

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee of the
Trumbull Board of Education
Special Meeting
Long Hill Administration Building

Tuesday, January 23, 2024-- 5:30p.m.

Agenda

- I. Call to Order/Introduction
- II. Correspondence/Public Comment
- III. Approval of Minutes 10/17/2023
- IV. New Business
 - a. Policy 5113- High School Attendance: Update for New Bell Schedule
 - b. Policy 1316/Public Conduct at School-Sponsored Activities: Update to School/Community Relations
 - c. Near Future Policy Work- Update to Comply with New State Definitions
 - 5131.911–[Bullying- Prevention & Intervention](#)
 - 5131.912–[Bullying: Safe School Climate Plan](#)
 - d. Discussion of Dates and Times for 2024 Meetings
 - i. Suggested Time- 5:30
 - ii. March 5, 2024, May 14, 2024, Sept 17, 2024, and Oct 15, 2024

TRUMBULL PUBLIC SCHOOLS TRUMBULL, CONNECTICUT

Policy Committee of the Trumbull Board of Education Regular Meeting

Tuesday, October 17, 2023-- 5:30p.m.

Minutes

- I. The meeting was called to order at 5:32pm.

Members Present

T. Gallo, Chair of Policy
M. Petitti, BOE Member
T. Chaudhary, parent representative
T. Gray, parent representative
P. Coppola, TAA representative
N. Konstantinidis, student representative
K. Totten, student representative
Mike Ward, community representative
S. Iwanicki, Ed.D., administrative designee

Members Absent

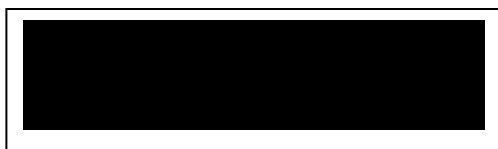
A. Squicciarro, BOE Member
C. Turrieta, parent representative
B. O'Connor II, community rep
N. Banks, TEA representative

- II. Correspondence/Public Comment- No public comment has been received.
- III. Approval/Minutes –5/2/2023 T. Gallo made a motion to approve the minutes of the 5/2/2023. M. Petitti seconded. The motion passed unanimously.
- IV. New Business-
- a. Dr. Iwanicki shared that due to Connecticut Public Act 22-87, "An Act Concerning the Identification and Prevention of the Response to Adult Sexual Misconduct Against Children," as well as recommendations from the Connecticut Association of Boards of Education (CABE,) Trumbull Public Schools (TPS) is asking the Policy Committee to revise to *Policy 5141.4 Reporting of Child Abuse, Neglect, and Sexual Assault* as well as *Policy 5145.511 Sexual Abuse Prevention and Education Program*. The changes will ensure annual notification of mandated reporting regarding sexual abuse resources as well as prevention. TPS has already included the recommended resources within this year's annual notifications and trainings. These revisions seek to ensure our policy parallels our practice. Mrs. Gray noted the redundancy of mandated reporter statement in the first addition. It was shared that the language from CABE may have been seeking

to reiterate that these issues must be shared electronically *every year* and that all staff are mandated reporters. Mr. Gallo added that it was very commonly discussed each year. Mr. Gallo motioned to approve the revisions to Policy 5141.4 Reporting of Child Abuse, Neglect, and Sexual Assault and bring them to the Board for full approval. Mrs. Petitti seconded. The motion passed. The motion passed unanimously. Mr. Gallo further motioned to approve the revisions to 5145.511 Sexual Abuse Prevention and Education Program and bring them to the Board for full approval. Mrs. Petitti seconded. The motion passed unanimously.

- b. Dates for Future Meetings and Next Policies for Revision- Mrs. Petitti inquired if the committee should establish next dates for the Policy Committee to meet and it was agreed to establish the next dates for the Policy Committee after the new Board members are decided. It was shared policy which may be brought forward to the Policy Committee for revision is 6112.2 Allotment of Time, Grades K-5. Additionally, any mandated revisions due to changes in the law will be brought forward for revision.

Mrs. Petitti made the motion to adjourn at 6:19pm. Mr. Gallo adjourned the meeting at 7:15pm.



SECTION: 5000
CATEGORY: Students
POLICY CODE: 5113/High School Attendance /
Loss of Credit

HIGH SCHOOL ATTENDANCE / LOSS OF CREDIT

Policy Statement

The Trumbull Board of Education believes that regular school attendance is essential for an effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity.

Regular school attendance is both encouraged and mandated. The primary responsibility for adherence to regular attendance rests with the student's parents/guardians and the individual student. The District will comply with Connecticut State Statutes related to compulsory school attendance.

