Board of Education

5 Minortown Road ~ Woodbury, CT 06798
www.ctreg14.org

Mission: The mission of Connecticut Region 14 Schools is to educate all students to their highest level of academic potential and to teach them the skills and knowledge to become capable, creative, collaborative lifelong learners and responsible members of the world community.

Board of Education Goals:
Academic Performance - The district will strive to improve academic performance for all students on multiple assessment indicators and the staff will be committed to continuous improvement.
Communication - Region 14 will develop partnerships with all stakeholders in the school community to highlight the exemplary programs the district offers
Safety - Region 14 will provide safe and secure facilities equipped with technology, enabling a 21st century learning environment that supports the values of the district
Budget - Region 14 will prepare a budget that meets the needs of every student and communicates the needs and priorities of Region 14 in a clear and concise manner.

A G E N D A

Regular Meeting of the Region 14 Board of Education
Monday, December 4, 2023; 7:00 p.m.
Flanders Room
Mitchell Elementary School

I. Call to Order……..…..James Crocker

II. Pledge of Allegiance……....James Crocker

III. Introductions…….…….…..…James Crocker

IV. Approval of Minutes (Action Anticipated)…….James Crocker
   A. Regular Meeting, Tuesday, November 21, 2023

V. Superintendent's Report……..…….……..……Brian Murphy
   A. Board of Education Student Representative Update
   B. National FFA Convention Students
   C. Next Generation Accountability Results and 2023 State Assessments Results

VI. Committee Reports

A. Finance Committee Update

B. Policy Committee Update

On a recommendation by the Policy Committee to approve the following policies (First Read, No Action Anticipated):

i. Policy 3542.43 Charging Policy Food Service

ii. Policy 4000.1 Title IX Sexual Harassment of Employees

iii. Policy 5141.72 Emergency Action Plan – Student Sports

VII. Board Chair's Comments

VIII. Privilege of the floor

The Board of Education will recognize citizens of Bethlehem and Woodbury, who are asked to state their name and town of residence and to please limit comments to three (3) minutes. Up to 21 minutes of statements per topic are allowed. All comments should be addressed to the Board of Education Chair. Decorum will be enforced.

IX. Old Business

X. New Business

A. Board of Education Meeting Calendar for 2024 (Second Read, Action Anticipated)

B. Field Trip:

1. National Farm Machinery Show; Louisville, KY; February 14, 2024 to February 17, 2024 (Action Anticipated)

C. School Bus Issue (Executive Session Anticipated)

XI. Other Business

XII. Adjournment

Minutes
Regular Meeting of the Region 14 Board of Education
Tuesday, November 21, 2023; 7:00 p.m.
Mitchell Elementary School
Flanders Room

Present:
Chris Matta, Presiding Board Member
Carol Ann Brown
Chris Griffin
Michael Carbonneau
Alice Jones
Caren Lipinski

Absent:
Jim Crocker, Chairman
Tikva Rose

Also Present:
Brian Murphy, Superintendent
Tina Tanguay, Director of Finance and Operations
Maia Colavito, Student Representative

I. Call to Order
Chris Matta called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance/Introductions
The Pledge of Allegiance was recited and members of the Board of Education and Central Office staff introduced themselves.

III. Approval of Minutes
A. Regular Meeting, Monday, November 6, 2023
A motion was made by Carol Ann Brown and seconded by Alice Jones to accept/approve the minutes as presented; Caren Lipinski and Chris Griffin abstained; motion carried.

IV. Superintendent's Report
A. Board of Education Student Representative
Superintendent Murphy introduced Maia Colavito, the second of two student representatives selected to sit on the Board of Education for the 2023/2024

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The Regional School District 14 Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, gender identity or expression, sexual orientation, or disability in its programs, activities, and employment practices as set forth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504. Any person having inquiries concerning Regional School District 14 Public Schools' compliance with Section 504, Title VI or Title IX should contact Dina Ericson, Director of Student Services, Regional School District 14, 5 Minortown Road, PO Box 469, Woodbury, CT 06798 (203) 263-6356

school year. Maia, a current sophomore at Nonnewaug High School, will be reporting on events occurring at Bethlehem Elementary School and Mitchell Elementary School for this school year.

Maia is currently a starting player on the soccer team. Off the field, she is an editor for the NHS Chief Advocate and a member of the Leo Club, volunteering at a number of community events. A Woodbury resident, Maia aspires to study history or political science in college.

She reported on recent happenings and upcoming events at each of the elementary schools including Mitchell Elementary School's Kindness Initiatives, canned food drive/stuff a cruiser, the annual Pajama Day fundraiser, and most notably, that Mitchell Elementary School was once again named a School of Distinction for the second year in a row. Bethlehem happenings included the PBIS Program, Student-of-the-Month Breakfast, and Veterans Day Celebration to name of few. Also mentioned were several holiday events including the tree lighting ceremonies in both towns.

B. Nonnewaug High School Art Update

Superintendent Murphy acknowledged and congratulated several individuals from the Nonnewaug High School's Art program for their placement in recent contests.

C. Five-year Strategic Plan

Superintendent Murphy made note that the Five Year Strategic Plan was a team effort. The resounding message is Region 14 is exceling and one of the best school districts in the State of Connecticut based on The Connecticut State Department of Education accountability index. The plan included the District's Mission and Goals, Accomplishments, Curriculum Plan, Vision-of-a-Learner Implementation Progress, Accountability Index Data, and Action Plans.

V. Committee Reports

A. Policy Committee

On a recommendation by the Policy Committee to approve the following policies: (second read)

i. Policy 5118.1, Homeless Students

Alice Jones made a motion; seconded by Chris Griffin; to accept/approve Policy 5118.1 as presented; all in favor; none opposed; motion carried unanimously.

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ii. Policy 5125, Student Records
A motion was made by Michael Carbonneau; seconded by Caren Lipinski; to accept/approve Policy 5125 as presented; all in favor; none opposed; motion carried unanimously.

VI. Board Chair Comments

Mr. Matta thanked Chairman Jim Crocker for his leadership, keeping the board focused and moving forward in a positive direction.

VII. Privilege of the Floor

Paul Zulpa, Woodbury

Mr. Zulpa spoke as a representative of the Woodbury Board of Finance. He provided copies of the annual report and thanked Superintendent Murphy and the administrative staff for their timely submissions. He made mention of the remarkable artwork submissions and the ECE, of benefit, programs at the high school.

VIII. Old Business

There was none

IX. New Business

A. Field Trip
Staff member, Eric Birkenberger provided details of the trip. Currently, 44 students are scheduled to participate.

A motion was made by Michael Carbonneau; seconded by Chris Griffin to accept/approve the field trip as presented; all in favor; none opposed; motion carried unanimously.

B. Board of Education Meeting Calendar for 2024 (First Read; No Action Anticipated)

Board members were asked to review the meetings for 2024.
Most notable change is the meeting start time from 7:00 p.m. to 6:00 p.m.

X. Other Business

Carol Ann Brown reminded all of the upcoming weekend of events including the Grinch Breakfast, Plant Sale, Potluck Wreath Making, and Comedy Night at the

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Brewery. She also commented on the Veterans Day ceremonies at the schools.

XI. Adjournment

Having no further business, a MOTION was made by Alice Jones; seconded by Chris Griffin to adjourn the meeting; all in favor; none opposed; ***meeting adjourned at 7:53 p.m.***

Respectfully Submitted,



Patricia Paige
Board Clerk

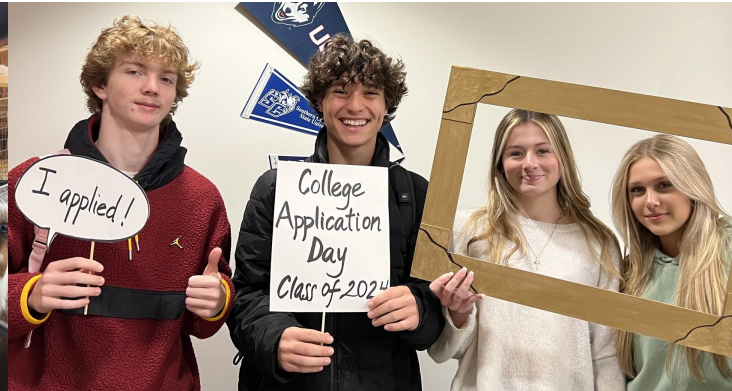
Recorded and filed subject to Board of Education approval by: Patricia Paige, Board Clerk

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Next Generation Accountability Report

Region 14 Schools



Next Generation Accountability Index







Next Generation Accountability Index

Principles of Accountability

Principles of Accountability

- **Inclusive**
  - **Provides complete picture of successes and challenges**
- **Transparent**
  - **Presented publicly and easily accessible**
- **Reflective**
  - **Provides useful information for decision-making and guiding and tracking improvement efforts**
- **Collaborative**
  - **Developed with extensive input from district and school leaders**

(Principles descriptions are adapted from the CSDE's "Connecticut's Next Generation Accountability System" presentation dated December 2022)

