption confirmed in writing by a physician, physician assistant, or advanced practice registered nurse (per C.G.S. 19a-7f).

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

Student Medical Care at School

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

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

STUDENTS

5141(f)

Legal Reference: Connecticut General Statutes § 10-203
 Connecticut General Statutes § 10-204
 Connecticut General Statutes § 10-204a
 Connecticut General Statutes § 10-204c
 Connecticut General Statutes § 10-205
 Connecticut General Statutes § 10-206
 Connecticut General Statutes § 10-206a
 Connecticut General Statutes § 10-207
 Connecticut General Statutes § 10-208
 Connecticut General Statutes § 10-208a
 Connecticut General Statutes § 10-209
 Connecticut General Statutes § 10-210
 Connecticut General Statutes § 10-212
 Connecticut General Statutes § 10-212a
 Connecticut General Statutes § 10-213
 Connecticut General Statutes § 10-214
 Connecticut General Statutes § 10-214a
 Connecticut General Statutes § 10-214b
 Connecticut General Statutes § 10-217a
 20 U.S.C. 1232g
 42 U.S.C. 1320d-1320d-9, Public Law 104-191
 Public Act 18-168 §§ 7-9, 539 & 540

Policy adopted: August 12, 2020
Policy revised: December 9, 2020

Source: CABE

Recommended Revisions**Student Health Services****District Medical Advisor**

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

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

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

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

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

Health Records

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

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

Regular Health Assessments

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

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

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

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

Such health assessment shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, ~~and blood pressure, and a chronic disease assessment which shall include, but not be limited to,~~ asthma.
2. Updating of immunizations required under Connecticut General Statutes § Section 10-204 ~~and~~ as periodically amended.
3. Vision, hearing, postural, and gross dental screenings.
4. Any other information including a health history as the physician believes to be necessary and appropriate.

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

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

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

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

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

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

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

Screenings

The Board will provide vision, hearing, and postural screenings as mandated by state law. Parents/guardians will be notified prior to scheduled screenings.

Vision Screening

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

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

Hearing Screening

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

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

Postural Screening

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

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

Oral Health Assessments

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

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

Immunizations/Vaccinations

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

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

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

All students in grades K-6 are required to have three (3) doses of Hepatitis B vaccine or serologic evidence of immunity.

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

1. they present a certificate from a physician, physician assistant, advanced practice registered nurse, or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician, physician assistant, advanced practice registered nurse, stating that in the opinion of such ~~physician,~~ medical provider immunization is medically contraindicated because of the physical condition of such child, Such certification will be provided on the medical exemption certificate form developed by the Department of Public Health and available on its website; or
3. they present a statement from their parents/guardians that such immunization would be contrary to the religious beliefs of such child or ~~his/her~~ the parents/guardians; such statement to be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a justice of the peace, or a Connecticut attorney, or school nurse, and such religious exemption was granted prior to April 28, 2021 (by midnight April 27, 2021). Such student retains this exemption through grade 6, even if the student transfers to another school in Connecticut. (Note: To be eligible for such an exemption, a student a) must have been enrolled in Bethany Community School in Grades K-6 on or before midnight April 28, 2021; and b) must have submitted a valid religious exemption prior to midnight April 27, 2021. Students must meet both conditions in order to be eligible for a religious exemption.); or
4. In the case of a child enrolled in pre-kindergarten on or before April 29, 2021, whose parent/guardian appropriately submitted a statement necessary for the religious exemption shall have until September 1, 2022 to comply with Connecticut's required immunizations or with fourteen (14) days after transferring to a different public or private school, whichever is later. The deadline for such pre-kindergarten student complying with the immunization requirements can be altered if the District is provided with a written declaration from the child's physician, physician assistant, or advanced practice registered nurse recommending a different immunization schedule for the child.
5. in the case of measles, mumps, or rubella, present a certificate from a physician, physician assistant, or advanced practice registered nurse, or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
6. in the case of Hemophilus influenza type B has passed his or her fifth birthday; or
7. in the case of diphtheria, tetanus and pertussis have a medical exemption confirmed in writing by a physician, physician assistant, or advanced practice registered nurse (per ~~G.G.S.~~ Connecticut General Statutes Section 19a-7f).

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

Student Medical Care at School

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

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

Legal Reference: Connecticut General Statutes § 10-203
 Connecticut General Statutes § 10-204
 Connecticut General Statutes § 10-204a, [as amended](#)
 Connecticut General Statutes § 10-204c
 Connecticut General Statutes § 10-205
 Connecticut General Statutes § 10-206, [as amended](#)
 Connecticut General Statutes § 10-206a
 Connecticut General Statutes § 10-207, [as amended](#)
 Connecticut General Statutes § 10-208
 Connecticut General Statutes § 10-208a
 Connecticut General Statutes § 10-209, [as amended](#)
 Connecticut General Statutes § 10-210
 Connecticut General Statutes § 10-212
 Connecticut General Statutes § 10-212a
 Connecticut General Statutes § 10-213
 Connecticut General Statutes § 10-214, [as amended](#)
 Connecticut General Statutes § 10-214a, [as amended](#)
 Connecticut General Statutes § 10-214b
 Connecticut General Statutes § 10-217a
 [Department of Public Health Code 10-204a-2a, 10-204a-3a, and 10-204a-4](#)
 20 U.S.C. 1232g
 42 U.S.C. 1320d-1320d-9, Public Law 104-191
 Public Act 18-168 §§ 7-9, 539 & 540
 [Public Action 21-6](#)

Policy adopted: August 12, 2020
Policy revised: December 9, 2020
[Policy revised:](#)

Source: CABE

Suicide Prevention and Intervention

The Bethany Community School recognizes that suicide is a complex issue and that the school is not a mental health treatment center. School personnel may recognize a potentially suicidal youth and, in such cases, may make a preliminary determination of the level of risk. The Board directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school.

The Board recognizes the need for youth suicide prevention procedures and will establish programs to assist staff to identify risk factors, intervention procedures, and procedures for referral to outside services. Training will be provided for teachers and other school staff and students to provide awareness and assistance in this area.

Any Board employee who has knowledge of a suicidal threat, attempt or ideation must immediately report this information to the building principal or his/her designee, who will, in turn, notify the appropriate school intervention team. The intervention team with administrative assistance, if necessary, will contact the student's family and appropriate resources outside and within the school system. Information concerning a student's suicide attempt, threat or risk will be shared with others to the degree necessary to protect that student and others.