The Connecticut General Statutes requires students over five and under eighteen years of age to attend school on a regular basis, unless (1) they graduate from high school or (2) their parents/guardians consent to the youngster leaving school at age seventeen. The student's parent/guardian must appear at the high school to sign a form for withdrawing the student from school. The District will provide the parent/guardian with information about educational options available in the school system and in the community.

Trumbull Public Schools recognizes that students may occasionally miss school or class for legitimate reasons. These reasons, when documented by a parent/guardian/school administrator/physician, will be reviewed and may be taken into consideration when a student's absences become excessive.

Excessive absences will warrant appropriate follow-up action by the school and may lead to loss of credit.

The Board of Education strongly believes that family vacations should not take place when school is in session.

Adopted: 7/26/1988
Revised: 7/18/1989, 11/22/1994,
10/8/1998, 7/16/2002, 9/7/2004,
7/14/2009, 6/6/2012, 9/4/2012,
8/6/2013, 2/13/2018, 8/28/2018,
3/26/2019, 7/9/2019, 5/3/2022,
3/28/23

References

- Connecticut Public Act 17-14, “An Act Implementing the Recommendations of the Department of Education”
- Connecticut Public Act 22-47, “An Act Concerning Children’s Mental Health”
- Connecticut General Statutes §§10-184, 10-186, 10-198a, 10-198b, 10-198c, 10-198d, 10-210, 27-103, 46b-149
- Connecticut State Department of Education, “Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention”
- Connecticut Public Act 21-46, “An Act Concerning Social Equity and the Health Safety and Education of Children”

- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 6115.1: Protected Prayer
- Trumbull Board of Education Policy Code 6173: Homebound and Hospitalized Instruction

Regulations

The high school attendance policy follows the Response to Intervention (RTI) formula to offer a tiered approach to attendance monitoring and behavior correction. Each time a student reaches the next attendance threshold, more faculty members become involved in informing the student and the parent of the upcoming consequences and changing the student's behavior. The formal notification process will be supplemented with daily calls through an automated calling system to the homes of absent students. Additionally, schools may request a meeting with families to discuss interventions which may assist in preventing absenteeism. A pattern of absenteeism may also trigger referral to the Youth Service Bureau or a similar community-based service as outlined in Connecticut State Statutes §§10-198a., 10-19m, and 46b-149.

Annually at the beginning of the school year, and upon any enrollment during the school year, parents/guardians will be notified of their obligations pursuant to student attendance. (Please see Student Handbook, www.trumbullps.org, under "Trumbull High School.")

I. Regulations for THS Attendance toward Course Credit

A. General Principles

- Communication is essential for success in teaching and learning.
- Student seat time is important to learning.
- Intentionally missing class will incur penalties and affect grades.
- Attendance issues need to be resolved as soon as possible, but no later than one school day after the student's return to school.
- Attendance will be taken by teachers in each period of the day; however, attendance calls to students' homes will be based upon attendance in the designated official attendance period.

Classroom (period) attendance will be recorded electronically by the teacher. It is the student's responsibility to notify his/her teacher when the student will be absent from class and arrange to make up missed work if the absence has been verified by a parent/guardian to the appropriate House Office within one school day of the student's return.

B. Parent/Guardian Responsibility

It is the responsibility of the parent/guardian to monitor his/her child's attendance via the District parent portal at www.trumbullps.org, student report card, and/or contacting the student's House Office.

It is the responsibility of the parent/guardian to report his/her child's absence to the school each day by calling the student's House Office between 7:30 a.m. – 9:30 a.m. and speaking with school staff directly or leaving a message on voicemail. Notification must be sent to the student's House Office upon his/her return within one school day after the student has returned from his/her absence. Notification must include the student's name, date(s) of absence, and reason for the absence along with a daytime phone number where a

parent/guardian can be reached for verification. In addition, parents/guardians are encouraged to submit official verification of any activity for which verification is required in order for said activity not to count toward the student's absence bank; see Section I.C.1 below.

C. Absence Bank

For each course, students will have an absence bank, consisting of both excused/verified and unexcused/unverified absences, which is a set number of absences before credit is lost in the course. For more information, please see Appendix A of this policy with calculations for each credit type.

