

THE W.L. GILBERT SCHOOL CORPORATION
REGULAR MEETING
WEDNESDAY, OCTOBER 18, 2023
THE GILBERT SCHOOL
6:30 PM
Library

AGENDA

(A portion of this meeting may be held in executive session)

1. OPENING OF MEETING

The W. L. Gilbert School Corporation

Scott Beecher	Holly Cassaday	Jared Fritch
Tore Lovetere	Ellen Marino	Theresa Padin
Doug Pfenninger	Astrid Robitaille	Renata Waldron

Administration

Greg P. Shugrue
Head of School

Student Representatives

Danica Poirier
James Slauta

- A. Pledge of Allegiance - Jared Fritch
- B. Vision and Mission Statement - Jared Fritch

The Gilbert School is committed to assuring that all of our students are prepared to be thoughtful and productive citizens in a complex, global society.

In pursuing this Mission, we believe that:

- All students can learn and be successful.
- All students are valued and deserve an education that addresses their academic, physical, and social/emotional needs.
- All students are entitled to a safe, healthy, and respectful learning environment.
- All members of The Gilbert School community must uphold high expectations, be accountable, and demonstrate a commitment to excellence.
- Celebrating the heritage of The Gilbert School strengthens community pride and inspires individual accomplishments.

2. PUBLIC FORUM

A. General Public

The W. L. Gilbert School Corporation welcomes comments from the public. Please state your name and address. Speakers will be limited to three (3) minutes. (Board Policy 1120).

B. Student Representatives Report

3. CALL FOR AGENDA ITEMS

4. **APPROVAL OF MINUTES**
 - A. Minutes of Regular Meeting - September 20, 2023
 1. VOTE: Yeas _____ Nays _____ Abstain _____
5. **COMMITTEE REPORTS**
 - A. Finance
 1. Monthly Finance Report
 2. Next Meeting - November 15, 2023
 - B. Personnel
 1. Report on Meeting
 2. Next Meeting
 - C. Policy
 1. Report on Meeting - October 5, 2023
 2. Next Meeting - November 2, 2023
 - D. Building & Grounds
 1. Report on Meeting - October 18, 2023
 2. Next Meeting - November 15, 2023
6. **FOOD SERVICE**
 - A. Update - Becky Tyrell, Ed Advance
7. **SECURITY**
 - A. ASO Discussion
8. **CALENDARS**
 - A. 2024/2025 (Edited)
 - B. 2025/2026
 - C. Graduation 2024
9. **MOU w/ WBOE DISCUSSION**
10. **PRINCIPAL'S REPORT**
11. **HEAD OF SCHOOL REPORT**
 - A. Greg P. Shugrue
 1. Enrollment
 2. Solar Update
 3. Attendance Data
 4. Grants update
 5. Gilbert Parent Ambassadors Committee
 6. Williams Ave.
12. **BOARD OF EDUCATION REPORT**
 - A. Winchester

13. SCHOOL CORPORATION CHAIRMAN'S REPORT

A. Holly Cassaday

14. EXECUTIVE SESSION

A. GAA Contract

15. GAA CONTRACT VOTE

A. VOTE: Yeas _____ Nays _____ Abstain _____

16. ADJOURNMENT

A. VOTE: Yeas _____ Nays _____ Abstain _____

PREVIOUS MEETING MINUTES

THE W.L. GILBERT SCHOOL CORPORATION
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023

Meeting Called to Order at 6:30 p.m. by Holly Cassaday

Members Present: Renata Waldron, Theresa Padin, Jared Fritch, Holly Cassaday & Ellen Marino

Members Absent: Doug Pfenninger, Scott Beecher, Astrid Robitaille, Tore Lovetere

Administration Present: Greg Shugrue, Head of Schools, Debra Lewis, Principal

Others: Diane Cook

Student Representatives: James Slauta, Danica Porier

Public Comment: None

Call for Agenda Items:

Add MOU with WBOE as item 6A

Add Line Item Transfers as item 6B

A motion was made by Ellen Marino, seconded by Jared Fritch to add agenda items 6A and 6B.

5 Yea, 0 Nay, 0 Abstain

New Staff Introductions: New staff members of the Gilbert School were introduced, brief break for conversation.

Approval of Minutes of 8/30/23 Regular Meeting

A motion was made by Ellen Marino, seconded by Jared Fritch to approve the minutes of the August 30, 2023 Regular Meeting with one correction to the spelling of Cassaday in the committee reports section.

5 Yea, 0 Nay, 0 Abstain

Committee Reports:

Finance- (Ellen Marino) 9/21- No Quorum. Next Meeting scheduled for 10/18/23

Personnel- (Holly Cassaday) 9/18/23, GAA Negotiations. No meeting scheduled

Policy- (Ellen Marino) 8/31- Policy Committee reviewing 5000 series for updates. Next meeting 10/5/23

Building & Ground- No Meeting to report

Approval of Policies

A motion was made by Theresa Padin, seconded by Ellen Marino to approve policy 5113.2, Attendance, as presented.

5 Yea, 0 Nay, 0 Abstain

MOU

A motion was made by Theresa Padin, seconded by Jared Fritch to approve the MOU between the W.L. Gilbert School Corporation and Winchester Board of Education as presented.

5 Yea, 0 Nay, 0 Abstain

Line Item Transfers

A motion was made by Ellen Marino, seconded by Theresa Padin, to approve the Line Item Transfers as presented, and to transfer the remaining fund balance of \$28,061.00 to the Capital Reserve Account.

5 Yea, 0 Nay, 0 Abstain

Security Update

Greg continues to speak with other districts (Newtown) and WPD regarding the ASO model. The next step will be for the Policy Committee to begin drafting an ASO policy at the October meeting, to present to the full School Corp. for first reading in October.

Principal's Report

- Student Leadership Group being formed, reading The Beekeeper and focusing work on Transformative Leadership
- TGS Awareness week in November to encourage 8th grade students to select TGS as their highschool
- Open House was well attended by 80 documented families, the number is higher.
- Admin looking at various scheduling models for the future
- Library is very busy
- Boys Soccer had to forfeit the varsity season. JV played and exemplary sportsmanship was displayed by the Thomaston team.

Enhancement Grant

A motion was made by Theresa Padin, seconded by Jared Fritch to approve the Enhancement Grant Request of \$5000.00 from Debra Lewis, to support the PBIS Initiative. A motion to amend the motion was made by Ellen Marino, seconded by Theresa Padin, to change the requested amount from \$5000.00 to \$3000.00.

5 Yea, 0 Nay, 0 Abstain

Head of School Report

- Enrollment increased to 443
- Daily Attendance rate around 92.5%. Home visits are being conducted to encourage attendance.
- Food Service now being facilitated through EdAdvance. Approx. 320 lunches served daily (approx. 75% of students) and 78 breakfasts served. All at no cost due to participation in the Community Eligibility Program. We expect another state review coming up in the next week.
- Solar Project: Greg & Diane will meet with CT Greenbank as part of the underwriting process, meeting scheduled for next week.
- Greg to work with the Town Manager to look into HVAC grant availability.
- No new updates on Security Grants

Winchester BOE Report

- Enrollment in Winsted up

- Family Events coming up: STEAM Night at Pearson on 10/16 and Literacy Night at Hinsdale on 10/2.

Chairman's Report

- Nothing to report (covered in other areas of agenda)

A motion was made by Ellen Marino, seconded by Jared Fritch to adjourn the meeting at 8:03 p.m.

