

**THE W. L. GILBERT SCHOOL CORPORATION
POLICY COMMITTEE MEETING
Thursday, October 5, 2023
THE GILBERT SCHOOL
8:00 AM
Main Office Conference Room**

AGENDA

1. OPENING OF MEETING

- A. Committee Members - Ellen Marino (Chair), Theresa Padin, Astrid Robitaille
- B. Others - Holly Cassaday, School Corp. Chair, Greg Shugrue (Head of School)

2. APPROVAL OF MINUTES

- A. Meeting of September 7, 2023
 - 1. Yeas_____ Nays_____ Abstain_____

3. NEW BUSINESS

- A. Discussion/Review of Policies
 - 1. Review the 2009 Policies #5000 through #5131.1
- B. Discuss (and possibly revise) Policy #5112.3 "Dropouts"
- C. ASO Sample Policies

4. OTHER

5. ADJOURNMENT

PREVIOUS MEETING MINUTES

THE W. L. GILBERT SCHOOL CORPORATION
Policy Committee Meeting Minutes
September 7, 2023

A Meeting of the Policy Committee of The W. L. Gilbert School Corporation was held on Thursday, September 7, 2023 in the Main Office Conference Room at The Gilbert School. The meeting was called to order at 8:24 a.m. by Ellen Marino.

Committee Members present were Ellen Marino, and Astrid Robitaille
Absent Committee Members: Theresa Padin

Also present were Greg Shugrue, Head of School, Holly Cassaday, Chair of The W.L. Gilbert School Corporation.

A motion was made by A. Robitaille, seconded by E. Marino to approve the Minutes of June 1, 2023.

Voted: Yeas 2 Nays 0 Abstained 0

Motion Passes

Discussion/Review of Policies:

The committee reviewed a list of the 5000 series policies and G. Shugrue mark-ups as to revision dates. G. Shugrue also handed out the CAGE documents with a List of Identified Existing Policies for Possible Modification or New Policies to consider, which is provided quarterly as an update service to the Board. The committee agreed to begin reviewing Policy 5000 through 5131.1 with focus on those revised in 2009 and will cross reference with any recommendations from CAGE.

A motion was made by A. Robitaille, seconded by E. Marino to adjourn the meeting at 9:08 a.m.

Voted: Yeas 2 Nays 0 Abstained 0

Motion Passes

Respectfully submitted,
Ellen Marino

POLICY REVIEW: #5112.3 "DROPOUTS"

Existing policy with update to reflect P.A. 21-199.

Students

Dropouts

Parents and those who have the control of children **from** five years of age ~~and over and under~~ **to** eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child ~~sixteen or~~ seventeen years of age may consent to such child's withdrawal from school. For the school year commencing July 1, ~~2014~~ **2023** and each school year thereafter, ~~the parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.~~ **a student who is eighteen years of age or older may withdraw from school. Such parent, guardian or student shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that such a school district has provided such parent, guardian or student with information on the educational options available in the school system and in the community. The parent or guardian having such control of a child seventeen years of age may withdraw such child from school and enroll such child in an adult education program pursuant to section 10-69 in the state statutes. Such parent or guardian must personally appear at the school district office and sign an adult education withdrawal and enrollment form. The adult education withdrawal and enrollment form must include an attestation from a school counselor or school administrator of the school the district has provided the parent or guardian with information on the educational options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.**

The administration, guidance staff and faculty of the school system shall extend every possible effort ~~to the end that~~ **to ensure** each student may meet with success in his/her/**their** school program, have a favorable school experience and earn a diploma. Every attempt will be made to identify the potential dropout and to provide the appropriate resources in order to assist such students.

If the drop-out rate of the District is determined to be 8% or higher in the previous school year, the Board of Education shall establish an on-line credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete on-line District-approved coursework toward meeting high school graduation requirements. Each high school within the District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.

