

POLICY SUB-COMMITTEE MEETING

Regular Meeting

Griswold Board of Education

Superintendent's Office

211 Slater Avenue

Griswold, CT 06351

**WEDNESDAY,
October 7th, 2026
5:00 PM**

-
1. Call to Order
 2. Approval of the Minutes—September 2nd, 2026
 3. Review, Discussion, and Possible Action on New Policy 1112.7, 4118.61/4218.61—Community Relations/Personnel-Certified & Non-Certified—Recording Meetings Without Consent
 4. Review, Discussion, and Possible Action to Forward Revised Policy 6172.3—Instruction—Home Schooling/Equivalent Education Under Parental Direction
 5. Review, Discussion, and Possible Action to Forward New Policy and Regulation 0524—Mission—Goals—Objectives—Hate Crimes and Bias Incidents in Schools
 6. Anything Else that May Properly Come Before the Committee
 7. Next Meeting: November 4th, 2026
 8. Adjournment

**POLICY SUBCOMMITTEE SPECIAL MEETING
GRISWOLD BOARD OF EDUCATION**

**WEDNESDAY,
September 2nd, 2026**

DRAFT

1. Call to Order - A special meeting of the Griswold Board of Education's Policy Subcommittee took place on Wednesday, September 2nd, 2026, at Griswold Middle School, in the Superintendent's Office, located at 211 Slater Avenue, Griswold, Connecticut. The Policy subcommittee was called to order at 5:00 PM by Yvonne Palasky, Chair of the Policy Subcommittee.

PRESENT Yvonne Palasky, Policy Subcommittee Chair; and Jaimee O'Neill-Eaton, Policy Subcommittee Member.

ALSO PRESENT Sean McKenna, Superintendent of Schools.

ABSENT Terry Cholewa, Policy Subcommittee Member.

2. Approval of the Minutes—May 13th, 2026

MOTION By Jaimee O'Neill-Eaton
Seconded by Yvonne Palasky
To approve the Policy subcommittee minutes of May 13th, 2026, as presented.
Motion carried.

3. Review, Discussion, and Possible Action to Forward Revised Policy 1312—Community Relations—Public Complaints—to the Full Board for Possible Action and Review

MOTION By Jaimee O'Neill-Eaton
Seconded by Yvonne Palasky
To move forward Revised Policy 1312—Community Relations—Public Complaints—to the Full Board for a first reading.
Motion unanimously carried.

4. Review, Discussion, and Possible Action to Forward New Policy 4222—Personnel - Non-Certified—Paraeducators/Title Paraeducators—to the Full Board for Possible Action and Review

MOTION By Jaimee O'Neill-Eaton
Seconded by Yvonne Palasky
To move forward New Policy 4222—Personnel - Non-Certified—Paraeducators/Title Paraeducators to the full Board for a first reading.
Motion unanimously carried.

5. Review, Discussion, and Possible Action to Forward New Policy 5118.3—Students—Homeless Students—to the Full Board for Possible Action and Review

MOTION

By Jaimee O'Neill-Eaton

Seconded by Yvonne Palasky

To move forward New Policy 5118.3—Students—Homeless Students – to the full Board for a first reading.

Motion unanimously carried.

6. Review, Discussion, and Possible Action to Forward New Policy 5124.1—Students—Reporting to Parents, District/School Report Cards—to the Full Board for Possible Action and Review

MOTION

By Jaimee O'Neill-Eaton

Seconded by Yvonne Palasky

To move forward New Policy 5124.1—Students—Reporting to Parents, District/School Report Cards—to the Full Board for a first reading.

Motion unanimously carried.

7. Anything Else that May Properly Come Before the Committee – Nothing.

8. Next Meeting: October 7th, 2026

9. Adjournment

MOTION

By Jaimee O'Neill-Eaton

Seconded by Yvonne Palasky

To adjourn the Policy subcommittee meeting at 5:25 PM.

Motion unanimously carried.

This model policy, a collaborative effort between CABE and Shipman and Goodwin, asserts a local school board's authority to establish rules that prohibit surreptitious recording of others in the school setting to maintain a climate of trust.