5 Yea, 0 Nay, 0 Abstain.

ASO POSTING (DRAFT)

PLEASE POST

TO:

FROM: Greg P. Shugrue, Head of School

RE: Armed Security Officer (ASO) & Armed Security Officer (ASO) Substitute

Starting Date: TBD

Qualifications:

- Must have excellent integrity and demonstrate good moral character and initiative; and
- Must be (1) a current sworn member of an organized local police agency or the CT State Police Department; or (2) a retired, sworn police officer from an organized police department, the CT State Police Department, a federal law enforcement service, and/or an organized police department in another state who was certified under standards that meet or exceed the standards of the Police Officer Standards and Training Council for certification in this state and who retired or separated in good standing from such department;
- Must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer;
- If the candidate has prior service with the military, the candidate must have received an honorable discharge;
- Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete an annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council and any other training required by law or W.L. Gilbert School Corp. policy;
- Must keep all security certification and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms or other weapons, on school property;
- Must participate in and pass a full background investigation required by the Board or by state or federal law.

Responsibilities:

Under the direct supervision of the Head of School or building Principal, carries out existing district and school procedures and programs related to school security and safety functions.

Application:

Please apply online through the following link: <https://www.applitrack.com/gilbertschool/onlineapp/>

The W.L. Gilbert School Corp. is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The W.L. Gilbert School Corp. does not discriminate in any employment practice, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The W.L. Gilbert School Corp. does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

ASO JOB DESCRIPTION (DRAFT)

JOB DESCRIPTION
ARMED SECURITY OFFICER

POSITION TITLE: Armed Security Officer (ASO)

DEPARTMENT: All Gilbert School/Dormitory Buildings

REPORTS TO: Head of School

DATE ISSUED: October 2023

APPROVED BY: Greg P. Shugrue, Head of School

POSITION SUMMARY AND PURPOSE:

The Gilbert School Armed Security Officer ("ASO") Program involves the placement of an armed security officer within the educational environment. The ASO(s) shall support the school administration and staff in promoting a safe, secure, and positive school environment. The ASO is a visible and active figure at The Gilbert School, and shall be charged with safeguarding and protecting the school community and school property.

SUPERVISION:

The ASO(s) shall report directly to the Gilbert Head of School, as it relates to daily basic school security and safety issues. With respect to weapons issues, the ASO(s) shall be under the direct supervision of the Head of School. The building principal retains overall responsibility for the administration of the school and supervision of students under his or her supervision.

MINIMUM QUALIFICATIONS:

- Must have excellent integrity and demonstrate good moral character and initiative;
- Must have at least fifteen years prior experience as a sworn law enforcement officer with an organized local police department or the Division of State Police within the Department of Emergency Services and Public Protection, and provide positive references from each prior employer served in a law enforcement capacity;
- Must have been certified by the Police Officer Standards and Training Council while serving as a sworn law enforcement officer, and must have retired or separated in good standing from an organized local police department or the Division of State Police as required by CT General Statute 10-244a;
- Must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer;
- If the candidate has prior service with the military, the candidate must have received an honorable discharge;

- Must hold and maintain a valid driver's license with no significant traffic infractions;
- Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete an annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council, as well as any other training required by law or W.L. Gilbert School Corp. policy;
- Must keep all security certification and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms or other weapons, on school property;
- Must participate in and pass a full background investigation which may be required by the W.L. Gilbert School Corp. or by state or federal law;
- An individual must be able to perform each essential function satisfactorily with or without reasonable accommodations. The requirements below are representative of the knowledge, skill, and ability required.
- Must meet all requirements for an armed school security guard pursuant to Connecticut law, as amended from time to time, and must meet all requirements of a qualified retired law enforcement officer pursuant to 18 U.S.C. 926C, as amended from time to time.

KNOWLEDGE, SKILLS, ABILITIES & EQUIPMENT:

Knowledge: Comprehensive knowledge of:

- Principles and practices of armed security work within a school setting;
- Weapons maintenance, discharge and storage;
- The use of force;
- Access control procedures;
- Active threat response; and
- Other emergency response protocols.

Abilities: Demonstrated abilities as follows:

- Read and comprehend instructions, correspondence and memoranda;
- Write basic correspondence as needed within the job functions;
- Add, subtract, multiply and divide, to calculate figures and amounts, and to apply mathematical concepts to time and distance;
- Define problems, collect data, establish facts and draw valid conclusions;
- Interpret a variety of instructions in oral, written, or diagram form and deal with several abstract and concrete concepts where only limited standardization exists;
- Handle multiple tasks and prioritize activities with a minimal level of supervision;
- Work within chain of command to resolve problems; and
- Observe situations and accurately determine an effective course of action.

Skills: Demonstrated skills as follows:

- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Excellent organization skills;
- Working cooperatively with multiple types of people from diverse ages and backgrounds (i.e. students, teachers, police officers, principals, parents, etc.);

- Use of effective, respectful and courteous communication; and
- Resourceful, accurate, reliable, punctual and accountable in all matters.

Equipment: Must lawfully possess a fully functional firearm of a make and model as may be specified and provided by the Winchester Police Department.

PHYSICAL AND MENTAL DEMANDS OF POSITION:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, and crawling. Frequent sitting, standing, running, and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 20 pounds and occasional lifting and/or moving up to 50 pounds. Hand-eye coordination is necessary to use a handgun. Specific vision abilities required by this job include close vision, color vision, depth perception, far vision and the ability to adjust focus. Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation of force level.

ESSENTIAL DUTIES AND FUNCTIONS:

Subject to the provisions of any applicable federal and/or Connecticut State law, W.L. Gilbert School Corp. policies and procedures, and/or Town of Winchester ordinances, the essential duties and functions of the ASO(s) shall be as follows:

- Engage in the detection and/or prevention of any unauthorized activity on or around school grounds, including, but not limited to, the unlawful intrusion or entry on school property, vandalism, abuse, arson or trespass;
- Monitor access of building and grounds (when applicable), make routine checks of exterior doors to ensure they are closed and locked, at appropriate times, and take steps to deter or prevent entry by unauthorized persons on school property;
- Patrol halls and make routine checks of classroom doors to ensure that they are locked, at appropriate times;
- Respond to situations which may jeopardize the welfare of students or staff in accordance with all applicable federal and/or Connecticut laws and W.L. Gilbert School Corp. policy;
- Use physical force in accordance with state law and regulation, and W.L. Gilbert School Corp. policy;
- Abide by all W.L. Gilbert School Corp. Policies and Regulations;
- Monitor parking lots during arrival at and dismissal from school;
- Assist administrators or staff in locating missing students;
- Identify and report any hazardous condition to school administrators or other appropriate staff members;
- When applicable, assist school nurse and administrators with medical emergencies;

- As requested by the administration, assist in the development and implementation of plans and strategies to prevent and/or to minimize dangerous situations on school grounds;
- Act as liaison and make notification to appropriate public safety or EMS first responders in routine, emergency or high risk situations as directed by the administration;
- Participate in professional development deemed necessary by the school administration;
- Store firearms, ammunition, equipment, or other weapons, safely and in accordance with all applicable W.L. Gilbert School Corp. policy and federal and/or Connecticut laws;
- Meet and greet students, staff, and public respectfully and courteously;
- Identify and accost unauthorized persons and take appropriate action with respect to such persons, if necessary;
- Carry any legally prescribed identification card at all times while on school property;
- Call police for assistance as needed;
- At all times while on school property, wear such distinctive uniform and or insignia as may be designated by the W.L. Gilbert School Corp. for identification purposes; and
- Perform other duties as assigned by the Head of School and/or the building principal.
- ASO(s) is/are authorized to conduct a search or seizure of any person or property of any student or any other individuals at any time if the situation warrants a direct threat to students and staff.
- ASO(s) shall have the authority to question students or staff members accused of unlawful activity and/or violations of W.L. Gilbert School Corp. policy in school or on school grounds if a building administrator is not readily available during a situation that may pose a direct threat to students and staff.

