

BETHANY BOARD OF EDUCATION
Regular Meeting

AGENDA

Wednesday, May 10, 2023
6:30 p.m.

Bethany Community School Learning Commons

[Live Stream Link](#)

MISSION STATEMENT

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

1. Call to Order

- a. Pledge of Allegiance

2. Student Recognition

- a. SCASA Award Recipients

3. PTO Report

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. [Submit a public comment online](#) to be read at the next available opportunity.

5. Approval of Minutes (Bylaw 9326)

- a. March 8, 2023 Regular Meeting Minutes..... Action Item
- b. April 5, 2023 Regular Meeting Minutes..... Action Item

6. Committee Reports (Bylaw 9132)

- a. ACES
- b. Curriculum
- c. Facilities
- d. Finance
 - i. Report of expenditures and adjustments to the 2022-2023 Operating Budget through April 30, 2023 Action Item
- e. Negotiations

- f. Policy
- g. Transportation

7. Unfinished Business (Bylaw 9300)

- a. Approved for first reading at the BOE Regular Meeting on April 5, 2023, the following policies are recommended for action, as follows:

i. Revisions Action Item

1. Policy 4112.6/4212.6 – Personnel Records
2. Policy 4112.8/4212.8 – Nepotism
3. Policy 4115.3 – Evaluation
4. Policy 4116.2 – Sudden Cardiac Arrest Awareness
5. Policy 4119/4219 – Prohibition on Recommendations for Psychotropic Drugs
6. Policy 5120 – Non-Resident Staff
7. Policy 5145.12 – Search and Seizure
8. Policy 6114.1 – Fire Emergency and Crisis Response Drills
9. Policy 6114.81 – Pandemic/Epidemic Emergencies

ii. Adoptions Action Item

1. Policy 4116.4 – Exertional Heat Illness Awareness
2. Policy 4116.5 – Emergency Action Plan for Athletic Events

iii. Deletion Action Item

1. Policy 5141.231 – Prohibition on Recommendations for Psychotropic Drugs

iv. Technical Revisions or No Changes Action Item

1. Policy 0100 – Mission for Bethany Public School District
2. Policy 1120 – Public Participation at Board of Education Meetings
3. Policy 1317 – Health and Safety Protocols
4. Policy 3524 – Hazardous Materials
5. Policy 4000.1 – Title IX
6. Policy 4112.61/4212.61 – Use and Disclosure of Employee Medical Information (HIPAA)
7. Policy 4115 – Evaluation and Support Program
8. Policy 4117.5 – Exit Interview
9. Policy 4118.6/4218.6 – Social Media
10. Policy 4121/4221 – Substitutes
11. Policy 4134/4234 – Tutoring
12. Policy 4148/4248 – Employee Protection
13. Policy 5131.3 – Bicycles
14. Policy 5132 – Student Dress

15. Policy 5141.22 – Communicable and Infectious Diseases
16. Policy 5142 – Student Safety
17. Policy 5142.1 – Rights of Custodial & Non-Custodial Parents of Minor Children
18. Policy 5145.14 – On-Campus Recruitment
19. Policy 5145.15 – Directory Information
20. Policy 5145.44 – Title IX
21. Policy 5145.71 – Surrogate Parent Program
22. Policy 6114.8 – Emergencies and Disaster Preparedness
23. Policy 6114.82 – Emergency Measures
24. Policy 6141.311 – Limited English Proficiency Program
25. Policy 6141.3291 – One-to-One Electronic Device Program
26. Policy 6142.102 – Social and Emotional Learning
27. Policy 6142.103 – Trauma-Informed School
28. Policy 6146.22 – Individuals with Disabilities Education Act (IDEA) – Alternative Assessments for Students with Disabilities for Statewide and District-wide Assessments
29. Policy 6153 – Field Trips
30. Policy 6162.51 – Survey of Students
31. Bylaw 9311 – Formulation, Adoption, Revision, or Deletion of Policies
32. Bylaw 9312 – Formulation, Adoption, Revision, or Deletion of Bylaws
33. Bylaw 9313 – Formulation, Adoption, Revision, or Deletion of Administrative Regulations
34. Bylaw 9400 – Self-Evaluation

8. New Business (Bylaw 9300)

- a. Teacher & Administrator Evaluation & Support Plan Flexibilities.....Action Item

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 Matter – Superintendent Evaluation & Employment Contract
Timelines Action Item

14. Regular Meeting Reconvenes

15. Meeting Adjourned

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: May 10, 2023

Re: Meeting Minutes

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the March 8, 2023 Regular Meeting Minutes as presented.
- b. Move the Bethany Board of Education accept the April 5, 2023 Regular Meeting Minutes as presented.

BETHANY BOARD OF EDUCATION
Regular Meeting Minutes
BCS Learning Commons and via Live Stream
March 8, 2023

Present

Susan Bradford
EJ Maher
Christopher Pittenger, Chair
Lynette White
Namita Wijesekera

Administration

Kai Byrd
Cheryl Kiesel
Tom Reed-Swale

Absent

Angelo Amato
John Paul Garcia
Amy Lestinsky
Shawn Uscilla

Call to Order

Dr. Pittenger called the meeting to order at 6:55 p.m.

PTO Report

Mrs. Zaldo reported on recent and upcoming PTO events.

Public Comment

Kim Wolcott, BEA President.

Minutes

Motion by Wijesekera, seconded by White to accept the February 8, 2023 Regular Meeting Minutes as presented. *The motion carries 4 yes (Maher, Pittenger, White, Wijesekera), 1 abstain (Bradford), 4 absent (Amato, Garcia, Lestinsky, Uscilla).*

Committee Reports

ACES:

Mr. Maher provided an update from a recent meeting.

Curriculum:

The committee met and received an update on Curriculum and Professional Learning.

Facilities:

The committee has not met recently.

Finance:

Motion by Pittenger, seconded by Wijesekera to accept the report of expenditures and adjustments to the 2022-2023 Operating Budget through February 28, 2023 as presented. *The motion carries 5 yes (Bradford, Maher, Pittenger, White, Wijesekera), 4 absent (Amato, Garcia, Lestinsky, Uscilla).*

Dr. Pittenger further reported with an update on the ARP/ESSER III grant projects and the Audit. Mr. Maher commented that the Board does a very good job of being fiscally responsible.

Negotiations:

Paraprofessional Negotiations will begin in late March.

Policy:

The committee met last night and will present policies to the Board in April.

Transportation:

The committee has not met recently.

Unfinished Business

None.

New Business

Motion by Pittenger, seconded by Wijesekera to deny, with regret, a Child Care Leave of Absence Extension to Victoria Andrejcsk for the entire 2023-2024 school year. *The motion carries 5 yes (Bradford, Maher, Pittenger, White, Wijesekera), 4 absent (Amato, Garcia, Lestinsky, Uscilla). Mr. Maher stated this was a hard decision to make and based his decision on the recommendation of the Superintendent and it is what is best for children.*

The BOE conducted a mid-year review of its Operational Goals and discussion ensued.

Superintendent Report

Mrs. Byrd reported that on February 28, 2023, PK-6 enrollment was 432 students.

Mrs. Byrd stated that Kindergarten projections are around 55 students at this time and 49 have pre-registered for the fall of 2023.

Mrs. Byrd provided an update on the newly hired Fourth Grade Teacher and changes to the custodial staff.

Mrs. Byrd provided an update on the Pavilion project and stated the Running Track Paving Project has gone out to bid.

Director Report

Ms. Kiesel 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. Mr. Reed-Swale's report is on file in the BOE Packet.

Chairman Report

Dr. Pittenger stated the BOE Spring Open Forum will be held on March 28th from 6:30-8:00 pm via Zoom.

Dr. Pittenger stated the Spotlight Spectacular will be held in May but a date has not been set. This event is a wonderful opportunity to recognize and thank teachers and staff.

Dr. Pittenger stated the Town has not requested any change to the Board's 2024-2025 budget at this time.

Communications

None.

Public Comment

None.

Executive Session

Motion by Pittenger, seconded by Maher that the Board of Education enter into Executive Session to discuss the Superintendent's 2022-2023 mid-year goals and that Kai Byrd is invited to attend. *The motion carries 5 yes (Bradford, Maher, Pittenger, White, Wijesekera), 4 absent (Amato, Garcia, Lestinsky, Uscilla).*

Present

Susan Bradford
EJ Maher
Christopher Pittenger, Chair
Lynette White
Namita Wijesekera

Other

Kai Byrd

Absent

Angelo Amato
John Paul Garcia
Amy Lestinsky
Shawn Uscilla

Reconvene

Moved from Executive Session and the regular meeting reconvened at 9:08 pm.

Adjournment

The meeting adjourned at 9:09 p.m.

Susan L. Carpenter
Recording Secretary

DRAFT

BETHANY BOARD OF EDUCATION
Regular Meeting Minutes
BCS Learning Commons and via Live Stream
April 5, 2023

Present

Angelo Amato
Susan Bradford
Amy Lestinsky
Shawn Uscilla
Namita Wijesekera

Administration

Kai Byrd
Cheryl Kiesel
Tom Reed-Swale

Absent

John Paul Garcia
EJ Maher
Christopher Pittenger
Lynette White

Call to Order

Mrs. Lestinsky called the meeting to order at 6:35 p.m.

PTO Report

Mrs. Zaldo reported on recent and upcoming PTO events.

Public Comment

Shannon Lane, 168 Miller Road.
Dawn Stark, 539 Litchfield Turnpike.

Minutes

Tabled until the May 10, 2023 meeting.

Committee Reports

ACES:

Mrs. Bradford provided an update from a recent meeting.

Curriculum:

The committee met and received an update on Curriculum, Professional Learning, and viewed a presentation from the Spanish Teacher.

Facilities:

The committee has not met recently.

Finance:

Motion by Wijesekera, seconded by Uscilla to accept the report of expenditures and adjustments to the 2022-2023 Operating Budget through March 31, 2023 as presented. *The motion carries 5 yes (Amato, Bradford, Lestinsky, Uscilla, Wijesekera), 4 absent (Garcia, Maher, Pittenger, White).*

Negotiations:

Paraprofessional Negotiations will begin in April. Teacher Negotiations will begin in June.

Policy:

The committee has not met recently.

Transportation:

The committee has not met recently.

Unfinished Business

None.