Students

Dropouts (continued)

The Board directs the Administration to propose programs and initiatives to mitigate drop out, including, but not limited to, online credit recovery programs.

Any student who seeks to drop out of school shall be referred immediately to a guidance counselor or school administrator. The student, ~~if under~~ eighteen years of age **or younger**, must present to the guidance counselor or administrator the required written parental consent of his/her/**their** withdrawal. If the student is at or above the age of majority no such parental consent shall be sought. A student under age eighteen shall not be allowed to withdraw who has not presented such parental consent.

The interval between the student's announcement of his/her/**their** desire to leave and the possible presentation of the written consent will be used to attempt to dissuade the student from leaving and to resolve his/her/**their** problems so that he/she/**they** might continue in school and finish satisfactorily.

- (cf. 5111 - Admission)
- (cf. 5112 - Ages of Attendance)
- (cf. 5113 - Admission/Excuses/Dismissal)
- (cf. 5113.2 - Truancy)
- (cf. 6146 - Graduation Requirements)
- (cf. 6172.6 - Virtual/Online Courses)

Legal Reference: Connecticut General Statutes
10-69 Adult education
10-184 Duties of parents as amended by PA 98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15
10-199 through 10-202 Attendance, truancy - in general.
10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses, Other Subject Areas) and P.A. 10-111, An Act Concerning Education Reform in Connecticut.
PA 21-199 An Act Concerning Various Revisions and Additions to the Statutes Relating to Education and Workforce Development

Policy adopted: May 20, 2009
Policy revised: May 19, 2010
Policy revised: December 15, 2010
Policy revised:

THE GILBERT SCHOOL
Winsted, Connecticut

ASO SAMPLE POLICIES

Students

Armed Security Officer

The Regional School District No. 15 Board of Education (“the Board”) authorizes the placement of Armed Security Officers (“ASO”) in its school buildings during times that the Superintendent of Schools deems necessary in order to provide for the safety and security of students and school personnel.

The Armed Security Officer (“ASO”) is an employee of the Board and shall support the school administration and staff in maintaining a safe and positive school environment. ASO’s shall report to the ASO Supervisor for security functions, who shall report to the Director of Operations and ultimately to the Superintendent for day-to-day activities and administrative oversight. The Chief of Police of Middlebury and/or the Resident Trooper in Southbury shall be responsible for training, and firearm certification. At the discretion of the Board, each ASO shall be authorized to carry a firearm in the performance of their duties, consistent with State and Federal Law and Board policy.

ASO’s shall meet all legal requirements for the position and required background checks, including a written determination from Connecticut’s Police Officer Standards and Training Council (“POSTC”) with respect to proposed employment of ASO’s as well as the associated job descriptions in order to ensure that all necessary and required standards are met.

ASO’s are visible and active figures at the school to which they are assigned and shall be charged with taking steps to safeguard and protect the school community and school property. ASO’s shall engage in the detection or prevention of any unauthorized activity on or near school grounds, including, but not limited to, the unlawful intrusion or entry on school property and act when students, visitors, and staff are placed in eminent life threatening danger. The specific qualifications, duties and responsibilities for the position of ASO shall be forth in the ASO job description, as may be amended from time to time in the discretion of the Board, consistent with state and federal law and Board policy.

The Superintendent will adopt and maintain administrative regulations to implement this Policy, including any regulations governing the storage of weapons and equipment.

Legal Reference: Connecticut General Statutes

10-244a Employment of persons to provide security services in a public school while in possession of a firearm

Policy adopted: October 1, 2018

REGIONAL SCHOOL DISTRICT NO. 15
Middlebury, Southbury, Connecticut

East Hampton's version of this policy to consider.

Students

Armed Security Officer

Through Public Act 13-188, East Hampton Public Schools has approved the hiring of an Armed Security Officer (ASO) **for a six-month study (September 3, 2019 – March 9, 2020)** and authorizes the placement of an ASO in the high school to provide for the safety and security of students and school personnel during the school day as well as times that the Superintendent deems necessary.