Legal Reference: Connecticut General Statutes § 10-221(e)

Policy adopted: September 9, 1991
Policy revised: January 8, 2003
Policy revised: May 13, 2015
Policy reviewed: April 11, 2018

Recommended Revisions**Suicide Prevention and Intervention**

The Bethany ~~Community School~~ Board of Education (Board) recognizes that suicide is a complex issue and that, ~~while the school is not a mental health treatment center. School personnel~~ may recognize a potentially suicidal youth ~~and, in such cases, may make a preliminary determination of the level~~ it cannot make a clinical assessment of risk and provide in-depth counseling. The ~~Instead, the~~ Board directs the school staff to refer students who ~~come to their attention as being~~ may be at risk of attempting suicide to an appropriate service for professional assessment, counseling, and treatment services outside of the school.

The Board recognizes the need for youth suicide prevention procedures and will establish programs to ~~assist staff~~ to identify risk factors for youth suicide, intervention procedures to intervene with such youth, and procedures for referral ~~to outside~~ services and training for teachers, other school professionals, and students to provide assistance in these programs. ~~Training will be provided for teachers and other school staff and students to provide awareness and assistance in this area.~~

Any ~~Board~~ Bethany Public School District (District) employee who ~~has~~ may have knowledge of a ~~suicidal~~ suicide threat, attempt or ideation must take the proper steps to immediately report this information to the ~~building principal~~ school administration or ~~his/her~~ designee, who will, in turn, notify the appropriate school intervention team ~~. The intervention team with administrative assistance, if necessary, will contact~~ the student's family and appropriate resources outside and within the ~~school system~~ District.

Information concerning a student's suicide attempt, threat, or risk will be shared with others to the degree necessary to protect that student and others.

Legal Reference: Connecticut General Statutes § 10-221(e)

Policy adopted: September 9, 1991
Policy revised: January 8, 2003
Policy revised: May 13, 2015
Policy reviewed: April 11, 2018
Policy revised:

Source: CABE

Freedom of Speech/Expression

The Board of Education supports the dissemination and discussion of diverse points of view. The Bethany Public School District (District) shall recognize and protect the rights of student expression. It will balance these rights with the interests of an orderly and efficient educational process and of a school environment suitable for healthy growth and development of all students.

School administration have the right to prevent distribution of items that would disrupt the educational process and to regulate the time, place and manner of distributing written material so as to maintain the appropriate educational atmosphere.

Printed material produced or distributed on District property shall be noncommercial, bear the names of at least two (2) students principally involved in the promotion of this material, and, when applicable, the name of the sponsoring organization or group.

Printed material produced or distributed on school District property shall not:

1. contain libelous or obscene language;
2. advocate illegal actions;
3. contain false statements or innuendos that would subject any person to hatred, ridicule, contempt, or injury to reputation;
4. threaten imminent disruption of the school's educational process;
5. advocate actions which would endanger student health or safety;
6. invade the lawful rights of others;
7. be sold on school property nor can material which solicits funds or donation be circulated.

Distributors of materials will be held responsible for cleaning up litter caused by such distribution.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a)
 Equal Employment Opportunity Commission Policy Guidance (N-915.035)
 Title IX of the Education Amendments of 1972, 34 CFR § 106
 Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
 Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
 Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)
 Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)
 Connecticut General Statutes § 46a-60
 Constitution of the State of Connecticut, Article I, § 20

Policy adopted: September 9, 1991
Policy revised: May 13, 2015
Policy revised: December 12, 2018

Recommended Revisions**Freedom of Speech/Expression**

~~The Board of Education supports the dissemination and discussion of diverse points of view.~~ The Bethany Public School District (District) shall recognize and protect the rights of student expression. It will balance these rights with the interests of an orderly and efficient educational process and of a school environment suitable for healthy growth and development of all students.

~~School administration have the right to prevent distribution of items that would disrupt the educational process and to regulate the time, place, and manner of distributing written material so as to maintain the appropriate educational atmosphere.~~

The District shall assume no responsibility for the contents of any written material produced, posted, circulated, or otherwise distributed in accordance with this policy, or of student conduct if such matter or conduct is based on interests other than those of an orderly and efficient educational process and proper school environments.

Printed material produced or distributed on District property shall be noncommercial, bear the names of at least two (2) students principally involved in the promotion of this material, and, when applicable, the name of the sponsoring organization or group.

Printed material produced or distributed on ~~school~~ District property shall not:

1. contain libelous or obscene language;
2. advocate illegal actions;
3. contain false statements or innuendos that would subject any person to hatred, ridicule, contempt, or injury to reputation;
4. threaten imminent disruption of the school's educational process;
5. advocate actions which would endanger student health or safety;
6. invade the lawful rights of others;
7. be sold on ~~school~~ District property nor can material which solicits funds or ~~donation~~ donations be circulated.

Distributors of materials will be held responsible for cleaning up litter caused by such distribution.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a)
Equal Employment Opportunity Commission Policy Guidance (N-915.035)
Title IX of the Education Amendments of 1972, 34 CFR § 106
Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
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Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)
Connecticut General Statutes § 46a-60

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

Policy adopted: September 9, 1991
Policy revised: May 13, 2015
Policy revised: December 12, 2018
Policy revised:

Source: CABE

Non-Discrimination

The Bethany Board of Education (Board) complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, non-academic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability, pregnancy, gender identity or expression.

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

The following person has been designated as the Title IX Coordinator, Section 504/ADA Coordinator and handles inquiries regarding the Board's non-discrimination policies:

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

Legal References: Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 1-1n
Connecticut General Statutes § 10-15c and § 46a-81a, et seq.
Connecticut General Statutes § 46a-58

Policy adopted: May 13, 2015
Policy revised: November 9, 2016
Policy revised: January 8, 2020

Mandated Revisions**Non-Discrimination**

The Bethany Board of Education (Board) complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, non-academic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability, pregnancy, gender identity or expression.

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

~~The following person has been designated as the Title IX Coordinator, Section 504/ADA Coordinator and handles inquiries regarding the Board's non-discrimination policies:~~

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

Any student and/or parent/guardian wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board's complaint procedures and complaint form which are included in the administrative regulation accompanying this policy and are available online at www.bethany-ed.org or upon request from the Bethany Public School District (District) office.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled under other appropriate Board policies and administrative regulations.

