

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

March 13, 2025

6:00 p.m.

Windsor Locks High School - Library Media Center

In Person Attendance Open to All

Optional Public Attendance via Zoom

[Click Here for Zoom Registration](#)

Windsor Locks Board of Education

Kylee Christianson, Chairwoman

Dennis Gragnolati, Vice Chairman

Lindsay Cutler

Alba Osorio

Greg Guyette

Superintendent of Schools

Shawn Parkhurst

DISTRICT (3) THREE YEAR VISION

students will meet or exceed grade-level standards because we want all students to feel a sense of accomplishment to pursue their passion.

Board of Education
Town of Windsor Locks
Regular Meeting - Agenda
March 13, 2025 - 6:00 pm
Windsor Locks High School - Library Media Center
In-Person Attendance Open
Optional Public Attendance via Zoom - [Click Here for Zoom Registration](#)

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Board of Education and Superintendent Communications
- III. Student Board Representative(s) Report
- IV. Public Audience (only on Agenda Items)
 - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views, and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*
- V. Student Recognition p. 4 Exhibit I
 - WLHS All Conference Basketball Athletes
 - WLHS All Conference Hockey Athlete
 - The Connecticut Association of Schools Visual/Performing Arts Awards
- VI. Approval of Minutes: **Vote Needed** p. 5 Exhibit II
 - February 27, 2025 Regular Meeting
- VII. Human Resources Report
 - A. Job Description: **Vote Possible** p. 12 Exhibit III
 - B. Update on State Partnership Plan Insurance Proposal
- VIII. FY 26 Budget Update & Discussion of Potential Appeals: **Vote Possible** p. 16 Exhibit IV
- IX. Policy Priority List p. 17 Exhibit V
- X. Policy p. 18 Exhibit VI
 - A. Rescind Policy 4000.1/4200.1/5145.44: **Vote Needed** p. 19
 - B. First/Second Read
 - 4000.1/4200.1/5145.44 Sexual Harassment/Title IX: Replace: **Vote Needed** p. 29
 - C. First Read/Review
 - 5121.3 Academic Dishonesty: Cheating Plagiarism: New p. 35
 - 6146 Graduation Requirements: Revised p. 36
 - 6148 Instruction - FAFSA Completion Program: Revised p. 41
- XI. Old Business

XII. Board and Superintendent Comment

XIII. Public Audience (General)

- B. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views, and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*

XIV. Executive Session: To adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

- A. Confidential Student Matter - Out of Town Residency Request to Remain in Windsor Locks Public Schools

That attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools
3. Others if Requested to Attend

XV. Adjourn Meeting

For the Chairperson of the Board of Education
Shawn L. Parkhurst - Superintendent of Schools

Copy: Town Clerk - Please Post

EXHIBIT I

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 13, 2025

RE: STUDENT RECOGNITION

Tonight marks an opportunity to highlight and celebrate the accomplishments of our Winter Athletes and Artists. It is quite impressive that a district of our size has this much to celebrate during just this winter season.

Basketball - WLHS All Conference Honors

- Sincere Monroe
- Maeve McGinnis
- Jack Grasso

Girls Hockey - WLHS All Conference Honors

- Madelyn Lemieux

Connecticut Association of Schools Visual/Performing Arts Awards - WLHS

- Joshua Arocho-Morales
- Kariss Mori

EXHIBIT II

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: MARCH 13, 2025
RE: APPROVAL OF MINUTES

- February 27, 2025 Regular Meeting

Board Motion: “**Move** that the Board of Education approve the minutes of the February 27, 2025 Regular Meeting.”

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING
February 27, 2025 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present:	K. Christianson, D. Gragnolati, L. Cutler, A. Osorio, and G. Guyette
Members Absent:	None
Administrators:	S. Parkhurst, R. Stacy, P. Proctor, R. Bissonnette, M. Warner, and A. Goodwin
Student Representatives:	A. Guyette
Students:	A. Bushnik, C. Castro, A. Gonzalez, K. Mori, J. Scholefield, J. Dufresne, D. Reyes, J. Annis, and P. Annis
Staff:	P. Sibila
Others:	Many Parents and grandparents and some participating on Zoom
Press:	None

I. Call to Order

Chairperson Ms. Kylee Christianson called the Regular Meeting to Order at 6:05 p.m. held at the Windsor Locks High School Media Center and via Zoom.

A. Roll Call for Quorum

All Board Members were present other than Mr. Gragnolati, who arrived at 6:08 p.m.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

It was **MOVED** (Cutler) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education add an Agenda Item after VI. Donation Approval, VII. Approval of Field Trip.

II. Board of Education and Superintendent Communications

Board Member Mr. Guyette mentioned he will be presenting the space suit and space hardware which are developed at Collins Aerospace in Windsor Locks. The presentation will be at North Street School on Friday, February 28, 2025.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. Mr. Parkhurst announced both the girls' and boys' basketball teams are beginning the State

Tournaments. The boys' will be at Canton and the girls' will be at East Granby. Good luck to the teams! He spoke about next week's Read Across America which is scheduled for Tuesday. Students from North Street School will be traveling to the high school. The students at the high school have been preparing to welcome those younger students. South Elementary School will be hosting a reading night on Friday, February 28, 2025.

III. Student Board Representative(s) Report

Miss Abigail Guyette, Student Representative, addressed the Board. She noted the play dates are March 21, 22 and 23 at Windsor Locks High School. The play this year is *Cinderella*. She remarked the Winter Sports are coming to a close and Spring Sports are starting up. The juniors are preparing for the SAT which is scheduled for March 25, 2025. Students are starting to pick their course selections for next school year. She reminded all seniors, Dollars for Scholar applications are due on Friday, February 28, 2025.