The ASO is an employee of the Board of Education and shall support the school administration and staff in maintaining a safe and positive school environment. The ASO reports to the building Principal as needed, and ultimately to the Superintendent of Schools. At the discretion of the Board, the ASO is authorized to carry a firearm in the performance of his or her duties consistent with state and federal law and Board policy.

The function of the ASO is to assist the administration and other school staff in promoting a safe, non-threatening school environment, including assisting in the prevention of school violence. The ASO shall be charged with taking steps to safeguard and protect the school community and school property. The ASO shall engage in the detection or prevention of any unauthorized activity on or near school grounds, including, but not limited to, the unlawful intrusion or entry on school property and act when students, visitors, or staff are placed in imminent life threatening danger.

The Board's policy and any applicable administrative regulations shall be subject to all applicable federal and/or Connecticut laws, as may be amended from time to time. In the event that any portion of this policy or the applicable administrative regulations is determined to be contrary to the provisions of any such federal and/or Connecticut law at any time, the Board shall promptly review and revise the policy and administrative regulations as may be necessary to comply with such federal and/or Connecticut laws.

The Superintendent will adopt and maintain administrative regulations to implement this policy including the duties and responsibilities of the ASO. The specific qualifications for the position of ASO shall be those set forth in the ASO regulation as part of BOE policy, as may be amended from time to time at the discretion of the Board, consistent with state and federal law.

Legal Reference: Connecticut General Statutes
 10-220 Duties of boards of education
 10-233a through 10-233f Suspension, removal and expulsion of students
 10-233m Memorandum of understanding re: school resource officers
 10-244a Employment of persons to provide security services in a public
 school while in possession of a firearm
 53a-3 Definitions
 53a-217b Possession firearms and deadly weapons of school grounds.

Policy adopted:
 cps 10/19

EAST HAMPTON PUBLIC SCHOOLS
 East Hampton, Connecticut

Region No. 16's version of this policy to consider/modify.

Students

Armed Security Guards

Through Public Act 13-188, Regional School District #16 has approved the hiring of Armed Security Guards and authorizes the placement of armed security guards in each of the school buildings to provide for the safety and security of students and school personnel during the school day as well as times that the Superintendent deems necessary. The Armed Security Guard ("ASG") is an employee of the Regional School District #16 Board of Education (the "Board") and shall support the school administration and staff in maintaining a safe and positive school environment. The ASG reports to the building principal, and ultimately to the Superintendent of Schools. At the discretion of the Board, the ASGs are authorized to carry firearms.

The function of the ASG is to assist the administration and other school staff in promoting a safe, non-threatening school environment, including assisting in the prevention of school violence. The ASG shall be charged with taking steps to safeguard and protect the school community and school property. The ASG shall engage in the detection or prevention of any unauthorized activity on or near school grounds, including, but not limited to, the unlawful intrusion or entry on school property, vandalism, abuse, arson or trespass. The specific qualifications, duties and responsibilities for the position of ASG shall be those set forth in the ASG job descriptions and BOE policy, as may be amended from time to time in the discretion of the Board, consistent with state and federal law.

The Board's policy and any applicable administrative regulations shall be subject to all applicable federal and/or Connecticut laws, as may be amended from time to time. In the event that any portion of this policy or the applicable administrative regulations is determined to be contrary to the provisions of any such federal and/or Connecticut law at any time, the Board shall promptly review and revise the policy and administrative regulations as may be necessary to comply with such federal and/or Connecticut laws.

The Superintendent will adopt and maintain administrative regulations to implement this policy.