~~For all courses, the student will lose the amount of credit designated for that particular course once the absent bank reaches more than 11% of the class meeting days. For example, a student in a one-credit class who has 20 or more absences from class in the absence bank, will lose credit for that course. Please see the chart below for further examples:~~

~~Attendance Thresholds~~	~~Full Credit Course (1.0)~~	~~Half Credit Course (0.5)~~	~~Quarter Credit Course (.25)~~
~~Number of Classes~~	~~181 days~~	~~90 days~~	~~45 days~~
~~Days Missed Threshold 1st Notification (4%)~~	~~7 absences~~	~~3 absences~~	~~2 absences~~
~~Days Missed Threshold 2nd Notification (8%)~~	~~14 absences~~	~~7 absences~~	~~4 absences~~
~~Days Missed Loss of Credit (11%)~~	~~20 absences~~	~~10 absences~~	~~5 absences~~

Classes generally meet 3 out of every 4 cycle days. For threshold calculation, class meeting days should be used rather than school days. The school year also contains days on which special schedules are run, during which classes don't meet in the normal fashion. The table below contains adjusted figures:

Attendance Thresholds	Full Credit Course (1.0)	Half Credit Course (0.5)	Quarter Credit Course (.25)
Number of Classes	169 days: 127 meetings	85 days: 64 meetings	43 days: 32 meetings
Days Missed Threshold 1st Notification (4%)	6 classes (4.7%)	3 classes (4.7%)	2 classes (6.25%)
Days Missed Threshold 2nd Notification (8%)	11 classes (8.7%)	6 classes (9.4%)	3 classes (9.4%)
Days Missed Loss of Credit (11%)	14 classes (11.0%)	8 classes (12.5%)	4 classes (12.5%)

A student who loses credit for a particular course due to excessive absences will need to seek approval from the student's House Principal and the THS Principal in order to retake said course in summer school.

1. Exclusions from Absence Bank Calculations

School-related activities do not count towards the absence bank limit. These include:

- bus delay or failure confirmed by the transportation provider;
- approved field trips, including curricular, cocurricular, and extracurricular trips, as well as athletic and other school-sponsored events;
- extraordinary educational opportunities pre-approved by District administrators in accordance with Connecticut State Department of Education guidelines (see Section IV below)
- meetings with school personnel such as a school nurse, the student's school counselor, the student's case manager, etc.; and
- suspension or expulsion from school.

Certain other activities also do not count towards the absence bank limit provided that official verification is provided to the school. These include:

- college visitations, up to two per year, for 11th- and 12th-graders (documentation from the college required);
- mandated court appearances (documentation from the court clerk or attorney required);
- death in family (documentation verifying relationship required);
- student illness requiring absence (documentation from treating health care professional required), not including non-illness-related appointments with health care professionals that can be made outside regular school hours; and
- religious observance (documentation of religious observance required)
- mental health days, up to two non-consecutive days, during the school year. Such absence is to permit the student to attend to his/her emotional and psychological well-being in lieu of attending school (documentation from parental/guardian required), such absence(s) shall be identified as a "mental health wellness day."

A student will be exempt from the absence bank provisions of this policy if it is so noted on the student's IEP, Section 504, or Individualized Health Care Plan.

2. Excused/Verified Absences in the Absence Bank

Absences beyond those in Section I.C.1 above will be considered excused/verified provided that a parent/guardian note is presented to the House Office within the previously mentioned one-school-day timeframe.

Students with excused/verified absences from school or class will be given appropriate opportunity to make up class work they have missed in order to complete curriculum requirements. Failure on the part of the student to complete his/her responsibility in making up missed work will impact his/her grade.

3. Unexcused/Unverified Absences in the Absence Bank

Absences beyond those in Section I.C.1 above will be considered unexcused/unverified if a parent/guardian note is not presented to the House Office within the previously mentioned one-school-day timeframe. Class cuts will also count as unexcused/unverified absences. A class cut is defined as any time a student has reported to school but does not report to his/her designated class, and does not have staff permission to be in any other location. Class cuts may not be excused/verified by a parent/guardian phone call or note. Class cuts are subject to disciplinary action as set forth in Board of Education Policy 5131, “Student Standard of Conduct.”

As a result of a class cut or an unexcused/unverified absence, a student will not earn credit for class work/assessments missed and will not be provided makeup privileges.

If unexcused/unverified absences, including class cuts, amount to more than 50% of a student’s total absences, the student may not be eligible to retake said course in summer school.

D. Absences and Participation in Extracurricular Activities

Any student who has not reported to school or is not present for at least half of the scheduled school day is considered absent from school. Students who are considered absent from school will not be permitted to participate in any extracurricular activity (e.g., athletic practice, game, rehearsal, performance, etc.). Coaches and advisors will monitor attendance to ensure compliance with this regulation. Exceptions to this policy will be considered by the Principal or his/her designee only upon receipt of a written request from the parent/guardian and will be handled on an individual basis.