This list is not meant to be exhaustive. Administration reserves the right to assign other duties to this position.

PROHIBITIONS:

- ASO(s) shall not take any action that interferes with the responsibilities of the school administration.
- ASO(s) shall have no role in taking disciplinary action against any students.
- ASO(s) shall not access education record information except in accordance with W.L. Gilbert School Corp. policy concerning the confidentiality of education records, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and applicable state law.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high places, and in outside weather conditions, and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be

performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

NON-DISCRIMINATION:

The W.L. Gilbert School Corp. will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression, or other protected classification under state or federal law, except in the case of a bona fide occupational qualification.

ASO MEMORANDUM OF UNDERSTANDING (DRAFT)

MEMORANDUM OF UNDERSTANDING
REGARDING SCHOOL SAFETY AND SECURITY INITIATIVES
JOINTLY ENACTED BY
W.L. GILBERT SCHOOL CORP. AND THE TOWN OF WINCHESTER

This Memorandum of Understanding ("MOU") is made and entered into as of _____, by and between W.L. Gilbert School Corp ("Corp") and the Town of Winchester ("Town") (collectively "parties"), regarding the W.L. Gilbert School Corp.'s Armed School Officer ("ASO") program.

This MOU is entered into as one initiative in the parties' comprehensive program to improve school security and safety. The Corp and the Town wish to jointly enhance security measures at The Gilbert School facilities and programs. The parties agree as follows:

1. The ASOs shall be employed by the Corp and shall serve under the direction of the Head of School or his/her designee.
2. The Corp shall be responsible for conducting or coordinating any background checks required of ASOs by virtue of their status as school employees. The Winchester Police Department shall be responsible for conducting or coordinating any background checks required of ASOs related to their status as armed security officers and/or related to their possession of firearms.
3. The Winchester Police Department shall be responsible for providing all statutorily required firearms training and retraining to the ASOs. The Police Department shall be responsible for ensuring that all such training meets or exceeds all requirements under any applicable federal and/or Connecticut law with respect to the duties and responsibilities of ASOs under the terms of this MOU. The Police Department shall also be responsible for providing any applicable training mandated by the Connecticut Police Officer Standards and Training Council ("POSTC"), including firearms qualification, as well as any other certifications required for the position of ASO. Any and all training provided to ASOs shall be in accordance with POSTC standards and shall be conducted by POSTC-certified training instructors. Upon successful completion of the annual firearms training by an ASO, the Police Department shall issue the ASO a certification that complies with the requirements of 18 U.S.C. § 926C(d)(2)(B).

The Police Department shall conduct testing twice each year at times mutually agreed upon by the parties to ensure that the ASOs are qualified to use firearms.

The Corp shall be responsible for any labor or equipment costs incurred by the Police Department and the Town in the course of implementing this provision.

4. The Corp shall be responsible for purchasing firearms and ammunition for use by the ASOs. The Corp shall purchase from or reimburse the police department or a licensed dealer all ammunition needed by the ASOs for qualification, training, and duty purposes.
5. The Winchester Police Department shall be responsible for the inspection and repair of all firearms issued to ASOs.

6. The firearms issued to the ASOs shall remain in the possession and control of the ASOs during the Corp's school year. During the summer recess, the firearms shall be stored in a secure manner at the Winchester Police Department. Firearms and ammunition shall never be stored in any school building or other location operated or controlled by the Corp.
7. The Winchester Police Department shall be responsible for ensuring that at all times while this MOU is in effect, the ASOs hold and maintain any and all permits, licenses, and/or certifications required under applicable federal and/or Connecticut law related to the carrying and use of firearms pursuant to their duties and responsibilities as ASOs under the terms of this MOU. The Corp shall be responsible for ensuring that the ASOs hold and maintain any other permits, licenses, and/or certifications required for their role as ASOs.
8. Subject to all of the conditions set forth in this MOU and the requirements and restrictions imposed by state and federal law, the Corp authorizes ASOs to carry firearms on The Gilbert School premises, specifically and solely for the purpose of carrying out their duties and responsibilities under this MOU.
9. This MOU shall be subject to all applicable federal and/or Connecticut laws, as may be amended from time to time. Should any portion of this MOU be determined to be contrary to the provisions of any federal and/or Connecticut law at any time during the term of this MOU, only the portion of the MOU found to be contrary shall be suspended, and the remainder of the MOU shall remain in effect. The parties shall promptly review, and if necessary promptly revise, this MOU as necessary to comply with such federal and/or Connecticut laws.
10. This MOU shall become effective upon signing by both parties and shall remain in effect for the duration of the _____ fiscal year, unless modified or terminated in writing by mutual agreement of the parties. Notwithstanding any language to the contrary, the provisions of this MOU shall continue in effect for an additional fiscal year unless expressly modified in writing by the parties or terminated in writing by one of the parties with thirty (30) days notice.

IN WITNESS WHEREOF, the parties have caused this agreement to be signed by their authorized officers.

By: The Gilbert School
Greg P. Shugrue
Head of School

Date: _____

By: Town of Winchester
Todd Arcelaschi
Mayor

Date: _____

ASO SELECTION COMMITTEE (DRAFT)

THE GILBERT SCHOOL
Armed Security Officer Selection Committee

Hiring decisions for the position of Armed Security Officer (“ASO”) shall be made by the Head of School or his/her designee in consultation with the Selection Committee.

- A. In selecting the ASO(s), the Selection Committee shall recruit, interview, and select individuals who are retired Connecticut law enforcement officers or are otherwise qualified to serve in the position of ASO in accordance with all applicable Connecticut and federal laws, including but not limited to the requirements of Connecticut General Statute 10-244a.
- B. The ASO Selection Committee shall consist of five members; (1) Head of School, (2) Winchester Chief of Police, (3) W.L. Gilbert School Corp. Chairperson, (4) The Gilbert School Principal, (5) A member of the W.L. Gilbert School Corp.
- C. Recommendation of any candidate for service as an ASO shall require the unanimous approval of the Selection Committee.

ASO POLICY 5142.4 (DRAFT)

Students

Safety

Armed Security Officers

The W.L. Gilbert School Corp. authorizes the placement of armed security officer(s) ("ASO(s)") in its school during times that the Head of School or his/her designee deems necessary in order to provide for the safety and security of students and school personnel.

The armed security officer(s) is/are an employee(s) of the W.L. Gilbert School Corp. and shall support the school administration and staff in maintaining a safe and positive school environment.

At the discretion of the W.L. Gilbert School Corp., the armed security officer(s) shall be authorized to carry firearms on school grounds in the performance of their duties, consistent with state and federal law, W.L. Gilbert School Corp. policy and administrative regulations, and any applicable memorandum of understanding or agreement with the Town of Winchester.

An armed security officer will not draw, point, or discharge his/her firearm on school grounds unless it is necessary to protect a person, including himself or herself, from what the armed security officer reasonably believes to be the imminent use of deadly physical force. Any use of a firearm will be preceded by a verbal warning, if possible. Any use of firearms must be consistent with state and federal law, W.L. Gilbert School Corp. policy and administrative regulations, and any applicable memorandum of understanding or agreement with the Town of Winchester.

The Head of School will adopt and maintain administrative regulations to implement this Policy.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

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 96-244, and PA 98-139.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

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

PA 94-221 An Act Concerning School Discipline and Safety.