Legal Reference: Connecticut General Statutes
 10-220 Duties of boards of education
 10-233a through 10-233f Suspension, removal and expulsion of students,
 as amended by PA 95-304, PA 96-444, and PA 98-139
 53a-3 Definitions
 53a-217b Possession firearms and deadly weapons of school grounds
 PA 13-188 An Act Concerning School Safety
 PA 15-168 An Act Concerning Collaboration Between Boards of
 Education and School Resource Officers and the Collection and Reporting
 of Data on School-Based Arrests

Policy adopted: July 18, 2018
cps 8/18

REGIONAL SCHOOL DISTRICT NO. 16
Beacon Falls and Prospect, Connecticut

The administrative regulation developed by Regional School District No. 16 to accompany its policy.

Students

Armed Security Guards

I. PURPOSE:

The Board will work in cooperation with the law enforcement agency/police department in the placement of Armed Security Officers in its high/middle/elementary schools. The objectives and qualifications of Armed Security Guards set forth by the policy/regulation and job description drafted shall be subject to approval by the Board. It is understood and agreed that the Board of Education and the Local and State Police Department officials share the following goals and objectives with regard to the Armed Security Guard (ASG) Program in the schools:

1. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
2. To encourage ASGs to attend extra-curricular activities held at schools, when possible;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and/or use of weapons on campus, the sale and/or distribution of controlled substances, and riots;
4. To report serious crimes that occur at school and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;
5. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.
6. To be involved in the development of District and school safety/crisis plans.

Duties include, but are not limited to:

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of district property, students, staff and persons and property on or about district property or while attending district-sponsored activities.

Students

Armed Security Guards (continued)

II. POLICY: _

A. Essential Responsibilities:

1. Patrol
2. School-based Services
3. Student Affairs
4. Parking Enforcement
5. Administrative

B. Specific Responsibilities

1. Patrol

- a) Armed First Responder, conduct security patrols of all school grounds.
- b) First Responder to all emergencies on campus to protect life and property.
- c) First Responder to all emergencies at any of Region 16 schools.
- d) Conduct preventive patrols and routine security checks of all school grounds and structures.
- e) Look for possible criminal activity, persons needing assistance as well as maintenance issues. Report any maintenance issues to the Facilities Department.
- f) Detain persons who commit criminal offenses in the presence of security guards and turn custody over to the Local or State Police Department.
- g) Respond to all emergencies on school grounds and request additional response if needed.
- h) Armed Security guards shall assist in Criminal Investigations, complaints and reports.

2. School Services

- a) Secure (arm/disarm) alarms in most administrative and academic buildings on a set schedule throughout the week if directed by school administration.
- b) Secure and unlock buildings upon request by faculty, staff and facility personnel.
- c) Ensure that any hazard/incident may be made as safe as possible including attempting to remedy the situation entirely.
- d) Serve as the emergency notifying agency for facilities related issues.
- e) Work with responding personnel (Local and State Police, Fire Department, Utilities, EMT's, Paramedics) in handling emergencies at schools including medical emergencies.

Students

Armed Security Guards (continued)

B. Specific Responsibilities

2. School Services (continued)

- f) Set up barricades and other traffic controls to assist various facilities projects and arrange for the towing of vehicles out of restricted areas.
- g) Perform any other duty as directed by the Superintendent, School Administration and/or their designee.

3. Student Affairs

- a) Respond to all reported disturbances, emergencies, and suspicious circumstances in the school, classroom, related structures or events and report findings when necessary.
- b) Assist Administration/Staff in handling uncooperative or confrontational, and non-affiliates on school grounds.
- c) Perform room, locker, book bag and person (s) searches as required in the presence of administrators.

4. Parking Enforcement

- a) Enforce all parking regulations in school grounds and parking lots.
- b) Patrol the parking areas during the enforcement hours.
- c) Request local authorities to tow or ticket vehicles found in violation of the parking regulations (offense warrants).