E. Tardiness to Class

Students who are tardy (both excused/verified and unexcused/unverified) and miss more than 20% (time) of a class will be marked as absent for the class. This absence will count towards the absence bank, and the excused/verified, unexcused/unverified designation will apply towards determining eligibility for making up work missed. Student tardies that are less than 20% (time) of a class will not count towards the absence bank, but may be considered by the Appeals Board if an appeal for reinstatement of lost credit is made. When students leave school and return to school for any reason, the House Office will note the time on the student’s pass back to class so it can be recorded properly in accordance with the 20%-tardy designation. Please see *Student Handbook*, www.trumbullps.org, under “Trumbull High School” for procedures.

F. Late Arrival/Early Release (grades 11 and 12 only)

Students with assigned study halls either Time Slot 1, 2, 7, or 8 will be excused from school with parental permission and completion of necessary documentation. This privilege may be revoked as a result of disciplinary action or academic need/failure.

G. Early Dismissal

If an early dismissal request is for an excused/verified absence from an instructional period or periods, the student must submit the written request from a parent/guardian to the House Office on or before the day of the request. If the note is not received, the absence will be considered a class cut or an unexcused/unverified absence. The provisions of this section do not apply to early dismissals for unanticipated illness reasons, which should be processed through a school nurse in accordance with Section I.C.1 above.

H. Notification of Potential Loss of Credit

The parent/guardian will receive a formal notification letter from the school upon a student's crossing of each attendance threshold.

- The first notification will be sent once a student has missed 4% of the scheduled class meeting days accumulated to the student's absence bank. See above section 1.C *Absence Bank* for a table with examples.
- The second threshold notification will be sent once a student has missed 8% of the scheduled class meeting days accumulated to the absence bank. See above section 1.C *Absence Bank* for a table with examples.

I. Appeal Procedure

Once a student loses credit in a course, the student will have the opportunity to appeal the loss of credit through the submission of an appeals packet designed to provide evidence demonstrating that his/her excessive absences were necessary. Whatever is submitted at this time should be supplemental to any documents that were required as per the policy of reporting absences within a one-school-day time period after the student has returned from his/her absence. The completed appeals packet must be received no later than the last class day of the semester in which credit has been lost, unless otherwise notified.

There will be one non-House-specific Appeals Board for the school. The Appeals Board will have five members made up of two general education teachers, one special education teacher, a school counselor, and an administrator. This Appeals Board will review submitted documents, make a decision, and rule on cases. If class cuts (unexcused/unverified) amount to more than 50% of a student's total absences, the student will automatically be disqualified for credit recovery. The Appeals Board will make its decision based on the data provided at the time the absences occurred and any pertinent supplemental documents. The Appeals Board will review pertinent student academic and attendance records maintained by the District before making a decision.

If at least three of the five Appeals Board members vote in favor of credit recovery, the student and parent/guardian will receive a phone call and a letter mailed to the home informing them of the Appeals Board's affirmative decision. If at least three of the five Appeals Board members vote against credit recovery, the student and parent/guardian will receive a phone call and a letter mailed to the home informing them of the Appeals Board's negative decision.

In rare cases of extenuating circumstances, an affirmative decision to grant credit recovery may be made by the student's House Principal after discussion with the THS Principal. The House Principal will document his/her decision in writing in a letter mailed to the home.

- J. Forms to support the implementation of this policy will be developed and reviewed periodically by the Assistant Superintendent or his/her designee.

II. Regulations for Determining Truancy

Solely for determining truancy, in accordance with Connecticut General Statutes, "absence" means an excused absence, unexcused absence, or disciplinary absence, as those terms are defined by the Connecticut State Board of Education. For purposes of this definition, a student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., a field trip), for at least half of the school day.

The Trumbull Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior, and for that purpose distinguishes between "excused absences" and unexcused absences" as follows:

A student's absence from school shall be considered "excused" if written documentation of the reason for the absence has been submitted within ten (10) school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- For absences one (1) through nine (9) in a school year, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation;
- For the tenth (10th) absence and all absences thereafter in a school year, a student's absences from school are considered excused for the following reasons: student illness if verified by an appropriately licensed medical professional; student's observance of a religious holiday; death in the student's family or other emergency beyond the control of the student's family; mandated court appearance if supported by appropriate additional documentation; the lack of transportation that is normally provided by a district other than the one the student attends; or extraordinary educational opportunities pre-approved by District administrators in accordance with Connecticut State Department of Education guidelines and Section IV below.

A student, age five to eighteen, inclusive, whose parent/guardian is an active duty member of the armed forces, as defined in Connecticut General Statutes § 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year. In the case of excused absences pursuant to this paragraph, such student and parent/guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such student prior to his/her return to school from such period of excused absence.