Students

Safety

Armed Security Officers

Legal Reference: Connecticut General Statutes (continued)

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

Policy adopted: _____, THE GILBERT SCHOOL, Winsted, Connecticut

ASO HANDBOOK (DRAFT)

THE GILBERT SCHOOL



**ARMED SECURITY OFFICER HANDBOOK
2023 – 2024 School Year**

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SECTION 1: GENERAL REQUIREMENTS AND RESPONSIBILITIES

1.1 - ARMED SECURITY OFFICER CODE OF CONDUCT

- **Respect for Others:** The nature of The Gilbert School is reflected in the diversity of our school employees. In such a diverse environment, biases or prejudices relating to factors such as race, ethnicity, sex, age, economic status, position in the community, or employee status with the school district must not be allowed to influence decision making or conduct involving other employees. While employees are entitled to their personal beliefs, they must not allow individual feelings or prejudices to enter into professional contacts. Employees must treat one another with respect and be constantly mindful that other people are individuals with emotions and needs as significant as their own. Respect for individual dignity is an integral part of the Gilbert School's management philosophy and must be practiced by everyone. Gilbert's armed security officer(s), or "ASO(s)", shall treat all persons with respect and courtesy, and conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and other members of the school district.
- **Integrity:** The Gilbert School demands that the integrity of its armed security officers be above reproach. The dishonesty of a single officer may impair public confidence and cast suspicion upon the entire school system. Succumbing to even minor temptation can be the genesis of a malignancy which may ultimately destroy an individual's effectiveness and may contribute to the corruption of countless others. An officer must scrupulously avoid any conduct which might compromise the integrity of himself, his/her fellow security officers, or The Gilbert School.
- **Loyalty:** In the performance of their duty to serve students, faculty, administrators, and community members, armed security officers are sometimes called upon to make difficult decisions. They must exercise discretion in situations where their rights and liabilities and those of The Gilbert School hinge upon their actions, conduct and judgment. An ASO's decisions are not easily made and occasionally they involve a choice which may cause them hardship or discomfort. Security officers must remain faithful to their assigned duties, the principles of professional security service, and the objectives of The Gilbert School, and in the discharge of their duty they must not allow personal motives to govern their decisions and conduct.
- **Attention to Duty:** As most security work is necessarily performed without close supervision, the responsibility for the proper performance of security officer's duty lies primarily with The Gilbert School's armed security officers themselves. Security officers carry with them a huge responsibility for the safety of the school campus and their fellow officers. Security officers discharge that responsibility by the faithful and diligent performance of their assigned duties. Anything less violates the trust placed in them by the W.L. Gilbert School Corp. and its stakeholders, and nothing less qualifies as professional conduct.
- **Compliance with Lawful Orders:** The Gilbert School is an organization with a clearly defined hierarchy of authority. This is necessary because unquestioned obedience of a superior's lawful command is essential for the safe and prompt performance of school security operations. The most desirable means of obtaining compliance are recognition and reward of proper performance, as well as the positive encouragement of a willingness to serve. However, negative discipline may be necessary where there is a willful disregard of lawful orders, commands, or directives.

1.2 - PRIMARY ROLE AND RESPONSIBILITY OF Gilbert School SECURITY OFFICERS

- The primary role of a school security officer is to **observe** and **report** to school administration and the Head of School any behaviors, persons, and/or situations that would or could prevent the safe operation of a school and/or associated extra- curricular activity, and to take appropriate action as is reasonably necessary.
- When on duty, the armed security officer shall always be in uniform (uniform shirt, vest, jacket, coat, long pants, etc.) in order to readily identify themselves as an ASO to all students, staff, and visitors. Armed security officers should never assume that students, staff, and visitors will always know that they are a security authority.
- Armed security officers shall always display a professional, courteous, friendly, and helpful demeanor. Responding in a low-key manner rather than being accusatory or intimidating is of paramount importance.
- Armed security officers shall remain alert, focused, on task, and vigilant at all times.

1.3 - LICENSING & STATUTORY REQUIREMENTS

As a condition of employment, armed security officers (ASOs) are hired and employed pursuant to the requirements of Connecticut General Statutes Section 10-244a, and must meet the Winchester Police Department's standards as it relates to firearm proficiency, safety, and use of force policies.

1.4 - WORK SCHEDULES

Employment as an armed security officer (ASO) is governed by either a written contract or an employment memorandum between the ASO and the W.L. Gilbert School Corp. The ASO's employment contract or memorandum is subject to review for possible renewal prior to the beginning of each school year. Armed security officers are contracted to work the number of days that school is in session **(181 student days in 2024- 2025, beginning on Tuesday, August 27, 2024.)** In addition to their regular work schedule, armed security officers will be required to work additional training days (generally 4-5 days) with pay as required by CT POST and/or the Winchester Police Department.

For the **2024-2025 school year** armed security officers will work a straight 8-hour shift. Regular shift hours will be provided to all personnel in writing on or prior to **Tuesday, August 27, 2024.** Shift hours shall not be modified without the written approval of the Head of School or his designee. When time and work flow permits, all armed security officers may utilize a maximum of 30 minutes total during their regular shift for lunch and/or rest break. However, all armed security officers shall remain in uniform and on campus, and have all required equipment with them, during any and all break time taken.

On schools days with a delayed opening (2 or 3 hour delay), armed security officers shall report to work in accordance with the delay (e.g. Normal Shift Start is 7:00 am, ASO reports no later than 9:00 am for a 2 hour delay, or no later than 10:00 am for a 3 hour delay. ASOs will be compensated for a full day in accordance with their employment contract or work memorandum.

1.5 - OVERTIME/EXTRA DUTY

All armed security officers are expected to contribute to the school community and be available to work overtime at athletic events, school events, and other special events for pay. All overtime worked will occur only with the prior approval of the Head of School or his/her designee. The Head of School reserves the right to order a school security officer to work overtime for pay and with limited advance notice to address security and safety needs in an emergency situation.

1.6 - TIMESHEET SUBMISSION

The ASO shall be required to submit their timesheet (on a bi-weekly basis) to the Business Office that accurately documents all time worked and requests for time off (e.g. sick, personal day, etc.).

1.7 - PERSONAL LEAVE, SICK LEAVE, BEREAVEMENT LEAVE, LEAVE WITHOUT PAY

- **Personal Day (P)** leave requests will only be granted for legal, religious, business, or family matters that require absence during school hours. It is expressly agreed that such leaves are NOT to be used for extension of vacation periods, holidays, or recreation.
- When an ASO is **SICK (S)** and unable to report for duty, he/she shall immediately email the Head of School, principal, and the Business Office report the absence, including the estimated length of the illness/leave. **Any Sick time taken immediately prior to, or immediately following an extended weekend break (Labor Day, Rosh Hashanah, Thanksgiving Recess, Martin Luther King Day, Presidents' Day and Memorial Day) or school break (Holiday Recess, Winter Recess, or Spring Recess) may require the employee to submit a physician's note upon his/her return to work.**
- When an ASO is in need of **Bereavement Leave (DIF)**, the employee shall promptly email the Head of School, and provide his/her relationship to the deceased family member and the number of DIF days off needed (per contract).
- Any ASO seeking **Leave Without Pay (LWOP)** or **Family Medical Leave (FMLA)** must make a request in writing directly to the Head of School.

1.8 - ASSIGNMENTS

The armed security officer(s) is/are employees of the W.L. Gilbert School Corp. All assignments, shift hours, and ancillary duties are determined by the Head of School, with input from the building principal. The Head of School reserves the right to change an ASO shift start/end hours at any time with limited advance written notice.