Accountability Index Indicator Breakdown





Accountability Index Indicators and Weights



Next Generation Accountability Results



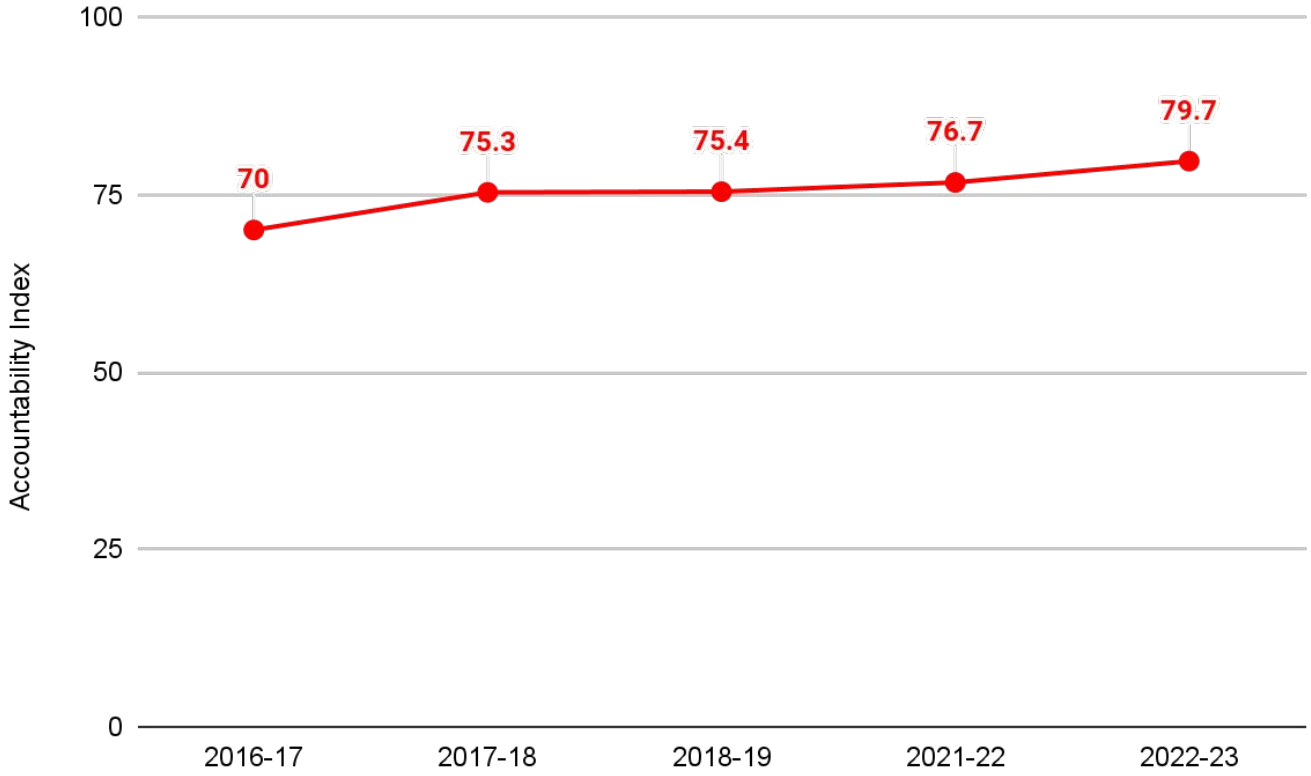




Region 14

Accountability Index

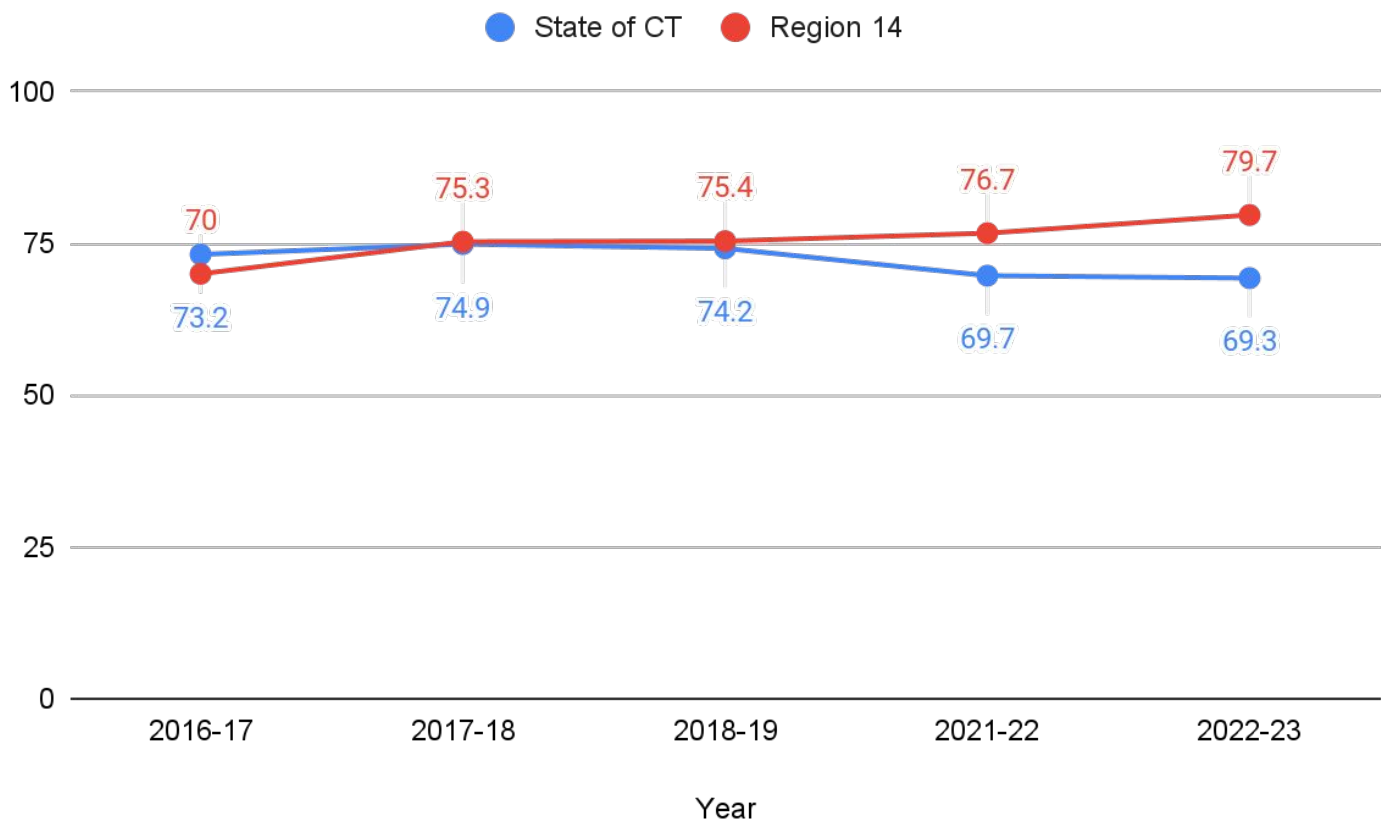
Increased three full points from last year which was the highest in the previous 7 years



Region 14 & State of CT

Accountability Index

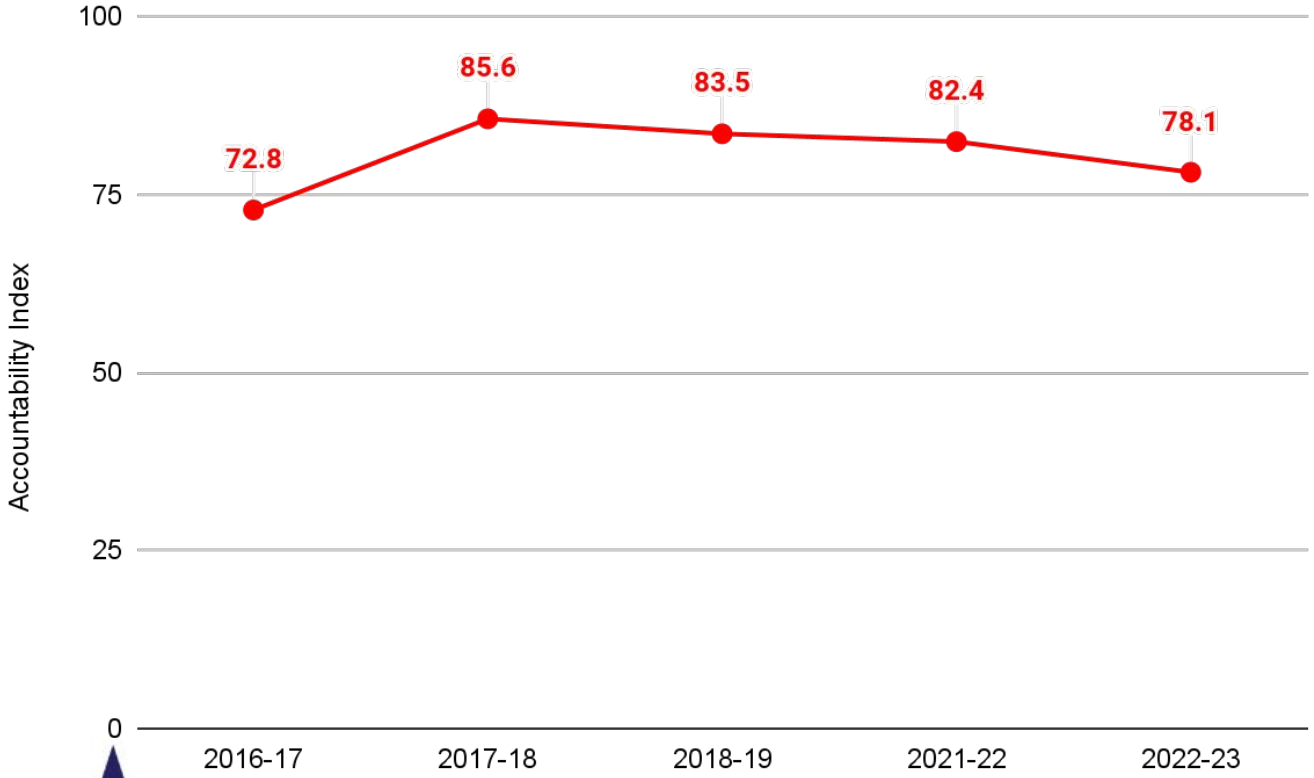
While the state average has trended down since 2017-2018, we continue to improve



Mitchell Elementary

Accountability Index

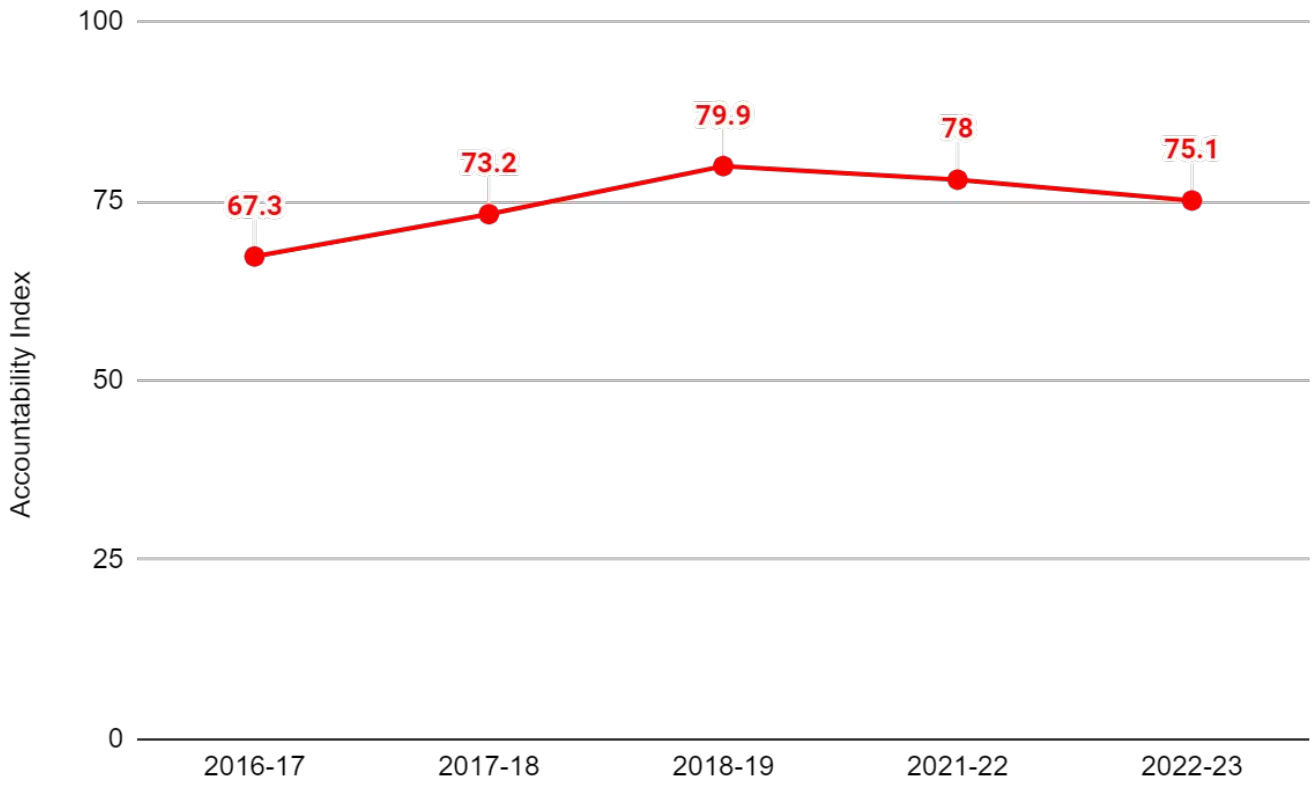
School of Distinction for High Growth of High Needs Students in ELA