IV. Public Audience (only Agenda Items)

None.

V. Student Recognition

Mr. Parkhurst announced an opportunity to highlight and celebrate the accomplishments of Windsor Locks Winter Athletes and Musicians. The following were recognized:

Basketball - Class of 2025 Sincere Monroe 1000 Points

Wrestling - Class of 2026 Peter Annis 100 Career Wins

Music - WLHS Northern Regional Music Festival Qualifications

- Abigail Bushnik - Treble Choir
- Chloe Castro - Treble Choir
- Aria Gonzalez - Mixed Choir
- Karissa Mori - Treble Choir
- Jack Scholefield - Band Percussion

Track - Class of NCCC Conference Track Champions

- Julia Dufresne, 55m Hurdles
- Derek Reyes, High Jump, Long Jump

Wrestling - NCCC Wrestling Champions

- Jackson Annis
- Peter Annis

Board Recessed: 6:15 p.m.

Board Reconvened: 6:17 p.m.

VI. Donation Approval – Riverbank Federal Credit Union

Mr. Parkhurst and Mr. Warner, Principal of Windsor Locks Middle School, commented that representatives from Riverbank Federal Credit Union have presented a check for \$100 on behalf of their employees to support the Windsor Locks Public Schools Foodbank. Riverbank employees paid to participate in “dress down days” and contacted the Windsor Locks Middle School to inquire how they could support the Windsor Locks community with this monetary donation.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approve the donation from the Riverbank Federal Credit Union, and offer our sincere gratitude.

VII. Field Trip Approval

Mr. Parkhurst commented that this request was not in the packet for the meeting as was just received by his office. This is the annual trip to Houston for the Robotics Team. Dr. Bissonnette, Windsor Locks High School Principal, explained the details of the trip. The team needs to start fundraising so they will be able to go to the World Competition that they attend every year.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education approve the Robotics Team field trip request to the World Competition in Houston, Texas.

VIII. Approval of Minutes

- January 16, 2025 Regular Meeting
- January 23, 2025 Regular Meeting
- February 3, 2025 Special Meetings (2)

It was **MOVED** (Osorio) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education approve the minutes of the January 16, 2025 Regular Meeting, the January 23, 2025 Regular Meeting, and the two February 3, 2025 Special Meetings as presented.

IX. Human Resources Report

A. Resignation

Mr. Robert Stacy, Executive Director of Human Resources, addressed the Board. He noted that Ms. Katrina Torres-Marshall, a Library Media Teacher at Windsor

Locks Middle School, resigned effective February 1, 2025. Katrina has served the students of Windsor Locks for the past 1 ½ years.

It was **MOVED** (Cutler) and **SECONDED** (Guyette) and **PASSED** (U) that the Board of Education accepts the resignation on the date noted and offer our appreciation for their service to the Windsor Locks Public Schools.

X. Finance Report

A. FY 25 Update

Ms. Patricia Proctor, Director of Operations and Finance gave the Finance Report update on the FY25 Budget.

B. Line Item Transfers

Ms. Proctor discussed the line items transfers, those transfers that did not have to be approved by the Board because they are under the threshold of \$10,000. She also discussed line item transfers exceeding \$10,000, which have to be approved. Those transfers were as follows:

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education accepts the budget transfer request(s) itemized in control number(s) 2025-9, for the Finance Department to execute in February 2025.

XI. Windsor Locks High School Class of 2025 Fundraising Request

A. Fundraising Policy 5135 Guidelines

Mr. Parkhurst and Dr. Bissonnette discussed that the Class of 2025 is seeking Board approval as per BOE Policy 5135 item #10. The proposed fundraiser is related to March Madness chances therefore requiring Board review and approval.

A brief discussion was held.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education approves the proposed Class of 2025 fundraising request, striking out the first winning option, as there will be no transfer of money as an award.

XII. Old Business

Mr. Parkhurst noted at the next meeting, he will present data from parent conferences.

XIII. Board and Superintendent Comment

None.

XIV. Public Audience (General)

None.

It was **MOVED** (Guyette) and **SECONDED** (Osorio) and **PASSED** (U) that the Board of Education to move an Agenda Item XIV. Executive Session B. Discussion of Personnel Matter: Staff Request for an Unpaid Leave of Absence to be discussed before Executive Session A. Superintendent Goals and Evaluation Mid-Year Review.

XV. EXECUTIVE SESSION

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education adjourn the meeting to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6),
that is:

B. Discussion of Personnel Matter: Staff Request for an Unpaid Leave of Absence.

That in attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools
3. Human Resource Director
4. Others as Requested to Attend

A. Superintendent Goals and Evaluation Mid-Year Review

That in attendance in the Executive Session shall be limited to:

1. Members of the Board of Education
2. Superintendent of Schools

Board went into Executive Session at 6:40 p.m.

Board exited Executive Session at 7:05 p.m.

It was **MOVED** (Guyette) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education grants WLHS Teacher Reynolds Onderdonk an unpaid leave in the fall of 2025.

XVI. Adjournment

It was **MOVED** (Osorio) and **SECONDED** (Cutler) and **PASSED** (U) that the Board of Education adjourn the Regular Meeting of February 27, 2025 at 7:06 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MARCH 13, 2025

RE: HUMAN RESOURCES REPORT - JOB DESCRIPTION REVISION

The job description attached is presented for Board review.