1.9 - UNIFORM/DRESS CODE

The armed security officers (ASO) uniform will consist of the navy blue colored/embroidered short

sleeve or long sleeve collared polo shirt, blue vest, blue cap, Dockers-style pants, jeans, or slacks, and appropriate footwear. Shorts and/or cut off pants are not allowed without the prior approval of the Head of School. The ASO will also be provided with the blue 3-in-1 security coat and black-green colored rain gear, when necessary. **While on duty, the ASO outermost garment shall only indicate and/or display an insignia that identifies him/her as an officer with The Gilbert School.**

1.10 - EQUIPMENT

The ASO will also be issued a District-owned Motorola Two-Way radio with Tier 1 access, which allows for direct communication with the Winchester Police Department Emergency Dispatch Center. At the end of shift, the ASO will place their assigned radio in the charger and secure it to ensure it is immediately available for future use. The radio shall not be taken home. **At the end of the school year, the ASO(s) shall meet with the school principal and find a lockable/secure location for the assigned radio to be stored over the summer.** The ASO will have use of LED flashlights, computers (for email, PowerSchool, Raptor, and the Gilbert School's surveillance camera system), digital cameras, and/or breathalyzers. The ASO is expected to be proficient in the use of these tools.

1.11 - INTERNAL METHOD OF COMMUNICATION BETWEEN SCHOOL PERSONNEL

All armed security officers ASO(s) are provided with a Gilbert school email account. **Due to State of Connecticut FOIA law, district email shall be the primary method of communication** between the Head of School and ASO(s). **At the very least, the ASO(s) shall check the district email account at the beginning of their shift, the middle of their shift, and within the last hour of their shift.**

1.12 - CHAIN OF COMMAND

The Head of School has overall responsibility and oversight of the ASO(s). While performing duties and responsibilities at the assigned post ASO(s) will take direction from building administrator(s) in order to facilitate basic school safety and security operations.

SECTION 2: POLICIES

2.1 - HARASSMENT IN THE WORK PLACE (W.L. Gilbert School Corp. Policies 4118.112 & 4218.112)

The purpose of this policy is to provide all Gilbert School employees with a professional and businesslike working environment that is free from all forms of discrimination, including incidents of sexual harassment. This policy can be found on the district website for your review as needed. In addition, the Gilbert School may require employees to attend in person and/or online training related to harassment in the workplace on an annual or semi-annual basis.

2.2 - SEARCH AND SEIZURE – STUDENTS, DESKS & LOCKERS ([W.L. Gilbert School Corp. Policy 5145.12](#))

- **Desks and School Lockers:** Desks and school lockers are property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property, and school property with reasonable care for the Fourth Amendment rights of students. The administration will annually ensure that students are advised of this policy. The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. A school administrator may search a student's locker or desk, and request the assistance of an ASO to do so, under the following conditions:
 - There is reason to believe that the student's desk or locker contains weapons, contraband material, or the fruits of a crime.
 - There are reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.
 - The measures used to conduct the search are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the alleged legal or rules infraction.
- **Searching Students and Possessions:** Students and/or their property, including automobiles parked on school property, may be searched if there are reasonable grounds for suspecting the search will turn up evidence that students have violated or are 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 not excessively intrusive in light of the age and sex of the students and the nature of the infraction. Only an Administrator can conduct or direct a search of a student's person, property, and/or locker.
- **ASO Involvement in School Searches:** ASO(s) shall not search a student's person, property, vehicle, and/or locker unless specifically directed to do so by an Administrator and in the presence of an Administrator. This includes requests from faculty and/or staff for security personnel to conduct bag checks of students leaving campus on school-sponsored field trips.
 - **Exception:** An ASO may conduct a cursory search of a student or individual during a tactical response to a violent or potentially violent incident without prior approval from an administrator and/or in the presence of an administrator.
- **Police Involvement in School Searches:** A police officer may conduct a warrantless search related to the arrest of a student and may scan the area of the arrest and any public area for evidence in plain view. A search warrant is not necessary for the search of a student on school property if the police believe the student is armed or is attempting to destroy evidence of the commission of a crime. Members of the school administration may seek the assistance of the ASO in the search of a student's locker or other school locations when the administration has reasonable cause to believe that a crime has been committed and/or a school rule was violated.

2.3 - SURVEILLANCE CAMERA USE AND VIDEO RETENTION

School surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” Audio recordings shall not be utilized by School employees without the express permission of the Head of School or his/her designee; such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

Use of Surveillance Cameras by The Gilbert School ASO(s)

Armed security officers are entrusted by the Head of School to utilize their assigned school’s surveillance camera system to assist them in the course and scope of their official duties and responsibilities. The ASO(s) shall log into the surveillance camera system via Google Chrome using his/her own logon credentials and password (including two-factor authentication). Reversely, the ASO(s) shall log out of the surveillance camera system each time that he/she has finished using the system.

Approved use of the surveillance camera system includes viewing cameras in live or playback mode. The ASO(s) shall not download any video onto a computer hard-drive or archive any video into the cloud without the written permission of the Head of School or another school Administrator. Under no circumstances shall the ASO(s) download video onto a CD ROM or any other type of portable data storage device unless directed in writing to do so from the Head of School.

The ASO is cautioned that their authority to access and utilize the surveillance camera system is limited to the camera system installed in the school building. Video images captured and retained by school video camera systems fall under the purview of the Family Educational Rights and Privacy Act (FERPA). Under no circumstances shall the ASO(s) access or view a school’s surveillance camera system when off duty, nor permit anyone else to view live or recorded camera footage without prior approval from the Head of School or respective building administrator. Any ASO officer found utilizing or having utilized a camera logon name and/or password other than their own shall be subject to disciplinary action, up to and including termination of employment. Barring an emergency situation, the ASO(s) shall not access the camera system using a smartphone or tablet.

SECTION 3: GUIDELINES

3.1 - USE OF FIREARMS AND DEADLY FORCE

Armed Security Officers (ASOs) may use firearms in circumstances only when there are no other reasonable alternatives available, pursuant to training by and the policies of the Winchester Police Department, and in accordance with applicable State and federal laws.

3.2 - USE OF PHYSICAL FORCE (W.L. Gilbert School Corp. Policy 5144.1)

As a last resort, the armed security officer(s) may use reasonable physical force in certain justifiable circumstances to assure the safety of the security officer, or to prevent a person from injuring themselves, or another individual or individuals. The armed security officer(s) may use reasonable physical force only to prevent serious physical injury to themselves or another person. It is our ultimate goal in any encounter to minimize injury to anyone. However, nothing in these guidelines requires an ASO to sustain physical injury before applying reasonable force to the degree necessary. Each school security officer is expected to respond to all emergency situations decisively, and with the highest level of good judgment and professional competence. The ASO(s) should use their physical presence and verbal commands whenever feasible before using physical contact of any type.

Regardless of the nature of the situation or legal justification, the ASO(s) must remember that his/her basic responsibility is to protect the school community as well as themselves. The ASO(s) will use all other means necessary before using physical force against another person. In certain circumstances the use of force will be required without the opportunity to use an alternate means of defense.

All use of force incidents shall immediately be reported to the Head of School who will notify the Principal as soon as practical.

Emergency medical assistance shall be requested in any incident where physical injury is evident or complained of.

3.3 - CONTACT AND COMMUNICATION WITH STUDENTS IN CRISIS

Unless specifically requested to intervene by an administrator or staff member (e.g. para educator), the armed security officer(s) shall NOT engage, physically or verbally, with a student in crisis that is already being assisted by another staff member.

SECTION 4: PROCEDURES

(This information will need to be edited once our radios are purchased through the state security grant)

4.1 - TWO-WAY RADIOS

Under no circumstances shall a Tier 1 Radio User (in addition to Administrators, an ASO has Tier 1 status) utilize the All Call/Emergency Channel as a chat frequency or for any purpose other than to report an emergency to the Winchester Police Department.