New Business

Motion by Uscilla, seconded by Wijesekera to approve the Connecticut State Department of Education's Healthy Food Option for the period July 1, 2023 through June 30, 2024. *The motion carries 5 yes (Amato, Bradford, Lestinsky, Uscilla, Wijesekera), 4 absent (Garcia, Maher, Pittenger, White).*

Motion by Uscilla, seconded by Amato to approve the Connecticut State Department of Education's Exemption for Food and Beverage Items for the period July 1, 2023 through June 30, 2024. *The motion carries 5 yes (Amato, Bradford, Lestinsky, Uscilla, Wijesekera), 4 absent (Garcia, Maher, Pittenger, White).*

Motion by Uscilla, seconded by Wijesekera to shorten the student school year from 182 to 181 days allowing the last day of school for students to be Wednesday, June 14, 2023. *The motion carries 5 yes (Amato, Bradford, Lestinsky, Uscilla, Wijesekera), 4 absent (Garcia, Maher, Pittenger, White).*

Motion by Wijesekera, seconded by Uscilla to accept the policies for revision for first reading. *The motion carries 5 yes (Amato, Bradford, Lestinsky, Uscilla, Wijesekera), 4 absent (Garcia, Maher, Pittenger, White).*

Motion by Amato, seconded by Wijesekera to accept the policies for adoption for first reading. *The motion carries 5 yes (Amato, Bradford, Lestinsky, Uscilla, Wijesekera), 4 absent (Garcia, Maher, Pittenger, White).*

Motion by Amato, seconded by Uscilla to accept the policy for deletion for first reading. *The motion carries 5 yes (Amato, Bradford, Lestinsky, Uscilla, Wijesekera), 4 absent (Garcia, Maher, Pittenger, White).*

Motion by Wijesekera, seconded by Uscilla to accept the policies that have technical revisions or no changes for first reading. *The motion carries 5 yes (Amato, Bradford, Lestinsky, Uscilla, Wijesekera), 4 absent (Garcia, Maher, Pittenger, White).*

Superintendent Report

Mrs. Byrd reported that on March 31, 2023, PK-6 enrollment was 433 students.

Mrs. Byrd stated that Kindergarten projections are around 55 students at this time and 53 have pre-registered for the fall of 2023.

Mrs. Byrd announced the newly hired part-time custodian and 3 staff resignations for the 2023-2024 school year.

Mrs. Byrd provided an update on the Gymnasium Air Conditioning, Pavilion, and Running Track Paving Projects.

Director Report

Ms. Kiesel 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. Mr. Reed-Swale's report is on file in the BOE Packet.

Chairman Report

Mrs. Lestinsky stated the Spotlight Spectacular will be held on May 17th to celebrate staff and encouraged BOE members to attend.

Communications

None.

Public Comment

None.

Adjournment

The meeting adjourned at 7:41 p.m.

Susan L. Carpenter
Recording Secretary

DRAFT

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: May 10, 2023

Re: Finance Committee Report of Expenditures and Adjustments

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

The attached report represents the adopted 2022-2023 Operating Budget with encumbrances through April 30, 2023.

Recommended Motions:

- i. Move that the Board of Education accept the report of expenditures and adjustments to the 2022-2023 Operating Budget through April 30, 2023.

Bethany Board of Education
Operating Budget 2022-2023 Summary - as of April 2023

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ Mar	Var% Mar	Var\$ Apr	Var% Apr
General Education								
Salaries								
Certified	\$2,027,620	\$2,027,620	\$1,379,487	\$2,003,810	\$ 23,810	1.17%	\$ 23,810	1.17%
Curriculum (Supplemental)	\$43,033	\$43,033	\$15,975	\$43,033	\$ -	0.00%	\$ -	0.00%
Non-Certified	\$325,500	\$325,500	\$177,433	\$325,500	\$ -	0.00%	\$ -	0.00%
Nurse	\$52,883	\$52,883	\$36,756	\$52,883	\$ -	0.00%	\$ -	0.00%
Total Salaries	\$2,449,036	\$2,449,036	\$1,609,652	\$2,425,226	\$ 23,810	0.97%	\$ 23,810	0.97%
Benefits	\$529,045	\$529,045	\$288,995	\$362,423	\$ 166,622	31.49%	\$ 166,622	31.49%
Services								
BCS	\$5,230	\$5,230	\$163,414	\$5,230	\$ -	0.00%	\$ -	0.00%
Curriculum	\$93,220	\$93,220	\$103,749	\$97,410	\$ (4,190)	-4.49%	\$ (4,190)	-4.49%
IT	\$66,300	\$66,300	\$24,845	\$75,500	\$ (9,200)	-13.88%	\$ (9,200)	-13.88%
Total Services	\$164,750	\$164,750	\$292,007	\$178,140	\$ (13,390)	-8.13%	\$ (13,390)	-8.13%
Supplies								
BCS	\$51,989	\$51,989	\$37,823	\$51,989	\$ -	0.00%	\$ -	0.00%
Curriculum	\$38,600	\$38,600	\$28,408	\$38,600	\$ -	0.00%	\$ -	0.00%
IT	\$102,800	\$102,800	\$117,296	\$134,900	\$ (32,100)	-31.23%	\$ (32,100)	-31.23%
Total Supplies	\$193,389	\$193,389	\$183,528	\$225,489	\$ (32,100)	-16.60%	\$ (32,100)	-16.60%
Other								
BCS	\$1,300	\$1,300	\$1,024	\$1,300	\$ -	0.00%	\$ -	0.00%
Curriculum	\$1,003	\$1,003	\$530	\$1,003	\$ -	0.00%	\$ -	0.00%
IT	\$42,600	\$42,600	\$47,271	\$48,231	\$ (5,631)	-13.22%	\$ (5,631)	-13.22%
Total Other	\$44,903	\$44,903	\$48,825	\$50,534	\$ (5,631)	-12.54%	\$ (5,631)	-12.54%
Subtotal	\$3,381,124	\$3,381,124	\$2,423,007	\$3,241,813	\$ 139,311	4.12%	\$ 139,311	4.12%
Special Education								
Salaries	\$1,301,701	\$1,301,701	\$939,567	\$1,265,019	\$ 36,682	2.82%	\$ 36,682	2.82%
Benefits	\$340,576	\$340,576	\$208,156	\$249,220	\$ 91,356	26.82%	\$ 91,356	26.82%
Services	\$245,396	\$245,396	\$192,527	\$249,396	\$ -	0.00%	\$ (4,000)	-1.63%
Supplies	\$28,769	\$28,769	\$12,286	\$31,515	\$ (2,746)	-9.54%	\$ (2,746)	-9.54%
Other	\$3,186	\$3,186	\$10,642	\$11,397	\$ (8,211)	-257.73%	\$ (8,211)	-257.73%
Subtotal	\$1,919,628	\$1,919,628	\$1,363,178	\$1,806,548	\$ 117,080	6.10%	\$ 113,080	5.89%
Operations and Overhead								
Salaries	\$1,024,163	\$1,024,163	\$827,216	\$1,024,163	\$ -	0.00%	\$ -	0.00%
Benefits	\$237,805	\$237,805	\$167,215	\$212,647	\$ 25,158	10.58%	\$ 25,158	10.58%
Services	\$168,265	\$168,265	\$149,229	\$166,345	\$ 1,920	1.14%	\$ 1,920	1.14%
Supplies	\$39,300	\$39,300	\$25,735	\$39,300	\$ -	0.00%	\$ -	0.00%
Utilities (Electricity)	\$85,000	\$85,000	\$93,137	\$120,000	\$ (15,000)	-17.65%	\$ (35,000)	-41.18%
Facilities and Maintenance	\$116,550	\$116,550	\$84,695	\$117,500	\$ -	0.00%	\$ (950)	-0.82%
Student Transportation	\$281,759	\$281,759	\$226,007	\$ 281,759.00	\$ -	0.00%	\$ -	0.00%
Other	\$24,100	\$24,100	\$17,679	\$ 25,100.00	\$ (1,000)	-4.15%	\$ (1,000)	-4.15%
Subtotal	\$1,976,942	\$1,976,942	\$1,590,913	\$ 1,986,813.94	\$ 11,078	0.56%	\$ (9,872)	-0.50%
Total	\$7,277,693	\$7,277,693	\$5,377,098	\$7,035,175	\$267,468	3.68%	\$ 242,518	3.33%
excess cost =								
#1 rcv'd=	38783							
#2 rcv'd =								
Total =								

Memorandum



To: Board of Education Members
From: Kai Byrd, Superintendent
Date: May 10, 2023
Re: Unfinished Business

It is recommended that under Unfinished Business:

Recommended Motions:

- a.(i)1.-19. Move that the Bethany Board of Education approve the revisions to Policies 4112.6/4212.6, 4112.8/4212.8, 4115.3, 4116.2, 4119/4219, 5120, 5145.12, 6114.1, and 6114.81 as presented Action Item

- a.(ii)1.-2. Move the Board of Education approve the adoption of Policies 4116.4 and 4116.5..... Action Item

- a.(iii)1. Move the Board of Education approve the deletion of Policy 5141.231.....
..... Action Item

- a.(iv)1.-34. Move the Board of Education approve the technical, non-substantive revisions to Policies 0100, 1120, 1317, 3524, 4000.1, 4112.61/4212.61, 4115, 4117.5, 4118.6/4218.6, 4121/4221, 4134/4234, 4148/4248, 5131.3, 5132, 5141.22, 5142, 5142.1, 5145.14, 5145.15, 5145.44, 5145.71, 6114.8, 6114.82, 6141.311, 6141.3291, 6142.102, 6142.103, 6146.22, 6153, 6162.51 and Bylaws 9311, 9312, 9313, and 9400.....
..... Action Item

Personnel Records

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PERSONNEL – CERTIFIED/NON-CERTIFIED

4112.6(c)
4212.6(c)

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

Policy adopted: September 9, 1991
Policy revised: October 11, 2000
Policy revised: March 11, 2015
Policy revised: May 11, 2016
Policy revised: December 9, 2020

Source: CABE

Recommended revisions**Personnel Records**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PERSONNEL – CERTIFIED/NON-CERTIFIED

4112.6(c)
4212.6(c)

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

Policy adopted: September 9, 1991
Policy revised: October 11, 2000
Policy revised: March 11, 2015
Policy revised: May 11, 2016
Policy revised: December 9, 2020
[Policy revised:](#)

Source: CABE

Nepotism: Employment of Relatives

The Bethany Board of Education (Board) and its employees adhere to the highest standards of ethical conduct. It is the intent of this policy to avoid any situation where a conflict of interest might arise on the part of a Board member or its employees without unnecessarily excluding qualified applicants from seeking employment opportunities with the Bethany Public School District (District).

As used in this policy, the word "Department" shall mean and include those levels of organization under the Superintendent's office into which the various structural areas of operation of the District are divided.

Individuals shall not be appointed to any full-time, part-time, or temporary position which would create a supervisor/employee relationship within a department between two (2) individuals who are related by blood, marriage, civil union, or law.

In the event of marriage or civil union between employees of the District, creating a relationship which violates this policy, one (1) of the persons affected must transfer to a compatible department with policy provisions, or in cases of refusal to transfer, be terminated from the location by the end of the school year or within six (6) months from the date the relationship was established, whichever is the greater period.

The degrees of relationship included in the above restrictions are as follows:

- By Blood: Parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin.
- By Marriage: Husband, wife, stepparent, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, half-sister, half-brother, uncle, aunt, nephew, niece.
- By Law: Guardianship relationships, adoptive parent/child relationships, partner in a civil union, same-sex marriage.