First Read for Review:

- Administrative Assistant to High School Principal

NOTE: ~~Strike through indicates language to be deleted.~~
Underline means language to be added.

Possible Board Motion: “**Move** that the Board of Education approve the job description for the Administrative Assistant to the High School Principal position as presented.”

WINDSOR LOCKS PUBLIC SCHOOLS POSITION DESCRIPTION

Position Title: Secretary, Administrative Assistant to High School Principal
Department: Administrative Assistant
Reports to: Administrator
Revised: 11/98 [March 2025](#)

SUMMARY:

Provides secretarial administrative assistant services to ensure the smooth and efficient operation of the school/department office so that the office's maximum positive impact on the education of children can be realized.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Maintains an efficient and professional office environment.
- Performs reception duties including assisting parents, students, staff, or visitors who enter or call campus, directing inquiries to the proper staff member, scheduling appointments for parents and students, and calling students to the office as needed.
- Prepares student folders and maintains accurate and updated files.
- Assists in language translation as requested by the administration.
- Transcribes various types of correspondence, reports, notices, and forms.
- Assembles material, compiles and organizes pertinent data as needed, and puts it into usable form.
- Places and receives telephone calls, records messages, makes appointments, schedules conferences, and provides general information regarding procedural matters.
- Greets visitors, parents, or students; provides general information.
- Maintains inventory of equipment, materials, and supplies and orders supplies as needed.
- Performs any bookkeeping tasks associated with the specific position, including payroll, purchase orders, accounts payable, and personnel records.
- Receives and checks in deliveries to school to assure acceptability and conformity with purchase orders.
- Completes federal, state, and local forms and reports as required.
- Maintains as required a systematic filing system and sets of records such as financial and personal (staff and students) for the school or district.
- ~~Performs pupil related services as necessary such as verification of student absences or tardiness, issuance of passes if appropriate, etc.~~
- Performs the usual office routines and practices associated with a busy yet productive office.
- Composes letters and memos.
- Prepares and distributes bulletins, newsletters, memoranda, directives, reports, and statements as required by the Principal.
- Database insertion.
- Assists in maintaining the Master Calendar
- Assists in the planning and organization of special events.

- Organizes annual Dollars for Scholars Event, including but not limited to creating the program, sending invitations to families, ordering flowers, working with facilities to reserve and set up the space
- Organizes the Graduation ceremony, including but not limited to creating the program, ordering diplomas, and arranging volunteers to assist with the ceremony
- Assists in the absence of another secretary.
- Performs other duties as appropriate and required.

SUPERVISORY RESPONSIBILITIES:

~~Clerical aide~~ None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED); higher education desirable. Work experience in an office setting is desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students. Strong oral and written communication skills. Ability to use proper telephone etiquette.
Bilingual (Spanish) preferred

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Experience with budgeting preferred.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

OTHER SKILLS AND ABILITIES:

~~Ability to pass a typing test at 55 words per minute. Must be computer literate. Demonstrated ability to operate a personal and mainframe computer and related software. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.~~

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is almost frequently required to sit, walk, stand, and talk or hear. The employee is occasionally required to walk and reach with hands and arms. ~~The employee needs grip strength to take shorthand and/or minutes for long periods of time.~~ The position frequently requires non-stop typing on the computer. The position requires the individual to meet deadlines with ~~severe~~ time constraints and to interact effectively with the public and other workers. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate. The employee continuously interacts with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EXHIBIT IV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: MARCH 13, 2025

RE: FY 26 BUDGET UPDATE & DISCUSSION OF POTENTIAL APPEALS

The Board of Finance is scheduled to begin deliberation of the FY26 budget on Tuesday, 3/11/25. As this will be the only BOE meeting prior to the scheduled FY26 budget appeals (set for March 25, 2025), the Board will discuss and vote on whether the FY26 Board of Education budget will be appealed or not.

Possible Board Motion: “**Move** that the Board of Education approve an appeal to the FY 26 budget to the Board of Finance in the amount of _____ as discussed.”

EXHIBIT V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MARCH 13, 2025

RE: POLICY PRIORITY LIST

March 13, 2025

- 4000.1(a)/4200.1/5145.44 Sexual Harassment/Title IX Mandatory Revision
- 5121.3 Academic Dishonesty/Plagiarism New
- 6146 Graduation Requirements Mandatory Revision
- 6148 FAFSA Completion Program Mandatory Revision

March 27, 2025

- 4115 Educator & Leader Evaluation & Support New

April 24, 2025

- 5145.25 Students with Special Health Care Needs New
- 5131.911 School Climate Mandatory Revision

May 22, 2025

- 5131.601/4118.236/4218.236 Medical (Palliative) Use of Marijuana New

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MARCH 13, 2025

RE: POLICY

The following policy should be rescinded, and will be replaced with a new one to be presented for a First/Second Read with Possible Approval:

- 4000.1/4200.1/5145.44 Sexual Harassment/Title IX

*On January 9, 2025, a federal district court in Kentucky ruled that the 2024 Title IX Regulations “are invalid and must be set aside.” In response, the U.S. Department of Education’s Office for Civil Rights (OCR) issued guidance indicating, “Consistent with the court’s order, the 2024 Title IX regulations are not effective in any jurisdiction.” Districts are advised to discontinue the use of policies and regulations that follow the 2024 Title IX Regulations and resume using policies and regulations that were in place under the 2020 Regulations. **The district’s policy in place before the 2024 revision was from 2018 and not compliant with the 2020 regulations. Therefore, the request to conduct both a first and second read to approve immediately so that there will be a compliant policy in place.***

The following policies are presented for a First Read:

- 5121.3 Academic Dishonesty: Cheating/Plagiarism
- 6146 Graduation Requirements
- 6148 FAFSA Completion Program

BOARD MOTION: “**Move** that the Board of Education rescind current policy 4000.1/4200.1/5145.44 Sexual Harassment/Title IX approved September 26, 2024, and replace with presented policy 4000.1/4200.1/5145.44 Sexual Harassment/Title IX.”