Any student and/or parent/guardian also may file a complaint with the:

Office of Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Boston, MA 02109-3921
Telephone: 617-289-0111
Facsimile: 617-289-0150
Email: OCR.Boston@ed.gov
<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

Any student and/or parent/guardian may also file a complaint with the:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Boulevard
Hartford, CT 06103-1835
Telephone: 1-800-477-5737

Anyone who has questions on concerns about this policy and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment, or discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact:

Susan Carpenter
Title IX Coordinator
Bethany Public School District
44 Peck Road
Bethany, CT 06524
203-393-1170
scarpenter@bethany-ed.org

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact:

Susan Carpenter
Human Resources Coordinator
Bethany Public School District
44 Peck Road
Bethany, CT 06524
203-393-1170
scarpenter@bethany-ed.org

Legal References: Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 1-1n
Connecticut General Statutes § 10-15c ~~and § 46a-81a, et seq.~~
[Connecticut General Statutes § 27-103](#)
[Connecticut General Statutes § 46a-51](#)
Connecticut General Statutes § 46a-58
[Connecticut General Statutes § 46a-81a, et seq.](#)
[Public Act 21-79](#)

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Policy adopted: May 13, 2015
Policy revised: November 9, 2016
Policy revised: January 8, 2020
Policy revised:

Source: Shipman

Sexual Abuse Prevention and Education Program

The Bethany Public School District ensures that the school sustains healthy, positive, and safe learning environments for all students. This requires the efforts of the entire staff.

Therefore, the Bethany Public School District shall develop a comprehensive child abuse program with the goal of informing students and staff about child sexual abuse and assault awareness.

The program shall include, but is not limited to:

1. Adopting a child sexual abuse and assault awareness curriculum to provide age-appropriate information to teach students between appropriate and inappropriate conduct in situations where child sexual abuse or assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault;
2. Providing students with resources and referrals to handle these potentially dangerous situations;
3. Providing students access to available counseling and educational support;
4. Providing mandatory training to all District staff to ensure they are fully informed on:
 - a. the warning signs of sexual abuse and sexual misconduct involving a child,
 - b. mandatory reporting requirements,
 - c. school District policies, and
 - d. establishing and maintaining professional relationships with students, available resources for children affected by sexual abuse, sexual assault or misconduct.
5. Methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children; and
6. Permitting students to opt out from participating in classroom instruction regarding sexual abuse and sexual assault upon receipt by the Principal or his/her designee of a written request from the student's parent/guardian. Such request shall be sufficient to exempt the student from such program in its entirety or from portions of it so specified by the parent/guardian.

Students, parent/guardian, teachers, and school staff and school volunteers shall be provided information, at a minimum on an annual basis, on the District's policy against sexual abuse and assault. The information shall include evidence-based methods of preventing sexual abuse and assault, as well as how to effectively identify and respond to sexual abuse and incidents within the scope of the school.

STUDENTS

5145.511(b)

The District shall utilize existing resources, including but not limited to, student support services staff (e.g. school psychologists and school counselors) to assist in providing sexual abuse and assault intervention and prevention training.

Reporting Child Sexual Abuse and Assault

Connecticut General Statutes § 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected, or placed at imminent risk of serious harm to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, or imminent risk of serious harm, in accordance with Policy and Regulation #5141.4.

Legal References: Connecticut General Statutes P.A. 14-196

Policy adopted: November 18, 2015

Policy reviewed: April 11, 2018

Sexual Abuse Prevention and Education Program

Definitions

Sexual violence is a multi-layered oppression that occurs at the societal and individual level and is connected to and influenced by other forms of oppression, in particular, sexism, racism, and heterosexism. On the societal level, it is the preponderance of attitudes, actions, social norms that perpetuate and sustain environments and behaviors that promote a cultural tolerance, acceptance, and denial of sexual assault and abuse. On an individual level, sexual violence is a wide range of sexual acts and behaviors that are unwanted, coerced, committed without consent, or forced either by physical means or through threats.

Sexual abuse refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Most victims know their perpetrators. Perpetrators are usually older than their victims and may trick or force them into gradually doing the sexual behavior. The sexual behavior may not be violent and may even be pleasurable to the child, who doesn't necessarily know it is wrong. Perpetrators of ongoing sexual abuse control the child/youth through secrecy, shame, or threats. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.

Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. This includes sexual activity such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

Program

The Bethany Public School District (District) ~~ensures that the school sustains healthy, positive, and safe learning environments for all students. This requires the efforts of the entire staff.~~

~~Therefore, the Bethany Public School District shall develop a comprehensive child abuse program implement the Sexual Abuse and Assault Awareness and Prevention Program (Program) identified or developed in compliance with Connecticut General Statutes by the Department of Children and Families (DCF), in collaboration with the State Department of Education (SDE) and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. The ~~program~~ Program shall include, but is not limited to:~~

- ~~1. Adopting a child sexual abuse and assault awareness curriculum to provide age-appropriate information to teach students between appropriate and inappropriate conduct in situations where child sexual abuse or assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault;~~
- ~~2. Providing students with resources and referrals to handle these potentially dangerous situations;~~
- ~~3. Providing students access to available counseling and educational support;~~
- ~~4. 1. Providing mandatory training to all District staff to ensure they are fully informed on:~~
 - ~~a. the warning signs training regarding the prevention and identification of, and response to, child sexual abuse and sexual misconduct involving a child assault, and~~
 - ~~b. mandatory reporting requirements resources to further student, staff, and parental awareness regarding child sexual abuse and the prevention of such abuse and~~

assault.

- ~~c. — school District policies, and~~
- ~~d. — establishing and maintaining professional relationships with students, available resources for children affected by sexual abuse, sexual assault, or misconduct.~~
- ~~5. —~~ 2. Methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children; and Providing students age-appropriate educational materials designed for children in grades kindergarten to six, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to:
 - a. The skills to recognize:
 - i. child sexual abuse and assault,
 - ii. boundary violations and unwanted forms of touching and contact, and
 - iii. ways offenders groom or desensitize victims.
 - b. Strategies to promote disclosure, reduce self-blame and mobilize bystanders.
 - c. Actions that child victims of sexual abuse and assault may take to obtain assistance.
 - d. Intervention and counseling options for child victims of sexual abuse and assault.
 - e. Access to educational resources to enable child victims of sexual abuse and assault to succeed in school.
 - f. Uniform procedures for reporting instances of child sexual abuse and assault to school staff members.

The lessons should be evidence-informed, developmentally and age-appropriate, and informed by the required curricula standards and performance indicators contained in the SDE Guidelines (Section Three).

- ~~6. —~~ 3. Permitting students to opt out from participating in classroom instruction regarding sexual abuse and sexual assault upon receipt by the Principal or his/her designee of a written request from the student's parent/guardian. Such request shall be sufficient to exempt the student from such program in its entirety or from portions of it so specified by the parent/guardian. Implementing a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct in situations where child sexual abuse or sexual assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault. Students will be:
 - a. Provided with resources and referrals to handle these potentially dangerous situations.
 - b. Provided access to available counseling and educational support.

