

Business

Community Use of Academy Facilities

The Woodstock Academy Board of Trustees recognizes that The Academy's building, grounds, equipment, and fields are a Northeastern Connecticut treasure and a valuable resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Trustees authorizes the Head of School or his/her designee to grant the use of school facilities for activities of an educational, cultural, civic, and/or other uses consistent with the public interest and state law when such does not interfere with the school program or school-sponsored activities.

The Head of School shall authorize the use of The Academy facilities in conformity with the following regulations as approved by the Board.

- Application forms for the use of school facilities must be presented to the Head of School or his/her designee at least 14 days prior to the date of use.
- The use of The Woodstock Academy facilities, equipment, and fields for school purposes, meeting of students, entertainment by clubs, alumni associations, parent-teacher associations and other affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the Head of School or his/her designee.
- There will be fees associated with use of Academy facilities, such as the cost of constables, school security, kitchen staff for cooking, site manager, custodians, housekeepers, technical support, etc. Such costs shall be the responsibility of the user and shall be the current contractual or prevailing rate. The Head of School may waive fees on an individual basis.
- Use of facilities by the following users shall be without fee charge during the hours when a custodian/housekeeper is scheduled on a regularly scheduled school day, but all users shall pay both the rental fee and custodial/housekeeping fee for use of The Academy facilities on Saturdays, Sundays and holidays:
 - Academy events sanctioned by the Board of Trustees and/or the Head of School;
 - Municipal agencies, boards and commissions of any sending town; and
 - Local non-profit organizations approved by the Head of School or his/her designee.
- All activities must be under competent adult supervision approved by the Head of School or his/her designee. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
- Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless the Head of School or his/her designee approves changes.
- Groups receiving permission are responsible for the observance of Board of Trustees, local and state fire and safety regulations at all times.

The following activities are prohibited on any property owned by The Academy:

- Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved, this includes the use of unauthorized controlled substances;
- Use or possession of alcoholic beverages shall not be permitted on school property with the exception of those events approved in advance by the Board of Trustees. **Head of School in accordance with appropriate Board policy;**
- There shall be no smoking in school buildings or on any school owned property;
- Refreshments can be served or consumed only in areas designated by the Head of School or his/her designee;
- The Head of School or his/her designee may allow advertising and/or decorations subject to approval;
- Activities which engender racial, religious and/or sexual prejudices or which are inimical to democracy are prohibited;
- Use of The Academy premises for non-school activities during school hours; and

- Use of The Academy facilities for holding card parties and public dances, except when plans have been approved by the Head of School;

The Board of Trustees will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during any community emergency or to prepare for civil defense.

Fees and Requirements

The Board of Trustees requires proper liability insurance. All groups given permission to use school facilities, except where this coverage is already provided by the Board, will require liability insurance. In addition to insurance, there should be a security deposit collected from each for profit group renting an Academy facility.

The Head of School or his/her designee will develop and periodically review a fee schedule for use of facilities.

In situations where there is no cost factor to The Academy or in situations where a mutual exchange of facilities is possible between The Academy and the organization or as a gesture of good will, fees may be modified or eliminated by the Head of School. In situations where, extended usage for a long period of time is required, rates may be set at a contract price. The Board and/or the Head of School reserves the right to revoke permission for use previously granted for just cause, which may include the granting of any further use of premises to any person or organization that fails or refuses to pay for any damage sustained by its use.

Legal Reference:

Connecticut General Statutes

10-239 Use Of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

Drug-Free Schools and Community Act

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Policy Adopted: August 25, 1992

Policy Updated: June 17, 2014

Policy Updated:

The Woodstock Academy
Woodstock, Connecticut

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- Groups receiving permission are responsible for the observance of ~~event~~, Board of Trustees, local and state fire and safety regulations at all times.

Commented [WG1]: Can this line be deleted? This is not presently adhered to. Or re-word with "may"? But, that is part of the contracts anyway that it could be required.

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- There shall be no smoking, ~~vaping, or use of tobacco products~~ in school buildings or on any school owned property;
- Refreshments can be served or consumed only in areas designated by the Head of School or his/her designee;
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Policy Adopted: August 25, 1992
Policy Updated: June 17, 2014
Policy Updated:

The Woodstock Academy
Woodstock, Connecticut

Business**Audit**

An audit of all accounts of The Academy shall be made annually by an independent public accountant selected by the Board of Trustees.