4000.1

4200.1

5145.44

Personnel --Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace

*Nondiscrimination Policy, Notices of Nondiscrimination, and Grievance Procedures (under the 2024 Amendments to the U.S. Department of Education's Title IX Regulations)
Prohibition of Sex Discrimination and Sexual Harassment (Sex-based Harassment) in the Workplace*

Statement of Policy

Pursuant with 2024's Title IX "Final Rule," The Windsor Locks Public Schools ("the District") prohibits any form of sex-based discrimination or sex-based harassment in all Board of Education ("the Board") programs and activities. All students, staff, and third parties under the Board's authority are expected to follow this policy to maintain a work and educational environment free from sex-based harassment, insults, or intimidation on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, and pregnancy or related conditions.

Conduct that may constitute a violation of the Board's policy includes those occurring under the District's education program or activity in the U.S., including conduct that is subject to the District's disciplinary authority. The District shall address matters that create a sex-based hostile environment under its education program and activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the education program or activity or outside the U.S.

Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this policy will be subject to other sanctions, which may include exclusion from Board property and/or subject to civil and criminal penalties. All district employees are required to notify the District's Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination and sex-based discrimination.

The Board shall not adopt or implement a policy/practice/procedure regarding, or discriminating in its education program or activity against any student or employee based on the student's/employee's current, potential, or past parental, family, or marital status that treats students/employees differently on the basis of sex. The District shall ensure that when students or parents tell an employee of a student's pregnancy or related conditions unless the

employee reasonably believes the Title IX Coordinator has been notified, the employee shall promptly provide the Title IX Coordinator's contact information and inform the person that the Coordinator can coordinate specific actions to prevent discrimination and ensure access. The District shall provide the student with information about the District's obligations, reasonable modifications, voluntary access to a separate comparable portion of the program/activity/or voluntary leaves of absence, and lactation space.

The Superintendent of Schools shall develop Administrative Regulations ("Grievance Procedures") implementing this policy in accordance with Title IX, Title VII, and Connecticut law. The Grievance Procedures shall provide for adequate, reliable, and impartial investigation for all sex discrimination complaints, with specific requirements regarding evidence, response, and privacy.

Definitions (Referenced in the District's Grievance Procedures)

Sex Discrimination: occurs when an employer refuses to hire, discipline, or discharge any individual or otherwise discriminates against an individual with respect to his, her, their compensation, terms, conditions, or privileges of employment on the basis of the individual's sex or gender identity. Sex discrimination (sex-based discrimination) also occurs when a person, because of the person's sex or gender identity, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual Harassment under Title IX and Connecticut Law: means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Board conditioning the provision of aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct. (i.e., quid pro quo) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
3. "**Sexual Assault**" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "**dating violence**" as defined in 34 U.S.C 1229(a)(10), "**domestic violence**" as defined in 34 U.S.C. 12291(a)(8), or "**stalking**" as defined in 34 U.S.C 12291 (a)(30).

Sexual Harassment under Title VII and Connecticut Law: means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Title IX Coordinator is the person designated and authorized to coordinate the District's efforts to comply with its responsibilities under Title IX (2024 Final Rule) and the regulations. If the District has more than one Title IX Coordinator, it must designate one of its Coordinators to retain ultimate oversight over those responsibilities and ensure the District's consistent compliance with its responsibilities under Title IX. As appropriate, the District may delegate, or permit the Title IX Coordinator to delegate specific duties to one or more designees.

Complainant means:

1. A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
2. A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Disciplinary sanctions mean consequences imposed on a respondent following a determination under Title IX that the respondent violated the District's prohibition on sex discrimination.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after the District determines that sex discrimination occurred.

Respondent means a person who is alleged to have violated the District's prohibition on sex discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person under Board control, a student, or an employee or other person authorized by the Board to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or

refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. **Quid pro quo harassment.** An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;

2. **Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a District education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

a. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;

b. The type, frequency, and duration of the conduct;

c. The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

d. The location of the conduct and the context in which the conduct occurred; and

e. Other sex-based harassment in the District's education program or activity; or

3. **Specific offenses.**

a. Sexual assault meaning an offense classified as a forcible or non-forcible sex offense under the uniform crime system of the Federal Bureau of Investigation;

b. Dating violence meaning violence committed by a person:

i. Who is or has been in a relationship of a romantic or intimate nature with the victim; and

ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship;

2. The type of relationship; and

3. The frequency of interaction between the persons involved in the relationship.

- c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - i. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
 - ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. Shares a child in common with the victim; or
 - iv. Commits acts against youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. Restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or a school's educational environment; or
2. Provide support during the District's grievance procedures or during an informal resolution process.

Confidential employees are those whose communications are privileged or confidential under federal or state law and whom the District has designated as confidential for the purpose of providing services to persons related to sex discrimination. "**Confidential employees**" are required to explain to any person informing them of conduct that reasonably may constitute sex discrimination (1) their confidential status and circumstances in which they are not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination; (2) how to contact the Title IX Coordinator and to make a complaint; and (3) that the Title IX Coordinator may be able to offer and coordinate supportive measures and initiate an informal resolution process/investigation. The District shall notify all participants in its program or activity of how to contact confidential employees, if any.