DISTINCTION

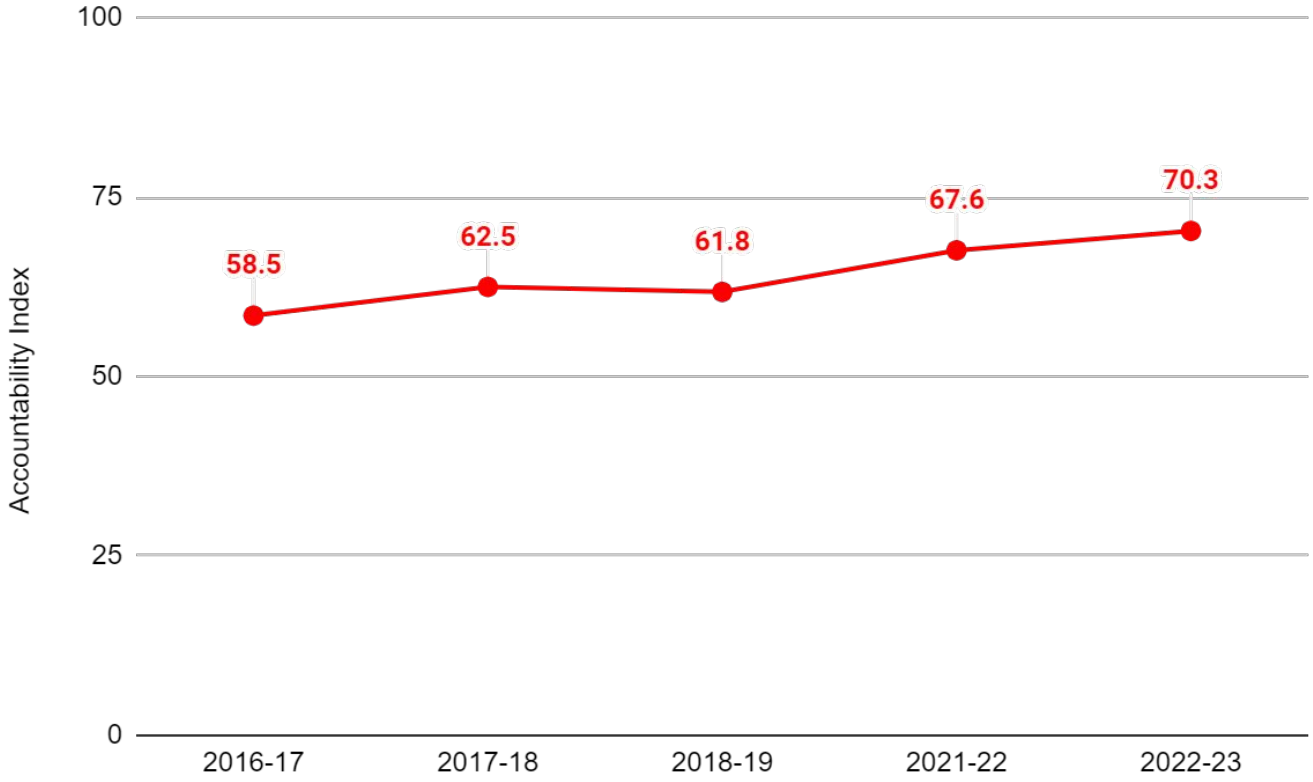
Bethlehem Elementary

Accountability Index



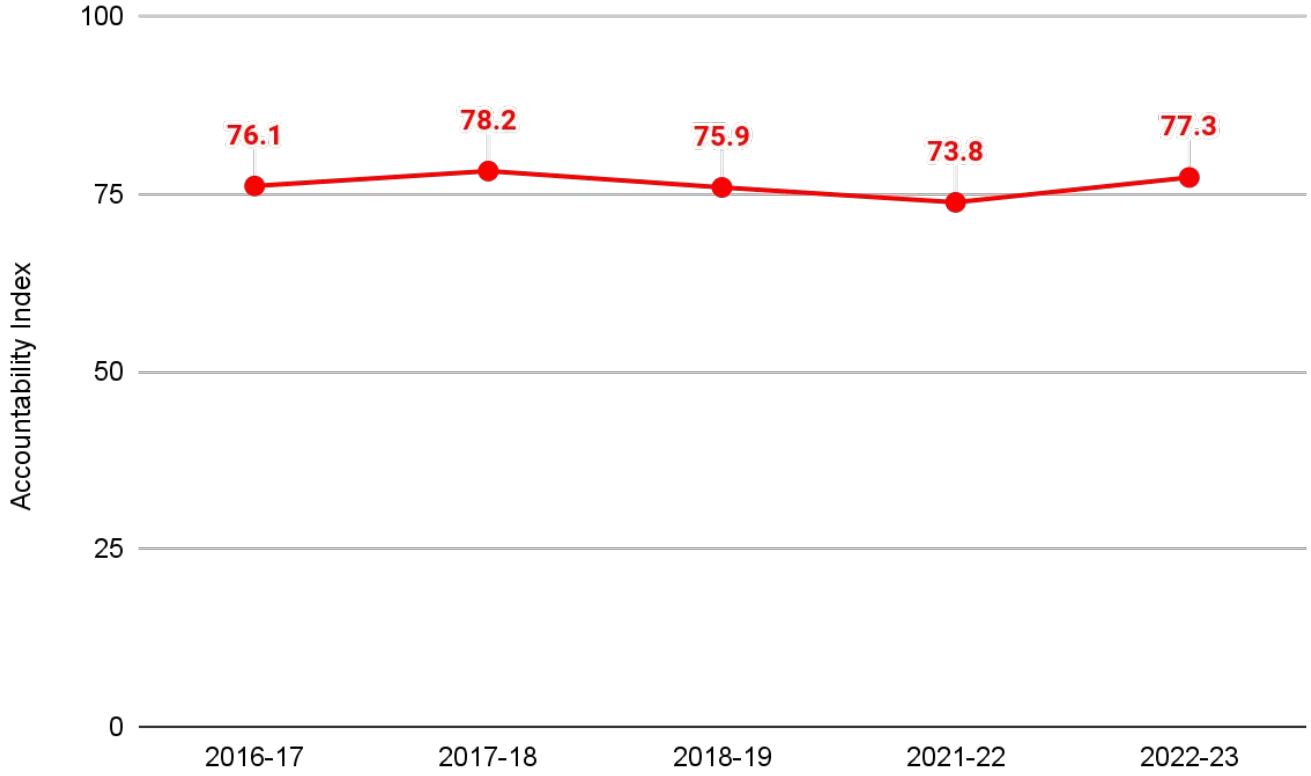
Woodbury Middle School

Accountability Index



Nonnewaug High School

Accountability Index



Region 14's Areas of Strength

Indicator 2 - Average Percentage of Growth Target Achieved in ELA of High Needs Students

- MES: 72.19% - School of Distinction
- WMS: 59.05% - Top 16% of Middle Schools, 2nd among comparison districts

Indicator 4 - NHS has lowest Chronic Absenteeism Rate among High Needs students in comparative districts and 21st among all high schools in the state

Indicator 5 - Postsecondary Preparation: 94.19%

Indicators 7, 8 and 9 - All Related to Graduation

- Graduation - On-Track in 9th Grade: 96.97%
- Graduation - 4-Year Cohort Rate for All Students: 96.45%
- Graduation - 6-Year Cohort Rate for High Needs Students: 98.15%

Region 14's Areas showing Growth from 2022 Accountability Report

Indicator 1 - Performance: Average performance index of all students

- *+ .6% in ELA, +1.2% in Math, +.6% in Science*

Indicator 2a - Academic Growth ELA: Average percent of growth target met by students in English Language Arts

- *WMS: +9.3%*

Indicator 7 - On-Track for Graduation: Percentage of 9th graders earning at least 6 credits in their first year

- *+11.7%*

Indicator 10 - Post Secondary Entrance: Percentage of graduating class enrolled in a 2 or 4 year post-secondary school within one year of graduation

- *+14%*

Indicator 12 - Arts Access: Percentage of students in grade 9 through 12 participating in at least one dance, theater, music, visual arts, or media arts course in the school year

- *+4.2%*

Region 14's Areas for Targeted Growth

Indicator 1 - Performance: Average performance index of all students

- *Need improvement in ELA, Math, and Science*

Indicator 2c - Academic Growth Math: Average percent of growth target met by students in Math

- *68.8% - down 9.9% from last year*

Indicator 4 - Chronic Absenteeism: Students absent more than 10% of the school year

- *13.9% - up .9% from last year, 6% greater than pre-Covid*

Accountability Index Comparison

Comparison districts listed by overall accountability index from highest to lowest.

Rankings are out of 200 Districts

Region 14 is in the top 19% of districts in the State of CT (last year it was top 30%)

Rank/ 200 Districts	District	Total Points	Total Possible Points	Accountability Index
13	Litchfield School District	1113.854	1350	82.50768
26	Regional School District 16	1169.871	1450	80.68079
29	Regional School District 10	1165.79	1450	80.39932
37	**Regional School District 14**	**1075.395**	**1350**	**79.65887**
43	Regional School District 07	1059.956	1350	78.51524
45	Newtown School District	1132.427	1450	78.09838
54	Regional School District 12	1043.614	1350	77.30473
57	Regional School District 15	1114.019	1450	76.82892
69	Regional School District 06	1016.935	1350	75.32849
77	Oxford School District	1006.136	1350	74.52856
102	Watertown School District	1049.133	1450	72.35402

Talking Points

Talking points are based on the data of 200 Districts and their schools

Bethlehem Elementary is in the top 28% of all elementary schools in CT.

Mitchell Elementary School is in the top 18% of all schools in CT.

Region 14 is in the top 19% of school districts in CT.

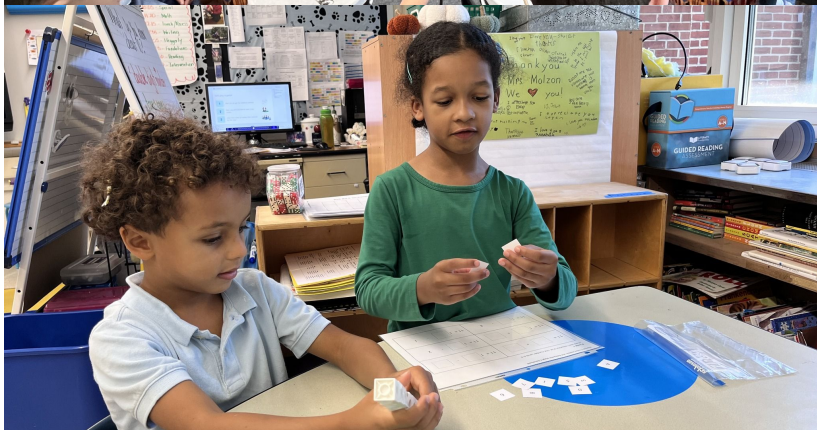
Woodbury Middle School is in the top 23% of schools inclusive of grades 6-8.

Nonnewaug High School is in the top 25% of all high schools in CT.