The audit shall include all funds of The Academy, including all funds under the control or jurisdiction of the Board of Trustees, or pursuant to a joint power's agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut and (2) a summary of audit exceptions and management recommendations.

The annual audit shall be placed on the agenda of the Board of Trustees at a regularly scheduled public meeting and shall be reviewed by the Board of Trustees.

The final approval of the audit shall be in alignment with the By-laws of The Woodstock Academy Corporation.

Policy Adopted: August 25, 1992

Policy Updated:

The Woodstock Academy
Woodstock, Connecticut

Personnel

Electronic Mail and Monitoring

For the purposes of this policy, references to electronic mail, electronic mail systems, and electronic messages shall mean such communications as are generated or conveyed on **any of** The Woodstock Academy electronic mail systems.

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt, and whether or not the message is read/viewed upon transmission, stored for later retrieval, or deleted. Electronic mail also includes all electronic messages that are transmitted through a local, regional, or global computer network.

All Academy electronic mail systems are owned by The Woodstock Academy and are intended for the purpose of conducting official Academy business only. The Woodstock Academy electronic mail systems are not intended for personal use by employees of The Academy and employees should have no expectation of privacy when using the electronic mail system. The use of computer systems, phone systems, and all other electronic systems that is of a personal nature and non-work related is a violation of The Woodstock Academy policy.

Users of The Woodstock Academy E-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including, but not limited to pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which The Woodstock Academy will incur an expense without expressed permission of the appropriate administrator is prohibited.

There is no guarantee of privacy or confidentiality, other avenues of communication may be used for such matters. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep The Woodstock Academy electronic systems, secure, users shall not leave any computer/laptop/tablet "signed on" when unattended and shall not leave their password available in an obvious place near any computer/laptop/tablet or share their password with anyone except the electronic mail system administrator. The Woodstock Academy reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

The Woodstock Academy retains the right to review, store, and disclose all information sent over The Woodstock Academy electronic mail system for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access The Woodstock Academy information in the employee's absence.

Except as provided herein, The Woodstock Academy employees are prohibited from accessing another employee's electronic mail messages without the expressed consent of the Head of School. All Woodstock Academy employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author and others.

Electronic mail sent or received by the Board of Trustees, The Woodstock Academy, or The Academy employees may be considered a public record subject to public disclosure or inspection. All Board of Trustee and The Woodstock Academy electronic mail communications may be monitored.

Any Woodstock Academy employee who observes or learns about a violation of this policy must report it immediately to the Head of School or other member of the administration. The Academy employees may be subject to disciplinary action for violation of this policy.

Workplace Monitoring

Pursuant to the authority of Public Act 98-142, the Board of Trustees hereby gives notice to all its employees of the potential use of electronic monitoring in the workplace. While the Board of Trustees may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined by the Head of School or designee in his/her discretion.

“Electronic monitoring,” as defined by Public Act 98-142, means the collection of information on The Woodstock Academy premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of computer, telephone, wire, radio, camera, electromagnetic, photo-electronic, or photo-optical systems. Electronic monitoring does not include the collection of information for security purposes in any common areas of The Woodstock Academy premises which are open to the public, or which is prohibited under state or federal law.

The following specific types of electronic monitoring may be used by the Board of Trustees in its facilities but are not limited to:

- Monitoring of e-mail and other components of The Woodstock Academy computer system;
- Video surveillance of The Woodstock Academy campus;
- Monitoring of voice mail or other telephone systems;
- Monitoring of building access through electronic means; and
- Monitoring of two-way radio transmissions.

When the Head of School, or other administrator, has reasonable grounds to believe employees of The Woodstock Academy are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Trustees or other employees, or (3) creates a hostile work environment and electronic monitoring may produce evidence of this misconduct, electronic monitoring may occur without any prior notice to the employee(s).

This policy does not apply to criminal investigations and any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in disciplinary proceedings against the employee.

Questions about electronic monitoring in the workplace should be directed to the Head of School.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act

Policy Adopted: February 23, 2010
Policy Reviewed:

The Woodstock Academy
Woodstock, Connecticut

Personnel

Staff/Student Non-Fraternization

All Woodstock Academy staff members **and volunteers** shall maintain professional relationships with students that are conducive to an effective educational environment, through established professional boundaries.