5. Administrative

- a) Document in a report any individual found disturbing the school or committing minor criminal offenses or violating school regulations of criminal/threatening manner. When appropriate, forward this report to Local/State Police, and the office of School Administration or District Office.
- b) Complete all required reports and associated paperwork in a timely, accurate, and complete fashion.
- c) Comply with and enforce administrative policies and procedures.
- d) Comply with Region 16 emergency protocols, policies, and procedural handbook.
- e) Additional tasks can be asked to perform tasks such as cafe duty, camera monitoring, escorting students, in-school suspension monitoring, halls sweeps, etc.
- f) Perform any other duty as directed by the Superintendent, School Administration and/or their designee.

Students

Armed Security Guards (continued)

III. Mandatory Qualifications and Requirements:

A. Regional School District #16 has approved the hiring of Armed Security Guards through Public Act 13-188. Armed Security Guards employed by Regional School District #16 must possess the qualifications set forth in this act.

B. Armed Public Safety Officer shall be:

1. Retired members of an organized local, state or federal government agency as a law enforcement officer, defined by section 53a-3 of the general statute, 13 USC § 926C – Carrying of concealed firearms by qualified retired law enforcement officers pursuant to the standards of the Connecticut Public Act. 13-188.
2. A local, state or federal law enforcement officer for an aggregate of 15 years or more, and separated from such service in good standing.
3. A local, state or federal law enforcement officer for an aggregate of 10 years or more, and separated from such service in good standing, due to a service-connected disability.

C. Armed Security Guards shall possess:

1. Current State of Connecticut Pistol Permit.
2. HR 218 yearly verified qualification.
3. Current State of Connecticut Driver's License.
4. Basic computer skills.
5. Effective written and verbal communication skills.
6. Excellent interpersonal and human relation skills.
7. Ability to work independently and exercise good judgment and common sense appropriate to the related circumstances.
8. Ability to understand and carry out verbal and written instructions and prepare accurate and clear information for comprehensive report preparation.
9. Ability to deal with diverse groups of people.
10. Ability to maintain confidentiality of job related information.
11. Ability and willingness to work rotating shifts covering all days of the week and all hours of the day including weekends and holidays.
12. ASG will be in an identifiable Region 16 uniform, carry his/her personal firearm approved under HR 218, and possess appropriate security equipment as necessary.

Students

Armed Security Guards

III. Mandatory Qualifications and Requirements: (continued)

D. Armed Security Guards shall submit to and successfully satisfy:

1. Extensive background investigation including work history and criminal history.
2. Psychological evaluation.
3. Physical examination and drug screening.
4. Complete and successfully pass a peer interview and oral interview(s).

IV. Mandatory Documentation Requirements:

- A. A letter or certificate stating that the candidate is a graduate of an approved Police Officer Standards and Training (P.O.S.T.) and/or State Police Academy.
- B. A letter of recommendation from the candidates previous Police Chief indicating that he/she served as a local, state or federal law enforcement officer for an aggregate of 15 years or more, and separated from such service in good standing, or a letter of recommendation from the previous Police Chief indicating that the candidate served as a local, state or federal law enforcement officer for an aggregate of 10 years or more, and separated from such service in good standing, due to a service-connected disability.
- C. Current State of Connecticut Pistol Permit.
- D. Current State of Connecticut Driver's License.
- E. DMV driving record history.

V. Physical Requirements:

- A. While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body.
- B. Be able to reach overhead.
- C. Be able to work in various positions, including but not limited to, stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time.
- D. Be able to lift, pull and push materials and equipment to complete the assigned job task.
- E. Be able to lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.
- F. While performing the duties of this job, the employee may be exposed to extreme weather conditions prevalent at the time for an extended period of time.

Students

Armed Security Guards

III. Mandatory Qualifications and Requirements: (continued)

- G. Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus.
- H. Be able to meet multiple demands from several people and interact with the public and other staff.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The hiring process will involve a committee which includes Region 16 staff and Local/State/ Law Enforcement Officers. Background checks as well as an interview process will be required as per BOE regulations and Public Act 13-188. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regulation approved:
cps 8/18

July 18, 2018

REGIONAL SCHOOL DISTRICT NO. 16
Beacon Falls and Prospect, Connecticut