Important: The ASO is responsible to arrange with his/her building administrator to store their assigned radio in a locked and secure location during the summer break.

Standard Radio Transmissions

- Radios are to be used for school business only. Our systems are licensed with the Federal Communications Commission, and may be monitored at any time. Our Federal Communications Commission (FCC) licenses do not authorize personal conversations.
- Operate your assigned radio on the channel(s) assigned to The Gilbert School, and make only necessary, work-related transmissions, which include transmissions amongst school administrators, security staff, emergency response team members, special education staff, and physical education staff for the express purpose of facilitating school safety and security. Remember, that you're sharing a limited number of radio channels with other Gilbert School radio users.
- Please think before you speak. Do not press the Push-to-Talk (PTT) button until you know what you want to say in your transmission. This will prevent the frequency from being tied up unnecessarily. Also, hold your radio with the antenna "vertical" for best results.
- Before you press the PTT button, be sure to listen to the channel to make sure the channel is clear (that nobody else is talking). Don't interfere with communications in progress.
- Hold the radio microphone at least two (2") inches from your mouth and use a normal tone of voice when speaking. Be sure to keep your transmissions short, and speak clearly.
- Please be sure to identify yourself when talking to another radio user. When calling another radio, say its identifier (the other person's name) first, and then your identifier.
- After you press the PTT button, pause for two (2) seconds before speaking. This allows the repeater time to respond to your radio and prevents your transmission being cut off.
- Before you finish your conversation, be sure to end with the word 'Clear'. This enables the person to whom you are talking to know that your transmission is completed. It also alerts other potential radio users that the frequency is clear and available for new radio conversation.

Emergency Radio Transmitting (Tier 1 Users)

- The most efficient and preferred method to report an emergency to police, fire, and/or emergency medical personnel is to dial **911** from a landline telephone.
- Please be aware that in many instances, dialing 9-1-1 from a cell phone within the Town of Winchester may route your call to the Litchfield County Dispatch, who will re-route the call when you ask to be transferred to Winchester Dispatch.
- The Gilbert School's Emergency Channel (Tier 1 Radio Users Only) provides access to the Winchester Police Department. An example of an emergency includes an act of violence in progress, which involves a weapon or dangerous instrument. This channel is a last resort to contact the Emergency Dispatch Center, as you have **NO** other means of communications available and an immediate response is needed by first responders.

If you are unable to dial 9-1-1 and need to report an emergency to the Emergency Dispatch Center using a district radio that IS equipped with the Emergency Channel:

1. Push the button marked 'P1' on the front of the radio.
2. Press the Push-to-Talk (PTT) button and announce; "Mayday - Mayday - Mayday".
3. Press the Push-to-Talk (PTT) button and announce; "Dispatch, this is (your first and last name) from The Gilbert School calling to report an emergency.
4. The 9-1-1 Dispatcher will answer your radio call and prompt you for details of the emergency.
5. Listen to and follow the instructions of the Dispatcher.

If you are unable to dial 9-1-1, and your report on the Emergency Channel is not successful due to apparent technical issues:

1. Turn your radio channel selector to your school's designated primary channel.
2. Release the PTT button and await a response from another two-way radio user. If you get no response, immediately try another channel (repeat the above).
3. When you do make contact with another radio user, state your name and using plain language, provide as many details on the emergency as possible, including the exact location of the emergency (making sure to use enough description of the location so it can easily be found by first responders).
4. Remember the person on the other end of your transmission needs to relay the information you're providing to the appropriate authorities. So don't panic, and speak slowly and clearly so the details will be understood the first time! Help that person help you get your message through.

If you receive a voice radio transmission on the Emergency Channel from either the Emergency Dispatch Center or another Tier 1 radio user:

Staff Assigned Motorola Model 3300 XPR:

Immediately push the 'P1' button on the front of your radio (this will ensure that you remain on the emergency channel).

Security Officers' & SROs assigned the Motorola Model XPR 6500 Turbo:

Immediately turn your selector knob to the emergency channel.

Before you press the PTT button, be sure to listen to the channel to make sure the channel is clear (that nobody else is talking). Don't interfere with communications in progress.

After you press the PTT button, pause for two (2) seconds before speaking. This allows the repeater time to respond to your radio and prevents the first part of your transmission from being cut off.

4.2 - ELECTRONIC MAIL (E-MAIL)

Electronic Mail (E-mail) accounts are provided to employees of The Gilbert School for the purpose of conducting school-related business. These guidelines are intended to make the ASO aware of what constitutes appropriate use of e-mail and internet communications with the community, and to provide guidelines for acceptable use.

Email should be used with the same discretion as all other school resources, in an efficient, ethical, and lawful manner that is in abidance with all District policies and guidelines.

Important: Email communications are subject to discovery pursuant to Freedom of Information Act (FOIA) requests.

General E-Mail Guidelines

- At a minimum, Gilbert School security officers shall check their district email account upon arrival at work and within 30 minutes of their end of their shift.
- Pay attention to spelling, grammar, and punctuation.
- Report the receipt of any threatening email immediately.
- Ensure that you have a relevant "Subject" line, as some spam filters will auto delete emails that do not contain a subject line.
- Always include the original message when replying.
- Take care to protect unauthorized access to your account by keeping your password secret and by always logging off when leaving your workstation.
- Change your email account password at least twice a year.
- Remember you are responsible for all email sent from your account.
- Keep email communications on point and professional.

Privacy

- There are no federal or state statutes that protect the privacy of email. You have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and/or received on the district's computer network or stored in the computer's directory.
- The district has the right to monitor any and all aspects of its computer networks, including employee email, to ensure compliance with policies, procedures, and guidelines.
- You may not encrypt or otherwise deny access to your files by the district network administrator or a member of the administrative staff.
- Emails to colleagues and other district employees regarding a student should NOT contain the

name of the student or any identifiable reference. If an email contains the name of a student, such email becomes a permanent part of the student's record and is open to parents.

4.3 - TAKING WITNESS STATEMENTS

It is important that incidents which occur at The Gilbert School be recorded in writing by the victim, witnesses, and perpetrator. Examples of incidents include, but are not limited to physical altercations, thefts, bullying, harassment, vandalism, and/or violations of any school or W.L. Gilbert School Corp. of Education policy.

- Witnesses should be interviewed individually and not in a group setting. When taking a statement, it is important that all relevant biographical information be documented on the statement form (name, date, date of birth/age, etc.). When describing an alleged incident, it is essential that the victim and/or witness be clear and use specific factual information only. For example, witnesses should be encouraged to use phrases such as "I saw him/her do _____" or "I heard him/her say _____." The individual giving the statement should describe the Who, What, Where, and When as it relates to the incident. Anyone writing a statement must do so of their own free will and shall not have "assistance" from friends or acquaintances.
- Statement forms should be completed in ink only, and be signed by the author, interviewer, and witness. Statements must be completed in school and may not be taken home for completion. Once the author has completed the statement form, the interviewer should review the information and ask any needed clarifying questions regarding the alleged incident such as, "Where and when did this occur?", "Who else was present?".
- All completed statement forms are to be stored in their original form in the Assistant Principals' Office. The statement forms shall be maintained and/or disposed of according to Connecticut State Law. Parents, guardians, and students are prohibited by law (FERPA) from reading and/or obtaining copies of victim/witness statements. Any request from a parent to view a witness statement form must be done in accordance with the Freedom of Information (FOI) guidelines. Any supporting documentation related to submission of a statement such as Instant Messages, Text Messages, or Facebook printouts should be stapled to the statement form.