The relationship between any Academy personnel, **volunteers** and students must be one of cooperation, understanding, and mutual respect. Staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

That being said, all Academy personnel **and volunteers** shall maintain a professional, ethical relationship with students and refrain from improper fraternization or undue familiarity with students. Dating and sexual conduct between staff members, **or volunteers**, and students are prohibited. Any action or comment by a member of the school staff **or volunteer**, which involves romantic or sexual involvement with a student, is considered to be highly unethical and is unacceptable to the Board of Trustees. This includes, but is not limited to, inappropriate conversation, inappropriate touching, dating, cohabitation, and engaging in immoral conduct.

The Academy employees **and volunteers** shall neither entertain students nor socialize with students in such a manner as to reasonably create the impression to students, parents/guardians, or the public that a dating/inappropriate relationship exists. While the Board of Trustees encourages employees **and volunteers** to be supportive of students, personnel must not allow students to regard them as peers.

It is the policy of the Board of Trustees to prohibit any sexual relationship, contact or sexually nuanced behavior or communication (verbal, non-verbal, or electronic) between a staff member **or volunteer** and a student, while the student is enrolled in The Academy. Violation of this policy will result in disciplinary action, up to and including termination.

Staff members **and volunteers** are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, these guidelines:

1. Staff members **or volunteers** shall not make derogatory comments to students regarding the school, the staff and/or other students.
2. Staff members **or volunteers** should neither expect nor encourage purchased gifts from students.
3. Staff-sponsored **or volunteer-sponsored** parties with students in attendance, other than those parties sponsored as a parent/family member, must have prior approval by the Head of School and/or his/her designee, and be a part of the school's extracurricular program and properly supervised.
4. Staff members **or volunteers** shall not fraternize, or communicate either in writing, or verbally, in such a manner as to reasonably create the impression to students, parents/guardians, or the public that a dating/inappropriate relationship exists.
5. Staff members **or volunteers** shall not associate with students at any time, in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol, or drugs.
6. Dating and/or sexual relations between staff members **or volunteers** and students is prohibited.
7. Staff members **or volunteers** shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members **or volunteers** shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members **or volunteers** shall not send students on personal errands.

10. Staff members **or volunteers** shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse, neglect, or other signs where a student is perceived to be in immediate danger.
11. During the course of advising a student who is experiencing personal problems relating to sexual behavior, substance abuse, mental or physical health, and/or family relationship, staff members **or volunteers** may also refer/confer with other support staff including the school psychologist and/or social worker(s).
12. Staff members **or volunteers** shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, discipline, grades, behavior, mental or physical health, and/or family background.
13. Sexual relations for all staff **or volunteers** with students, regardless of age, gender and/or consent, are prohibited and will result in dismissal.

The Academy employees **or volunteers** who violate this policy will face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of any applicable collective bargaining unit.

Any employee, who witnesses or learns of any of the behaviors mentioned above, shall report it to the Head of School immediately, **in addition to the appropriate state agency as required by law.**

Electronic Communication

Academy employees are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication, regardless of whether the communication methods are provided by the Academy or the staff member uses his/her own personal electronic communication devices, accounts, or other forms of electronic communication.

Legal Reference: Connecticut General Statutes

10-53a-71 Sexual assault in the second degree: Class C or B felony

10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew to renew or termination of contract. Appeal

Policy Adopted: November 18, 2014
Policy Reviewed:

The Woodstock Academy
Woodstock, Connecticut

Students

Bullying

The Woodstock Academy Board of Trustees (Board) promotes a secure and **positive** ~~happy-school~~ climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school **and residential** environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and personal development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

Bullying means an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or
- C. infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone, iPad, or other mobile electronic devices or any electronic communications.

Teen dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

Mobile electronic device means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

Electronic communication means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

Hostile environment means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

Outside of the school setting means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by The Academy.

School employee means (a) a teacher, substitute teacher, school administrator, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by The Academy; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students.

School climate means the quality and character of school life based on students', parents', guardians' and school employees' experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.

Positive school climate means (a) a school climate in which the norms, values, expectations and beliefs that support feelings of social, emotional and physical safety are promoted, (b) students, parents and guardians of students and school employees feel engaged and respected and work together to develop and contribute to a shared school vision, (c) educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning, and (d) each person feels comfortable contributing to the operation and care of the physical environment of The Academy.

Emotional intelligence means the ability to (a) perceive, recognize and understand emotions in oneself or others, (b) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (c) understand and identify emotions, and (d) manage emotions in oneself and others.