A student's absence from school shall be considered "unexcused" if it does not meet the criteria to be considered an "excused" absence and if it is not the result of school or District disciplinary action.

Based on the definitions above, a "truant" is a child age five to eighteen, inclusive, who has four (4) unexcused absences in one month, or ten (10) unexcused absences in one year.

Based on the definitions above, a "chronically absent" student is a child who has accumulated a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.

1. The school principal and/or his/her designee will hold a meeting with the parent/guardian of a child who is a "truant" or a "chronically absent" student as defined above. Such meeting will be held no later than ten (10) school days after the student's designation as "truant" or "chronically absent" based upon the definitions articulated earlier in this policy.
2. Whenever a student enrolled in school fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent/guardian (or other person having control of the student) is aware of the child's absence, a reasonable effort to notify, by the automated calling system, the parent (or such other person) shall be made by the school personnel. Such notice shall include a warning that two (2) unexcused absences from school in a month or five (5) unexcused absences in a school year may result in a complaint filed with the Youth Service Bureau or a similar community-based service pursuant to Connecticut State Statutes §§10-19m alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.
3. A Planning and Placement Team meeting will be convened to determine the appropriateness of a special education evaluation of the truant or chronically absent student. In addition, there will be consideration of referral to the school's Early Intervention Team (EIT).
4. The school system will coordinate services with community agencies and referrals of truant and chronically absent students to agencies providing child and family services.

5. The school system will provide notice to the parents/guardian of information concerning the 2-1-1 Infoline and other pediatric mental and behavioral health screening sources and tools provided by the State Department of Education.

III. Chronic Absenteeism Prevention and Intervention

1. The Board, in compliance with State statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:
 - a) A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
 - b) A team for a school must be established when the school chronic absenteeism rate is 15 percent or higher.
 - c) A team for either the District or each school must be established when (i) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher; or (ii) the District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.
2. Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children, and making any additional recommendations for such truants and chronically absent children and their parents/guardians. Each established attendance review team shall meet at least monthly.
3. The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education.
4. The District shall annually report to the Connecticut State Department of Education data pertaining to truant and chronically absent children in schools under its jurisdiction.
5. The District shall ensure that any school with a disproportionally high rate of truancy will adopt and implement a truancy intervention model developed by the Connecticut State Department of Education.

IV. Extraordinary Educational Opportunities

1. An extraordinary educational opportunity is defined as an opportunity: (a) with a learning objective related to the particular student's coursework or plan of study; (b) not ordinarily available to the particular student; (c) appropriate to the age, grade, and development of the particular student; and (d) with content highly relevant to the particular student. The opportunity must come at no cost to the District.
2. A request for the approval of an extraordinary educational opportunity must be submitted in advance in writing, with the signature of the student and his/her parent(s)/guardian(s), to the

appropriate building principal. The request must detail how the opportunity meets the criteria outlined above. All relevant documentation must be attached.

3. The decision to approve, or not approve, an extraordinary educational opportunity will be put in writing by the school principal after consultation with the Superintendent and/or his designee, and may be subject to withdrawal based on conditions outlined in the approval. Each request will be considered on a case-by-case basis and will set no precedent for the particular student or for other students.

1316/Public Conduct at School-Sponsored Activities

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **1000**
CATEGORY: **Community Relations**
POLICY CODE: **1316/Public Conduct at
School-Sponsored Activities**

PUBLIC CONDUCT AT SCHOOL-SPONSORED ACTIVITIES

Policy Statement

Spectators are permitted and encouraged to attend school-sponsored activities, including sporting events, as guests of the District, and accordingly, as a condition of such permission, they must comply with the District's policies. Spectators, just like the student participants, are expected to display mature behavior and sportsmanship. Failure of spectators to do so is disruptive and embarrassing to students, the school district, and the entire community. At school-sponsored activities, it is the policy of the Trumbull Board of Education that spectators not be allowed to interfere with the participation of students, the enjoyment of other spectators, and/or the performance of employees and/or supervising officials.

Good sportsmanship is viewed as a commitment to fair play, ethical behavior, and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. The ideals of sportsmanship are critical and apply equally to all. All individuals, regardless of their role, are expected to be aware of their influence on the behavior of others and to model good sportsmanship. Any spectator using or shouting inappropriate or abusive language will be removed from the activity and may be charged with disorderly conduct. The school will cooperate with law enforcement personnel to ensure spectator, participant, and employee safety and enjoyment.