~~Students, parent/guardian, teachers, and school staff, and school volunteers shall be provided information, at a minimum on an annual basis, on the District's policy against sexual abuse and assault. The information shall include evidence-based methods of preventing sexual abuse and assault, as well as how to effectively identify and respond to sexual abuse and incidents within the scope of the school.~~

~~The District shall utilize existing resources, including but not limited to, student support services staff (e.g. school psychologists and school counselors) to assist in providing sexual abuse and assault intervention and prevention training.~~

A student shall be excused from participating in the sexual abuse, assault awareness, and prevention

program offered within the school, in its entirety or any part thereof, upon receipt by the school administration or designee, of a written request from the student's parent/guardian.

Any student exempted from the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work.

Reporting Child Sexual Abuse and Assault

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, the nurse, coaches, and psychologists. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in Board policy and its accompanying regulations.

Connecticut General Statutes ~~§~~ Section 17a-101 et seq., as amended requires all school District employees or any other person, who in the performance of their duties, has regular contact with students and who provides services to District students, have reasonable cause to suspect or believe that a child has been abused or neglected, or placed at imminent risk of serious harm to report such ~~suspensions to the appropriate authority~~ abuse and/or neglect in compliance with applicable state statutes. ~~In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, or imminent risk of serious harm, in accordance with Policy and Regulation #5141.4.~~

An oral report by telephone or in-person shall be made as soon as possible but no later than twelve (12) hours to DCF and to the Superintendent or designee followed within forty-eight (48) hours by a written report to DCF.

Reporting suspected abuse and/or neglect of children, in addition to the requirements pertaining to staff training, record keeping, and dissemination of this policy shall be in accordance with the procedures established and set forth in the Administrative Regulation #5141.4.

Legal References: Connecticut General Statutes ~~P.A. 14-196~~ § 17a-101q

Policy adopted: November 18, 2015
Policy reviewed: April 11, 2018
Policy revised:

Source: CABE

School Day

The Superintendent of Schools shall ensure that:

1. The school year provides at least 180 days of school for grades Kindergarten through Grade Six.
2. The school year provides a minimum of 900 hours of actual school work; in meeting this requirement, no more than seven (7) hours of actual school work on any given day shall be credited toward meeting the 900-hour minimum.
3. In an early closing or delayed opening due to weather or other circumstances, the Bethany Public School District will provide a minimum of 900 hours of actual school work by the conclusion of the school year.
4. Should it be necessary to consider alternative scheduling in any single school year, because of unusual circumstances which could interfere with fulfilling the 180-day school year requirement, the Superintendent shall recommend to the Bethany Board of Education a plan for alternative scheduling to be transmitted to the State Board of Education for its consideration and possible approval.

In complying with statutory requirements for a minimum of 900 hours per year, the Superintendent shall exclude from the definition of actual school work time provided for student lunch periods, passing time, recess, and other non-instructional time.

Legal References: Connecticut General Statutes § 10-15
 Connecticut General Statutes § 10-16
 Connecticut General Statutes § 10-16b
 Connecticut General Statutes § 10-220

Policy adopted: September 9, 1991
Policy revised: June 10, 2015
Policy revised: May 10, 2017
Policy revised: April 7, 2021

Source: CABE

School Day

The Superintendent of Schools shall ensure that:

1. The school year provides at least 180 days of actual school sessions for all grades Kindergarten through Grade Six, inclusive.
2. The school year provides a minimum of 900 hours of actual school work for full-day Kindergarten and Grades One to Six, inclusive; in meeting this requirement, no more than seven (7) hours of actual school work on any given day shall be credited toward meeting the 900-hour minimum.
3. Remote learning shall be considered an actual school session provided that on or after January 1, 2022 such remote learning is conducted with the standards developed by the Connecticut Department of Education.
4. In an early closing or delayed opening due to weather or other circumstances, the Bethany Public School District will provide a minimum of 900 hours of actual school work by the conclusion of the school year.
5. Should it be necessary to consider alternative scheduling in any single school year, because of unusual circumstances which could interfere with fulfilling the 180-day school year requirement, the Superintendent shall recommend to the Bethany Board of Education a plan for alternative scheduling to be transmitted to the State Board of Education for its consideration and possible approval.

In complying with statutory requirements for a minimum of 900 hours per year, the Superintendent shall exclude from the definition of actual school work time provided for student lunch periods, passing time, non-instructional recess, and other non-instructional time.

Legal References: Connecticut General Statutes § 10-15
 Connecticut General Statutes § 10-16, as amended
 Connecticut General Statutes § 10-16b
 Connecticut General Statutes § 10-220

Policy adopted: September 9, 1991
Policy revised: June 10, 2015
Policy revised: May 10, 2017
Policy revised: April 7, 2021
Policy revised:

Source: CABE

Special Education

The Bethany Board of Education (Board) shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the Bethany Public School District (District) as required by state and federal law.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education.

In making a determination of eligibility for special education and related services, through use of a variety of assessment tools and strategies designed to gather relevant functional, developmental, and academic information, a student shall not be determined to be a disabled student if the dominant factor for such a determination is a lack of appropriate instruction in reading, including the essential components of reading instruction, as defined in the Every Student Succeeds Act, lack of instruction in math or limited English proficiency or evidence that a child's behavior repeatedly violated disciplinary policy. Further, the District is not required to take into consideration whether a student has a severe discrepancy between achievement and intellectual ability in oral expression, listening comprehension, written expression, basic reading skills, reading comprehension or mathematical calculation or reasoning.

In determining whether a child has a specific learning disability, the District may use a process that determines if the student responds to scientific, research-based intervention as a part of the evaluation procedures to determine eligibility.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent/guardians, and representation by counsel, and a review procedure.

The Board in fulfilling its legal duties and responsibilities for providing special education programs for the students of the District may be assisted through membership in the Regional Service Center and through cooperative associations with other school districts.