2023 State Assessments Performance and Growth







Region 14

% of students performing at or above proficiency

% At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
SBAC ELA - Region 14	56.10%	60.00%	59.70%
SBAC ELA - State of Connecticut		49.10%	48.50%
SAT ELA - Region 14	69.00%	63.00%	61.00%
SAT ELA - State of Connecticut		55.60%	52.40%
SBAC Math - Region 14	44.50%	55.20%	55.60%
SBAC Math - State of Connecticut		40.00%	42.50%
SAT Math - Region 14	40.00%	34.00%	45.00%
SAT Math - State of Connecticut		34.80%	34.10%
NGSS - Region 14	54.94%	53.20%	55.30%
NGSS - State of Connecticut		47.00%	48.50%

Mitchell Elementary School

% of students performing at or above proficiency

Mitchell Elementary			
SBAC ELA - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
3rd Grade	60.35%	45.20%	49%
4th Grade	46.43%	70.30%	48%
5th Grade	56.37%	68.50%	75%
SBAC Math - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
3rd Grade	45.76%	38.09%	38%
4th Grade	49.09%	71.40%	71%
5th Grade	52.75%	53.68%	54%
NGSS - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
5th Grade	60%	72.23%	74%

Bethlehem Elementary School

% of students performing at or above proficiency

Bethlehem Elementary			
SBAC ELA - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
3rd Grade	54.05%	62.50%	75%
4th Grade	60.46%	62.20%	69%
5th Grade	59.09%	61.90%	55%
SBAC Math - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
3rd Grade	32.43%	77.50%	53%
4th Grade	55.82%	64.90%	87%
5th Grade	45.45%	54.76%	53%
NGSS - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
5th Grade	72.73%	69%	58%

Woodbury Middle School

% of students performing at or above proficiency

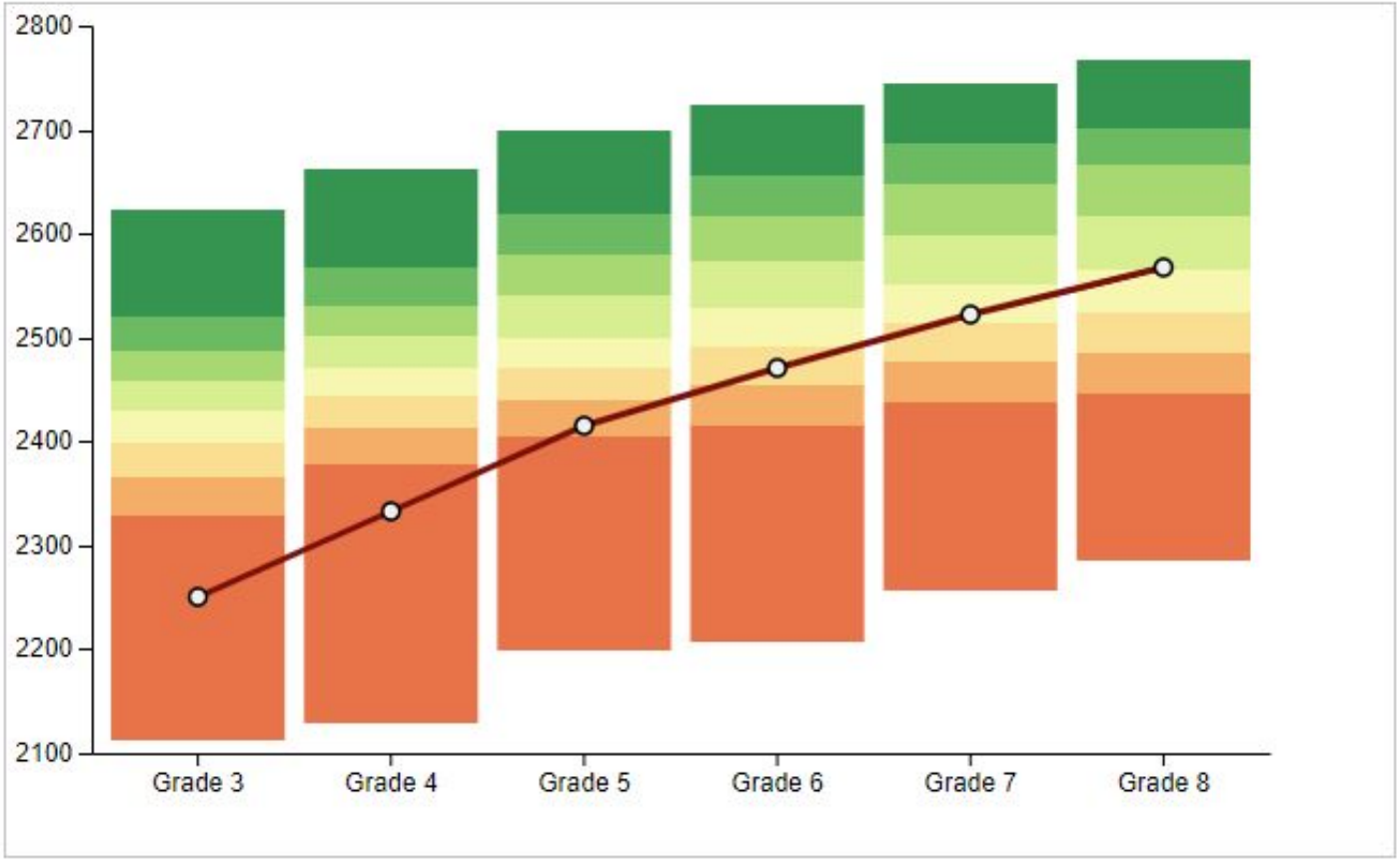
Woodbury Middle School			
SBAC ELA - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
6th Grade	58.14%	58.90%	60%
7th Grade	51.51%	57.30%	61%
8th Grade	60.46%	56.60%	63%
SBAC Math - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
6th Grade	38.37%	43.90%	43%
7th Grade	35.42%	57.30%	56%
8th Grade	51.19%	51%	64%
NGSS - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
8th Grade	57.14%	50.50%	64%

Nonnewaug High School

% of students performing at or above proficiency

Nonnewaug High School			
PSAT - % At or Above Benchmark			
Year	**Fall 2020**	**Fall 2021**	**Fall 2022**
EBRW 9th Grade		57%	66%
Math 9th Grade		40%	53%
EBRW 10th Grade	78%	67%	55%
Math 10th Grade	37%	41%	42%
EBRW 11th Grade	76%	69%	59%
Math 11th Grade	37%	29%	37%
SAT - % At or Above Benchmark			
Year	**Spring 2021**	**Spring 2022**	**Spring 2023**
EBRW	69%	63%	61%
Math	40%	34%	45%
NGSS - % At or Above Proficiency			
Year	**2020-2021**	**2021-2022**	**2022-2023**
11th Grade	48%	44%	42%

State of CT Growth Targets



Mitchell Elementary School

Average Percentage of Growth Target Achieved

SBAC ELA - Average Percent of Growth Target Achieved				
Year	2020-2021	2021-2022	2022-2023	
4th Grade		77.20%	78.20%	
5th Grade		85.80%	68.10%	
SBAC Math - Average Percent of Growth Target Achieved				
Year	2020-2021	2021-2022	2022-2023	
4th Grade		96.00%	90.70%	
5th Grade		78.90%	56.80%	

Bethlehem Elementary School

Average Percentage of Growth Target Achieved

SBAC ELA - Average Percent of Growth Target Achieved				
Year	2020-2021	2021-2022	2022-2023	
4th Grade		69.30%	84.40%	
5th Grade		57.60%	51.00%	
SBAC Math - Average Percent of Growth Target Achieved				
Year	2020-2021	2021-2022	2022-2023	
4th Grade		90.90%	95.10%	
5th Grade		86.10%	49.90%	

Woodbury Middle School

Average Percentage of Growth Target Achieved

SBAC ELA - Average Percent of Growth Target Achieved				
Year	2020-2021	2021-2022	2022-2023	
6th Grade		47.00%	51.50%	
7th Grade		53.40%	58.70%	
8th Grade		47.80%	65.30%	
SBAC Math - Average Percent of Growth Target Achieved				
Year	2020-2021	2021-2022	2022-2023	
6th Grade		43.90%	40.70%	
7th Grade		92.10%	77.50%	
8th Grade		84.20%	82.90%	

Continuous Improvement



Action Steps 2023-24

- Curricular Shifts
  - Implementation of Fundations for phonics instruction in grades K-3
  - Implementation of Illustrative Math in grades K-5 with EdAdvance consultant providing professional learning
  - Implementation of mClass Dibels assessment to replace iReady in grades K-5
  - Implementation of Mystery Science in grades K-5
  - Implementation of EL Education for English Language Arts (ELA) in grades 6-8
  - Restructuring of ELA in grades 6 & 7 to integrate Reading and Writing and implement a literacy lab period
  - Intentional inclusion of Interim Assessment Blocks for SBA and NGSS experiences

- Increased district assessments for data gathering and student support
  - mClass Dibels 8th Edition for Literacy in grades K-5
  - Use of NWEA for Reading in grades 6-12
  - Expansion of NWEA Math through grade 12
  - Use of NWEA Science in grades 3-11

- Continued support of students in small groups
  - Continuation of the after school intervention program
  - Expansion of the Multilingual Coordinator to .5 FTE



Action Steps 2024-25

- Expand World Language to include Spanish in grades 6 & 7
- Bolster the use of OpenSciEd at WMS to include additional units in each grade
- Pilot two OpenSciEd units at NHS in Biology, Chemistry, and Physics
- Partially implement a state-approved reading program at the K-3 level
- Continue coaching and support for implementation of all 2023-2024 initiatives
- Maintain coaching and interventionist positions
- Further develop a robust data culture through the second year of districtwide assessments



Sample policy to consider, with several options to consider.

Business/Non-Instructional Operations

Food Service

Charging Policy

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to eligible elementary and secondary students enrolled in the District's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

The Board prohibits the public identification or shaming of a child/student for any unpaid charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student,
- Designating a specific meal option for such student or otherwise taking any disciplinary action against such student.

A student needing to charge a meal will be informed of his/her right to purchase a meal, which may exclude a la carte items, for any school breakfast, lunch or other feeding.

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or his/her designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable school Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Definitions

"Delinquent Debt" are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using nonfederal funds.

Delinquent Debt and Bad Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. 3542 – Food Service)
(cf. 3542.31 – Free or Reduced Price Lunch Program)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.
State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted:
rev 4/17
rev 7/21

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

An administrative regulation to consider/modify which complies with USDA regulations requirements.

Business/Non-Instructional Operations

Food Service

Charging Policy

Purpose for Administrative Regulation

School boards must adopt a policy pertaining to student lunch accounts. Every effort must be made to collect delinquent debt. If the uncollectible debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds. A board of education can decide if it wants to develop separate procedures for primary-aged children versus secondary-aged children.

The following prohibitions must be adhered to when developing a student lunch/meal account procedure. Schools are not allowed to deny meals to any child for disciplinary reasons. Schools cannot deny a meal to a reduced or paid child, if the child has money in hand for the day's meal, and schools cannot deny a meal to a student eligible for free meals even if money is owed. Whatever the procedure the school or food service establishes, the school must assure that the procedure does not discriminate against or single out any group of students.

Procedures for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges.

The District will adhere to the following meal charge procedures:

1. Students may pay at the time of service by cash or check. Students may pre pay electronically via credit card for meals by logging onto Myschoolbucks.com.
2. A student with a negative balance will not be able to charge or purchase "a la Carte" items including a second main meal.

Collection Process for Region 14 Schools:

Every Monday, Wednesday, and Friday, an email of notification will be generated from the District's Point of Sale system and sent to families with students who have outstanding balances.

The notification will include information of the current meal prices, a link for the application for free and reduced priced meals, payment options and contact information for any questions.

When a child's unpaid meal charges equal or exceed the cost of thirty (30) meals, such child's parent/guardian shall be referred to the District's homeless education liaison.

Any child who has an outstanding **balance greater than $50.00**.

A letter will be sent home from the Director of Finance and Operations or his/her designee informing the parent/guardian of the outstanding balance including options for payment. Additionally, the link for the free and reduced application will be included in this letter.

The student will continue to be served a full reimbursable meal and the account will be charged accordingly.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts

Business/Non-Instructional Operations

Food Service

Charging Policy

Purpose for Administrative Regulation

are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

Regulation approved:
cps 6/17
rev 7/21

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A new sample policy to consider.

Personnel -- Certified/Non-Certified

Students

Title IX

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

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

The District's response shall be triggered by notice to a Title IX Coordinator, or to an official with authority to institute corrective measures on the recipient's behalf, which charges a school with actual knowledge.

Notifications

The District shall notify all students, employees, applicants for admission and employment, parents or legal guardians of students, and all unions/bargaining units of the Title IX Coordinator's contact information. Such information shall include the name or title, office address, e-mail address, and telephone number of the Title IX Coordinator. The required contact information shall also be prominently displayed on District and school websites.

Reporting Procedures/Formal Complaint

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that would constitute sex discrimination or sexual harassment. Such report may be made in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Personnel -- Certified/Non-Certified

Students

Title IX

Reporting Procedures/Formal Complaint (continued)

Such report may be made at any time, including during non-business hours, by using the Title IX Coordinator's listed telephone number, e-mail address or by mail to the office address.

Any third party as well as the complainant may report sexual harassment. This includes parents and guardians of students.