Adopted: 9/3/2002
Revised: 8/1/2006, 7/16/2013,
6/16/2020

References

- Connecticut General Statutes § 19a-342
- Trumbull Board of Education Policy Code 4118.231: Staff Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5131.6: Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol

Regulations

I. Standards of Appropriate Conduct

To protect the rights of students to participate in school-sponsored activities without fear of interference and to allow sponsors and officials of such activities to perform without interference, the following provisions shall be in effect:

1. Abusive verbal or physical conduct of spectators directed at participants, officials, or staff involved in such activities will not be tolerated.
2. Verbal or physical conduct of spectators that interferes with the performance of students, officials, or staff involved in such activities will not be tolerated.
3. The use of all smoking products, tobacco products, drugs, and alcohol is prohibited at all times in all school facilities, in all school buildings, on all school property, both inside and outside, and on all buses or other transportation vehicles under the jurisdiction of the Board of Education. The use and/or possession of all firearms is prohibited at all times in all school facilities, in all school buildings, on all school property, both inside and outside, and on all buses or other transportation vehicles under the jurisdiction of the Board of Education.

II. Notification of Standards of Appropriate Conduct

The following guidelines may be used to notify the public of the level of conduct expected of them:

1. Staff may make an announcement at the beginning of an activity letting those present know the conduct expectations and that a violation could warrant removal from the activity.
2. Staff may post signs at the entrance to the facility where the activity is taking place stating that individuals whose conduct violates Board policy may be removed from the activity.
3. Lack of an announcement or signage shall not constitute a waiver of Board regulations.

III. Guidelines for Removal for Inappropriate Conduct

1. If a spectator at a school-sponsored activity engages in inappropriate conduct, including, but not limited to, becoming physically abusive or verbally abusive, using vulgar, obscene, or demeaning language, in any way impeding the performance of an activity, and/or using smoking products, tobacco products, drugs, alcohol, and/or firearms, the spectator will be asked to leave the event by a school official and/or by the police.

1316/Public Conduct at School-Sponsored Activities

2. For all other conduct, the offending individual will typically first be given a warning to allow him/her to correct the misconduct. Upon continued misconduct, either at the same or at a future event, a school official will ask the individual to leave the event.
3. Following any removal, a school official will follow up with a letter to the individual, if known, or to an official at the school the individual attends, if known. A number of issues should be addressed in the letter, including: conduct expectations of spectators; the individual's current banishment from future activities; and a timeframe as to if/when/how the individual will be allowed to return as a spectator.

A sample policy to consider.

Community Relations

Relations between Public and School Personnel

Conduct on School Property (Civility)

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

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

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

Based upon the above, the Board expects that no person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Curse and use obscenities;
3. Disrupt or threaten to disrupt school or office operations;
4. Damage or threaten to damage another's property;
5. Damage or deface District property;
6. Violate any Connecticut law or town/city ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
9. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (Civility) (continued)

10. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
11. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
12. Violate other District policies or regulations or an authorized District employee's directive.

Alternate language to consider:

Standards

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

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (Civility) (continued)

Optional Language:

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

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

(cf. 1110.1 - Parent Involvement)

(cf. 1120 - Public Participation at Board of Education Meetings)

(cf. 1250 - Visits to Schools)

(cf. 1251 - Loitering or Causing Disturbances)

(cf. 1310 - Relations Between the Public and School Personnel)

(cf. 1312 - Public Complaints)

(cf. 1330 - Use of School Facilities)

(cf. 5131.911 - Bullying)

(cf. 4118.15/4218.15 - Workplace Bullying)

(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting.

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

cps 1/01

rev 1/12

Another version of this policy to consider.

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (Civility)

Members of _____ School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the _____ School District encourages positive communication and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the school or District property promptly by the Superintendent, Principal or designee.
2. If any member of the public uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. Disruptions on the part of a staff member or behavior that would be considered insulting or demeaning toward others by a staff member would be treated as described above. Appropriate disciplinary action is to be taken in accordance with applicable Board of Education policies and the current collective bargaining unit agreement.
4. When an individual is directed to leave under circumstances outlined in paragraphs 1 or 2, the Superintendent, Principal or designee shall inform the person that he/she may be guilty of a misdemeanor in accordance with Connecticut General Statutes.

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (Civility)

Safety and Security

The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their Principal or supervisor and file a written report.

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian.

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy at the time of occurrence.

Following any violation of the provisions of this policy, the employee will immediately notify his/her supervisor and provide a written report of the incident.

(cf. 1110.1 - Parent Involvement)

(cf. 1120 - Public Participation at Board of Education Meetings)

(cf. 1250 - Visits to Schools)

(cf. 1251 - Loitering or Causing Disturbances)

(cf. 1310 - Relations Between the Public and School Personnel)

(cf. 1312 - Public Complaints)

(cf. 1330 - Use of School Facilities)

(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)

(cf. 4118.15/4218.15 - Workplace Bullying)

(cf. 5131.911 - Bullying)

(cf. 6145.71 - Use of Alcohol by Adults)

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (Civility)

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting.