Legal References: Connecticut General Statutes § 10-76a
 Connecticut General Statutes § 10-76b
 Connecticut General Statutes § 10-76c

Connecticut General Statutes § 10-76d, as amended
Connecticut General Statutes § 10-76e
Connecticut General Statutes § 10-76f
Connecticut General Statutes § 10-76ff, as amended
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., as amended
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
Connecticut General Statutes § 10-2641
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
Public Act 06-18
Public Act 12-173
Public Law 108-446
Bd of Ed of the City School District of the City of New York v. Tom F. 128S.Ct. 1, 76 U.S.L.W. 3197 (2008)
Rowley v. Board of Education, 485 U.S. 176 (1982)
Endrew F. v. Douglas County School District RE-1, 15-287 U.S. (2017)
A.M. v. N.Y. City Department of Education, 845F.3d 523, 541 (Second Circuit 1997)
Mrs. B v. Milford Board of Education, 103 F.3d 1114, 1121 (Second Circuit 1997)

Policy adopted: September 9, 1991
Policy revised: October 11, 2000
Policy revised: June 10, 2015
Policy revised: March 13, 2019

Special Education

The Bethany Board of Education (Board) shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the Bethany Public School District (District) as required by state and federal law.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education.

In making a determination of eligibility for special education and related services, through use of a variety of assessment tools and strategies designed to gather relevant functional, developmental, and academic information, a student shall not be determined to be a disabled student if the dominant factor for such a determination is a lack of appropriate instruction in reading, including the essential components of reading instruction, as defined in the Every Student Succeeds Act, lack of instruction in math or limited English proficiency or evidence that a child's behavior repeatedly violated disciplinary policy. Further, the District is not required to take into consideration whether a student has a severe discrepancy between achievement and intellectual ability in oral expression, listening comprehension, written expression, basic reading skills, reading comprehension, or mathematical calculation or reasoning.

In determining whether a child has a specific learning disability, the District may use a process that determines if the student responds to scientific, research-based intervention as a part of the evaluation procedures to determine eligibility.

No birth-to-three coordinator or qualified personnel, as defined in Connecticut General Statutes Section 17a-248, who discusses or makes recommendations concerning the provision of special education and/or related services during PPT meeting or in a transition plan shall be subject to discipline, suspension, termination, or other punishment on the bases of such recommendations.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent/guardians, and representation by counsel, and a review procedure.

The Board in fulfilling its legal duties and responsibilities for providing special education programs for the students of the District may be assisted through membership in the Regional Service Center and through cooperative associations with other school districts.

Legal References: Connecticut General Statutes § 10-76a, [as amended](#)

Connecticut General Statutes § 10-76b, [as amended](#)
Connecticut General Statutes § 10-76c
Connecticut General Statutes § 10-76d, as amended
Connecticut General Statutes § 10-76e
Connecticut General Statutes § 10-76f
Connecticut General Statutes § 10-76ff, as amended
Connecticut General Statutes § 10-76g
Connecticut General Statutes § 10-76h
Connecticut General Statutes § 10-76i
Connecticut General Statutes § 10-76j
[Connecticut General Statutes § 10-76jj, as amended](#)
Connecticut General Statutes § 10-76k
Connecticut General Statutes § 10-76m
Connecticut General Statutes § 10-76a-1 et seq., as amended
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
Connecticut General Statutes § 10-264i
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
Public Act 06-18
Public Act 12-173
[Public Act 21-46](#)
[34 C.F.R. 300 et seq.](#)
Public Law 108-446
Bd of Ed of the City School District of the City of New York v. Tom F. 128S.Ct. 1, 76 U.S.L.W. 3197 (2008)
Rowley v. Board of Education, 485 U.S. 176 (1982)
Endrew F. v. Douglas County School District RE-1, 15-287 U.S. (2017)
A.M. v. N.Y. City Department of Education, 845F.3d 523, 541 (Second Circuit 1997)
Mrs. B v. Milford Board of Education, 103 F.3d 1114, 1121 (Second Circuit 1997)
[A.R. v. Connecticut State Board of Education, 3:16-CV-01197 \(CSH D. Conn. June 10, 2020\)](#)

Policy adopted: September 9, 1991
Policy revised: October 11, 2000
Policy revised: June 10, 2015
Policy revised: March 13, 2019
Policy revised:

Source: Shipman

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 number of non-disabled (regular education) students who serve as role models for the students with identified special needs. The Director of Special Services is responsible to coordinate and evaluate the program annually to make recommendations to the Superintendent 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 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 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 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 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 § 10-761-1
 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: April 7, 2021

Source: CAFE

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 number of non-disabled (regular education) students who serve as role models for the students with identified special needs. The Director of Special Services is responsible to coordinate and evaluate the program annually to make recommendations to the Superintendent 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 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 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 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.

If the PPT determines that a child is ineligible for participation in a preschool special education program, a screening for developmental and social-emotional delays using validated assessment tools shall take place for each child. 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 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 § 10-76l-1
 Connecticut General Statutes §§ 10-145a-24 through 10-145a-31
 [Connecticut General Statutes § 17a-248e](#)
 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: April 7, 2021
[Policy revised:](#)

Source: CABE

Civility Code

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

- Attend all Board meetings insofar as possible, review relevant information, and become informed concerning the issues to be considered at those meetings.
- Recognize my responsibility as an agent of the State to seek the improvement of education throughout the State.
- Focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- Ensure that all sides have a fair opportunity to present their respective positions.
- Recognize that a Board member has no authority as an individual and that decisions can only be made by a majority vote at a Board meeting.
- Ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person when advocating for a belief or position.
- Arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting.
- Respect the opinions of others, and abide by each decision of the Board as a whole, regardless of my personal vote.
- Listen respectfully to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
- Strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
- Recognize the importance of an effective governance team.
- Respect the rights of the minority while working toward the will of the majority, and recognize the importance of achieving consensus as an important tool in community-building.
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the school to the Superintendent.
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff by appropriate supervisors.
- Conduct all business openly and transparently, consistent with the intent and spirit of the open meeting law requirements.
- Respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in executive session.
- Model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all Board members and engaging in respectful dialogue with fellow Board members on matters being considered by the Board.
- Present personal criticism of District operations or of any employee directly to the Superintendent.

BYLAWS OF THE BOARD

9273(b)

- Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from actions that could compromise my ability to act if the issue rises to the Board level.
- Take no private action that will compromise the Board and administration.
- Refrain from using the Board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
- Be informed about the duties of Board members and current educational issues through professional development, such as programs sponsored by my state and national school board associations.
- Remember always that my first and greatest concern must be the educational welfare of the students attending the Bethany Community School.