At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed.

District/School's Mandatory Response Obligations

The District and its schools recognize its mandatory obligations to respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, as defined. The following mandatory response obligations will be fulfilled:

1. Supportive measures shall be offered to the person alleged to be the victim ("complainant'). A respondent will not be disciplined without the District first following the Title IX grievance process, which includes investigating formal complaints of sexual harassment.
2. The Title IX Coordinator to discuss promptly with the complainant the availability of supportive measures, consider the complainant's wishes with respect to such measures, inform the complainant of the availability of such measures with or without filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
3. Follow a grievance procedure that complies with the Title IX Final Rule before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.
4. The rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment and Fourteenth Amendment shall not be restricted when complying with Title IX.
5. Sexual harassment allegations in any formal complaint will be investigated. The formal complaint can be filed by a complainant or signed by the Title IX Coordinator.
6. The complainant's wishes regarding whether the District/school investigates shall be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

Personnel -- Certified/Non-Certified

Students

Title IX

District/School's Mandatory Response Obligations (continued)

7. Compliance efforts, where applicable, to be coordinated with special education staff members.

If the allegations in a formal complaint do not meet the definition of sexual harassment contained within this policy, or did not occur in the District's educational; program or activity against a person in the United States, the District will, as required, dismiss such allegations for purposes of Title IX but may still address the allegations in any manner deemed appropriate by the District.

Notice of Allegation to the Parties

The District shall provide notice to the parties upon receipt of a formal complaint and on an ongoing basis if the District decides to include additional allegations during the course of the investigation.

The notice shall inform the parties of the allegations that potentially constitute sexual harassment as defined in this policy and include the identities of the parties involved in the incident, sufficient details about the allegations, including the identities of the parties if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

The written notice shall also include notice of the applicable grievance process, and advise the parties that they may have an advisor of their choice and that the parties may inspect and review evidence obtained in the investigation.

The notice shall also inform the parties of any provisions in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Grievance Process

The District, as required, will utilize a consistent, transparent grievance process for resolving formal complaints of sexual discrimination and/or sexual harassment. Such process, as detailed in the administrative regulation accompanying this policy, applies to all District schools equally.

A presumption that the respondent is not responsible for the alleged conduct shall be maintained until a determination is made regarding responsibility at the conclusion of the grievance process.

Personnel -- Certified/Non-Certified

Students

Title IX

Investigations

Allegations contained in any formal complaint will be investigated. Written notice shall be sent to both the complainant(s) and respondent(s) of the allegations upon receipt of the formal complaint.

During the grievance process and when investigating:

1. The burden of gathering evidence and burden of proof remains with the District.
2. The parties will be provided equal opportunity to present fact and expert witnesses and evidence.
3. The ability of the parties to discuss the allegations or gather evidence shall not be restricted.
4. The parties shall have the same opportunity to select an advisor of their choice, who may be, but need not be, an attorney.
5. The District shall send written notice of any investigative interviews or meetings.
6. The District shall send the parties, and their advisors, evidence directly related to the allegations, electronically or hard copy, with at least 10 days for the parties to inspect, review and respond to the evidence.
7. The District shall send the parties, and their advisors, an investigative report, electronically or hard copy, that summarizes relevant information with at least 10 days for the parties to respond.
8. After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) shall afford each party an opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Note: The final Title IX regulations specify that the decision-maker(s) in the investigation and adjudications of formal complaints cannot be the same person as the Title IX Coordinator or investigator(s).

The District shall dismiss allegations of sexual harassment that do not meet the definition contained in this policy or if such conduct did not occur in a District educational program or activity against a person in the United States. Such dismissal is for Title IX purposes.

Personnel -- Certified/Non-Certified

Students

Title IX

Investigations (continued)

The District, in its discretion, may dismiss a formal complaint or allegations therein if the Title IX Coordinator is informed by the complainant in writing to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the District, or if specific circumstances prevent the District from gathering sufficient evidence to reach a determination.

The District shall give the parties written notice of a dismissal, mandatory or discretionary, and the reasons for such dismissal.

The District, in its discretion, may consolidate formal complaints where the allegations arise out of the same facts.

The privacy of an individual's medical, psychological, and similar treatment records will be protected. Such records will not be accessed by the District unless the party's voluntary, written consent is obtained. [The District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para professional acting in their recognized capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so.]

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, per the Title IX Final Rule, are considered irrelevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or offered to prove consent.

Standard of Evidence and Written Determination

The District's Grievance Process, as required by the Title IX Final Rule, shall state whether the standard of evidence to determine responsibility is the preponderance of evidence standard or the clear and convincing evidence standard. The District shall provide the same standard of evidence to all formal complaints of sexual harassment whether the respondent is a student or an employee, including a faculty member.

The Board has chosen to use as the District's standard of evidence the

☐ preponderance of evidence standard. *(previous existing standard)*
☐ clear and convincing evidence standard. *(a higher bar)*

Personnel -- Certified/Non-Certified

Students

Title IX

Standard of Evidence and Written Determination (continued)

The decision maker, who cannot be the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

Such written determination shall be sent simultaneously to the parties and include information about how to file an appeal.

Appeals

The District shall offer both parties an appeal from a determination regarding responsibility and from the District's dismissal of a formal complaint or any allegations therein, based on the following:

1. Procedural irregularity that affected the outcome of the matter;
2. Newly discovered evidence that could affect the outcome of the matter; and/or
3. Title IX personnel (Title IX Coordinator, investigator(s), or decision maker(s)) that had a conflict of interest or bias, that affected the outcome of the matter.
4. Additional reasons identified by the District and offered equally to both parties.

The District shall provide both parties a reasonable opportunity to submit a written statement in support of, or challenging the outcome. The appeal decision-maker shall issue simultaneously to the parties, a written decision describing the appeal result and the rationale for the result. *(The appeal decision-maker may not be the same person as the decision-maker(s) that reached the determination of responsibility or dismissal, the investigator(s) or the Title IX Coordinator.)*

Informal Resolution Process

The District may exercise the option to offer and to facilitate an informal resolution option, such as, but not limited to, mediation or restorative justice, provided both parties give voluntary, informed, written consent to attempt informal resolution.

The Board shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. The District will not require the parties to participate in an informal resolution process and will not offer such process unless a formal complaint is filed.

At any time prior to agreeing to a resolution, the Board recognizes the right of any party to withdraw from the informal resolution process and to resume the grievance/investigative process with respect to the formal complaint.

Personnel -- Certified/Non-Certified

Students

Title IX

Informal Resolution Process (continued)

The Board specifically prohibits the offering or facilitating of an informal resolution process to resolve any allegation that an employee sexually harassed a student.

Record Keeping

The District shall maintain for a period of seven years the records of each sexual harassment investigation, any disciplinary sanctions imposed on the respondent or remedies provided to the complainant; any appeal and the results of the appeal; informal resolution, if any, and the results of informal resolution; and the materials used to train coordinators, investigators, decision-makers and facilitators of informal resolution.

The District shall also create and maintain for a period of seven years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, it shall be documented the basis or the conclusion reached and the measures taken to restore or preserve access to the District's educational program or activity. Reasons must be cited when supportive measures are not provided to a complainant.

Retaliation

The District shall maintain confidentiality regarding the identity of complainants, respondents, and witnesses, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), as required by law, or as necessary to carry out a Title IX proceeding**.**

The District expressly prohibits retaliation against any individual for exercising Title IX rights

No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation or proceeding.

Complaints alleging retaliation may be filed according to the grievance procedures pertaining to sex discrimination.

The Board recognizes that the following does not constitute retaliation:

1. The exercise of rights protected under the First Amendment of the U.S. Constitution.
2. The charging of an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Personnel -- Certified/Non-Certified

Students

Title IX

Retaliation (continued)

The charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Training

The Board shall provide and/or make available training for any person designated as a Title IX coordinator, investigator, and decision maker and any person designated to facilitate an informal resolution process. Such training shall include:

- The definition of sexual harassment under the new Final Rule
- The scope of the District's education programs and activities;
- The manner in which to conduct an investigation and grievance process, including appeals, hearings and informal resolution process, as applicable;
- How to serve impartially, including the avoidance of prejudgment of the facts at issue, conflicts of interest, and bias;
- The promotion of impartial investigations and adjudications of sexual harassment;
- A presumption that the respondent is not responsible for the alleged conduct until a determination is made regarding responsibility at the conclusion of the grievance process;
- Description of the range or list of the possible remedies the district may provide a complainant and disciplinary sanctions that can be imposed on a respondent, following determinations of responsibility;
- The utilization of the preponderance of evidence standard or the clear and convincing evidence standard;
- Issues of relevance of questions and evidence; and
- The creation of the investigative report to fairly summarize relevant evidence.

The District shall, as required, retain its training materials for a period of seven years and to make such materials available on its website (or upon request if the district does not maintain a website).

Nondiscrimination Notice

The Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons**.** The Board shall not discriminate on the basis of sex in the education programs or activities it operates. This policy of nondiscrimination in the education program or activity also extends to employment and admission.

Personnel -- Certified/Non-Certified

Students

Title IX

Nondiscrimination Notice (continued)

Notice of the Board's nondiscrimination policy and grievance procedure, including how to file or report sexual harassment and how the District will respond shall be provided to applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the District.

This notice of nondiscrimination shall be posted on district and school websites and placed in any handbooks provided to the above cited groups.

(cf. 0521 – Nondiscrimination)
(cf. 0521.1 – Grievance Procedure for Section 504, Title IX, and Title VII)
(cf. 4118.11/4218.11 – Nondiscrimination)
(cf. 4118.112/4218.112 – Sex Discrimination and Sexual Harassment in the Workplace)
(cf. 5131.911 – Bullying/Safe School Climate Plan)
(cf. 5145.5 – Sexual Harassment)
(cf. 5145.51 – Peer Sexual Harassment)

Legal Reference: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88.
Title IX of the Education Amendments of 1972, 20 USCS §1681, *et seq.*
Title IX of the Education Amendments of 1972, 34 CFR §106, *et seq.*
Title IX Final Rule, 34 CFR §106.45, *et seq*., May 6, 2020
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)
The Clery Act, 20 U.S.C. §1092(f)
The Violence Against Women Act, 34 U.S.C. §12291(a)
Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)

Personnel -- Certified/Non-Certified

Students

Title IX

Legal Reference: continued

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26,1998)

Gebbser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)

Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

Conn. Agencies Regs. §46a-54-200 through §46a-54-207

Constitution of the State of Connecticut, Article I, Section 20.

P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

Policy adopted:
cps 6/20

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A new administrative regulation to consider. A complaint procedure is legally required.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Filing of a Formal Complaint

The Board of Education (Board) encourages all victims of sexual discrimination based on the Title IX policy, whether students or employees, to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that would constitute sex discrimination or sexual harassment.

Such report may be made in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Such report may be made at any time, including during non-business hours, by using the Title IX Coordinator's listed telephone number, e-mail address or by mail to the office address. Any third party as well as the complainant may report sexual harassment. This includes parents and guardians of students.

Any employee who believes that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit a complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the written complaint should be submitted to the Superintendent of Schools.

A student who believes that he/she has been subjected to sex discrimination or sexual harassment, should make a written complaint to The Title IX Coordinator, or to the building principal, or his/her designee. A student may also notify any employee of any school in the District who shall bring the allegation to the attention of the Title IX Coordinator.

The complaint should state the:

1. Name of the complainant,
2. Date of the complaint,
3. Date(s) of the alleged harassment/discrimination,
4. Name(s) of the harasser(s) or discriminator(s),
5. Location/manner were such harassment/discrimination occurred,
6. Names of any witness(es) to the harassment/discrimination,
7. Detailed statement of the circumstances constituting the alleged harassment/discrimination, and
8. Remedy requested.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Filing of a Formal Complaint (continued)

At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed.