Important: The ASO shall not question or interview, speak with, or take a statement from any student suspected of misconduct unless done so at the specific request of an administrator AND in the presence of the administrator.

4.4 - SECURITY REPORTS

The Gilbert School ASO is responsible for completion and timely submission of the following written reports, if applicable:

- **Daily Activity Report:** should be completed each work day in order to document the ASO's activities during the shift worked. Times are to be rounded off to the nearest five minute

interval, and all work time, including lunch break, shall be accounted for and documented. It is the responsibility of the ASO to retain his/her DARs.

- **Incident Report:** is completed to document security and safety issues in the building(s) (i.e. theft, vandalism, assault, lost or found property, injury on district property, etc.). The name of the student(s) suspected or involved in commission of the misconduct shall not be included in an incident report. All incident reports shall be forwarded to the Head of School.
- **Student Referral Form:** is used to report inappropriate student behavior to school administration. All known/relevant information must be included, and the form shall be forwarded to administration immediately upon completion.
- **Statement Form:** is used when obtaining a statement from a student suspected of misconduct (only at the direction of an administrator), and when taking a statement from a student or staff member victim or witness.
- **Email Report to Head of School:** is used to request sick leave, personal leave, or bereavement leave, and to report school building security/safety issues such as non-functioning surveillance cameras, broken door locking mechanisms, malfunctioning of the card access system, and lost/stolen/damaged employee ID badges.

4.5 - GILBERT SCHOOL ATHLETIC AND SPECIAL EVENTS

An ASO assigned to work overtime at Gilbert School athletic events, or other special events shall abide by the following procedures:

All Athletic Events are scheduled and overseen by The Gilbert School's Athletic Director 860-379-8521 ext. 1419, or his/her designee. ASO working hours for athletic events will be determined by the Athletic Director ("AD") and/or Principal. Should inclement weather or another unexpected incident occur prior to a scheduled athletic event, it is the responsibility of the ASO assigned to the event to contact the AD (or his designee) prior to reporting for duty to ascertain if the event is canceled and/or whether or not he/she needs to report. Regardless of the athletic event, the ASO shall remain on site and on duty until the visiting school team's bus departs campus.

Special Events (Concerts, Theatre Performances, Dances, Proms, Family Nights, Etc.) ASO working hours for these events will be determined by the Head of School, upon consultation with school administrators.

4.6 - MAIN OFFICE/SCHOOL WELCOME DESK

When working in the Main Office at the school welcome desk, it is important for the ASO(s) to be mindful that this post and location is generally the first point of contact between school personnel and visitors, parents, students, faculty, and staff as they enter or seek entry to the school building. Therefore, it is vitally important that the ASO remain alert, focused, vigilant, and free from distraction. The ASO shall generally not utilize the welcome desk or its adjacent area as a meeting place, or as a location to engage in lengthy conversation with students, staff members, or visitors.

Visitor Management – General Procedures

- All exterior doors to all schools shall be locked and secured during the regular school day until dismissal of students.
- All non-W.L. Gilbert School Corp. employees shall be required to seek entry to the school building only through the main entrance doors. The visitor will press the door buzzer (mounted on the building exterior next to the main doors) and await a response from Main Office staff or the ASO.
- Access should only be granted to one visitor at a time whenever possible.
- Upon being granted entry to the building, the ASO shall immediately direct the visitor to the Main Office welcome desk.
- Visitors will be required to (1) present a valid photo identification (state-issued driver's license or ID card), (2) to have their ID scanned in the **Raptor** visitor management system and, (3) to sign-in and to display a visitor ID badge on their outermost garment. *Nothing shall prevent a building administrator from waiving this requirement for brief duration visits by known visitors (i.e. when a parent arrives at school to pick up their child who is already in the Main Office and immediately leaving).*
- Former students are not permitted to "visit" during school hours unless they have a pre-scheduled appointment with a faculty or staff member.
- Visitors should not be granted access to the school building during the times that students are changing classes. If a visitor arrives when a change of class is in progress, advise the visitor to wait outside until the start of period bell sounds.
- Upon satisfactory completion of a cursory visual inspection via the door security camera, the ASO shall ask the person seeking entry for their name and status (student, visitor, vendor, etc.), then buzz the visitor into the building. If the visitor simply needs to drop off an item for a student, direct them to the Main Office to leave the item on the drop shelf.
- If the visitor has appropriate business inside the building, the ASO shall conduct a secondary visual inspection of the individual. If no concerns are identified, proceed to buzz the visitor inside the school and verbally direct him/her to the Main Office welcome desk.
- If the ASO is not comfortable with something he/she observes during the secondary visual inspection, deny the visitor entry and immediately contact a building administrator for assistance.
- If a visitor states they have a pre scheduled appointment, the ASO shall request them to remain in the Main Office while you verify the appointment with the respective staff member. Once verified, process the visitor accordingly.

RAPTOR Visitor Management System

Raptor is a web-based software application that has been developed with the purpose of aiding educational facilities in tracking visitors, students, and faculty. Raptor not only provides an effective,

efficient method for tracking, but also goes beyond conventional applications by utilizing available public databases to help control campus security. Raptor is capable of replacing most paper-based logs. It will allow schools and facilities to produce visitor badges, maintain an electronic roster as to the identity of visitors inside the building at a given time, and electronically check all visitors against public registered sexual offender databases. The overall goal of utilizing the RAPTOR visitor management system is to better control access to The Gilbert School; thus providing enhanced protection for our students and staff.

General Procedures

- Gilbert School ASO(s) will receive training on visitor check-in procedures to ensure that all visitors have a visitor's badge or a Gilbert School employee photo ID badge visible. Any person who does not have a campus visitor badge with the current date displayed or a Gilbert School ID badge should immediately be escorted to the Main Office.
- When the visitor arrives at the Main Office welcome desk, they will be greeted and asked for photo identification.
- A Main Office staff member or the ASO will scan the visitor's identification and issue a badge with the visitor's destination if there is no alert indicated on the database. The Main Office staff member or ASO will keep the individual's driver's license in plain view, to reduce concerns that anyone might be copying personal information. The driver's license or identification card will immediately be returned to the visitor when the badge is handed to them. At no time will a visitor's identification card be kept.
- If the visitor does not have acceptable photo identification available, a school administrator will be summoned to assess the situation. If the administrator determines the visitor is known, the visitor's information can be manually entered by the Main Office staff member/ASO. However, a visitor can be manually entered no more than twice before being denied entry.
- The visitor will be directed to return to the Main Office welcome desk to check-out when they are leaving the campus. The visitor will be instructed to return the badge at that time. Once the visitor has been signed out of the system, the badge should be torn thoroughly so it cannot be reused. If a visitor forgets to check out, the visitor will be checked out automatically and educated the next time he/she checks in.

Visitor Categories

Parents/Guardians of Students at the School/Facility

- All parents/guardians attempting to gain access to the school/facility shall present a valid driver's license from any state, an official state photo identification card from any state, or military identification card for scanning. Parents/guardians refusing to produce such ID may be asked to remain in the Main Office, or directed to leave the school/site as their identity cannot be verified. School administrators *may* allow limited access based on their personal understanding of the situation and/or knowledge of the person in question. Such persons, however, shall be manually entered into the system by the campus administrator and have their name and date of birth checked against the database.
- School staff members conducting visitor check-in and scan processes will verify scan results and verify the nature of the visit. If the scan is negative and the visit meets school/site criteria, the

visitor will be allowed appropriate access after receiving an appropriate visitor's badge.