Social and emotional learning means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.

Examples of bullying include, but are not limited to:

- A. physical violence and attacks
- B. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
- C. threats and intimidation
- D. extortion or stealing of money and/or possessions
- E. exclusion from peer groups within the school
- F. the misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
- G. targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior at The Academy and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and outside of the school setting if such bullying:

- A. creates a hostile environment at The Academy for the victim,
- B. infringes on the rights of the victim at The Academy, or
- C. substantially disrupts the education process or the orderly operation of The Academy, are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve school climate, involving everyone in The Academy community, to address bullying is essential to reducing incidences of bullying. Such a program must involve interventions at all levels and all aspects of The Academy community.

The Academy's Program

1. Requires the development and implementation of a safe school climate plan to address the existence of bullying and teen dating violence at The Academy and requires that the student handbook explain the process by which students and families may make such reports;

2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians and requires that the student handbook explain the process by which students and families may make such reports;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report, and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires The Academy to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying or teen dating violence, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;
8. Parents or guardians of all students involved in a verified act of bullying will be notified no later than forty-eight hours after the completion of the investigation of the results of such investigation and verbally and by electronic mail, that such parents/guardians may refer to the plan language explanation of the rights and remedies posted on the district's website (available under CGS [10-4a](#) and [10-4b](#));
9. Requires The Academy to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of the students against whom such act of bullying was directed and the policies and procedures in place to prevent further acts of bullying;
10. Requires The Academy to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting of the parents/guardians of the student against whom the act of bullying was directed, to discuss specific interventions undertaken by the school to prevent further acts of bullying and teen dating violence;
11. The Academy shall document and maintain records relating to reports and investigations of bullying;
12. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying or teen dating violence;
15. Requires The Academy, to notify the appropriate local law enforcement agency when any act of bullying constitute criminal conduct;
16. Prohibits bullying (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, on a school bus or other vehicle owned, leased or used by the board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the board, and (b) outside of the school setting if such bullying (i) creates a hostile environment at The Academy for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at The Academy, or (iii) substantially disrupts the education process or the orderly operation of The Academy;
17. Requires all Academy employees to annually complete the training required by C.G.S. [10-220a](#), as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;
18. Requires students and the parents/guardians of students to be notified through the handbook the process by which they may make reports of bullying or teen dating violence; and
19. Requires, the safe school climate plan shall be made available on the website and such plan is to be included in all student handbooks.

Prevention and Intervention Strategy

The Academy shall:

1. Implement positive behavioral interventions and supports process for safe school climate or for the prevention of bullying and teen dating violence.
2. Have rules prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Include appropriate bullying and teen dating violence education and prevention curricula.
4. Provide individual interventions for the bully or student who commits teen dating violence, parents and school employees and interventions for the students against whom the acts of bullying and teen dating violence are directed, parents, and school employees.
5. Provide student peer training, education and support.
6. Promote parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings, and individual interventions.

Safe School Climate Coordinator

The Head of School shall yearly assign an administrator as the Safe School Climate Coordinator. This Coordinator shall:

1. Implement the safe school climate plan;
2. Investigate, identify, and respond to bullying and teen dating violence at The Academy;
3. Maintain data and information concerning a safe school climate;
4. Respond to bullying and teen dating violence;
5. Successfully complete, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training only required once.)

Safe School Climate Committee

The Academy shall establish a committee, or designate at least one existing committee, that is responsible for developing and fostering a safe school climate and addressing issues related to bullying at The Academy. The Committee shall:

1. Identify and address patterns of bullying and teen dating among students at The Academy;
2. Review and recommend amendments about school policies/procedures relating to bullying and teen dating violence;
3. Help to educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence; and
4. Perform any other duties as determined by the Head of School or his/her designee that are related to the prevention, identification and response to school bullying and teen dating violence at The Academy.

Safe School Climate Plan

The Academy administration shall develop and implement a Safe School Climate Plan to address the existence of bullying and teen dating violence. Such plan shall establish procedures in alignment with this policy.

The Academy shall publish on the District's website the plain language of the rights and remedies available under this policy.

Legal Reference: Connecticut General Statutes

[10-15b](#) Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

[10-222d](#) Policy on bullying behavior as amended by PA 08-160, PA 11-232, PA 14-172 and PA 18-15 and PA 19-166

PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

PA 14-172 An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates.