This grievance/investigative procedure shall be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.

Sexual harassment allegations in any formal complaint will be investigated. The formal complaint can be filed by a complainant or signed by the Title IX Coordinator.

The complainant's wishes regarding whether the District/school investigates shall be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

If the allegations contained in a formal complaint do not meet the definition of sexual harassment contained within the policy, or did not occur in the District's educational; program or activity against a person in the United States, the District will, as required, dismiss such allegations for purposes of Title IX but may still address the allegations in any manner deemed appropriate by the District.

The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who made a report or filed a formal complaint of sexual harassment, including any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as permitted by the Family Educational Rights and Privacy Act (FERPA) or required by law or to conduct any investigations or judicial proceeding under the final sexual harassment regulations.

Any student or employee making a complaint shall be provided a copy of the Title IX policy and administrative regulation (#4000.1/#5145.44)

Definitions

Sex discrimination for purposes of the Title IX policy occurs when an individual, because of his or her sex, is denied participation in or the benefits of any program or activity receiving federal financial assistance. It includes when the District, as an employer, refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to such individual's compensation, terms, conditions or privileges of employment on the basis of the individual's sex.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Definitions (continued)

Sexual harassment for purposes of this Title IX policy includes any of the three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect:

1. Any instance of *quid pro quo* harassment by a school's employee;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person's equal educational access; or
3. Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking (as defined in the Violence Against Women's Act).

Program or activity includes those locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurred.

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any employee of the school district.

Title IX Coordinator is the individual designated by the Board to coordinate its efforts to comply with Title IX responsibilities.

Complainant is the individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent is the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint is the document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment.

Supportive measures are individualized services reasonably available that are non-punitive, non-disciplinary and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. Supportive measures may include counseling, course-related adjustments, modifications of work or class schedules, campus escort services, increased security and monitoring of certain areas of campus, and mutual restrictions on contacts between the parties.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process (continued)

Grievance/Investigative Process

The following investigative procedure will be utilized upon the receipt of a written formal complaint or when knowledge of a sexual harassment allegation is made available to an employee of the District. The District personnel involved in the implementation of this process shall operate under the presumption that the respondent is not responsible (a presumption of innocence) so that the District bears the burden of proof and the standard of evidence is correctly applied.

Step 1: Notification of the Involved Parties

The Title IX Coordinator will notify the involved parties that a complaint exists, and also on an ongoing basis if the District decides to include additional allegations during the course of the investigation, and that an investigation will promptly begin.

The notice shall contain information about the grievance/investigation process, including information about any informal resolution process, and sufficient details about the allegations at hand, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known, and include the identities of the parties involved in the incident, the complainant's and respondent's rights, the policy that the alleged behavior violates, and the contact information for the investigator.

The notice shall contain a statement that the respondent is presumed not responsible for the alleged conduct and that responsibility will be determined at the conclusion of the grievance/investigation process.

The written notice shall also advise the parties that they may have an advisor of their choice, who may be, but does not need to be, an attorney, and that they may inspect and review evidence obtained in the investigation, throughout the investigation.

The notice shall also inform the parties of any provisions in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The notice can also be used to schedule an intake meeting, either in person or electronically, to discuss basic information about the allegations and to determine the next steps of the investigation.

The District's response shall include refraining from disciplining a respondent without following the Title IX grievance/investigative process, which includes investigating the formal complaint of sexual harassment.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Grievance/Investigative Process (continued)

Step 1: Notification of the Involved Parties (continued)

The Title IX Coordinator shall discuss promptly with the alleged victim (complainant) the availability of supportive measures and consider the complainant's wishes with respect to such measures. The complainant shall be offered such measures with or without the filing of a formal complaint. The process for filing a formal complaint will be explained to the complainant.

A complaint may be dismissed if the complainant notifies the Title IX Coordinator at any time that he/she wishes to withdraw the complaint or allegation. The complaint shall also be dismissed if the respondent's enrollment or employment in the District ends, or if specific circumstances prevent the District from gathering evidence sufficient to reach a determination about the complaint.

The District may choose to remove a respondent from its education program or activity on an emergency basis after the District has conducted a safety and risk analysis and determined that such emergency removal is necessary to protect a student or other individual from an immediate threat to physical health or safety.

The District may also, as applicable, place an employee-respondent on administrative leave during the pendency of the grievance/investigative process.

Step 2: Fact Gathering

If the complainant decides to proceed with the investigative process, information is to be gathered related to the allegations. This process shall include, but not be limited to, the collection of documents, audio and video recordings, social media posts, and cell phone records.

The complainant and the respondent are to be interviewed, asking them to explain their side of the occurrence(s) and their relationship with the other party. The names of potential witnesses and any other details that may be pertinent to the investigation shall be sought.

A party's written consent shall be required before using the party's medical, psychological, or similar treatment records during the grievance/investigative process. The District shall not access, consider, disclose, or otherwise use a party's records that are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in such individual's capacity, unless the District obtains that party's voluntary written consent.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Grievance/Investigative Process (continued)

Step 2: Fact Gathering (continued)

All questioning shall exclude evidence about the complainant's sexual predisposition or prior sexual behavior unless such questions and evidence are offered to prove someone other than the respondent committed the conduct alleged by the complainant or if the questions or evidence are offered to prove consent.

The District recognizes that during the time frame needed to promptly conclude the grievance/investigative process there may be temporary delays based on good causes, including but not limited to, law enforcement involvement, absence of a party, witness or advisor, or translation or accommodation needs. Notice of such delays will be provided by the investigator explaining any reasons for the delay.

Step 3: Review and Analysis of Information

The trained Title IX investigator, after collecting as much relevant information as possible, shall evaluate such evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.

The investigator shall provide both the complainant and the respondent at least ten days to review the collected and provided information before any determination is reached regarding responsibility. Such review period is to allow for any additional information from either party or the opportunity to address a discrepancy. The decision-maker(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The investigator will then review, weigh, analyze, and compare the information to see if there is sufficient information to determine whether a violation occurred.

Step 4: Determine a Violation (Determinations of Responsibility)

A separate decision-maker will determine if a violation has occurred. (The decision –maker is not the same person as the investigator or the Title IX Coordinator.) The District will apply its chosen standard of evidence to determine responsibility. The District shall provide the same standard of evidence to all formal complaints of sexual harassment whether the respondent is a student or an employee, including a faculty member.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Grievance/Investigative Process (continued)

Step 4: Determine a Violation (Determinations of Responsibility) (continued)

The Board has chosen to use as the District's standard of evidence the

☐ preponderance of evidence standard. *(previous existing standard)*
☐ clear and convincing evidence standard. *(a higher bar)*

The *preponderance of evidence standard* of proof means that the information gathered concludes that the allegations are 'more likely than not" to be true, or more than 50 percent likely. This standard requires more convincing proof than 'probable cause" and less than "beyond a reasonable doubt.

The *clear and convincing evidence standard* of proof means that the evidence points to the allegations being "substantially more probable to be true" than not, or well over 50 percent likely.

Step 5: Written Report and Notification of Outcome to the Parties

After a determination has been made, the final investigative report shall be prepared. The report shall contain the initial allegations, the policy violated, the parties involved, the evidence gathered, a summary of the interviews and any other relevant information, an explanation of how and why the decision-maker reached the conclusions. The written determination shall also include a statement of and rationale for result as to each allegation including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the educational program or activity will be provided.

A copy of the final report shall be sent to each party at least ten days before it is finalized in order to give the respective parties the opportunity to respond.

After the outcome is finalized, a written determination of the outcome shall be sent to both parties. This notice shall include information about the outcome, reasons supporting the determination and, depending on the conclusion, the next steps in the Title IX process.

The District shall implement remedies for a complainant if a respondent is found responsible for sexual harassment. Such remedies should be reasonably calculated to end the discrimination, and appropriate corrective action and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee.

Remedies offered may include the same actions described as supportive measures, but remedies need not avoid punishing or burdening the respondent.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Grievance/Investigative Process (continued)

Step 6: Appeal Process

After notification to the complainant and respondent of the outcome, either or both parties may appeal the decision in writing, within ten days, to the Superintendent of Schools or his/her designee to request an administrative review. An appeal can be filed on the basis of procedural irregularity that affected the outcome, newly discovered evidence that was not reasonably available at the time of determination and could affect the outcome, and/or conflict of interest or bias of the Title IX personnel (Title IX Coordinator, investigator, or decision maker) that affected or could affect the outcome of the matter. The District reserves its right to offer additional bases for an appeal which shall be offered equally to both parties.

Such written appeal shall be filed within thirty calendar days to the Superintendent of Schools, who shall review the decision maker's written report, the information collected by the Title IX Coordinator and the investigator(s). The Superintendent will determine if further action and/or investigation is warranted. The Superintendent shall respond to the party(s) requesting the appeal within fifteen school days following the receipt of the written appeal request.

Note: The decision maker for an appeal may not be the Title IX Coordinator, investigator, or initial decision maker. The appeal decision maker must have also received the training previously described.

*(**An alternate appeal process:** — Appeal to the BOE who shall hold a hearing within 15 days of receipt of such written request to decide the appeal and respond within 10 days of its decision. Employees to use the grievance procedure set forth in the applicable collective bargaining contract. The BOE would also need to receive the training if this option is utilized)*

Step 7: Informal Resolution Process

The District shall offer and facilitate an informal resolution option, such as, but not limited to, mediation or restorative justice, provided both parties, complainant and respondent, give voluntary, informed, written consent to attempt an informal resolution to the complaint.

The Board shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. The District does not require the parties to participate in an informal resolution process and will not offer such process unless a formal complaint is filed.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Grievance/Investigative Process (continued)

At any time prior to agreeing to a resolution, the Board recognizes the right of any party to withdraw from the informal resolution process and to resume the grievance/investigative process with respect to the formal complaint.

The Board will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Other Provisions

If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator in order to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

Retaliation against any individual who complains pursuant to the Board's policy is strictly forbidden. The District will take the necessary actions to prevent retaliation as a result of filing a complaint or the involvement of any individual in the grievance/investigative process.

The District shall create and maintain for a period of seven years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment as detailed in the Title IX policy.

The District, in responding to any claim of sexual discrimination under Title IX, shall never deprive any individual of his/her rights guaranteed under the U.S. constitution.

At any time, a complainant alleging sex discrimination or sexual harassment may file a formal complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (1-617-289-0111)

The Title IX Coordinator for the District is _____, whose office is located at _____ and whose telephone number is _____ , and whose email address is_____.

Legal Reference: United States Constitution, Article XIV

Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88.

Personnel -- Certified/Non-Certified

Students

Title IX: Grievance Procedure/Complaint Process

Legal Reference: (continued)

Title IX of the Education Amendments of 1972, 20 USCS §1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 CFR §106, *et seq.*

Title IX Final Rule, 34 CFR 106.45 *et seq.*, May 6, 2020

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

The Clery Act, 20 U.S.C. §1092(f)

The Violence Against Women Act, 34 U.S.C. §12291(a)

Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26,1998)

Gebbser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)

Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

Conn. Agencies Regs. §46a-54-200 through §46a-54-207

Constitution of the State of Connecticut, Article I, Section 20.

P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

Regulation approved:
cps 6/20

4000.1
5145.44
Form

_____ PUBLIC SCHOOLS

COMPLAINT FORM REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT

Name of the complainant:_____

Date of the complaint:_____

Date of the alleged discrimination/harassment: _____

Name or names of the discriminator(s) or harasser(s):_____

_____

Location where such discrimination/harassment occurred:_____

Name(s) of any witness(es) to the discrimination/harassment:_____

_____

Detailed statement of the circumstances constituting the alleged discrimination or harassment:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature of Complainant Date

_____

P.A. 21-92 An Act Concerning Emergency Action Plans for Interscholastic and Intramural Athletic Events

This Act requires each school district and private school to create and apply, starting with the school year beginning July 1, 2022, an emergency action plan to respond to serious and life-threatening sports-related injuries during interscholastic or intramural athletic events.