In the appointment and selection of new employees, the District shall adhere to this policy. All current supervisor/employee relationships established prior to the adoption of this policy will not be affected by this policy so long as they remain in present assignments.

Board members or employees who become relatives following appointment or employment, or relative who occupy or are offered positions identified in this policy, must report their situation to the Superintendent for assistance in resolving the matter.

Failure to report to the Superintendent situations that implicate the terms of this policy may be grounds for involuntary transfer, reassignment, or termination of employment.

PERSONNEL – CERTIFIED/NON-CERTIFIED

4112.8(b)
4212.8(b)

Legal Reference: Connecticut General Statutes § 7-479
Connecticut General Statutes § 46b-38nn
Connecticut General Statutes § 46b-38oo
United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)

Policy adopted: June 8, 2016
Policy revised: December 9, 2020

Source: CABE

Recommended Revisions**Nepotism-~~Employment of Relatives~~**

~~The Bethany Board of Education (Board) and its employees adhere to the highest standards of ethical conduct. It is the intent of this policy to avoid any situation where a conflict of interest might arise on the part of a Board member or its employees without unnecessarily excluding qualified applicants from seeking employment opportunities with the Bethany Public School District (District).~~

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~~The degrees of relationship included in the above restrictions are as follows:~~

~~By Blood: ——— Parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin.~~

~~By Marriage: ——— Husband, wife, stepparent, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, half-sister, half brother, uncle, aunt, nephew, niece.~~

~~By Law: ——— Guardianship relationships, adoptive parent/child relationships, partner in a civil union, same sex marriage.~~

~~In the appointment and selection of new employees, the District shall adhere to this policy. All current supervisor/employee relationships established prior to the adoption of this policy will not be affected by this policy so long as they remain in present assignments.~~

~~Board members or employees who become relatives following appointment or employment, or relative who occupy or are offered positions identified in this policy, must report their situation to the Superintendent for assistance in resolving the matter.~~

Purpose

It is the policy of the Bethany Board of Education (Board) to recruit and hire qualified applicants for employment within the Bethany Public School District (District) while avoiding both nepotism and the appearance of nepotism.

Definitions

Immediate family means a spouse, child, parent, sister, brother, half-sister, or half-brother.

Relative means a sister-in-law, brother-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, step parent, aunt, uncle, niece, nephew, first cousin, grandparent, step child, foster child, grandchild, or individual living in the same household.

Familial relationship means a relationship between a member of one's immediate family or a relative, as defined within this policy.

Prohibitions on Hiring

No relative or immediate family member of the Superintendent shall be hired to any position of employment.

No immediate family member of a Board member or any other administrator shall be hired to any position of employment.

Restrictions on Employment of Relatives or Immediate Family Members

No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative or immediate family member.

No employee may be involved in the process of screening for advancement in the application process, interviewing, or hiring of a relative or immediate family member.

Employees will not be hired, promoted, transferred, or assigned to work in positions in the school or department in which a relative or immediate family member is already employed.

No administrator or employee in a supervisory role shall supervise any of their relatives.

Employees will not be hired, promoted, transferred, or assigned to work in positions in which they will have access to confidential information regarding a relative or immediate family member, such as but not limited to, information regarding benefits selections, confidential medical information, or personnel records that are not subject to public disclosure.

Disclosure Requirements

A Board member or administrator who has an existing familial relationship with an employee, as defined above, or who has had a change in circumstances which creates a familial relationship with any employee of the District, shall declare such relationship to the Superintendent or Board Chair immediately.

If a change in circumstances creates a familial relationship between an employee and the employee's supervisor, the Superintendent reserves the right to seek a transfer of any employee in order to resolve any concerns about the operations of the District with respect to nepotism or the appearance of nepotism. The Superintendent may also provide for the evaluation and/or supervision of the employee outside of the typical chain of command in order to resolve any concerns about nepotism or the appearance of nepotism.

A Board member or administrator who knows that a relative or immediate family member has applied for a position with the District shall declare such relationship to the Superintendent or the Board Chair as soon practicable.

In addition to the requirements set forth above regarding familial relationships, if a romantic relationship develops between an employee and 1) an administrator who has a supervisory or evaluative relationship with the employee, or 2) a member of the Board, the affected administrator or member of the Board shall declare such relationship to the Superintendent.

Failure to report to the Superintendent or Board Chair situations that violate the terms of this policy may be grounds for involuntary transfer, reassignment, or termination of employment.

Recusal

A member of the Board should not vote on any action of the Board that will directly affect a relative or immediate family member.

Legal Reference: Connecticut General Statutes § 7-479
 ~~Connecticut General Statutes § 46b-38nn~~
 ~~Connecticut General Statutes § 46b-38oo~~
 United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)

Policy adopted: June 8, 2016
Policy revised: December 9, 2020
Policy revised:

Source: ~~CABE~~ [Shipman](#)

Evaluation

Intramural Coaches

There shall be an annual evaluation of all intramural coaches, to be conducted by the coach's immediate supervisor. Each coach shall receive a written copy of the evaluation.

The purposes of evaluation are:

1. To provide a systematic process whereby coaches may increase the effectiveness of their services to the athletic program utilizing the available professional resources.
2. To provide an opportunity for coaches to analyze their strengths and weaknesses, and to discuss objectively the contributions they have made to the athletic program.
3. To provide an opportunity for the administrative staff to analyze the strengths and weaknesses of individual coaches, and to utilize this knowledge to develop supervisory service to assist individuals in developing their competence.
4. To provide an effective means by which administrators may make recommendations concerning the continued employment of personnel and/or other recommendations to the Superintendent.

It is the responsibility of all administrators, coaches, and other professional staff members to recognize that the District intends to seek and maintain the best-qualified staff to provide quality coaching for student-athletes.

The administrative appraisal and self-appraisal shall include but are not limited to knowledge of sports area, coaching skills, and techniques, attitudes, behavior patterns, values, and ethics.

The Superintendent may terminate the coach at any time for reasons of moral misconduct, insubordination, or a violation of the rules of the Bethany Board of Education or because a sport has been canceled by the Superintendent.

Legal Reference: Connecticut General Statutes § 10-149
 Connecticut General Statutes § 10-151b
 Connecticut General Statutes § 10-220a
 Connecticut General Statutes § 10-222e
 Public Act 02-243
 Public Act 13-41

Policy adopted: May 11, 2016
Policy revised: December 9, 2020

Source: CABA

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It is the responsibility of all administrators, coaches, and other professional staff members to recognize that the Bethany Public School District intends to seek and maintain the best-qualified staff to provide quality coaching for student-athletes. In keeping with this goal, all personnel are expected to participate fully in the appraisal process.

The administrative appraisal ~~and self-appraisal~~ shall include but ~~are~~ not limited to knowledge of sports area, coaching skills and techniques, attitudes, behavior patterns, values, and ethics.

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Policy adopted: May 11, 2016
Policy revised: December 9, 2020
Policy revised:

Source: CABE

Sudden Cardiac Arrest

Sudden Cardiac Arrest Prevention

The Bethany Board of Education (Board) recognizes the importance of ensuring the safety of students participating in the Bethany Public School District's (District) intramural and interscholastic athletic programs. The purpose of this policy is to provide guidance for the prevention and recognition of sudden cardiac arrest in student athletes.

For purposes of this policy, "intramural or interscholastic athletics" shall include any activity sponsored by the District, as defined in Connecticut General Statutes § 10-15f, or an organization sanctioned by the District that involves any athletic contest, practice, scrimmage, competition, demonstration, display, or club activity.

Sudden Cardiac Arrest Awareness Program

Any person who holds or is issued a coaching permit by the Connecticut State Board of Education (SBE) and is a coach of District intramural or interscholastic athletics shall annually review the sudden cardiac arrest awareness education program developed or approved by the SBE prior to commencing the coaching assignment for the season of each intramural or interscholastic athletics.

Consent Form Requirement

Prior to participation in an athletic activity, parents/guardians of students participating in intramural or interscholastic athletics shall sign and return to the coach the Sudden Cardiac Arrest Awareness Informed Consent Form.

Removal from Play

A student who, as determined by the coach of any intramural or interscholastic athletics, game official, certified athletic trainer, licensed physician, or other designated athletic official, exhibits signs, symptoms, or behaviors consistent with a sudden cardiac arrest shall be removed by the coach from participating in any intramural or interscholastic athletics.

Any student known to have exhibited signs or symptoms of cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

Return to Play

Prior to participation, the coach shall not return a student who previously exhibited warning signs of cardiac arrest to participate in any intramural or interscholastic athletics until the student receives written clearance to participate in athletics from a licensed physician, physician assistant, or an advance practice registered nurse.

Penalties

A coach found in violation of this policy, duties, or obligations under any provision of the Connecticut General Statutes, Connecticut state agencies regulations, or a collective bargaining agreement may be permanently suspended from coaching any intramural or interscholastic athletic activity.

Legal References: Connecticut General Statutes § 10-145b(i)
 Connecticut General Statutes § 10-149f
 Connecticut General Statutes § 10-149g
 Connecticut General Statutes § 10-212d
 Connecticut General Statutes § 10-235
 Public Act 14-93

Policy adopted: October 5, 2016
Policy revised: December 9, 2020

Source: Shipman

Sudden Cardiac Arrest Awareness

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Penalties

~~A coach found in violation of this policy, duties, or obligations under any provision of the Connecticut General Statutes, Connecticut state agencies regulations, or a collective bargaining agreement may be permanently suspended from coaching any intramural or interscholastic athletic activity.~~

Prior to each season of any District intramural or interscholastic athletics, each coach who holds or is issued a coaching permit by the State Board of Education (SBE) and is a coach of District intramural or interscholastic athletics, must provide each participating student's parent/guardian with a copy of the informed consent form regarding sudden cardiac arrest developed by the SBE and obtain such parent/guardian signature, attesting to the fact that such parent/guardian has received a copy of such form and authorizes the student to participate in the intramural or interscholastic athletics.

Any person who holds or is issued a coaching permit by the SBE and is a coach of a District intramural or interscholastic athletics shall annually review the sudden cardiac arrest awareness education program developed or approved by the SBE prior to commencing the coaching assignment for the season of such intramural or interscholastic athletics.

Nothing in this policy shall be construed to relieve a coach of intramural or interscholastic athletics of the coach's duties or obligations under any provision of the Connecticut General Statutes, the regulations of Connecticut state agencies, or a collective bargaining agreement.

Legal References: ~~Connecticut General Statutes § 10-145b(i)~~

Connecticut General Statutes § 10-149f

Connecticut General Statutes § 10-149g

~~Connecticut General Statutes § 10-212d~~

~~Connecticut General Statutes § 10-235~~

~~Public Act 14-93~~

Policy adopted: October 5, 2016

Policy revised: December 9, 2020

Policy revised:

Source: Shipman

Prohibition on Recommendations for Psychotropic Drugs

The Bethany Board of Education (Board), consistent with state statutes, prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. 801 et seq.) in order for the child to:

1. attend school;
2. receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or
3. receive special education and related services.

Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parent/guardian of such child, in accordance with the procedures outlined below.

I. Definitions

For purposes of this policy, the following definitions apply:

- A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression, and thought disorders, and include, but are not limited to, stimulant medication and antidepressants.
- B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.
- C. School health or mental health personnel means:
 1. school nurses or nurse practitioners appointed pursuant to Connecticut General Statutes § 10-212;
 2. school medical advisors appointed pursuant to Connecticut General Statutes § 10-205;
 3. school psychologists;
 4. school social workers;
 5. school counselors;
 6. school administrators;
 7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team, or similar group of Bethany Public School District (District) professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;
 8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

II. Procedures

- A. A school health or mental health personnel, as defined above, may communicate with other school personnel about a child who may require a recommendation for a medical evaluation, provided that 1) there is a legitimate educational interest in sharing such information; and 2) such communication shall remain confidential, to the extent required by law.
- B. A school health or mental health personnel, as defined above, may communicate a recommendation to a parent or guardian that a child be evaluated by a medical practitioner provided that 1) based on such person's professional experience, objective factors indicate that a medical evaluation may be necessary to address concerns relating to the child's education and overall mental health, and 2) any communication includes the basis for the recommendation.
- C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.
- D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a medical practitioner who has information concerning a child, as long as the District has obtained consent from the parent/guardian of the child, in accordance with the Section II.D., above. Nothing in this policy shall prevent a Planning and Placement Team from recommending a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine a child's i) eligibility for special education and related services, or ii) educational needs for an individualized education program.

The Superintendent or his/her designee shall promulgate this policy to District staff and parents/guardians of students annually and upon the registration of new students.

PERSONNEL – CERTIFIED/NON-CERTIFIED

4119(c)
4219(c)

Legal References: Connecticut General Statutes § 10-212b
 Connecticut General Statutes § 10-76a
 Connecticut General Statutes § 10-76b
 Connecticut General Statutes § 10-76d
 Connecticut General Statutes § 10-76h
 Connecticut General Statutes § 46b-120
 34 C.F.R. § 300.174
 42 U.S.C. § 12101 et seq.
 20 U.S.C. § 1400 et seq.
 29 U.S.C. § 794

Policy adopted: November 14, 2001
Policy revised: October 8, 2003
Policy reviewed: October 9, 2013
Policy revised: April 8, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: December 9, 2020

Source: Shipman

Recommended revisions**Prohibition on Recommendations for Psychotropic Drugs**

The Bethany Board of Education (Board), consistent with state statutes, prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. 801 et seq.) in order for the child to:

1. attend school;
2. receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or
3. receive special education and related services.

Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parent/guardian of such child, in accordance with the procedures outlined below.

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

I. Definitions

~~For purposes of this policy, the following definitions apply:~~

- ~~A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression, and thought disorders, and include, but are not limited to, stimulant medication and antidepressants.~~
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 - ~~4. school social workers;~~
 - ~~5. school counselors;~~
 - ~~6. school administrators;~~
 - ~~7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team, or similar group of Bethany Public School District (District) professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;~~
 - ~~8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.~~

~~II. Procedures~~

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- ~~C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.~~
- ~~D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.~~

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~~The Superintendent or his/her designee shall promulgate this policy to District staff and parents/guardians of students annually and upon the registration of new students.~~

PERSONNEL – CERTIFIED/NON-CERTIFIED

4119(c)
4219(c)

Legal References: Connecticut General Statutes § 10-212b
~~Connecticut General Statutes § 10-76a~~
~~Connecticut General Statutes § 10-76b~~
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Policy adopted: November 14, 2001
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Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: December 9, 2020
[Policy revised:](#)

Source: Shipman

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

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

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

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

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

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

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

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

Policy reviewed:	May 14, 2003
Policy adopted:	June 11, 2003
Policy revised:	October 13, 2004
Policy revised:	June 9, 2010
Policy reviewed:	August 27, 2014
Policy revised:	October 8, 2014
Policy revised:	December 13, 2017
Policy revised:	April 7, 2021

Source: BPSD

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

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

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

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

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

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

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

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

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Policy revised:

Source: BPSD

Search and Seizure

The Bethany Board of Education (Board) seeks to ensure a learning environment that protects the health, safety, and welfare of students and staff. To assist the Board in attaining these goals, Bethany Public School District (District) officials may, subject to the requirements below, search a student's person or property, including property assigned by the District for the student's use. Such searches may be conducted at any time on District property or when the student is under the jurisdiction of the District at school-sponsored activities.

All searches for evidence of a violation by the District shall be subject to the following requirements:

1. The District official shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place.
2. The search shall be "reasonable in scope," meaning that the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction.
3. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Desks, Lockers, and Other Storage Areas

Desks and school lockers are the property of the District. The right to inspect desks, lockers and other storage areas assigned to students may be exercised by District officials to safeguard students, their property, and school property with reasonable care for the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized District official may search a student's desk, locker, or other storage areas under three (3) conditions:

1. There is reason to believe that the student's desk, locker, or other storage area contains the probable presence of contraband material.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety, and health in the school.
3. The student(s) have been informed in advance that Board policy allows desks, lockers, and other storage areas to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Use of drug-detection dogs and metal detectors, similar detective devices; and/or breathalyzers and other passive alcohol screening devices may be used only on the express authorization of the Superintendent, in accordance with administrative regulations.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or school rule.

Student Search

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and the nature of the infraction.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the District upon the request of the law enforcement official. Such requests ordinarily, shall be based on warrant. The principal or his/her designee will attempt to notify the student's parent/guardian in advance and will be present for all such searches.

Strip searches shall not be conducted by District authorities. All searches by the principal or his/her designee shall be carried out in the presence of at least one (1) other adult witness.

Legal References: Connecticut General Statutes § 10-221
 New Jersey v. T.L.O., 469 U.S. 325; 105 U.S. Supreme Court 733
 Safford Unified School District #1 v. Redding, U.S. Supreme Court 08-479

Policy adopted: September 9, 1991
Policy revised: May 6, 1996
Policy revised: May 13, 2015
Policy revised: June 8, 2016
Policy revised: December 9, 2020

Source: CABA

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

Source: CABE

Fire Emergency and Crisis Response Drills

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

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

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

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

Implementation during Epidemic/Pandemic

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

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

Policy adopted: October 11, 2000
Policy revised: June 10, 2015
Policy revised: April 11, 2018
Policy revised: December 9, 2020

Source: CABE

Recommended revisions**Fire Emergency and Crisis Response Drills**

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Source: CABE

INSTRUCTION

6114.81(b)

Suspension of Policies

The Board hereby suspends provisions of its policies and/or whole policies, as identified by the Superintendent or his/her designee, if such suspension is necessary to implement the written guidance from CSDE relating to containing the pandemic/epidemic emergency for the duration identified in the Governor's order of school closure.

Reporting to Board

The Superintendent shall report to the Board as feasible, appropriate, and timely regarding an emergency closure and efforts to implement written guidance from health and government agencies as disseminated by CSDE and other state agencies pertaining to a pandemic/epidemic emergency.

Board of Education Meetings

In the interest of public health, the Board encourages the public to attend its open public meetings via video conferencing and to limit public comment. The Board reserves the right to adjust Board meeting dates, times, and locations during the District-wide emergency closure in a manner consistent with the Freedom of Information Act. Further, any or all Board members may attend Board meetings electronically.

Legal References: Connecticut General Statutes § 10-154a
 Connecticut General Statutes § 10-207
 Connecticut General Statutes § 10-209
 Connecticut General Statutes § 10-210
 Connecticut General Statutes § 10-221
 Connecticut General Statutes § 19a-221
 20 U.S.C. 1232g, 45 C.F.R. 99 (FERPA)

Policy adopted: August 12, 2020

Pandemic/Epidemic Emergencies**Emergency Suspension of Policy During Pandemic**

The Bethany Board of Education (Board) is authorized by statute to govern the Bethany Public School District (District), including the adoption, revision, and suspension of Board policies.

The Board, through this policy, acknowledges school closures in response to a pandemic/epidemic and designates the Superintendent or his/her designee to act as a liaison for the District to ensure the health and safety of students, staff, and the community.

The Connecticut State Department of Education (CSDE) has authority to waive instructional hours and school days, to interpret educational requirements, and to oversee the allocation of resources for nutrition, transportation, and other crucial aspects of public education and providing written guidance to school districts on issues related to pandemic/epidemic emergencies, including but not limited to student attendance, remote learning, meal distribution, and other issues.

Temporary Powers Granted to Superintendent

The Board grants to the Superintendent the following temporary powers to address pandemic/epidemic emergencies:

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with guidance from appropriate health or government authorities or necessary for other effective response.
2. Authority to take any lawful actions necessary to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such actions may include, but are not limited to, adjustments to the curriculum and the provisions of alternate educational program options; modifications to the school calendar; adjustments to the delivery of school-provided meals; limitations on access to District property; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by a pandemic/epidemic emergency.
3. Authority to close the school facility without further action by the Board. Such closure shall continue during the emergency created by the pandemic/epidemic emergency until such time as the Superintendent, in consultation with appropriate health and government authorities, deems it in the best interests of the District and its students to open schools.
4. Authority based upon the needs of the District and the guidelines from health and government agencies disseminated by CSDE, to direct staff assignments during District closures, including, but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.
5. Authority to limit access to public school grounds and District buildings during school closures.

Recommended revisions**Pandemic/Epidemic Emergencies****Emergency Suspension of Policy During Pandemic**

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Temporary Powers Granted to Superintendent

During declared public pandemic/epidemic emergencies, the ~~The~~ Board grants the Superintendent the following temporary powers ~~to address pandemic/epidemic emergencies:~~

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with guidance from appropriate health or government authorities or necessary for other effective response.
2. Authority to take any lawful actions necessary to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such actions may include, but are not limited to, adjustments to the curriculum and the provisions of alternate educational program options; modifications to the school calendar; adjustments to the delivery of school-provided meals; limitations on access to District property; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by a pandemic/epidemic emergency.
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4. Authority based upon the needs of the District and the guidelines from health and government agencies disseminated by CSDE, to direct staff assignments during District closures, including, but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.
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The Superintendent shall report to the Board as feasible, appropriate, and timely regarding an emergency closure and efforts to implement written guidance from health and government agencies as disseminated by CSDE and other state agencies pertaining to a pandemic/epidemic emergency.

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

Policy adopted: August 12, 2020

Policy revised:

Source: CAFE

Exertional Heat Illness Awareness

Prior to commencing a coaching assignment for the season, each coach who holds or is issued a coaching permit by the State Board of Education (SBE) and is a coach of any Bethany Public School District (District) intramural or interscholastic athletics shall complete an exertional heat illness awareness education program developed or approved by the governing authority for intramural and interscholastic athletics (Program). Such program shall include, but need not be limited to, 1) the recognition of the symptoms of an exertional heat illness, 2) the means of obtaining proper medical treatment for a person suspected of having an exertional heat illness, and 3) the nature and risk of exertional heat illness, including the danger of continuing to engage in athletic activity after sustaining exertional heat illness and the proper method of allowing a student athlete who has sustained exertional heat illness to return to athletic activity.