Meeting Protocol

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

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

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

Procedures for Censure

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

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

Legal References: Connecticut General Statutes § 10-220

Bylaw adopted: February 10, 2016
Bylaw revised: April 8, 2020
Bylaw revised: December 9, 2020

Source: CABE

Recommended Revisions**Civility Code**

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

- Attend all Board meetings insofar as possible, review relevant information, and become informed concerning the issues to be considered at those meetings.
- Recognize my responsibility as an agent of the State to seek the improvement of education throughout the State.
- Focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- Ensure that all sides have a fair opportunity to present their respective positions.
- Recognize that a Board member has no authority as an individual and that decisions can only be made by a majority vote at a Board meeting.
- Ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person when advocating for a belief or position.
- Arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting.
- Respect the opinions of others, and abide by each decision of the Board as a whole, regardless of my personal vote.
- Listen respectfully to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
- Strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
- Recognize the importance of an effective governance team.
- Respect the rights of the minority while working toward the will of the majority, and recognize the importance of achieving consensus as an important tool in community-building.
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the school to the Superintendent.
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff by appropriate supervisors.
- Conduct all business openly and transparently, consistent with the intent and spirit of the open meeting law requirements.
- Respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in executive session.
- Model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all Board members and engaging in respectful dialogue with fellow Board members on matters being considered by the Board.
- Present personal criticism of District operations or of any employee directly to the Superintendent.

- Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from actions that could compromise my ability to act if the issue rises to the Board level.
- Take no private action that will compromise the Board and administration.
- Refrain from using the Board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
- Be informed about the duties of Board members and current educational issues through professional development, such as programs sponsored by my state and national school board associations.
- Remember always that my first and greatest concern must be the educational welfare of the students attending the Bethany Community School.

Meeting Protocol

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

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

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

Procedures for Censure

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

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

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

Legal References: Connecticut General Statutes § 10-220

Bylaw adopted: February 10, 2016
Bylaw revised: April 8, 2020
Bylaw revised: December 9, 2020
Bylaw revised:

Source: CABA

Meeting Conduct**I. Meeting Conduct**

1. Meetings of the Board of Education (Board) shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted Bylaws of the Board.
2. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
3. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
4. Robert's Rules of Order Newly Revised shall govern the proceedings of the Board except as otherwise provided by these Bylaws.

II. Smoking

1. Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
2. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

III. Procedures for Participation by Means of Electronic Equipment

1. Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
 - a. the facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
 - b. any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
 - c. all those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
2. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three (3) conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

IV. Public Address

1. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.
 - a. Three (3) minutes may be allotted to each speaker. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
 - b. A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting if deemed necessary by the Chairperson.
 - c. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
 - d. All speakers must identify themselves by name and address.

The guidelines for meeting conduct and public participation in Board meetings held remotely pursuant to a health emergency crisis will be consistent with the guidelines set forth in federal or state guidelines and District policy and Administrative Regulations.

Legal Reference: Connecticut General Statutes § 1-200
 Connecticut General Statutes § 1-206
 Connecticut General Statutes § 1-225
 Connecticut General Statutes § 1-226
 Connecticut General Statutes § 1-228
 Connecticut General Statutes § 1-230
 Connecticut General Statutes § 1-232
 Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Bylaw adopted: September 9, 1991
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: February 10, 2016
Bylaw revised: March 13, 2019
Bylaw revised: August 12, 2020

Mandated Revisions**Meeting Conduct****I. Definitions**

1. Electronic equipment means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
2. Electronic transmission means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which a) is capable of being retained, retrieved, and reproduced by the recipient, and b) is retrievable in paper form by the recipient.

II. Meeting Conduct

1. Meetings of the Bethany Board of Education (Board) shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act ~~and the adopted Bylaws of the Board.~~
2. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
3. All regular and special Board meetings shall be guided by an agenda ~~which~~ that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.
4. Robert's Rules of Order Newly Revised shall govern the proceedings of the Board except as otherwise provided by these Bylaws.
5. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are wilfully interrupting the meeting, the Chairperson may order the room cleared and continue in session.
 - a. Only matters appearing on the agenda may be considered in such a session.
 - b. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.
 - c. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

III. Smoking

1. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board ~~of Education~~ is being conducted, nor during the time immediately prior to the meeting.
2. ~~A~~ When applicable, a sign notifying the public that no smoking is allowed in the ~~place~~ room designated for the meeting will be prominently posted.

IV. Procedures for Board Member Participation by Means of Electronic Equipment

1. Effective until April 30, 2022, the Board shall provide Board members ~~may the opportunity to~~ participate in meetings by means of electronic equipment ~~(e.g.,~~

~~telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of~~ , except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment ~~shall be counted for the purpose of constituting~~ , unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:

- a. ~~the facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;~~ If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
- b. ~~any~~ Any physical or demonstrable material that is used in the course of the proceedings must be present in the ~~place~~ physical location, if any, where the public is located; ~~and—~~.
- c. ~~all~~ All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
- d. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call.
- e. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board member show attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

2. After April 30, 2022, Board member participation in meetings by means of electronic equipment shall be governed by all applicable laws, rules, regulations, and guidance, as appropriate, in effect at the time of such participation.
3. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the ~~three~~ (3) conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity ~~to express himself/herself for participation~~ in Board discussion, including the opportunity to take the floor and make motions.

V. Procedures for Public Participation by Means of Electronic Equipment

Effective until April 30, 2022, the Board may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. If the Board allows for the public to participate by means of electronic equipment, it shall do so in accordance with the following procedures:

1. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, a) in the Board's Administrative Offices; b) in the office of the Town Clerk; and c) on the Board's Internet web site.

2. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section V.1.
3. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.
4. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:
 - a. The Board shall provide any member of the public
 - i. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and
 - ii. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required a) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or b) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.
 - b. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.
 - c. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.
 - d. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
5. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.
 - a. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
 - b. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.

6. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and address, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.
7. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting a) in person, if a quorum is present in person, or b) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.
 - a. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
 - b. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.
8. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

VI. Public Address

1. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.
 - a. Three (3) minutes may be allotted to each speaker. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
 - b. A Board ~~of Education~~ member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting if deemed necessary by the Chairperson.
 - c. No boisterous conduct shall be permitted at any Board ~~of Education~~ meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
 - d. All speakers must identify themselves by name and address.

~~The guidelines for meeting conduct and public participation in Board meetings held remotely pursuant to a health emergency crisis will be consistent with the guidelines set forth in federal or state guidelines and District policy and Administrative Regulations.~~

Connecticut General Statutes § 1-206, as amended

Connecticut General Statutes § 1-225

~~Connecticut General Statutes § 1-226~~

~~Connecticut General Statutes § 1-228~~

~~Connecticut General Statutes § 1-230~~

Connecticut General Statutes § 1-232

Connecticut General Statutes § 19a-342

Public Act 21-1

Public act 21-2

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Bylaw adopted:	September 9, 1991
Bylaw reviewed:	February 11, 2004
Bylaw revised:	March 10, 2004
Bylaw revised:	February 10, 2016
Bylaw revised:	March 13, 2019
Bylaw revised:	August 12, 2020
<u>Bylaw revised:</u>	

Source: Shipman

Board Member Use of Internet Social Networks

The Board of Education(Board) recognizes that reliance on social media as a means of communication is rapidly becoming the norm for the Bethany Public School District (District). Many Board members are active users of social media, including, but not limited to, such online platforms as Facebook and Twitter, as well as other media such as blogs and personal websites. The Board understands that social media can be a positive tool for fostering community engagement with the District. However, Board members need to operate with appropriate guidelines when they are communicating online about District business.