PA 14-234 An Act Concerning Domestic Violence and Sexual Assault

PA 19-166 An Act Concerning School Climate

Policy adopted:

Students

Breathalyzer Testing

The Woodstock Academy Board of Trustees supports the use of breathalyzers on campus ~~during the school day~~ or at any Academy sponsored/supported activities and events to deter the use of alcohol by students and to promote the health and safety of all students.

This policy provides the basic structure for the use of breathalyzers at The Academy to confirm alcohol consumption by students. Such instruments shall be used by The Woodstock Academy to:

1. Confirm a reasonable suspicion that a particular student has used or is under the influence of alcohol on campus ~~at school during the school day~~, or at a co-curricular Woodstock Academy-sponsored event; and/or
2. Systematically screen students attending a co-curricular Woodstock Academy-sponsored activity or events (on or off school grounds) for possible alcohol use.

A breathalyzer is a device that detects and measures alcohol in expired air so as to determine the concentration of alcohol in a person's blood. Designated Academy personnel will be trained in the use of the breathalyzer test.

Testing of students using these devices will be conducted in a separate area, to the extent practicable, to maintain student privacy. Results from a breathalyzer will be maintained in a confidential manner to the extent practicable, and only released in accordance with Woodstock Academy policy and state and federal law.

Testing to Confirm Reasonable Suspicion of Alcohol Use

If there is reasonable suspicion that a student is under the influence of alcohol on school grounds or at a Woodstock Academy sponsored activity, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. The student will be informed as to how the breathalyzer operates and will be asked to breath into the device. Testing will be conducted by trained personnel, in a separate area whenever possible, to maintain student privacy. Any student who tests positive will be asked to submit to a second breathalyzer test. If the student tests positive to the second test, The Woodstock Academy will contact his/her parents/guardians. If necessary, the student will be brought to the health office ~~The Academy nurse~~ for medical treatment during school hours and emergency medical protocols shall be followed. Woodstock Academy personnel shall seek emergency medical treatment (911), if necessary.

If the student tests positive on either test, or if the student refuses to take the test when there is reasonable suspicion of alcohol use, the student may be subject to appropriate disciplinary action consistent with The Woodstock Academy policies and procedures.

Reasonable suspicion shall include, but not be limited to, any of the following:

1. Observed use or possession of alcohol;
2. Alcohol odor or the presence of an alcohol container;
3. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes; or
4. Marked changes in personal or physical behavior not attributable to other factors.

Co-Curricular Woodstock Academy-Sponsored Activity or Event (On or Off School Grounds)

The Board of Trustees allows for the use of breathalyzers in connection with students' participation in co-curricular Woodstock Academy-sponsored activities and events (on or off school grounds). The Woodstock Academy personnel do not need to have reasonable suspicion of alcohol use in order to use breathalyzer tests at these activities and events.

Students will be notified prior to the activity or event if suspicion-less testing will occur. Students will be notified through such means as the Calendar/Handbook, written notices, Academy announcements (oral and written), or other similar notification.

Students may be denied entry and/or removed from the event or activity for either refusing to submit to such testing or for testing positive for alcohol use.

When breathalyzers will be used at an Academy-sponsored activity or event (on or off school grounds) (i.e. dances, proms, etc.), such devices shall be administered as follows:

1. The Woodstock Academy Associate Head of School or his/her designee will determine if such screening will be required of each student participating in the activity or event or if this screening will be done randomly.
 - a. If each student is to be tested, all students participating in the activity or event will be asked to submit to a breathalyzer test.
 - b. If testing is to be done randomly, the Assistant Head of School or his/her designee will determine the method for random testing prior to the activity or event and communicate the method to those personnel who will administer the test.
2. Students will be asked to breathe into the device. If the breathalyzer test detects alcohol, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. The student will be asked to submit to a second breathalyzer test to confirm the presence of alcohol.
3. Should the student test positive after the second test, The Woodstock Academy personnel will contact the student's parents/guardians and the student shall be removed/denied entry to the activity or event and may face additional disciplinary actions.
4. Any student who refuses to submit to the breathalyzer test, may be excluded or removed from the activity or event and may face additional disciplinary actions.
5. The Woodstock Academy retains the right to contact state police and/or local law enforcement officials at any time, as deemed appropriate, consistent with The Woodstock Academy practice and policy.

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The Woodstock Academy
Woodstock, Connecticut