Any person who holds or is issued a coaching permit by the SBE and is a coach of District intramural or interscholastic athletics shall annually review the Program.

Upon development by the governing authority for intramural and interscholastic athletics of a model exertional heat illness awareness plan, the District shall implement such plan by utilizing written materials, online training or videos, or in-person training that shall address, at a minimum: 1) the recognition of signs or symptoms of exertional heat illness, 2) the means of obtaining proper medical treatment for a person suspected of an exertional heat illness, 3) the nature and risks of exertional heat illness, including the danger of continuing to engage in athletic activity after experiencing exertional heat illness, 4) the proper procedures for allowing a student athlete who has experienced exertional heat illness to return to athletic activity, and 5) best practices in the prevention and treatment of exertional heat illness.

The District shall provide each participating student and each participating student's parent/guardian with information regarding exertional heat illness awareness. The District shall prohibit a student athlete from participating in any intramural or interscholastic activity unless the student athlete, and a parent/guardian of such student athlete, 1) reads written materials, 2) views online training or videos, or 3) attends in-person training regarding exertional heat illness awareness. Acknowledgment of adherence to this standard by the student athlete and the parent/guardian shall be made by the parent/guardian's signature on an athletic participation informed consent form issued by the District.

Legal Reference: _____ Connecticut General Statute § 10-149b

Policy adopted:

Source: Shipman

Emergency Action Plan for Athletic Events

The Bethany Board of Education (Board) in consultation with local emergency medical services providers and regional health professionals, authorizes the Superintendent to develop an emergency action plan to be followed in the event that a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event. Such plan shall include, but need not be limited to, the following components:

1. a list of the school employees or coaches in the school who will be responsible for implementing the emergency action plan and a description of each person's responsibilities under the plan;
2. identification of the location(s) or venue(s) where the interscholastic or intramural athletic event is taking place;
3. a description of the equipment and supplies that may be available at the site of the interscholastic or intramural athletic event that will assist in responding to an emergency, including the location of where such equipment and supplies may be found at such site;
4. a description of the procedures to be followed when a student sustains a serious sports-related injury, including, but not limited to, responding to the injured student, summoning emergency medical care, assisting local first responders in getting to the injured student and documenting the actions taken during the emergency;
5. a description of the protocols to be followed during cardiac or respiratory emergencies, including the operation of an automatic external defibrillator, use of cardiopulmonary resuscitation or the administration of medication, in accordance with applicable state law and Board policy;
6. a description of the protocols to be followed when a student is observed to exhibit signs, symptoms or behaviors consistent with a concussion or is diagnosed with a concussion, in accordance with applicable state law and Board policy;
7. a description of the protocols to be followed when a student suffers from a traumatic brain injury or spinal cord injury, provided such protocols are designed to include instructions that are based on the level of training of the person implementing the emergency action plan and are in accordance with best practices and state law; and
8. a description of the protocols to be followed in the event of heat and cold-related emergencies, provided such protocols are in accordance with current professional standards.

In developing the emergency action plan, the Superintendent or designee may also consult recommendations from the governing authority for intramural and interscholastic athletics.

The Superintendent or designee shall annually review and update such emergency action plan, as necessary. Any school employee or coach identified in the emergency action plan shall 1) annually rehearse such emergency action plan, and 2) be certified in cardiopulmonary resuscitation and have completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health, any director of health, or an organization using guidelines for first aid published by the American Heart Association and the American Red Cross.

The Superintendent or designee shall distribute the emergency action plan to all persons identified in the emergency action plan. The Superintendent or designee shall also post such emergency action plan in all athletic facilities and at all sites where interscholastic and intramural athletic events will take place, and make such emergency action plan available on the Internet web site for the Bethany Public School District.

Legal Reference: Connecticut General Statute § 10-149h

Policy adopted:

Source: Shipman

Deletion – Redundant (see Policy 4119/4219)

Prohibition on Recommendations for Psychotropic Drugs

The Bethany Board of Education (Board), consistent with state statutes, prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. 801 et seq.) in order for the child to:

1. attend school;
2. receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or
3. receive special education and related services.

Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parent/guardian of such child, in accordance with the procedures outlined below.

I. Definitions

For purposes of this policy, the following definitions apply:

- A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression, and thought disorders, and include, but are not limited to, stimulant medication and antidepressants.
- B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.
- C. School health or mental health personnel means:
 1. school nurses or nurse practitioners appointed pursuant to Connecticut General Statutes § 10-212;
 2. school medical advisors appointed pursuant to Connecticut General Statutes § 10-205;
 3. school psychologists;
 4. school social workers;
 5. school counselors;
 6. school administrators;
 7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team or similar group of Bethany Public School District (District) professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;
 8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

II. Procedures

- A. A school health or mental health personnel, as defined above, may communicate with other school personnel about a child who may require a recommendation for a medical evaluation, provided that 1) there is a legitimate educational interest in sharing such information; and 2) such communication shall remain confidential, to the extent required by law.
- B. A school health or mental health personnel, as defined above, may communicate a recommendation to a parent or guardian that a child be evaluated by a medical practitioner provided that 1) based on such person's professional experience, objective factors indicate that a medical evaluation may be necessary to address concerns relating to the child's education and overall mental health, and 2) any communication includes the basis for the recommendation.
- C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.
- D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a medical practitioner who has information concerning a child, as long as the District has obtained consent from the parent/guardian of the child, in accordance with the Section II.D., above. Nothing in this policy shall prevent a Planning and Placement Team from recommending a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine a child's i) eligibility for special education and related services, or ii) educational needs for an individualized education program.

The Superintendent or his/her designee shall promulgate this policy to District staff and parents/guardians of students annually and upon the registration of new students.

Legal References: Connecticut General Statutes § 10-212b
 Connecticut General Statutes § 10-76a
 Connecticut General Statutes § 10-76b
 Connecticut General Statutes § 10-76d
 Connecticut General Statutes § 10-76h
 Connecticut General Statutes § 46b-120
 34 C.F.R. § 300.174
 42 U.S.C. § 12101 et seq.
 20 U.S.C. § 1400 et seq.
 29 U.S.C. § 794

Policy adopted: May 13, 2015
Policy revised: June 8, 2016
Policy revised: December 9, 2020

Source: Shipman

Technical Revisions

Mission for Bethany Public School District

The mission of the Bethany Public School District, in partnership with the community, is to inspire and empower children to thrive in the world of tomorrow.

The major obligations of the [Bethany](#) Board of Education are to secure competent educational leadership, to develop sound educational policies, and to utilize tax money wisely and effectively.

Policy adopted: September 9, 1991

Policy revised: October 7, 2015

Policy reviewed: January 9, 2018

Policy revised: December 9, 2020

[Policy revised:](#)

Source: ~~CABE~~ & BPSD

Technical Revisions**Public Participation at Board of Education Meetings**

The regular and special meetings of the Bethany Board of Education ([Board](#)) are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law.

The Board ~~of Education~~ welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board ~~of Education~~ is made through posting the agenda on the Bethany Public School District ([District](#)) website (www.bethany-ed.org), ~~and~~ Bethany Community School, Board ~~of Education~~ Office, and Town Hall bulletin boards.

Board meetings are meetings held in public and are not open hearings. Each meeting offers a public comment agenda item that allows time for members of the audience to address the Board ~~of Education~~ with their comments. Once the Board moves into regular agenda the public may participate as allowed by the Chairperson.

Any citizen may appear before the Board to express ~~his/her~~ [their](#) opinion concerning the educational program of the District. The Board encourages members of the public to address complaints concerning individual District personnel through the proper chain of command. The Board agenda provides opportunities for comments from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

The guidelines for 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 § 1-225
 Connecticut General Statutes § 1-226
 Connecticut General Statutes § 1-227
 Connecticut General Statutes § 1-230
 Connecticut General Statutes § 1-232
 Connecticut General Statutes § 1-205
 Connecticut General Statutes § 10-238
 [Connecticut General Statutes § 19-a-342](#)

Policy adopted: September 9, 1991
Policy reviewed: May 8, 2013
Policy revised: November 18, 2015
Policy reviewed: January 9, 2018
Policy revised: August 12, 2020
[Policy revised:](#)

[Source: BPSD & CBE](#)

Health and Safety Protocols

The Bethany Board of Education (Board) recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during a ~~pandemic/epidemic~~ public health crisis. The Board thus directs the Superintendent to develop health and safety protocols consistent with applicable laws, rules, regulations, and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property of the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies or Administrative Regulations.

The Superintendent shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

Legal References: Connecticut General Statutes § 10-221

Policy adopted: August 12, 2020

Policy revised:

Source: Shipman

No changes recommended

Hazardous Materials

Hazardous materials include any substance or mixture of substances posing fire, explosive, reactive, or health hazards including a number of science laboratory chemicals and supplies, common school cleaning materials, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, and gasoline.

The Superintendent shall develop procedures to minimize the use of these materials in the school, including substituting, when possible, non-hazardous materials for hazardous materials and through minimizing amounts of hazardous material used and stored in the school.

To the extent hazardous materials are necessary for educational programs or in school building maintenance, the Superintendent shall develop procedures on:

1. identification and labeling of hazardous materials;
2. use of hazardous materials;
3. storage of hazardous materials;
4. transportation of hazardous materials;
5. disposal of hazardous materials;
6. maintenance of safety data sheets in the Facilities Manager's office;
7. chemical hygiene plans shall be maintained at all schools that have a science laboratory; and
8. training of appropriate staff in procedures and practices enumerated in 1-7 above.

Procedures must comply with applicable local, state, and federal laws and regulations pertaining to the safe and proper use, storage, transportation, and disposal of hazardous materials.

Legal References: Connecticut General Statutes §§ 19a-332 through 19a-332d

Policy adopted: April 13, 2016
Policy revised: December 9, 2020
[Policy reviewed:](#)

Source: CABE

Title IX

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

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

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

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

Policy adopted: August 12, 2020

Policy revised:

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Source: CAGE

Technical revision**Use and Disclosure of Employee Medical Information (HIPAA)**

The Bethany Board of Education (Board) directs the Superintendent or ~~his/her~~ designee to take the necessary steps to ensure compliance with the Health Insurance Portability Act of 1996 (HIPAA). Compliance activities may include but not be limited to conducting an audit to determine applicability of HIPAA to Bethany Public School District operations, recommending policies to the Board, implementation of administrative regulations, including record-keeping procedures, preparation of necessary documents, employee training, and all other activities necessary to ensure compliance.