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

cps 1/12

Another version of this policy to consider.

Community Relations

Relations between Public and School Personnel

Conduct on School Property (Civility)

I. Policy Statement

The _____ Board of Education (Board) values diversity and commonality and is committed to a culture that fosters free and open communication. The Board believes that an environment of mutual respect and civil conduct between and among students, school system employees, parents, volunteers, and the general public is critical to the achievement of students and staff. The Board is committed to maintaining a culture that recognizes the worth and dignity of the individual in support of academic achievement and social development.

II. Purpose

The purpose of this policy is to set clear expectations for civil behavior that support a safe, welcoming, and nurturing environment on school property and at school-related activities.

III. Definitions

- A. **Civility:** Mutual respect and consideration reflected in language, attitudes, and behaviors.
- B. **Harassment and Intimidation:** Conduct, including verbal conduct, that creates a hostile environment by substantially interfering with an individual's educational benefits, opportunities, or performance, or with an individual's physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity or expression, religion or disability, or is threatening or seriously intimidating.
- C. **School Property:** Any property owned or leased by the _____ Public School System. The concept of property shall extend to school activities such as field trips, use of parks and recreation facilities, proms at hotels, etc. This means that when a facility is scheduled for student use, it will be considered an extension of school property.
- D. **School-related Activity:** On or off premises activity in which a student directly participates (e.g. field trip, school system-sponsored athletic event, or class/graduation activity), or in which the student does not directly participate, but represents the school or student body simply by being there (e.g. spectator at a school system-sponsored event).

Community Relations

Relations between Public and School Personnel

Conduct on School Property (Civility) (continued)

IV. Standards

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

V. Compliance

- A. Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior.
- B. The Superintendent/designee is responsible for determining whether an incident occurring on school property violates an existing board policy and for responding appropriately.
- C. The Superintendent/designee will provide for annual notification of this policy to students, staff, parents, and community members.

Community Relations

Relations between Public and School Personnel

Conduct on School Property (Civility) (continued)

VI. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

(cf. 1110.1 - Parent Involvement)

(cf. 1120 - Public Participation at Board of Education Meetings)

(cf. 1250 - Visits to Schools)

(cf. 1251 - Loitering or Causing Disturbances)

(cf. 1310 - Relations between the Public and School Personnel)

(cf. 1312 - Public Complaints)

(cf. 1330 - Use of School Facilities)

(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)

(cf. 4118.15/4218.15 - Workplace Bullying)

(cf. 5131.911 - Bullying)

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

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10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

cps 1/12

A sample administrative regulation to consider.

Community Relations

Relations between Public and School Personnel

Conduct on School Property (Civility)

I. Training and Resources

- A. The Superintendent/designee will communicate expectations for civil behavior outlined in the policy to all school administrators and central office personnel.
- B. The Principal/supervisor or designee will communicate expectations of civil behavior annually to their staff, students, parents, and community groups as appropriate.
- C. The Principal/supervisor or designee will provide appropriate resources, guidance, and professional development with the goal of promoting civil behavior and addressing related concerns within the school system.

II. Process for Addressing Concerns and Issues

A. Resolution through Cooperative Agreement

Individuals who feel they have been subjected to uncivil conduct are encouraged to resolve the concern/issue with the person or persons directly involved when appropriate. Through a process of cooperative agreement, the affected individuals may be able to reach a mutually effective resolution.

B. General Steps when Resolution is not Reached through Cooperative Agreement

- 1. Either party may cite this policy and notify the other person that they are ending the conversation or the interaction and removing themselves from the situation (for instance, ending a phone call, walking out of the room, or requesting the other individual leave the room).
- 2. There are many existing policies and procedures that cover specific circumstances or general behaviors. In these cases, the appropriate policy or procedure should be followed.
- 3. If the issue/situation is not addressed in another policy or procedure, either party may notify the appropriate Principal/supervisor or designee. The Principal/supervisor or designee will assist the individuals in reaching a resolution.

Community Relations

Relations between Public and School Personnel

Conduct on School Property (Civility) (continued)

III. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this civility policy. When the Principal or his/her designee sees or is advised by others of an individual engaged in the prohibited conduct, which in his or her judgment and discretion does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct, in the judgment and discretion of the Principal or designee poses an immediate threat of injury to persons or property, or to public order, the Principal or designee shall have the individual removed immediately from the school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District may initiate disciplinary action against any student or staff member, as appropriate, in compliance with applicable Board of Education policies and bargaining unit agreements. In addition, the District reserves the right to pursue a civil or criminal legal action against any person violating this policy and its corresponding administrative regulation.