Prohibition Against Retaliation

The District expressly prohibits intimidation, threats, coercion, or discrimination against any person by the District, a student, an employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted or

participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations. When the District has information about conduct that reasonably may constitute retaliation under Title IX or this part, the District will respond promptly and effectively within its Title IX framework.

Reporting Sex Discrimination, Sexual Harassment, or Sex-Based Harassment

The Board expressly encourages victims of sex discrimination, sexual harassment, or sex-based harassment to report such claims. Employees are encouraged to report complaints promptly in accordance with the appropriate process established in the grievance procedures provided in the Administrative Regulations

Employee violations of this Policy will not be permitted and may result in discipline, up to and including termination. Individuals who engage in acts of sex discrimination or sexual or sex-based harassment may also be subject to civil and criminal penalties.

The district administration will provide training to the Title IX Coordinator, those who may serve in the role of investigators, decision-makers, and any person who facilitates an informal resolution process. Training shall include the definition of sex and sex-based discrimination and sexual and sex-based harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

The Administration will periodically provide training to all Board employees on the topic of sex and sex-based discrimination and sexual and sex-based harassment under Title IX, Title VII, and Connecticut law, which includes but not be limited to when reports of discrimination and harassment must be made. The Administration will distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents, and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free from sex and sex-based discrimination and sexual and sex-based harassment. Administration will make the training materials used to provide these trainings publicly available on the Board's website.

The District Title IX Coordinator is Robert A. Stacy, Director of Human Resources. Any individual may make a report of sex and sex-based discrimination and/or sexual and sex-based harassment to the Title IX Coordinator using any one or multiple of the following points of contact:

- Office Address 58 South Elm Street, Windsor Locks, CT 06096
- Email Address rstacy@wlps.org
- Phone Number (860) 292-5705

Any Board employee in receipt of allegations of sex or sex-based discrimination or sexual or sex-based harassment or in receipt of a formal complaint shall immediately forward such information to the Title IX Coordinator. Board employees may also make a report of sex or sex-based discrimination or sex-based harassment to the U.S. Department of Education:

Office of Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also report sex or sex-based discrimination and/or sexual or sex-based harassment to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll-Free Number: 1-800-477-5737).

Notice of Non-Discrimination

The Windsor Locks Board of Education (the "Board") is obligated to provide an educational environment free from discrimination on the basis of sex and, therefore, prohibits any form of sex discrimination in any education program or activity that it operates, pursuant to Title IX (Final Rule, August 1, 2024). Therefore, the Board assigns the task of providing a notice of nondiscrimination to the Superintendent of Schools. Such discrimination or harassment prohibition includes students, staff, or third parties under the Board's authority.

This notice is to be disseminated to students, parents, guardians, or other authorized legal representatives of elementary school and secondary school students, employees, applicants for employment, and all unions and professional organizations holding bargaining agreements with the District.

In addition to the above attestation, the notice of nondiscrimination shall direct all inquiries regarding Title IX to the District Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. This notice shall include the name and title, office address, email address, and telephone number of the District Title IX Coordinator. This notice shall also include that the District's nondiscrimination policy and grievance procedures can be located at (include the link and location(s) to the District website). Finally, the notice shall include language that encourages those needing to report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX.

To ensure full compliance, the Superintendent shall prominently include all elements of the Board's notice of nondiscrimination on the District website and in each handbook, catalog, announcement, bulletin, and application form that the District makes available to people entitled to notice or which are otherwise used in connection with the recruitment of employees. Minimally, such notice shall be covered in the following statement:

Pursuant to Title IX's 2024 Final Rule, the Windsor Locks Public School District does not discriminate on the basis of sex and prohibits sex discrimination in any educational program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Windsor Locks Public School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Windsor Locks Public School District Coordinator is Robert A. Stacy and can be reached the following ways:

Robert A. Stacy, Director of Human Resources

58 South Elm Street, Windsor Locks, CT 06096

rstacy@wlps.org

(860) 292-5705

The Windsor Locks Public School District's nondiscrimination policy and grievance procedures can be located on the website at www.wlps.org.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the district policy.

Due to the format or size limitations of various publications, the District may instead include in those publications the information covered in the following statement:

The Windsor Locks Public Schools prohibits sex discrimination in any educational program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at www.wlps.org.

In developing administrative regulations conforming with 2024's Title IX Final Rule Regulations, the superintendent shall ensure the grievance procedures provide vital protections from all forms of sex-based harassment, including sexual violence and unwelcome sex-based conduct that creates a hostile environment by limiting or denying a person's ability to participate in or benefit from a school's education program or activity.

District schools are required to take prompt and effective action to end any sex discrimination in their education programs and activities, prevent its recurrence, and remedy its effects. To that end, the Board shall require and support the training of employees about the school's obligation to address sex discrimination and the employee's obligation to notify or provide contact information for the Title IX Coordinator.

Prohibition Against Retaliation

The District expressly prohibits intimidation, threats, coercion, or discrimination against any person by the District, a student, an employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations. When the District has information about conduct that reasonably may constitute retaliation under Title IX or this part, the District will respond promptly and effectively within its Title IX framework.

Reporting Sex Discrimination, Sexual Harassment, or Sex-Based Harassment

The Board expressly encourages victims of sex discrimination, sexual harassment, or sex-based harassment to report such claims. Employees are encouraged to report complaints promptly in accordance with the appropriate process established in the grievance procedures provided in the Administrative Regulations

Employee violations of this Policy will not be permitted and may result in discipline, up to and including termination. Individuals who engage in acts of sex discrimination or sexual or sex-based harassment may also be subject to civil and criminal penalties.