Legal Reference 42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 50312-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53182-53273

Policy adopted: May 11, 2016

Policy revised: December 9, 2020

[Policy revised:](#)

Source: CABE

Evaluation and Support Program

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

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

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

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

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

Evaluation of teacher performance must be a cooperative, continuing process designed to improve student learning and the quality of instruction. The Superintendent shall annually evaluate or cause to be evaluated all certified employees in accordance with the teacher evaluation and support program, developed through mutual agreement with the Steering Committee for the District. The Steering Committee shall consist of certified employees, including at least one (1) union representative, and other school personnel the Superintendent deems appropriate.

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

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

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

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

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

Evaluation Training

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

Data Management

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

Audit

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

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

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

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

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

Legal Reference: Connecticut General Statutes § 10-111
Connecticut General Statutes § 10-145b
Connecticut General Statutes § 10-151a
Connecticut General Statutes § 10-151b
Connecticut General Statutes § 10-151c
Connecticut General Statutes § 10-220a(b)
Circular Letter C-6, Series 2004-2005
Circular Letter C-9, Series 2004-2005
Public Act 11-135
Public Act 12-2
Public Act 12-116
Public Act 13-245
Public Act 15-5
Connecticut Guidelines for Educator Evaluation, adopted by the State Board of Education, June 27, 2012.
Connecticut's System for Educator Evaluation and Development (SEED) state model evaluation system.
Flexibility to Guidelines for Educator Evaluation adopted by Connecticut State Board of Education, February 6, 2014
Public Law 114-95
34 C.F.R. 200.55

Policy adopted: September 9, 1991
Policy revised: October 11, 2000
Policy reviewed: December 10, 2014
Policy revised: March 11, 2015
Policy revised: June 8, 2016
Policy revised: December 9, 2020
Policy revised:

Source: [BPSD & CABB](#)

Technical revision**Exit Interview**

In an effort to continually improve the working atmosphere in the Bethany Public School District (District), a voluntary exit interview will be offered to each certified employee departing the District.

Each certified employee will be given the opportunity to complete an exit interview questionnaire and to discuss ~~his/her~~ their employment experiences with the Superintendent.

The questionnaire and interview notes may be rendered anonymous upon request of the employee and will be kept in a confidential file in the Office of the Superintendent.

Policy approved:	July 1, 1996
Policy revised:	May 8, 2013
Policy revised:	May 11, 2016
Policy revised:	December 9, 2020
<u>Policy revised:</u>	

Source: BPSD

No changes recommended

Social Media

The Bethany Board of Education (Board) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

1. interferes, disrupts, or undermines the effective operation of the Bethany Public School District (District);
2. is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening, or similarly inappropriate communications;
3. creates a hostile work environment;
4. breaches confidentiality obligations of District employees; or
5. violates the law, Board policies, and/or other school rules and regulations.

The Board, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References: U.S. Constitution, Amendment I
Connecticut Constitution, Article I, §§ 3, 4, 14
Connecticut General Statutes § 31-40x
Connecticut General Statutes § 31-48d
Connecticut General Statutes § 31-51q
Connecticut General Statutes. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy adopted: April 9, 2014
Policy revised: November 9, 2016
Policy revised: December 9, 2020
[Policy reviewed:](#)

Source: Shipman

No changes recommended

Substitutes

Substitute Teachers are defined as holding a Bachelor's Degree.

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

A substitute teacher shall be a person fully qualified to instruct in the Bethany Public School District (District) and who is employed for periods of time in the absence of the regular teacher.

The District will hire all qualified substitutes through a private contractor and/or as a District employee.

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

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

Policy adopted: September 9, 1991
Policy revised: February 12, 2014
Policy revised: May 13, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: December 9, 2020

[Policy reviewed:](#)

Source: BPSD & CABB

Recommended revisions**Tutoring**

The Bethany Board of Education (Board) expects that teachers will provide extra help and support for students experiencing academic difficulty in their class.

The Superintendent is directed to establish such rules as will protect both the Bethany Public School District (District) and the teachers from charges of conflict of interest, should individual tutoring be discussed.

A District employee may provide academic tutoring and/or provide lessons in athletics or the performing arts for students for pay during the school year or during the summer vacation period, provided that:

- a. the student is not currently enrolled in such employee's class or will not be enrolled in such employee's class for the coming school year;
- b. the parent/guardian has requested such employee to tutor or provide lessons for their child;
- c. the employee has not initiated such tutoring or lessons for pay;
- d. all tutoring must take place off of school grounds; and
- e. none of the student's siblings are currently enrolled in such an employee's class or will not be enrolled in such an employee's class for the coming school year.

In the case of students with disabilities, no staff member, unless specifically authorized by a properly convened Planning and Placement Team, Superintendent, or ~~designated administrator~~ the Director of Special Services, is authorized to make recommendations regarding tutoring or any other service, which might be considered to be a part of a student's educational program.

Legal Reference: Connecticut General Statutes §§53-392a to 53-392e

Policy adopted: September 9, 1991
Policy revised: November 14, 2001
Policy revised: March 10, 2010
Policy revised: April 8, 2015
Policy revised: May 11, 2016
Policy revised: December 9, 2020
Policy revised:

Source: BPSD & CABA

Technical revisions**Employee Protection**

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

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

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

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

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

The Board shall reimburse an employee for the cost of medical, surgical, or hospital services (less the amount of any insurance reimbursement and/or workers' compensation payments) incurred as the result of any injury sustained in the course of ~~his/her~~ their employment.

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

PERSONNEL – CERTIFIED/NON-CERTIFIED

4148(b)
4248(b)

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

Policy adopted: September 9, 1991
Policy revised: April 8, 2015
Policy revised: June 8, 2016
Policy revised: December 9, 2020

Source: CABE

Bicycles

Students, fourth grade and above, may ride their bicycles to school with written permission from a parent/guardian and upon approval by the Principal or ~~his/her~~ designee. Students in Pre-K through third grade may ride their bicycles to school accompanied by an adult.

The Bethany Board of Education (Board) expects all students who ride bicycles to and from school to wear bicycle helmets in conformance with Connecticut state law. Riders should observe traffic and other safety laws and rules, use designated crosswalks and display courtesy toward drivers of motor vehicles.

It is the responsibility of the student's parent/guardian to provide supervision appropriate for the student's age, maturity, and conditions of the chosen route to and from school when riding their bicycle.

Students who ride bicycles shall be required to park them in an area designated by the administration and are encouraged to use bicycle locks. The Bethany Public School District is not responsible for lost, stolen, or damaged bicycles and/or safety helmets on school property or while riding to/from school.

The school administration reserves the right to withdraw a student's privilege of riding ~~his/her~~ a bicycle to school if ~~he/she~~ the student does not follow this policy.

Skateboards and scooters are not allowed on school grounds.

Legal Reference: Connecticut General Statutes § 14-286d

Policy adopted: September 9, 1991

Policy revised: May 13, 2015

Policy revised: October 5, 2016

Policy revised: December 9, 2020

Policy revised:

Source: BPSD

Student Dress

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

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

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

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

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

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

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

Policy adopted: September 9, 1991

Policy revised: May 13, 2015

Policy revised: April 13, 2016

Policy revised: December 9, 2020

[Policy reviewed:](#)

Source: CABE

Communicable and Infectious Diseases

The Bethany Board of Education (Board) recognizes that all children have a constitutional right to a free, suitable program of educational experiences. The Board has established reasonable health requirements as prerequisites to admission or attendance including the requirement that students undergo a physical examination prior to admission.

Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case-by-case basis with appropriate procedural due process safeguards. However, where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission exclusion is not warranted.

A child with an infectious disease may be considered handicapped if the condition presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act, the "Education of all Handicapped Children's Act" may apply. The parent, guardian, or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. All students will be educated in the least restrictive environment.

The Bethany Public School District (District) will include as part of its emergency procedure plan a description of the actions to be taken by District personnel in case of a pandemic flu outbreak or other catastrophe that disrupts District operations.

Legal References: Education for Children with Disabilities, 20 U.S.C. 1400, et seq.
 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b)
 Americans with Disabilities Act
 The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g,
 45 C.F.R. 99
 Connecticut General Statutes § 10-76(d)(15)
 Connecticut General Statutes § 10-154a
 Connecticut General Statutes § 10-207
 Connecticut General Statutes § 10-209
 Connecticut General Statutes § 10-210
 Connecticut General Statutes § 19a-221
 Connecticut General Statutes §§ 19a-581 to 19a-585

Policy adopted: April 6, 1992
Policy revised: May 13, 2015
Policy revised: June 8, 2016
Policy revised: December 9, 2020
[Policy reviewed:](#)

Student Safety

The Bethany Board of Education (Board) shall strive to build safe, supportive, and academically challenging school learning environments in partnership with students, staff members, and families.

The Board shall ensure that all facilities, grounds, equipment, and vehicles meet acceptable injury and violence prevention standards for design, installation, use, and maintenance.

Student safety shall be a priority of all Bethany Public School District (District) personnel through close supervision of students in all school buildings and grounds and through special attention to:

1. Maintenance of safe school environments through conducting regular safety vulnerability and hazard assessments of all school facilities, school grounds, sports-related equipment, and vehicles used to transport students. Security and vulnerability assessments shall be conducted every two (2) years, resulting in a school safety plan, based upon the assessment results.
2. Safe practices by school personnel and students – particularly in instructional areas or in extracurricular activities presenting special hazards.
3. Development of school programs and activities consistent with appropriate abilities and limitations of students at each age level.
4. Offering safety education to students germane to particular subjects, such as laboratory courses in science, health, and physical education.
5. Appropriate first aid care for students in case of accident or sudden illness.
6. Adequacy of emergency response procedures at Bethany Community School (first aid, cardiopulmonary resuscitation, infection control, security).
7. Development, adoption, and implementation of a code of conduct and other appropriate rules that are designed to promote health and safety and prevent unintended injury, harassment, bullying, and other forms of violence. Such code shall prohibit the use and possession of alcohol, tobacco, ~~and~~ other drugs and weapons, and dangerous instruments at school.
8. Training exercises for all school staff designed to help them maintain a positive climate for learning and to effectively enforce safety and discipline rules.
9. Requiring the District to have safety and security plans which serve as a guide to address the various safety needs in the school, such as lockdown procedures, evacuations, drills and safety protocols, and personnel assignments. The School Security and Safety Plan ~~for each of the District's schools~~ shall annually be submitted to the Department of Emergency Services and Public Protection.
10. Conducting regular audits (at least annually) to evaluate and analyze the effectiveness of each school's safety and security plans. First responders, local law enforcement, and the entire school staff shall be involved in this process. Law enforcement and local public safety officials shall evaluate all fire and crisis response drills.
11. Communicating with parents/guardians and community members about school-level emergency preparedness protocols to the greatest extent possible.

12. Providing regular training for all school employees on the District's school emergency management systems and protocols, as well as violence prevention training.
13. Creating a partnership between area schools, local law enforcement, and appropriate community agencies, including mental health, to prevent and reduce school violence.
14. Establishing a school security and safety committee. Such committee shall be responsible for assisting in the development of the School Security and Safety Plan and administering such plan.