Regulation approved:

cps 1/12

School/Community Relations

Civility Policy

Preamble

The Weston Board of Education (“the Board”) recognizes that education of children is a process that involves a partnership between a child’s parents/guardians, teachers, school administrators, and other school and Board personnel. The Board recognizes that parental/guardian participation in their child’s educational process through parent/guardian/teacher conferences, scheduled classroom visitation, serving as a school volunteer, serving as a field trip chaperone, PTO participation, and other such service is critical to a child’s educational success. For that reason, the Board welcomes and encourages parental participation in the life of their child’s school and the District as a whole.

It is the intent of the Board to promote mutual respect, civility, and orderly conduct among District employees, students, parents/guardians, and the public. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians, and other members of the community. In the interest of presenting teachers and other District employees as positive role models, the Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

However, from time to time parents/guardians, visitors to the District, and District employees act in a manner that disrupts the educational process, the work of District employees, or school activities. This type of conduct can be threatening and/or intimidating to students, District employees, parents/guardians, and visitors.

The purpose of this policy is to provide rules of conduct for parents, other visitors to schools, and District employees which encourage civil communication between parents, other persons, and District employees, and to empower the Board to identify and address those behaviors which are inappropriate and disruptive to the operation of a school or other District facility.

I. CONDUCT

1. Expected Level of Behavior:

- a. District employees will treat colleagues, parents/guardians, students, and other members of the public with courtesy and respect.
- b. Parents and other visitors to schools and school District facilities will treat teachers, students, school administrators, and other District employees with courtesy and respect.

2. Unacceptable/Disruptive Behavior:

a. Disruptive behavior includes, but is not necessarily limited to:

1. Behavior which interferes with or threatens to interfere with the educational process, the operation of a classroom, an employee's office or office area, an activity occurring anywhere on District property, or the work of a District employee. Such conduct includes, but is not limited to:
 - i. Using loud and/or offensive language, profane/obscene language, intimidating language, or display of temper;
 - ii. Threatening to do bodily harm (or causing bodily harm) to a District employee, Board member, a parent/guardian, student, or other individual if that individual is on District property or participating in a school activity, regardless of whether or not the behavior constitutes or may constitute a criminal violation;
 - iii. Damaging or destroying District property;
 - iv. Any other behavior that disrupts the work of a District employee or the orderly operation of a school, a school classroom, any other Board of Education facility; or other activity on District property;
 - v. Abusive, threatening, or obscene emails, texts, voice mail messages, or other communications; or
 - vi. The repeated use of emails, voicemails, or other communications intending to harass the recipient will be considered unacceptable/disruptive behavior under this Policy.

II. RECOURSE

1. Parent/Guardian/Visitor Recourse:

Any parent/guardian or visitor who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate school administrator, and/or the Superintendent of Schools.

2. Employee Recourse:

Any District employee who believes he/she was subject to unacceptable/disruptive behavior by another staff member, parent/guardian, or visitor should notify his/her immediate supervisor, appropriate school administrator, and/or the Superintendent of Schools.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the conduct continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on District property, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement directly.

3. Student Recourse:

Any student who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member, parent/guardian, or visitor should bring such behavior to the attention of a teacher, guidance counselor or school administrator.

III. AUTHORITY OF DISTRICT EMPLOYEES:

1. Any individual who: (1) disrupts or threatens to disrupt school or school District operations; (2) threatens to or attempts to do or does physical harm to school board personnel, students, or others lawfully on District property; (3) threatens the health or safety of students, Board personnel, or others lawfully on District property; (4) intentionally causes damage to Board property, or property of others lawfully on District property; (5) uses loud or offensive language; or (6) who without authorization comes on District property may be directed to leave District property by a school's principal or assistant principal (or in their absence a person who is lawfully in charge of the school), or a District level administrator. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary by law enforcement.
2. If an employee is threatened with personal harm, the employee may contact law enforcement directly.

IV. ABUSIVE, THREATENING, OR OBSCENE ELECTRONIC COMMUNICATIONS AND VOICE MAIL

If any District employee receives an email, voice mail message, other electronic communication which is abusive, threatening, or obscene, the employee is not obligated to respond to the communication or return the telephone call. The employee may save the

message and contact a school administrator or the Superintendent of Schools. If the message threatens personal harm, the employee may contact law enforcement directly.

Policy Adopted: April 15, 2002

Policy Revised: February 25, 2019

WESTON PUBLIC SCHOOLS
Weston, Connecticut