While social networking sites can be an effective and efficient means of communication, Board members need to be aware of the obligations and requirements that arise when using this form of communication. Because of the need to comply with Connecticut General Statutes pertaining to public records and open meetings, Board members' use of social networking sites may be limited or prohibited as described in the Freedom of Information Act.

Compliance with Public Records Law

Any recorded data or information relating to the conduct of public's business prepared, owned, received, or retained by the Board or the District, whether handwritten, typed, tape-recorded, printed, photocopied, photographed or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. This includes communication that Board members and District employees send or receive relating to the affairs of the District and the official acts of school officials and employees. Electronically stored information generally constitutes a "record" within the meaning of the public records law provided such recorded information is created or kept in connection with District business. The substance of the information, not the format, controls whether it is a public record. As an elected official, a Board member's information contained on a social networking site or a blog, that is created or kept by the Board member regarding the affairs of the District is likely to be considered a public record.

Compliance with the Freedom of Information Act

Board members must be mindful of the Connecticut Freedom of Information Act (FOIA) when using social networking sites. The FOIA defines a "meeting" as any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum or a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power (Connecticut General Statutes § 1-200(2)).

Board members using social networking sites may inadvertently violate the FOIA if they are not vigilant about the content and subject matter posted on the site and aware of the users of the site. Online posting by Board members can result in a meeting of the Board if the postings discuss District business and a sufficient number of Board members are involved on the site to determine the course of action that will be taken by the Board.

Board members will not have online conversations that violate or seek to circumvent the FOIA. Board members may not use online websites to communicate with one another about official Board business.

Social Networking Websites

Board members need to periodically, at a minimum annually, review the importance of maintaining proper decorum in the online digital world as well as in person. This review is to give special emphasis to Board members use of Facebook, Twitter, and other social media.

Code of Ethics

Use of social media sites by Board members shall be consistent with the Board's Code of Ethics (Bylaw #9271).

Board members will refrain from any disparagement of fellow Board members on social media.

Board members will recognize that authority rests with the Board and will make no personal promises on social media sites nor take any private action which may compromise the Board.

Maintaining Confidentiality

Board members will exercise care not to divulge confidential information about students, school employees, or Board business on social media sites. Board members who have access to student information, like District employees, are prohibited from disclosing that information without the consent of a parent/guardian. In general, all records related to the individual student maintained by a school constitute confidential student records.

Board members are not to expect that their online conversations will remain private. Discussion of investigations into school issues will not be conducted online. Extreme care must be taken not to disclose confidential information related to students or employees while interacting online.

Social Media Guidelines for Board Members

The following guidelines are for Board members when using social media in their role as public officials. In using social media to communicate about District activities, a Board member shall:

1. Clarify that the communication is as an individual member of the Board and not in the role of an official District spokesperson.
2. Avoid deliberating District business with a quorum of the Board.
3. Direct complaints or concerns presented online from other individuals to the appropriate administrator.
4. Avoid posting content that indicated the reaching of an opinion on pending matters.
5. Ask for community input through appropriate channels, but will not allow the social network site to direct decisions as a Board member.
6. Post only content that the District has already released to the public.
7. Clarify, when attempting to restate what happened at a previous Board meeting, that the posting on the social media site is not an official record of such meeting. Share information only from the open portions of the meeting.
8. Conduct himself/herself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District, and never post anonymously about District business.

BYLAWS OF THE BOARD

9327.1(c)

9. Report immediately harassing or defamatory communications to the Superintendent if they involve school officials, staff, students or District business.
10. Retain electronic records, including the Board member's own posts and content others post to the Board members, account when required to do so by the District's Retention Policy.
11. Report immediately to the District any potential security breaches if the Board member loses control of possession of a District-issued or personal electronic device on which confidential District records could be accessed.
12. Comply with the District's Acceptable Use Policy when using District-issues devices or technology resources, including District Internet access on a personal device.

Legal References: Connecticut General Statutes § 1-200
 Connecticut General Statutes § 1-210
 Connecticut General Statutes § 10-209
 Freedom of Information Act
 Public Law 94-553
 The Copyright Act of 1976
 17 U.S.C. § 101 et seq.
 Federal Family Educational Rights and Privacy Act of 1974
 Department of Education Regulation, 34 CFR Part 99 (May 9, 1980, 45 FR 30802)

Bylaw adopted: December 12, 2018

Recommended Revisions**Board Member Use of Internet Social Networks**

The Bethany Board of Education (Board) recognizes that reliance on social media as a means of communication is rapidly becoming the norm for the Bethany Public School District (District). Many Board members are active users of social media, including, but not limited to, such online platforms as Facebook and Twitter, as well as other media such as blogs and personal websites. The Board understands that social media can be a positive tool for fostering community engagement with the District. However, Board members need to operate with appropriate guidelines when they are communicating online about District business.

While social networking sites can be an effective and efficient means of communication, Board members need to be aware of the obligations and requirements that arise when using this form of communication. Board members' personal use of social networking sites may be limited or prohibited ~~Because~~ because of the need to comply with Connecticut General Statutes to conduct Board business pertaining to public records and open meetings, ~~Board members' use of social networking sites may be limited or prohibited~~ as described in the Freedom of Information Act (FOIA).

Compliance with Public Records Law

Any recorded data or information relating to the conduct of public's business prepared, owned, received, or retained by the Board or the District, whether handwritten, typed, tape-recorded, printed, photocopied, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. This includes communication that Board members and District employees send or receive relating to the affairs of the District and the official acts of school officials and employees. Electronically stored information generally constitutes a "record" within the meaning of the public records law provided such recorded information is created or kept in connection with District business. The substance of the information, not the format, controls whether it is a public record. As an elected official, a Board member's information contained on a social networking site or a blog, that is created or kept by the Board member regarding the affairs of the District is likely to be considered a public record.

Compliance with the Freedom of Information Act

Board members must be mindful of the ~~Connecticut Freedom of Information Act (FOIA)~~ when using social networking sites. The FOIA defines a "meeting" as any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum or a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power (Connecticut General Statutes § 1-200(2)).