Legal Reference: Connecticut General Statutes § 10-200f
 Public Act 13-3 §§ 86, 87, 88

Policy adopted: September 9, 1998
Policy revised: May 13, 2015
Policy revised: June 8, 2016
Policy revised: December 9, 2020
[Policy revised:](#)

Source: CABE

Rights of Custodial & Non-Custodial Parents of Minor Children

The Bethany Board of Education (Board), unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit to the school administration a copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, the non-custodial parent, upon written request and in accordance with Board records policies and regulations may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports, visit the child briefly at school and have an opportunity to confer with the student's teacher(s).

In addition, upon written request to the school administration, the school will subsequently and routinely mail/email to that parent making the request copies of all school information which is normally sent home with the child. This will include mailings/emailing of copies of report cards and class and school newsletters during the school year in which the request is made. Non-custodial parents and parents with shared custody not normally receiving materials from the school may annually request this service.

The custodial parent has the responsibility to keep the school office informed as to the address of residence, in a manner determined by the school, and how ~~he/she~~ [the custodial parent](#) may be contacted at all times. Any legal documents which restrict the rights of the non-custodial parent must be provided by the custodial parent. Unless otherwise indicated by a verified note from the parent or by a legal document provided by a parent, only the custodial parent has the right to remove the student from school property. If school personnel anticipate a possible student abduction, law enforcement personnel are to be notified immediately, and the student will remain on school property pending the arrival of law enforcement officials.

Legal References: Connecticut General Statutes § 10-15b
 Connecticut General Statutes § 46b-56
 Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g et
 seq. (as amended)
 34 C.F.R. Part 99 (May 9, 1980, 45FR 30802)

Policy adopted: September 9, 1991
Policy revised: May 13, 2015
Policy revised: June 8, 2016
Policy revised: December 9, 2020
[Policy revised:](#)

Source: CABB

On-Campus Recruitment

The Bethany Board of Education (Board) shall provide full access for the recruitment of students by regional technical schools, regional agricultural centers, technology education centers, interdistrict magnet schools, trade schools, charter schools, and interdistrict student attendance programs. The Board shall also post information about these school options on its website.

Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained majority status.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

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

Legal Reference: Connecticut General Statutes § 1-210(11)
 Connecticut General Statutes § 10-220d
 Connecticut General Statutes § 10-221b (as amended by PA 98-252)
 Pub. L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for
 Fiscal Year 2001
 Public Law 114-95 § 8025

Policy adopted: January 9, 2013
Policy revised: May 13, 2015
Policy revised: November 9, 2016
Policy revised: December 9, 2020
[Policy reviewed:](#)

Source: CABE

Directory Information

Directory information or class lists of student names and/or addresses and telephone lists shall not be distributed without the consent of the parent/guardian of the student.

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

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

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

Public Notice

The Bethany Public School District (District) will give annual public notice to parents/guardians of students in attendance or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information, and the requirement that the District must, by law, unless parents/guardians or eligible students request the District withhold this information and provide prior written consent to release such information. Such notice will be given prior to the release of directory information.

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

Exclusions

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

Legal Reference: Connecticut General Statutes § 1-210(11)
Connecticut General Statutes § 10-221b
Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g et seq. (as amended)
Public Law 106-398, 2000 H.R. 4205
Section 8528
34 C.F.R. § 99.3
34 C.F.R. § 99.31(11)
34 C.F.R. § 99.37

Policy adopted: May 13, 2015
Policy revised: November 9, 2016
Policy revised: December 9, 2020
[Policy reviewed:](#)

Source: CABE

No changes recommended**Title IX**

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

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

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

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

Policy adopted: August 12, 2020

[Policy reviewed:](#)

Source: CABA

No changes recommended**Surrogate Parent Program**

Any student requiring special education and whose natural parents are unavailable as defined by law, or who is a ward of the State, may be provided a surrogate parent appointed by the Commissioner of Education in the manner provided by law.

The function of the surrogate parent will be to act as the child's advocate in the educational decision-making process, which includes all special education identification, evaluation, placement, hearing, mediation, and appeal procedures conducted for the student. In the case of a foster child, the surrogate parent shall represent the foster child in the educational decision-making process provided the foster child's parent or guardian:

1. agrees or fails to object to the appointment of a surrogate parent;
2. receives identical notices as the surrogate parent; and
3. may revoke the appointment of a surrogate parent at any time.

In addition, the surrogate parent will also act as the child's advocate in the evaluation and planning procedures available to children under Section 504 of the U.S. Rehabilitation Act.

Surrogate parents will be informed, by the Bethany Public School District as are regular parents, annually of Bethany Board of Education (Board) policies regarding student conduct and discipline and if the Board suspends or expels a child for conduct that violates Board policy and seriously disrupts the educational process, for carrying a weapon or for selling or distributing drugs.

The law makes provisions whereby a parent or legal guardian or the student for whom a surrogate parent has been appointed may contest the surrogate parent appointment.

Legal References: Connecticut General Statutes § 10-94f
 Connecticut General Statutes § 10-94g
 Connecticut General Statutes § 10-94h
 Connecticut General Statutes § 10-94i
 Connecticut General Statutes § 10-94j
 Connecticut General Statutes § 10-94k
 Connecticut General Statutes § 10-233e
 Section 504, U.S. Rehabilitation Act, 29 U.S.C. 791
 17a-110, §§ 243-244 of June Special Session Public Act 15-5

Policy adopted: September 9, 1991
Policy revised: October 11, 2000
Policy revised: May 13, 2015
Policy revised: June 8, 2016
Policy revised: December 9, 2020

[Policy reviewed:](#)

Source: CABE

Emergencies and Disaster Preparedness**Pandemic/Epidemic Emergencies**

The Bethany Board of Education (Board) recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town and/or Bethany Public School District (District) is threatened by a pandemic/epidemic outbreak. At all times the health, safety, and welfare of the students shall be of foremost concern along with the health, safety, and welfare of the District employees, and mindful of the overall health and welfare of the community.

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

Legal References: Connecticut General Statutes § 10-154a
 Connecticut General Statutes § 10-207
 Connecticut General Statutes § 10-209
 Connecticut General Statutes § 10-210
 Connecticut General Statutes § 10-221
 Connecticut General Statutes § 19a-221
 20 U.S.C. 1232g, 45 C.F.R. 99 (FERPA)

Policy adopted: August 12, 2020

[Policy reviewed:](#)

Source: CABE

Emergency Measures

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

Legal Reference: Connecticut General Statutes § 10-154a
Connecticut General Statutes § 10-207
Connecticut General Statutes § 10-209
Connecticut General Statutes § 10-210
Connecticut General Statutes § 10-221
Connecticut General Statutes § 9a-221
Connecticut General Statutes § 52-557b
20 U.S.C. 1232g, 45 C.F.R. 99
Adapt, Advance, Achieve: Connecticut's Plan to Reopen and Grow Together

Policy adopted: December 9, 2020
[Policy reviewed:](#)

Source: CABE

Limited English Proficiency Program

The Bethany Board of Education (Board) recognizes the need to provide equal educational opportunities for all students in the Bethany Public School District (District). Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the District's educational programs, the District shall take appropriate action to rectify the English language deficiency in order to provide the student with equal access to its programs. Students in a language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed, and provided appropriate services. No child will be admitted to or excluded from any program based solely on surname or LM status.

The Board believes that high quality, comprehensive, and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency for students who are English Learners (EL).

The Superintendent or ~~his/her~~ designee is directed to develop and implement procedures, consistent with the requirements of the Every Student Succeeds Act (ESSA) and the Connecticut State Department of Education (CSDE) ESSA plan which:

- Determine if a student is a potential EL student through adherence to the Home Language Survey Guidance and completion of the Home Language Survey (HLS).
- Administers the state-mandated English Language Proficiency (ELP) Screener when the review of the HLS results indicates the student may have a primary or home language other than English.
- Informs parents/guardians, in writing, if the results from the ELP assessment indicate the student is an EL.
- Implements English learner services for all identified students.
- Annually assess the English proficiency of all English learners students during the testing window using the state-mandated English language proficiency assessment. (Students can only exit EL status if they meet all EL exit criteria.)
- Monitor the progress of students receiving ~~English as a Second Language (ESOL)~~ **ESL** or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
- Provide parents/guardians with notice of and information regarding the instructional program as required by law and encourage parental appraisal of their child's program.

Definitions

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

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

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

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

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

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

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

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

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

Legal Reference:

- Connecticut General Statutes § 10-17
- Connecticut General Statutes § 10-17a
- Connecticut General Statutes § 10-17d
- Connecticut General Statutes § 10-17e
- Connecticut General Statutes § 10-17f
- Connecticut General Statutes § 10-17g
- Connecticut General Statutes § 10-76e
- Connecticut General Statutes § 10-146f
- Public Act 99-211
- State Board of Education Regulations 10-17h.1 to 10 17h.15
- Title VI, Civil Rights Act of 1964
- Equal Education Opportunities Act as an amendment to the Education Amendments of 1974

INSTRUCTION

6141.311(c)

Legal Reference: Bilingual Education Act. 20 U.S.C. §§ 7401 et seq., as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act.
34 CFR, Part 200 Regulations appearing in Federal Register, September 13, 2006.
Title III
Public Law 114-95, §§ 3001-3121
20 USC 6812, 6823

Policy adopted: June 8, 2016
Policy revised: November 9, 2016
Policy revised: December 9, 2020
[Policy revised:](#)

Source: CABE

One-to-One Electronic Device Program

The Bethany Board of Education (Board) believes the focus of the 1:1 iPad/Chromebook program in the Bethany Public School District (District) is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. The District's technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 iPad/Chromebook setting empowers students and teachers to use real-world technology, accessing and using purposeful technology-based tools anytime a task calls for them.

The Board believes learning is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 iPad/Chromebook initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration allows teachers to be facilitators of deep, individualized learning for all students.

This policy applies to all District-owned iPads/Chromebooks used in the school, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classrooms.

~~Legal References: Connecticut General Statutes § 10-221~~

~~18 U.S.C. §§ 2510-2522~~

~~P.L. No 110-385~~

Policy adopted: June 10, 2015
Policy revised: December 13, 2017
Policy revised: August 12, 2020

[Policy revised:](#)

[Source: BPSD](#)

No changes recommended

Social and Emotional Learning

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

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

Legal Reference: Connecticut General Statutes § 10-15b
 Connecticut General Statutes § 10-221
 Connecticut General Statutes § 10-222d
 Public Act 19-166

Policy adopted: December 9, 2020
[Policy reviewed:](#)

Source: CABB

Trauma-Informed School

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

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

Legal Reference: Connecticut General Statutes § 10-15b
 Connecticut General Statutes § 10-221
 Connecticut General Statutes § 10-222d
 Public Act 19-166

Policy adopted: December 9, 2020
[Policy reviewed:](#)

Source: CABE

No changes recommended**Individuals with Disabilities Education Act (IDEA) - Alternative Assessments for Students with Disabilities for Statewide and District-wide Assessments**

The Bethany Board of Education will, in all respects, comply with the requirements of state and federal law with regard to the special education of students with disabilities. Decisions about whether a student with a disability, eligible for special education-related services under the Individuals with Disabilities Education Act (IDEA), shall participate in alternative assessment(s) to particular statewide or district-wide assessments shall be made by each student's planning and placement team in accordance with applicable state and federal law.