- The visitor will be requested to return to the office to check out when their visit is completed to be logged out of the system. Each visitor will be asked to surrender the badge. The badge will be thoroughly torn, so that it cannot be reused.

Visitor ID Scan Returning with a Positive Match

- If you have verified the positive match by comparing the visitor's ID photograph with the photograph in the RAPTOR system, do NOT allow the visitor access to the building. Politely request the visitor to wait in the Main Office and immediately contact the school administrator. The school administrator will make the final determination as to whether the visitor will be granted access to the building.
- If the administrator determines that the visitor has a legal and legitimate right to enter the school building, the ASO or an administrator shall escort the visitor and remain with him/her until their business is completed and they have exited the building.

4.6 - USE AND ACCESS TO THE POWERSCHOOL DATABASE

The Head of School shall determine the need for Gilbert School ASO(s) to be authorized access rights in order to research and/or retrieve student information from the PowerSchool database. Access and inquiry rights shall be limited to student schedules, parent information, emergency contact information, and bus assignment information. Access, use, and dissemination of PowerSchool student information shall always occur solely for legitimate school security and/or safety purposes, and always in accordance with federal law under the Family Educational Rights and Privacy Act (FERPA). For additional information regarding FERPA, visit the Federal Education website at: www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

4.7 - USE OF CELL PHONES, LANDLINE TELEPHONES, AND ELECTRONIC DEVICES

When performing school security-related duties and responsibilities, it is essential that ASO(s) always remain alert, focused, and free from distractions. **With the exception of the very brief checking of emails, texts, and phone calls, or to address a legitimate family emergency, the use of cell phones by security personnel is prohibited while on duty.** It is vitally important that ASOs remain mindful that they are the frontline representatives of The Gilbert School. Their demeanor, actions, and words may be the first thing a parent or visitor observes or hears upon entering our schools. From this initial contact, people will tend to draw a conclusion as to the competency and professionalism of the ASO. Therefore, use of cell phones, internet, and/or email, as well as the reading of periodicals and other appropriate printed materials, while on duty, shall be kept to a minimum and out of the public and staff view.

Important: The Gilbert School does not issue, assign, or provide cell phones to armed security officers, nor advocates the use of cell phones or cell phone communications by armed security officers in the course and scope of their duties and responsibilities.

DAY TO DAY ISSUES INVOLVING ASOs – WHO TO CONTACT FOR HELP

- Computer, Email, Telephone - IT Help Desk, ext. 1426
- Surveillance Camera System - IT Help Desk, ext. 1426
- RAPTOR System - IT Help Desk, ext. 1426
- Time Clock - Business Office, ext. 1334
- Medical & Dental Insurance/Benefits - Business Office, ext. 1334
- Access Badges - IT Help Desk, ext. 1426
- Doors, Locks, Lighting, etc. - Executive Assistant, ext. 1435

DRAFT

THE GILBERT SCHOOL

ARMED SECURITY OFFICER HANDBOOK

(2023-2024)

By printing, signing, and dating below, I verify that I have received a copy of The Gilbert School Armed Security Officer Handbook (2023-2024). I understand that it is my responsibility to read and review the Handbook and to fully abide by the policies, procedures, guidelines, protocols, rules, and regulations contained therein.

Print Name: _____

Title: _____ Armed Security Officer _____

Signature: _____

Date: _____

Security Officer Handbook (2023-2024) provided to employee by:

Name: _____ Greg P. Shugrue _____

Title: _____ Head of School, The Gilbert School _____

Signature: _____

Date: _____

2024-25 AND 2025-26 SCHOOL CALENDARS

The Gilbert School 2024 – 2025 School Calendar

August 2024 4 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 21 New Teacher Orientation
- 22 Convocation & Staff Development
- 23 Staff Development
- 26 Staff Development
- 27 Students Return Grades 7 & 9
- 28 All Students Return

September 20 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 2 Labor Day
- 11 Early Dismissal for Students 12:16 p.m.
- 19 Open House, All Grades
- 30 1st Qtr. Progress Reports

October 22 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 9 Early Dismissal for Students 12:16 p.m.
- 14 Columbus Day
- 31 1st Quarter ends

*Subject to change based on PSAT Testing

November 17 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 2 5 Professional Development (Students off)
- 27-29 Thanksgiving Recess

December 15 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 6 2nd Qtr. Progress Reports
- 4,5,6 Early Dismissal for Students 12:16 p.m.
- 20 Early Dismissal for all Staff & Students 12:16 p.m.
- 25-1 Holiday Recess

January 2025 21 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 1 Holiday Recess
- 8 Early Dismissal for Students 12:16 p.m.
- 20 Martin Luther King Day
- 15 - 21 Mid-Year Exams*
- 21 2nd Qtr./1st Semester ends

*Tentative based on snow days

February 18 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 12 Early Dismissal for Students 12:16 p.m.
- 17&18 Winter Recess
- 24 3rd Quarter Progress Reports

March 20 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 7 Professional Development (Students off)
- 19,20,21 Early Dismissal for Students 12:16 p.m.
- 28 3rd Quarter ends

April 18 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

14-18 Spring Recess (Good Friday 18th)

May 21 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30







- 7 4th Quarter Progress Reports
- 7 Early Dismissal for Students 12:16 p.m.
- 26 Memorial Day

June * 5 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 6 Last Day of School, Early Dismissal for Students 12:16 p.m. *

*Tentative based on snow days

-  First Day of School
-  School Closed
-  Early Release days For Students only 12:16
-  School Closed for PD
-  Last Day of School
-  Contingency for snow days

181 Student Days Total
186 Teacher Days Total

June 9-13, 16- 20 Snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with April 25 and working back.

As of October 2023, 2023
SUBJECT TO CHANGE

The Gilbert School 2025 – 2026 School Calendar

August 2025 4 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 20 New Teacher Orientation
21 Convocation & Staff Development
22 Staff Development
25 Staff Development
26 Students Return Grades 7 & 9
27 All Students Return

September 21 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 1 Labor Day
10 Early Dismissal for Students 12:16 p.m.
18 Open House, All Grades
26 1st Qtr. Progress Reports

October 22 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 8 Early Dismissal for Students 12:16 p.m.
13 Holiday
30 1st Quarter ends

November 16 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 11 Professional Development (Students off)
26-28 Thanksgiving Recess

December 15 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 5 2nd Qtr. Progress Reports
3,4,5 Early Dismissal for Students 12:16 p.m.
22-2 Holiday Recess

January 2026 19 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1 & 2 Holiday Recess
7 Early Dismissal for Students 12:16 p.m.
19 Martin Luther King Day
20 - 23 Mid-Year Exams*
23 2nd Qtr./1st Semester ends

*Tentative based on snow days

February 18 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

- 11 Early Dismissal for Students 12:16 p.m.
16 & 17 Winter Recess
26 3rd Quarter Progress Reports

March 21 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 6 Professional Development (Students off)
18,19,20 Early Dismissal for Students 12:16 p.m.
31 3rd Quarter ends

April 16 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- 3 Good Friday
10 Early Dismissal for Students 12:16 p.m.
13-17 Spring Recess (Good Friday 18th)

May 20 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 6 Early Dismissal for Students 12:16 p.m.
11 4th Quarter Progress Reports
25 Memorial Day

June * 9 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

- 11 Last Day of School, Early Dismissal for Students 12:16 p.m. *

*Tentative based on snow days

- First Day of School
- School Closed
- Early Release days For Students only 12:16
- School Closed for PD
- Last Day of School
- X

 Contingency for snow days

181 Student Days Total
186 Teacher Days Total

June 12, 15 – 19, 22 – 26 Snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with April 13 and working back.

As of October 2023
SUBJECT TO CHANGE