Board members using social networking sites may inadvertently violate the FOIA if they are not vigilant about the content and subject matter posted on the site and aware of the users of the site. Online posting by Board members can result in a meeting of the Board if the postings discuss District business and a sufficient number of Board members are involved on the site to determine the course of action that will be taken by the Board.

Board members will not have online conversations that violate or seek to circumvent the FOIA. Board members may not use online websites to communicate with one another about official Board business.

Social Networking Websites

Board members need to periodically, ~~at a minimum annually~~, review the importance of maintaining proper decorum in the online digital world as well as in person. This review is to give special emphasis to Board members' use of Facebook, Twitter, and other social media.

Code of Ethics

Use of social media sites by Board members shall be consistent with the Board's Code of Ethics (Bylaw #9271).

Board members will refrain from inappropriate conduct in making public statements on Facebook and other social networking sites and will refrain from any disparagement of fellow Board members on ~~social media~~ a personal, social, racial, or religious basis. Board members shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist, or promote illicit, illegal, or unethical activity.

Board members will recognize that authority rests with the Board and will make no personal promises on social media sites nor take any private action which may compromise the Board.

Maintaining Confidentiality

Board members will exercise care not to divulge confidential information about students, school employees, or Board business on social media sites. Board members who have access to student information, like District employees, are prohibited from disclosing that information without the consent of a parent/guardian. In general, all records related to the individual student maintained by a school constitute confidential student records.

Board members are not to expect that their online conversations will remain private. Discussion of investigations into school issues will not be conducted online. Extreme care must be taken not to disclose confidential information related to students or employees while interacting online.

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2. Avoid deliberating District business with a quorum of the Board.
3. Direct complaints or concerns presented online ~~form~~ from other individuals to the appropriate administrator.
4. Avoid posting content that indicated the reaching of an opinion on pending matters.
5. Ask for community input through appropriate channels, but will not allow the social network site to direct decisions as a Board member.
6. Post only content that the District has already released to the public.
7. Clarify, when attempting to restate what happened at a previous Board meeting, that the posting on the social media site is not an official record of such meeting. Share information only from the open portions of the meeting.

8. Conduct himself/herself themselves online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District, and never post anonymously about District business.
9. Report immediately harassing or defamatory communications to the Superintendent if they involve school officials, staff, students, or District business.
10. Retain electronic records, including the Board member's own posts and content others post to the Board members, account when required to do so by the District's Retention Policy.
11. Report immediately to the District any potential security breaches if the Board member loses control of possession of a District-issued or personal electronic device on which confidential District records could be accessed.
12. Comply with the District's Acceptable Use Policy when using District-issues devices or technology resources, including District Internet access on a personal device.

Legal References: Connecticut General Statutes § 1-200
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 The Copyright Act of 1976
 17 U.S.C. § 101 et seq.
 Federal Family Educational Rights and Privacy Act of 1974
 Department of Education Regulation, 34 CFR Part 99 (May 9, 1980, 45 FR 30802)

Bylaw adopted: December 12, 2018
Bylaw revised:

Source: CABA

Adoption**Videotaping of Educational Activities**

The Bethany Board of Education (Board) hereby establishes limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording: Registering visual images on film, tape, digitally, or by other mechanical or electronic means.

Audio Recording: Registering sounds on tape, digitally, or by other mechanical or electronic means.

Outside Entity: Any individual, group, organization, or corporation other than the administration, staff, or students of the Bethany Public School District (District) or individuals authorized to act on behalf of the District.

Recording by Outside Entities

The Board prohibits the use of video or audio recording equipment on District property or at District activities by outside entities without permission from the Superintendent or designee unless authorized by law.

This prohibition shall not apply to:

1. Performances or activities to which the general public is invited, such as ceremonies, concerts, and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Board or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting District facilities in accordance with Board policies and established administrative procedures.

Recording by District Employees

The District may make audio or visual recordings to provide security, to maintain order, for professional staff development use, or for other purposes related to furthering the educational mission of the District. This may include the use of video equipment in District buildings and on District transportation. No recording equipment will be placed in areas of the buildings where the occupant would have a reasonable expectation of privacy, such as restroom facilities. Recordings by and on behalf of District employees that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act and other applicable laws.

Recording by Students

The District prohibits the use of video or audio recording equipment on District property or at District activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as ceremonies, concerts, and plays.

3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by District administration.

Recording of Meetings

The Board of Education recognizes a parent's/guardian's right to record a Planning and Placement Team meeting held pursuant to the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

The Board prohibits the use of audio, video, or other recording devices at other meetings held between District employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of District security cameras or devices.

Legal Reference: 20 U.S.C. § 1400-1487, 34 C.F.R. Part 300

20 U.S.C. § 1232g, 34 C.F.R. Part 99

Policy adopted:

Source: CABE/BPSD

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *CM*

Date: November 10, 2021

Re: Superintendent Report

Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Personnel Update
- Student Screening – Project COVID DeteCT
- Department of Health Updates
- American Rescue Plan Grant
- 2022-2023 Budget Development

BETHANY COMMUNITY SCHOOL 2021-2022 ENROLLMENT SUMMARY

Grade	AUG 26, 2021*	SEP 30, 2021*	OCT 31, 2021*
PK	16	17	19
K	50	49	50
1	51	51	51
2	66	66	66
3	57	57	57
4	58	59	59
5	40	40	42
6	49	49	50
TOTAL	387	388	394

* Five Open Choice students included.
One OOD student is not included above.

Memorandum



To: Board of Education Members

From: Kai Byrd

Date: November 10, 2021

Re: Director of Special Services, Curriculum and Instruction Report

Under ADMINISTRATIVE REPORTS:

- **Curriculum**
 - Professional Development
 - DESSA Update
 - ESSER Grant Program Update

- **Special Education**
 - CSDE Updates
 - Enrollment Update

Memorandum



To: Board of Education Members

From: Tom Reed-Swale

Date: November 10, 2021

Re: Principal's Report

Under ADMINISTRATIVE REPORTS:

- Social-Emotional Learning (SEL)
- Equity Work
- Scientific Research Based Enrichment (SRBE)
- Parent Academy Night
- Next Steps in Response to Student Data
- BCS Events

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent

Date: November 10, 2021

Re: Executive Session

It is recommended under EXECUTIVE SESSION:

Recommended Motion:

- a. Move the Bethany Board of Education enter into Executive Session to discuss the Superintendent Search and that Colleen Murray and Susan Carpenter are invited to attend.