Legal Reference: United States Constitution, Article XIV

Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000 e2(a).

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

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

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

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

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

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

The Clery Act, 20 U.S.C. §1092(f)

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

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

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

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

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

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

Connecticut General Statutes

[46a](#) 60 Discriminatory employment practices prohibited.

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

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

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

Title IX, Final Rule, August 1, 2024

Policy adopted: September 2024

Proposed New Policy

P4000.1
4200.1
5145.44

Personnel — Certified and Non-Certified

4000.1 — Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace

Sex discrimination occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination also occurs when a person, because of the person's sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Title VII and Connecticut law means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting Sex Discrimination or Sexual Harassment

It is the policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or

sexual harassment promptly in accordance with the appropriate process established in the Administrative Regulations. All complaints are to be responded to in a prompt and equitable manner.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Reporting Sex Discrimination or Sexual Harassment (continued)

Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. Retaliation against any employee with a complaint about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Windsor Locks Public Schools administration (the “Administration”) shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations), which training shall include, but need not be limited to, the definition of sex discrimination and sexual harassment, the scope of the Board’s education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The Administration shall make the training materials used to provide these trainings publicly available on the Board’s website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, Title VII, and Connecticut law, which shall include when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board’s website to promote an environment free of sex discrimination and sexual harassment.

The Board’s Title IX Coordinator is Robert A. Stacy, Executive Director of Human Resources for staff issues and Joshua Robinson, Director of Pupil Services for student issues. Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

OFFICE ADDRESS: 58 S. Elm Street, Windsor Locks, CT 06096
ELECTRONIC MAIL ADDRESS: rstacy@wlps.org
TELEPHONE NUMBER: (860)292-5705

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Board employees may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Reporting Sex Discrimination or Sexual Harassment (continued)

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Legal Reference:

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.

29 CFR 1604.11, EEOC Guidelines on Current Issues of Sexual Harassment, (N-915.050), March 19, 1990.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.

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

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

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Connecticut General Statutes

46a-54 Commission powers Connecticut

[46a-60](#) Discriminatory employment practices prohibited.

46a-81c Sexual Orientation discrimination: Employment

[10-153](#) Discrimination on the basis of sex, gender identity or expression or marital status prohibited.

Conn. Agencies Regs. 46a-54-2—through 46a-54-207

Policy adopted: ~~October 2024~~

Policy revised: March 2025

Students

Academic Dishonesty: Cheating/Plagiarism

Policy Statement

As an academic Community, which strives for excellence, the District will not tolerate academic dishonesty. Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrate a lack of integrity and character inconsistent with the goals and values of the District.

Cheating, defined as copying another student's work and claiming it as you own and plagiarism, defined as using another person's original ideas/work or materials generated by artificial intelligence without giving credit to the true author or sources, are both prohibited practices.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures. Teachers shall instruct students in research and study skills appropriate to each subject, so that all students may feel confident that if they prepare, they can succeed without cheating or plagiarizing.

Each school level will develop guidelines that address violations. Guidelines will be published in all student/parent handbooks and on the District/school websites.

(cf. 5114 – Suspension/Expulsion)

(cf. 5121 – Examination/Grading/Rating)

(cf. 5144 – Discipline/Punishment)

Legal Reference: Connecticut General Statutes

10-221 Board of Education to prescribe rules, policies and procedures.

Policy adopted:

Instruction

Graduation Requirements

To ensure that all students graduate from our schools with the knowledge, skills, and work habits they will need in adult life, the Windsor Locks Public Schools have adopted a mastery-based system of teaching, learning, promotion, and graduation. Beginning with the Windsor Locks High School Class of 2020, all students will need to demonstrate achievement of all cross-curricular and content-area graduation standards before receiving a high school diploma. These new graduation requirements will ensure that each student provides evidence that they have achieved expected learning standards, and acquired the knowledge, skills, and work habits that will prepare them for postsecondary education and modern careers.

The District's standards-based diploma system also requires our schools and educators to provide the interventions, support systems, and personalized-learning pathways that each student needs to master the expected standards and graduate college, career, and life-ready.

Graduation from our public school implies (1) that they have satisfactorily demonstrated the District's performance standards, assesses in part by the statewide mastery examinations, and (2) that they have fulfilled the legally mandated number and distribution of credits.

Definitions

Mastery-Based Learning refers to approaches used in which students advance upon mastering skills and content according to an established set of rigorous standards. Students move ahead when they have demonstrated mastery of content, not when they have reached a certain birthday or completed required hours in a classroom.

A mastery-based learning environment consists of state standards and district-developed competencies that put the focus on students demonstrating what they know and are able to do through the compilation of a body of evidence. The competencies that students are expected to meet are clearly articulated.

Content Graduation Standards are the final outcomes expected of students upon graduation from high school. They focus instruction on the most foundational, enduring and leveraged concepts and skills within each content area.

A. Communicating Graduation Requirements

To ensure that every student and family has the information and resources they need to appropriately plan and sequence the student's education decisions, our schools, educators, and staff will clearly and consistently communicate prior to entering high school and throughout the student's education career the graduation standards and diploma requirements that must be met to earn a high school diploma.

The Superintendent, through the high school principal or other designee, shall be responsible for ensuring that accurate, up-to-date information concerning all graduation standards and diploma requirements are (1) readily available to all incoming students and their families in the spring preceding the start of each school year, and (2) published on the district and high

school websites. A detailed guide to graduation standards, academic expectations, and diploma requirements will be disseminated to all incoming ninth-grade students at the time of course selection. This policy will also be referenced in each edition of the high school student handbook and on the district and high school websites.