Under the Act, each plan must:

1. have procedures to follow when a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event, and
2. include certain components, such as the staff responsible for implementing the plan.

The Act requires it to be developed in consultation with local emergency medical services providers and allied health professionals. The plan must be reviewed annually, updated as necessary, and annually rehearsed by the implementing staff.

The Act also specifies staff qualifications related to the plan; the method of plan distribution and posting; and that a board of education may accept gifts, grants, or donations for the plan's development and implementation.

Required Plan Components

The Act requires that each emergency action plan include the following:

1. A list of the school employees, coaches, or licensed athletic trainers who will be responsible for implementing the plan and a description of responsibilities for each person;
2. The location or venue where the athletic events occur;
3. A description, including the location, of the equipment and supplies available at athletic event sites that will help these people respond to an emergency;
4. The procedures to follow when a student sustains a serious sports-related injury, including:
    a. responding to the injured student;
    b. summoning emergency medical care;
    c. assisting first responders arriving for the student; and
    d. documenting the actions taken;
5. The protocols to follow during cardiac or respiratory emergencies, including operating an automatic external defibrillator; using cardiopulmonary resuscitation (CPR); or administering medication in accordance with state law on school staff administering medication to students at school athletic events;
6. The protocols to follow when a student shows signs, symptoms, or behaviors consistent with a concussion or is diagnosed with one, in accordance with the state law on concussions, including immediately removing the student from a game;
7. The protocols to follow when a student suffers a traumatic brain injury or spinal cord injury, which must:
    a. include instructions based on the level of training of the person implementing the plan;
    b. meet best practices and state law; and
8. The protocols to follow for heat and cold-related emergencies, which must meet current professional standards.

Staff

Under the Act, any school employee, coach, or licensed athletic trainer identified in the emergency action plan must be CPR certified and have completed a first aid course offered by the American Red Cross (ARC), the American Heart Association (AHA), the Department of Public Health, a health director, or an organization using AHA and ARC first aid guidelines.

Plan Distribution

The Act requires each board of education to:

1. Distribute the plan to all school employees, coaches, and licensed athletic trainers identified in the plan;
2. Post it in all athletic facilities and at all sites where interscholastic and intramural athletic events take place; and
3. Make it available on the school district's or school's website.

Resources for Plan Development

In developing and implementing the emergency action plan, a school may use existing and appropriate public or private materials, models, personnel, and other resources and accept gifts, grants, and donations, including in-kind donations, designated for the plan.

The effective date of this legislation is July 1, 2021.

Policy Implications

A new policy, #5141.72, "Student Sports – Emergency Action Plans," has been developed and follows for your consideration. This is considered a recommended policy for inclusion in the district's policy manual.

A mandated policy to consider.

Students

Student Sports – Emergency Action Plans

The Board of Education (Board) recognizes that emergency situations may arise at any time during interscholastic and intramural athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant's emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school employees (and sports medicine teams) must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques, and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the staff should enable each emergency situation to be managed appropriately.

Emergency Action Plan Development

The Board directs the Superintendent or his/her designee to create and apply, starting with the school year beginning July 1, 2022, an emergency action plan (plan) to respond to serious and life-threatening sports-related injuries during interscholastic or intramural athletic events. Such plan must have procedures to follow when a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event, and include required components enumerated in P.A. 21-92.

The plan must be developed in consultation with local emergency medical services providers and allied health professionals. The plan must be reviewed annually, updated as necessary, and annually rehearsed by the implementing staff.

Plan Components

In compliance with P.A. 21-92, the plan must include the following:

1. A list of the school employees, coaches, or licensed athletic trainers who will be responsible for implementing the plan and a description of responsibilities for each person;

2. The location or venue where the athletic events occur;

3. A description, including the location, of the equipment and supplies available at athletic event sites that will help these people respond to an emergency;

Students

Student Sports – Emergency Action Plans

Plan Components (continued)

4. The procedures to follow when a student sustains a serious sports-related injury, including:

    a. responding to the injured student;
    b. summoning emergency medical care;
    c. assisting first responders arriving for the student; and
    d. documenting the actions taken.

5. The protocols to follow during cardiac or respiratory emergencies, including operating an automatic external defibrillator; using cardiopulmonary resuscitation (CPR); or administering medication in accordance with state law on school staff administering medication to students at school athletic events;

6. The protocols to follow when a student shows signs, symptoms, or behaviors consistent with a concussion or is diagnosed with one, in accordance with the state law on concussions, including immediately removing the student from a game;

7. The protocols to follow when a student suffers a traumatic brain injury or spinal cord injury, which must:

    a. include instructions based on the level of training of the person implementing the plan;
    b. meet best practices and state law; and

8. The protocols to follow for heat and cold-related emergencies, which must meet current professional standards.

Staff Requirements

Any District employee, coach, or licensed athletic trainer identified in the emergency action plan must be CPR certified and have completed a first aid course offered by the American Red Cross (ARC), the American Heart Association (AHA), the Department of Public Health, a health director, or an organization using AHA and ARC first aid guidelines.

Plan Distribution

The Emergency Action Plan is to be distributed to all school employees, coaches, and licensed athletic trainers identified in the plan. It shall also be posted in all athletic facilities and at all sites where interscholastic and intramural athletic events take place and is must be posted on District and/or school's websites.

Students

Student Sports – Emergency Action Plans

(cf. 5125.11 – Health/Medical Records HIPAA)
(cf. 5141 – Student Health Services)
(cf. 5141.21 – Administration of Medications)
(cf. 5141.25 – Food allergy Management)
(cf. 5141.26 – Emergency Situations with No Nurse in School)
(cf. 5141.27 – Use of Automatic External Defibrillators)
(cf. 5141.28 – Sudden Cardiac Arrest)
(cf. 5141.7 – Student Sports-Concussions/Head Injuries)
(cf. 5141.71 – Exertional Heat Awareness Plan)
(cf. 5142 – Student Safety)
(cf. 5141.3 – Health Assessments & Immunizations)
(cf. 6145.2 – Interscholastic/Intramural Athletics)

Legal Reference: Connecticut General Statutes
P.A. 21-92 An Act Concerning Emergency Action Plans for Interscholastic and Intramural Athletic Events.
10-204a Required immunizations, as amended by PA 15-174 & PA 15-242 and PA 21-6.
10-204c Immunity from liability.
10-205 Appointment of school medical advisors.
10-206 Health assessments, as amended by PA 07-58, PA 11-179 and PA 18-168.
10-207 Duties of medical advisers.
10-208 Exemption from examination or treatment.
10-208a Physical activity of student restricted; boards to honor notice.
10-209 Records not to be public.
10-212 School nurses and nurse practitioners.
10-212a Administration of medicines by school personnel.
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g).
42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Policy adopted:
cps 11/21

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

Mr. Brian Murphy
Superintendent of Schools
5 Minortown Rd. Woodbury, CT 06798 | Phone: (203) 263-4339 | Fax: (203) 263-0372
email address: bmurphy@ctreg14.org |www.ctreg14.org

Board of Education Meetings
January - December 2024
All Regular Meetings begin at 6:00 pm
The Flanders Room
Mitchell Elementary School
****except where noted ****

Day	Date	
Tuesday	January 2nd	
Tuesday	January 16th	
Monday	February 5th	
Monday	February 26th	** Bethlehem Elementary School **
Monday	March 4th	
Monday	March 11th	Budget Workshop
Monday	March 18th	Regular Meeting/Budget Workshop
Monday	March 25th	Presentation to Towns' BOS and BOF (WMS Cafeteria)
Tuesday	March 26th	Public Hearing Budget (NHS Auditorium)
Monday	April 1st	Meeting to Adopt BOE 24-25 Budget
Monday	May 6th	District Meeting (Budget) & Regular BOE Meeting
Tuesday	May 7th	Budget Referendum to Vote on 24-25 Budget Proposal
Tuesday	May 21st	** Bethlehem Elementary School **
Monday	June 3rd	
Monday	June 17th	
Monday	July 15th	
Monday	August 19th	
Tuesday	September 3rd	
Monday	September 16th	
Monday	October 7th	
Monday	October 21st	
Monday	November 4th	** Bethlehem Elementary School **
Tuesday	November 19th	
Monday	December 2nd	

DRAFT

The Regional School District 14 Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, gender identity or expression, sexual orientation, or disability in its programs, activities, and employment practices as set forth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504. Any person having inquiries concerning Regional School District 14 Public Schools' compliance with Section 504, Title VI or Title IX should contact: Dina Ericson, Director of Student Services, Regional School District 14, 5 Minortown Road,, PO Box 469, Woodbury, CT 06798 (203) 263-6356.

FIELD TRIP REQUEST FORM

Revised 10/11/2023

Procedural Guidelines: Field trips are covered under Board policy 6153. Field trips should support course or club curriculum. The following parameters will be applied to all field trips:

- Three weeks prior to the field trip (or six weeks prior to an out of state overnight trip) submit this field trip request form with a curriculum justification statement and a proposed roster of students.
- Upon approval of the trip, formalize all arrangements for transportation and other costs.
- Ensure that all students and parents complete and sign the permission form.
- Provide alternative plans for students who are not attending the field trip.
- Submit a final roster of participating students to all faculty and administrators at least 7 calendar days prior to trip. The list cannot be changed after this point. (There are no refunds after this point.)
- Blackout dates apply including: first week of each semester, last week of each quarter, week before, during and after Smarter Balance; exam week; last week of April; the month of June. SAT & PSAT (see your school administrator for more information).
- On the morning of the trip, submit the final roster and a copy of every permission form to the attendance secretary.
- Keep the original permission forms in your possession throughout the trip.
- Students will be allowed to take 5 field trip days per marking period/ 12 trip days per year. It is both the student's and the sponsoring teacher's responsibility to know this. The main office will publish a field trip attendance report upon request.

RECEIVED
OCT 25 2023

Field Trip Request Form

Date of Request: 10/18/2023	**Title and Destination of Trip:** National Farm Machinery Show Louisville, KY	**Date of Trip:** 2/14/2024 - 2/17/2024
Sponsoring Department: Agriscience	**Person in Charge:** Drew Zielinski	**Is this an overnight trip?** YES __X__ No_____
Number of Students: 25 **Number of Busses**	**Number of Chaperones:** 2	**Names:** Tom DiMarco & Mykal Kuslis (or a parent)
Type of Trip: **Educational [x] Recreational [ ]**	**Time of Departure:** 7:30am **Time to Arrive:**	**Time of Expected Return:** 8:00pm on 2/17/2024
Mode of Transportation: Coach Bus	**Cost of Transportation:** $13,000	**Cost of Food:** $300 - 400
Cost of Lodging: $4125	**Other Costs:** Farm Show Entry $35.00	**Other Costs:** National Championship Tractor Pull $1632.00
Total Cost of Trip: $20,389.00	**Source of Revenue:** Student funded	**Student Cost:** $400 - $500

Cost Checklist: See attached

Checklist:

_____ *Transportation*	_____ *Yes*	_____ *No*	*Cafeteria Notified*
_____ *Food*	_____ *Yes*	_____ *No*	*Substitute Arranged*
_____ *Lodging*	_____ *Yes*	_____ *No*	*Master Calendar Notated*
_____ *Other*	_____ *Yes*	_____ *No*	*Plans Made for Non-Attendees*
$_____ *Total*	_____ *Yes*	_____ *No*	*Tracphones needed* _____ *# of phones*

Signature of Person in Charge of the Field Trip: [signature] Date of Signature: 10/19/2024

FIELD TRIP APPROVAL PROCESS

	Approved	Not Approved	Date
Department Chair	[signature]		10/14/23
Principal	[signature]		10/23/23
Superintendent	[signature]		10/26/23
Board of Education (For overnight, out-of-state trips)			

IN-STATE DAY TRIPS
OUT-OF-STATE DAY TRIPS
IN-STATE OVERNIGHT TRIPS

Approved by Principal

Approved by Superintendent

OUT-OF-STATE OVERNIGHT TRIPS

Approved by Principal

Approved by Superintendent

Approved by Board of Education

USE OF ALL STAR TRANSPORTATION

When the field trip is approved, the main office secretary will fax this form to All Star Transportation at (203) 263-0841.