Legal Reference: Connecticut General Statutes § 10-14q
Individuals with Disabilities Education Act, 42 U.S.C. § 1400, et seq. (IDEA) 34 C.F.R. § 300.320
Connecticut Alternate Assessment (CTAA) Test Administration Manual, published December 9, 2016,
http://ct.portal.airast.org/wp-content/uploads/CTAA_Test-Administration-Manual.pdf
CTAA Alternate Science Learner Characteristics Inventory (LCI),
http://www.sde.ct.gov/sde/lib/sde/pdf/student_assessment/special_education/LCI.pdf

Policy adopted: June 10, 2015
Policy revised: November 9, 2016
Policy revised: December 9, 2020
[Policy reviewed:](#)

Source: Shipman

Field Trips

The Bethany Board of Education (Board) recognizes that field trips are an educationally sound part of the approved curriculum of the Bethany Public School District. Field trips provide students with first-hand experiences and are an effective and worthwhile means of learning. The Board supports field trips of significant educational value related to the total school curriculum under the current fiscal constraints and administrative regulations established by the Superintendent.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a certified teacher, which is an integral part of an approved course of study, co-curricular activity, or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

The Board will **not** be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and accompanying regulations.

Policy adopted:	September 9, 1991
Policy revised:	March 8, 2006
Policy revised:	June 10, 2015
Policy revised:	October 5, 2016
Policy revised:	December 9, 2020
Policy reviewed:	

Source: CABE

Survey of Students

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

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

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

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

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

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

Parents/guardians shall have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by the school to a student. Such requests shall be made in writing with a response to be at least two (2) weeks in advance of any survey to be given.

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

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

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

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

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

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

Policy approved: October 8, 2003
Policy revised: June 10, 2015
Policy revised: December 12, 2018
Policy revised: January 8, 2020
Policy revised: December 9, 2020
[Policy revised:](#)

Source: CABE

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

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

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

Organization and Contents of Policy Manuals

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

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

Development of Board Policies

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

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

The Board shall concern itself only with broad questions of the appropriate application of its policies and not with administrative details.

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

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

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

Procedure for Adoption, Revision, or Deletion of Board Policies

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

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

Legal Reference: Connecticut General Statutes § 10-221

Bylaw adopted: September 9, 1991
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: February 10, 2016
Bylaw reviewed: January 8, 2019
Bylaw revised: December 9, 2020
[Bylaw revised:](#)

Source: CABB

No changes recommended

Formulation, Adoption, Revision, or Deletion of Bylaws

Any Bylaw of the Bethany Board of Education (Board) may be adopted, revised, or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Legal Reference: Connecticut General Statute § 10-221

Bylaw adopted: September 9, 1991

Bylaw reviewed: February 11, 2004

Bylaw revised: March 10, 2004

Bylaw revised: February 10, 2016

Bylaw revised: April 8, 2020

Bylaw revised: December 9, 2020

[Bylaw reviewed:](#)

Source: CABA

No changes recommended

Formulation, Approval, Revision, or Deletion of Administrative Regulations

The Bethany Board of Education (Board) does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent.

The Superintendent is responsible for the formulation, issuance, approval, revision, and deletion of administrative regulations to implement the policies of the Board. The Superintendent shall determine the need to bring to the attention of the Board any new, revised, or deleted administrative regulations.

The Board reserves the right to review and direct revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board. If the Board directs the Superintendent to issue, revise, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a regular Board meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Bylaw adopted:	September 9, 1991
Bylaw reviewed:	February 11, 2004
Bylaw revised:	March 10, 2004
Bylaw revised:	February 10, 2016
Bylaw revised:	April 8, 2020
Bylaw revised:	December 9, 2020
Bylaw reviewed:	

Source: CABA

No changes recommended

Self-Evaluation

The Bethany Board of Education (Board) is made up of duly elected individuals to oversee the Public School District of the community. This very responsible and complex job requires that the Board blend its diverse opinion into a common purpose which will give direction to the Bethany Public School District (District). The local community looks to its Board to provide leadership for the school. The success of the District depends on how well that role is carried out.

Therefore, it shall be the policy of the Board that there shall be an annual program of self-evaluation in which each member shall participate.

Annually the Board will schedule dates to conduct its self-evaluation. The evaluation will include, but not be limited to, the following leadership areas: vision, community leadership, Board operations, Board ethics, and the Board/Superintendent Team.

Legal Reference: Connecticut General Statutes § 10-220

Bylaw adopted: February 5, 1996
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: March 10, 2010
Bylaw revised: February 10, 2016
Bylaw revised: May 10, 2017
Bylaw revised: December 9, 2020

[Bylaw reviewed:](#)

Source: CABB

Memorandum



To: Board of Education Members
From: Kai Byrd, Superintendent
Date: May 10, 2023
Re: Teacher & Administrator Evaluation Plans

The Connecticut State Department of Education is once again providing flexibilities to the fundamental requirements of the CT Guidelines for Educator Evaluation 2017 for the 2023-2024 school year.

These flexibilities are provided to facilitate support, feedback, and growth for Connecticut educators and administrators, in order to best meet the needs of students. They are intended to prioritize the need to focus on:

- social and emotional learning and overall well-being of students, staff, and educators;
- equitable learning opportunities for all students;
- culturally responsive teaching and learning practices;
- academic achievement; and
- engagement with families.

The flexibilities include:

- **Student Learning Indicators (45%)** - Educators are required to develop one (not two) student learning goals with at least two measures of accomplishments. The goals should focus on social and emotional learning, student engagement, engaging families, cultural responsiveness, or academic achievement. Administrators are required to develop two student learning goals focused on supporting the health, safety, and social and emotional well-being of staff and students, ensuring equity for the most vulnerable students and their families, mastery-based learning, or developing systematic approaches to incorporating social and emotional practices and/or culturally responsive practices into the teaching and learning process.
- **Observations of Performance and Practice (40%)** - It is recommended that observations of performance, site visits, and reviews of practice/artifacts be formative in nature, and take place more frequently and for shorter amounts of time throughout the school year for the purpose of providing feedback and support. It is recommended that a minimum of two informal observations and one review of practice followed by a post-observation conference be held for educators in Year 1 and 2 who are rated Effective or Exemplary. For administrators, artifact reviews may replace one of the required site visits.
- **Stakeholder Feedback (10%)** - It is recommended that educators prioritize their focus on implementing strategies for ongoing communication and family engagement.

- **Whole School Learning Indicators/Teacher Effectiveness (5%)** - School-wide focus on social and emotional learning, equitable learning opportunities for all students, professional learning, or professional learning communities.
- **4-Level Matrix Rating System**
 - End-of-year self-assessment
 - Holistic ratings for Outcomes (50%) and Practice (50%)
 - Final rating
 - Report to BOE status of educator evaluations
 - Report aggregate evaluations to the Connecticut State Department of Education

As required, these flexibilities were approved by the BCS Steering/Professional Development Evaluation Committee on April 20, 2023.

It is recommended under NEW BUSINESS:

Recommended Motion:

- a. Move the Bethany Board of Education approves the adoption of the Connecticut State Department of Education Teacher and Administrator Evaluation Plan Flexibilities for the 2023-2024 school year.

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: May 10, 2023

Re: Superintendent Report

Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Kindergarten Projections
- Personnel Update

**BETHANY COMMUNITY SCHOOL
2022-2023 ENROLLMENT SUMMARY**

Grade (Sections)	08/31/2022*	09/30/2022*	10/31/2022*	11/30/2022*	12/31/2022*	01/31/2023*	02/28/2023*	03/31/2023*	04/30/2023*
PK	27	26	27	27	27	29	31	33	32
K (3)	44	43	43	43	43	42	42	43	44
1 (3)	56	56	56	56	56	56	56	56	56
2 (3)	54	54	54	54	53	53	53	53	53
3 (4)	71	72	73	73	73	73	74	74	74
4 (3)	65	66	66	66	66	65	65	64	65
5 (3)	64	65	65	65	65	65	64	64	64
6 (2)	47	47	47	47	47	47	47	46	46
TOTAL (21)	428	429	431	431	430	430	432	433	434

* Six Open Choice students included.

2021-2022 ENROLLMENT SUMMARY

Grade (Sections)	08/31/2021*	09/30/2021*	10/31/2021*	11/30/2021*	12/31/2021*	01/31/2022*	02/28/2022*	03/31/2022*	04/30/2022*
PK	16	17	19	22	23	23	23	23	23
K (3)	50	49	50	50	51	51	51	51	52
1 (3)	51	51	51	51	51	51	51	51	51
2 (4)	66	66	66	66	67	66	66	67	67
3 (3)	57	57	57	58	59	59	59	62	63
4 (3)	58	59	59	60	60	60	61	61	61
5 (2)	40	40	42	43	43	43	43	43	44
6 (3)	49	49	50	51	51	51	52	52	52
TOTAL (21)	387	388	394	401	405	404	406	410	413

*Five Open Choice students included.

One OOD student is not included above.

2020-2021 ENROLLMENT SUMMARY

Grade (Sections)	08/31/2020*	09/30/2020*	10/31/2020*	11/30/2020*	12/31/2020*	01/31/2021*	02/28/2021*	03/31/2021*	04/30/2021*
PK	16	16	16	16	17	17	17	19	19
K (3)	54	53	53	53	53	52	52	52	51
1 (4)	62	61	61	61	61	61	61	61	61
2 (3)	53	53	53	53	53	53	53	54	54
3 (3)	55	55	55	56	56	57	56	56	55
4 (2)	39	40	40	40	40	40	40	40	40
5 (3)	48	48	48	48	48	47	47	47	47
6 (2)	43	43	43	43	43	44	44	44	44
TOTAL (20)	370	369	369	370	371	371	370	373	371

* One Staff Member & Five Open Choice students included.

Two OOD students are not included above.

Memorandum



To: Board of Education Members

From: Cheryl Kiesel

Date: May 10, 2023

Re: Director of Special Services, Curriculum, and Instruction Report

Under ADMINISTRATIVE REPORTS:

- **Curriculum**
 - Professional Development
 - Grant Update

- **Special Education**
 - Department Updates

Memorandum



To: Board of Education Members

From: Tom Reed-Swale

Date: May 10, 2023

Re: Principal's Report

Under ADMINISTRATIVE REPORTS:

- Steering Committee Update
- BCS Happenings

Memorandum



To: Board of Education Members
From: Kai Byrd, Superintendent
Date: May 10, 2023
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's Evaluation and Employment Contract Timelines and Kai Byrd is invited to attend.