As soon as it is practical and feasible, the Board expects the Superintendent or designee to inform all students and their families of any modifications made to the District's graduation requirements, which extends to all applicable changes in relevant state law, rules, or regulations.

The Board has approved the following schedule of minimum requirements for graduation, which encompasses minimum graduation requirements specified by the state and described in relevant laws, rules, and regulations. The Board is aware that current law and regulations are subject to change.

B. Academic Requirements for Graduation

~~Commencing with the Windsor Locks High School graduating class of 2023, a~~ All students must master the following graduation requirements:

1. All students will demonstrate that they have achieved mastery in the content-area graduation standards based on Connecticut State requirements. As a transitional plan while the Connecticut State Legislature studies and ultimately makes a final decision about the use of the Carnegie Unit as the basis for earning "credits," students shall earn a minimum of 25 credits based on mastery of the graduation standards associated with the subject areas listed.
 - a. Humanities* (which includes ELA) 9 credits including civics and the arts
 - b. STEM – 9 credits
 - c. Physical Education and Wellness – 1 credit
 - d. Health and Safety Education – 1 credit
 - e. World Languages – 1 credit
 - e.f. One-half credit in personal financial management and financial literacy (applied to humanities, science, technology, engineering and mathematics, or as an elective credit)
 - f.g. Mastery-based assessment – 1 credit
 - o *Culminating project that demonstrates mastery of cross curricular standards:*
 - Clear and effective communicator
 - Self-directed learner and collaborative worker
 - Creative and practical problem solver
 - Responsible citizen
 - Informed thinker
- Beginning with the graduating class of 2027, the Board shall no longer require a one-credit mastery-based diploma assessment in order to graduate from high school.
- g.h. Electives – 3 credits

*The humanities are fields of learning that help us understand and appreciate human history, culture, values, and beliefs. Philosophy, literature, religion, art,

music, history, and language have become part of the subjects collectively categorized as the humanities.

The Windsor Locks Public school's administration, faculty, and staff will apply the set of standards and performance indicators that are aligned with the content-area standards of the State of Connecticut.

All students must satisfy graduation requirements utilizing personalized pathways through active engagement in mastery-based educational experiences in all the above content areas.

2. Windsor Locks High School graduates will demonstrate that they have achieved mastery in the cross-curricular standards:
 - a. A clear and effective communicator
 - b. A self-directed learner and collaborative worker
 - c. A creative and practical problem solver
 - d. A responsible citizen
 - e. An informed thinker
3. All students will design, document and defend a culminating project that demonstrates their mastery of content and cross-curricular graduation standards – this will be the mastery-based diploma assessment.
4. Pursuant to sections 319 and 320 of Public Act 23-204, starting with the high school graduating class of 2025, a student will not be permitted to graduate from Windsor Locks High School unless the student has completed the FAFSA, other institutional financial aid application for those without legal immigration status, or a waiver developed by the CSDE. This waiver can be completed by the parent/guardian or the student (if 18 or older or an emancipated minor). On and after March 15, the principal, school counselor, teacher or other certified educator may complete such waiver on behalf of any student if they affirm that they have made a good faith effort to contact the parent/guardian or student on at least three (3) occasions about completing the FAFSA or other institutional aid form.
5. While most students will satisfy graduation requirements over the course of a four-year academic program, students may also satisfy Windsor Locks High School's graduation requirements during a period of time that is either accelerated or lengthened, based on their distinct learning needs. This includes high school level coursework students may take at Windsor Locks Middle School, provided the same criteria is used to designate students' mastery of the standards required to earn the credit. Examples of these courses include but are not limited to Algebra 1, Spanish 1, Geometry, Algebra 2, etc. All students are expected to develop a Student Success Plan with assistance from counselors, teachers, and/or administrators that allows them to master expected standards at the pace and with the support they need.

C. Multiple Pathways

Windsor Locks High School offers all students multiple learning options that allow students to demonstrate mastery of content and cross-curricular standards, earn academic credit and satisfy graduation requirements. Windsor Locks High School also encourages its students to explore a broad range of personalized learning experiences.

To pursue personalized learning experiences, students must design a plan that documents and defends how the experience satisfies both graduation requirements and expected cross-curricular and content area standards.

Learning options may include, but are not limited to the following:

1. Academic courses offered by the school
2. Dual enrollment or early college courses
3. Career and technical education programming
4. Online or blended learning options
5. Alternative or at-risk programming
6. Extended Learning opportunities, internships, fieldwork, or exchange experiences
7. Independent studies or long-term projects

D. Transfer and Home-School Students

For students who transfer to Windsor Locks High School from another state, country, school, program, or home-schooling situation, including educational programs that are not aligned with Windsor Locks High School's cross-curricular and content area graduation standards, the Principal shall evaluate the value of the student's prior education experiences and determine to what degree the student has met the school's graduation requirements. After enrolling in Windsor Locks High School, these students will need to satisfy all assessment, proficiency, and graduation requirements in the appropriate subject areas, as determined by the Principal. The Superintendent will ultimately determine whether these students are eligible to receive a diploma. Home-schooled students must have attended Windsor Locks High School for a minimum of two (2) years or four (4) semesters to be eligible for a diploma.

E. Students Receiving Special-Education Services

Students who successfully meet Windsor Locks High School's cross-curricular and content-area graduation standards, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

F. Extended Study

Students are eligible for extended years of study to complete the school's graduation requirements if they have not reached the age of 20. Students eligible for extended years of study may be referred to adult education or other programs and resources.