Date of Trip: _____ Destination: _____

Departure Time: _____ Time to arrive at event: _____ Time to leave event: _____ Return Time: _____

Number of Students and Chaperones: _____ Number of Busses needed _____

Secretary's Signature: _____

TEACHER IN CHARGE MUST EMAIL PAM.NEWTON@ALL-STARTRANSPORTATION.COM, SHE WILL THEN RESPOND WITH A PRICE QUOTE AND ESTIMATED TIME AND MILEAGE OF EACH

Field Trip Permission Form Parent Section

Dear Parent or Guardian: A field trip has been planned involving your child. If you approve of your child's participation, please complete the following information.

Field Trip date: Feb 14, 2024 - Feb 17, 2024 Destination: National Farm Machinery Show Louisville, KY

Mode of Transportation: Coach Bus Cost to Student: $500.00

Departure Time: 7:00 am Return Time: 7:30 pm

Overnight: Yes X No____ (If yes, roommates will be assigned; students' requests will be considered.)

My child, _____, has my permission to go on the described field trip. I give my permission for emergency medical care if the need should arise. The trip sponsor should know about the following medical conditions (if applicable):

_____.

Here is the emergency contact and any other additional medical information that may assist in caring for my child:

_____

I understand that field trip arrangements are based on the number of students who choose to participate. Students may receive a refund if they cancel their reservations eight or more days before the field trip date. Refunds cannot be given after that time.

Parent Signature:_____ Date: _____

Field Trip Permission Form Student Section

I understand that I am responsible for obtaining permission from teachers to attend this field trip. I am responsible for all work missed during this activity, making prior arrangements for missed tests and quizzes, obtaining class notes, and completing missed homework. I also understand that I am responsible to follow the rules established by the school and the organization hosting the field trip.

Student's Signature:_____ Date: _____

Principal's Signature: _____

The National Farm Machinery Show (NFMS) is the largest indoor ag trade show in the United States. The show includes the latest and greatest in new agricultural equipment, new product launches, alternative energy, and others. Students can also join seminars throughout the show that are led by industry leaders. Students will be able to make connections with agricultural businesses as well as learn about the latest in agricultural technology.

In addition to the NFMS, students will be able to tour the New Holland Haytools factory as well as Mayer Agri-Equipment in Ohio. New Holland is a major manufacturer of both agricultural and construction equipment and offers tours to the public. Mayer is a large used equipment dealer in Ohio that specializes in specialty harvesters such as combines, forage harvesters, and the attachments associated with that equipment.

EVENT INFO

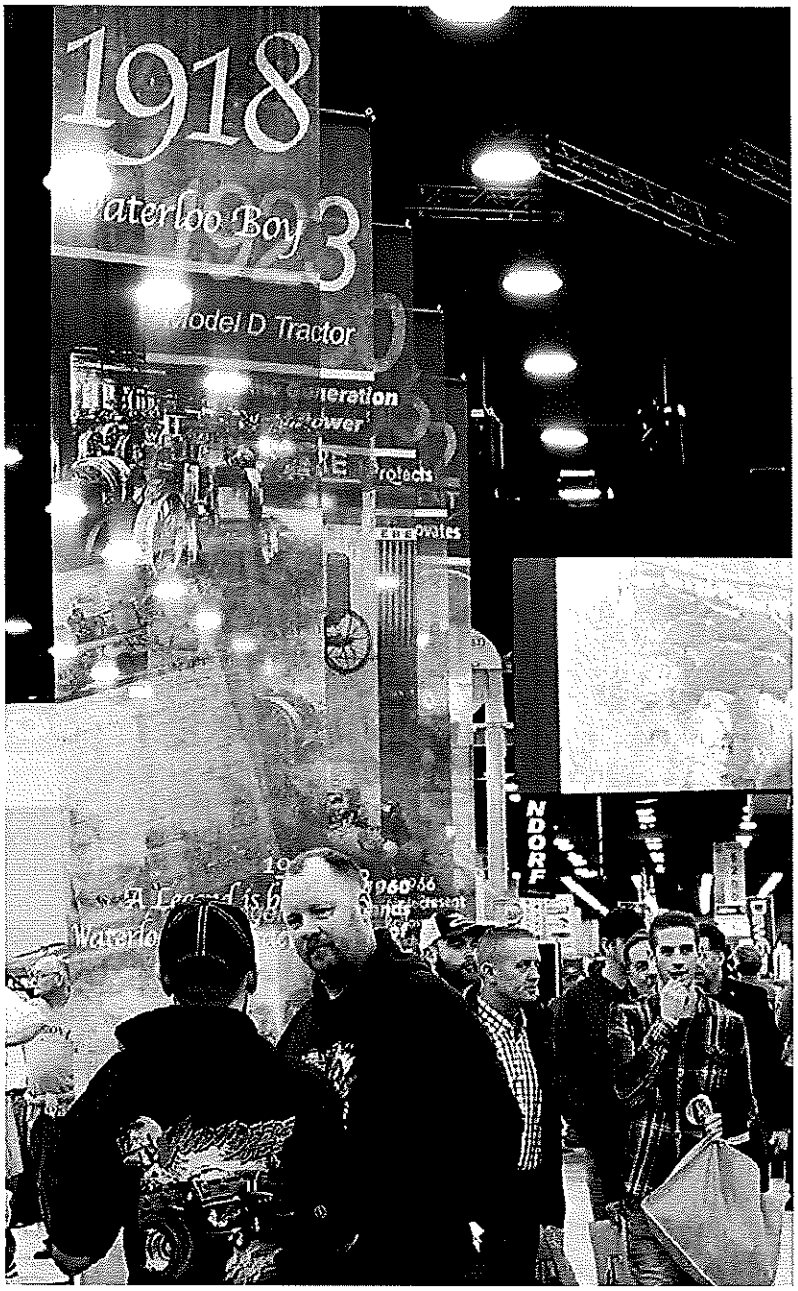
ABOUT THE SHOW

We look forward to seeing you Wednesday, Feb. 14 through Saturday, Feb. 17, 2024 for the 58th National Farm Machinery Show.

The National Farm Machinery Show has offered the most complete selection of cutting-edge agricultural products, equipment and services available in the farming industry. Business professionals from around the world gain knowledge and hands-on access to various technological advancements needed for the upcoming farming season during the four-day show.

The Kentucky Exposition Center is completely sold out with more than 1.2m sq. ft. activated, making it the country's largest indoor farm show. Nearly every major line of farming equipment will be on display allowing attendees to compare products side by side. The most innovative technology and new product launches are available to agribusiness professionals, as well as alternative energy information and solutions to the challenges facing today's agribusiness industry.

In addition to seeing the newest products on the market, visitors can attend free seminars led by industry experts.



SHOW HISTORY

The agricultural industry has continued to evolve. Rural family farms marked the landscape before big business boomed. Americans, who once relied on subsistence farming, shifted to large-scale, industrialized, vertically integrated "agribusiness." Yet through the boom and bust, the traditions and the new conventions, the National Farm Machinery Show has found a niche that satisfies the changing needs of developing farmers.

Two shows shaped the beginnings of the National Farm Machinery Show. In 1963, the University of Kentucky sponsored an electricity demonstration and exhibit for farmers in Lexington. That initial show opened the door, eventually expanding to include more types of power including agricultural power.

In addition, the most prominent and popular commercial exhibitors during the first forty years of the Kentucky State Fair were related to the farming industry. Power equipment valued at half a million dollars at the Farm Implement Show took up more than thirty acres of the fairgrounds. Due to its popularity and the growing agricultural interests in the region, many knew the time was ripe to expand.

Ultimately in February 1965, a few hundred farmers, salesmen and crop experts gathered in the Kentucky Fair & Exposition Center to start a farm show. That year, commodity prices were high and farmers were experiencing record-high profits. The farm show then added an entertainment element four years after its inception with the Championship Tractor Pull. In 1969, the first Championship Tractor Pull was the first major indoor event in Freedom Hall and attracted 66 tractors in three classes. Now the nation's oldest tractor pull continues to enjoy popularity with people whose heroes are farmers and whose obsessions revolve around machinery and horsepower.

Louisville's location in the agriculturally-rich Midwest and Southern corridor was accessible and attractive to farm equipment manufacturers and dealers from around the nation. The exhibitors found an organized show in a central location where they could display their agriculture products, services, and equipment to an interested audience of professional and recreational farmers. The once-tiny farm show is now the nation's largest indoor ag trade show and plans to host over 300,000 attendees and exhibitors.

Salespeople and industry experts spread over 27 acres of interconnected indoor exhibit space educating farmers and looking for potential buyers. The show, now in its fifth decade, showcases innovative technology, new product launches, and alternative energy, among others. In addition to gaining hands-on access to the newest and most innovative products on the market, attendees will also benefit from the selection of free seminars led by some of the industry's top experts.

Industry officials and manufacturers seem to universally agree that, while large equipment sales remain strong, significant opportunities exist with the smaller-acreage farming machines. And that bodes well for the staying power of the National Farm Machinery Show. With more than 900 booths, the show floor provides farming equipment, technology and gear for every attendee.

Because the show is early in the farming season, it tends to help forecast the season to come. A feat foreshadowed by then-Kentucky Governor Edward Breathitt, who remarked at the opening address of the second annual National Farm Machinery Show that the future of the show has "untold educational benefits" and "a myriad of other possibilities [for the] agricultural industry."

PLAN YOUR VISIT

Dates:
Wednesday, February 14 through Saturday, February 17, 2024

2023 Hours (EST):
9:00 a.m. - 5:00 p.m. daily - Show Floor
9:00 a.m. - 6:00 p.m. daily - Gift & Craft Market

Location:
Kentucky Exposition Center, 937 Phillips Lane, Louisville, KY 40209

Admission to the event is free.

Parking at the Kentucky Exposition Center is $12 per vehicle.

Seminars:

- Information will be provided closer to the 2024 event.

Additional Details:

- Information will be provided closer to the 2024 event.

© 2023 National Farm Machinery Show

February 14 -

Pickup Wamogo, Pickup Woodbury

Drive halfway, factory tour of New Holland Factory, New Holland, PA

Drive to hotel (Near Somerset, PA Approx 6 hr drive - Holiday Inn Express)

February 15 -

Leave Hotel: 8:00AM

Drive to NFMS (from Near Somerset PA is Approx 6.5 hours)

Stop at Mayer Agri-Equipment in Wilmington, OH (4 hours from Somerset and 2.5 for NFMS)

Arrive NFMS/Louisville: 4:30-5:00pm

February 16 -

Attend NFMS All day (need to call to get ticket information/group rate for FFA members)

Attend National Tractor Pull Championship 7:00PM ($32 per person approximately - ticket info out 11/24/23)

February 17 - Return to CT

Leave: 6:00am
Return ETA: 7:30pm

EXPENSES: Based on 44 Students and 6 Chaperones

Bus: $13,000 (Coach Tours: Brookfield, CT)

Room Cost PA (x15): Per Room is $125 and $1,875 Total

Room Cost Louisville(x15): Per Room is $150 and $2,250 Total

Ticket Costs: (Tractor Pull: $1,632) (NFMS Entry: CALL and Ask ($30 est.)

Chaperone Cost (3):

Food: On each individual

TOTAL COST: $20,389 TOTAL COST PER STUDENT: Approx $500
Final Price TBD based on pricing at reservation.