G. Participation in Graduation Ceremony

A student must complete all Board requirements for a high-school diploma to participate in graduation exercises.

(cf. 5121 - Examination/Grading/Rating)

(cf. 6111 - School Calendar)

(cf. 6146.2 - Statewide Proficiency/Mastery Examinations)

(cf. 6172.6 - Virtual/On-line Courses)

Legal Reference: Connecticut General Statutes
 10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247)

10-14n State-wide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by Section 115 of PA 14-217)

10-16(l) Graduation exercises. (as amended by P.A. 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)

10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses Other Subject Areas), P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. [11-135](#), An Act Concerning Implementation Dates for Secondary School Reform, P.A.13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes, P.A. 13-247, Budget Implementer Bill and P.A. 15-237 An Act Concerning High School Graduation.),

10-233(a) Promotion and graduation policies ([as amended by P.A 01-166](#)):-

P.A. 13-108 An Act Unleashing Innovation in Connecticut Schools

P.A. 13-247 An Act Implementing Provisions of the State Budget

P.A. 15-237 An Act Concerning High School Graduation.

[P.A. 17-29 An Act Concerning Connecticut's Seal of Biliteracy](#)

[P.A. 17-42 An Act Concerning Revisions to the High School Graduation Requirements](#)

[P.A. 19-58 An Act Concerning Promoting Careers in Manufacturing to Public Schools](#)

[P.S. 21-199 Section 4, An Act Concerning Various Revisions to the Education Statutes](#)

[P.A. 23-21 An Act Concerning Financial Literacy Instruction](#)

Policy Adopted:	June 13, 2019
Policy Revised:	December 14, 2023 (Formerly 6146a, Revised, Renumbered and Replaces old 6146)
	March 27, 2025

6148 Instruction

FAFSA Completion Program

The Board of Education (Board) recognizes that college, for many students, continues to be an important pathway that helps to provide students with the necessary skills for work and for lifelong learning. In addition, research has indicated the students who complete the Free Application for Federal Student Aid (FAFSA) are more likely to attend college with financial aid.

Many Connecticut students, eligible for college, fail to complete the FAFSA each year, resulting in the loss of funds that could help support their postsecondary education.

The Board acknowledges that Connecticut has, for eligible school districts, implemented a FAFSA Completion Challenge (Challenge). This Challenge is based on the premise that FAFSA completion is strongly associated with postsecondary enrollment and outcomes. Students who complete the FAFSA, in greater numbers, attend college directly from high school in comparison to non-completers.

~~Pursuant to sections 319 and 320 of Public Act 23-204~~, Starting with the high school graduating class of 2025 2027, a student will not be permitted to graduate from Windsor Locks High School unless the student has completed the FAFSA, other institutional financial aid application for those without legal immigration status, or a waiver developed by the CSDE. This waiver can be completed by the parent/guardian or the student (if 18 or older or an emancipated minor). On and after March 15, the principal, school counselor, teacher or other certified educator may complete such waiver on behalf of any student if they affirm that they have made a good faith effort to contact the parent/guardian or student on at least three (3) occasions about completing the FAFSA or other institutional aid form.

Therefore, the Board, through this policy, sets as a goal a District initiative to improve the completion rates for FAFSA among grade 12 students or students in District adult education programs. This goal aims to strengthen District efforts to improve postsecondary enrollment and student outcomes and to make it easier for students to attend postsecondary education.

District efforts to meet this initiative should spark and support local creativity to increase FAFSA completion and postsecondary enrollment rates. The Board directs the administration to develop plans to pilot and initiate new strategies to increase yearly student FAFSA completion rates. The Board may accept gifts, grants, and donations, including in-kind donations, to implement this policy.

As required, the Board will publish and make available on the District website the annual FAFSA student completion rate for the graduating class of each high school within the District.

Legal Reference: Connecticut General Statutes
P. A. 21-199 An Act Concerning Various Revisions and Additions to the Statutes Relating to Education and Workforce Development, Sect. 6, 7, 8.
Public Act 23-204 An Act Concerning the State Budget for the Biennium Ending June 30, 2025, and Making Appropriations Therefor, And

Provisions Related to Revenue and Other Items Implementing the State
Budget Sect. 319-320

Public Act 24-45 An Act Concerning Education Mandate Relief, School
Discipline and Disconnected Youth Section 9

Policy Adopted: March 2022

Policy Revised: November 16, 2023

March 27, 2025

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DATE: MARCH 13, 2025

RE: UPDATE ON ADJUSTMENT TO DAILY SUBSTITUTE RATE

Background:

At the December 12, 2024 Board Meeting the Board of Education approved an increase in the daily substitute rate from \$120 per day to \$150 per day. The Board asked for an update on the impact of this increase on the recruitment of candidates to fill vacancies and to improve the substitute fill rate.

At the time of the change there were 5 building substitute vacancies out of the budgeted 6 building substitute positions that were unfilled.

Impact

The increase has resulted in Principals filling all 5 of their vacancies with quality candidates. The hiring of these building substitutes has and will continue to have a positive impact on our fill rates at each school.

12/12/24	New Daily Rate Approved
12/18/24	New hire High School
01/23/25	New hire North Street School
01/29/25	New hire South Elementary School
03/05/25	New hire High School
In process	New hire North Street School

December Fill Rate	2.24%
January Fill Rate	6.20%
February Fill Rate	11.66%

Windsor Locks Public Schools

www.wlps.org

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