Community Relations/Personnel-Certified/Non-Certified

Recording Meetings Without Consent

I. Purpose

The [District Name] Board of Education (the “Board”) is committed to fostering a culture built on mutual trust, open communication, and professional ethics. The Board finds that unauthorized or secret recordings of conversations (whether between staff and supervisors, or between school employees and students or parents) undermine the consultative process, inhibit candid feedback, and create an adversarial environment. Such actions are considered highly offensive to a reasonable person and detrimental to the educational climate.

II. Definitions

- **Secretly Recording:** The act of recording a conversation or interaction (audio or video) without notifying all participants and obtaining their express verbal or written consent at the outset.
- **Meeting:** Any scheduled or informal gathering, whether in person or via digital/virtual platforms, where school business, student progress, or employment matters are discussed.
- **Supervisor:** Any individual with authority to direct, evaluate, or oversee the work of a Board of Education employee.
- **Staff Member:** Any person employed by the Board of Education, whether certified or non-certified.

III. Prohibited Conduct

Except as otherwise provided by law or this policy, all persons on school property, or participating in school-sponsored activities (including virtual environments), are prohibited from surreptitiously recording any meeting or conversation where there is a reasonable expectation of privacy.

1. This prohibition encompasses audio, video, and the use of AI-based automated notetaking or transcription services (e.g., Otter.ai, Fireflies, Zoom AI) that record or process the audio of a meeting without the knowledge and consent of all participants.
2. This policy is intended to prevent the unauthorized recording of private professional interactions, confidential student matters, and internal administrative consultations. It is not intended to prohibit recording in public or semi-public forums where there is no expectation of privacy.

Community Relations/Personnel-Certified/Non-Certified

Recording Meetings Without Consent

IV. Exceptions and Limitations

This policy shall not apply to:

- Recordings of meetings subject to the Connecticut Freedom of Information Act (FOIA) held in public session.
- The use of built-in recording features in platforms such as Zoom, Microsoft Teams, or Google Meet, provided the recording is initiated by the host for administrative purposes and the platform provides an automatic notification (audible or visual) to all participants that recording is in progress.
- Casual photography or videography during public school events, such as athletic competitions, theater performances, or graduation ceremonies, where participants generally expect to be viewed or recorded by the public.
- Incidental recording in common areas (e.g., hallways, cafeteria) where the purpose is social or commemorative and not intended to capture private conversations or sensitive student/staff information.
- Recordings made by an employee or student for the sole purpose of documenting harassment, discrimination, or criminal activity, provided the individual is a party to the conversation and recording is used specifically for reporting to school administration, law enforcement, or relevant state agencies (e.g., DCF, CHRO).
- The accidental or incidental capture of background audio or video where there was no intent to surreptitiously monitor a specific conversation.
- **Special Education (PPT/504):** Meetings involving the development of an IEP or Section 504 Plan, where recording is permitted in accordance with federal and state guidelines, provided that the party wishing to record gives reasonable advance notice to all participants.
- **Professional Evaluation:** Situations where recording is a formal part of an evaluation or professional development program previously agreed upon by the administration and the relevant employee/union.
- **Legal Mandates:** Activities conducted at the direction of law enforcement or as required by a valid subpoena or court order.

V. Procedures for Authorized Recording

AI note-taker or an external recording device during a non-public meeting, they must:

1. Announce the use of the tool at the start of the meeting and receive consent from all parties.
2. Explicitly state the purpose of the recording on the record.
3. If any participant objects to the recording or AI-transcription, the recording must be stopped immediately.

Community Relations/Personnel-Certified/Non-Certified

Recording Meetings Without Consent

V. Procedures for Authorized Recording (continued)

4. If AI-transcription is used for a meeting involving student data, the tool must comply with the District's data privacy requirements and the Connecticut Student Data Privacy Act.
5. The recording must be "open and obvious."
6. If a visitor or staff member is authorized to record, the District reserves the right to simultaneously record the meeting.
7. Any recording made by an employee on a district device or in an official capacity becomes a record of the District and must be maintained in accordance with State Record Retention Schedules (e.g., Schedule M1) and FERPA, where applicable.

VI. Consequences for Violation

Unauthorized recording is considered a violation of personal courtesy, professional ethics, and Board policy.

- **Students:** May be subject to disciplinary action, including suspension or expulsion, in accordance with Board policy and state law.
- **Employees:** May be subject to disciplinary action, up to and including termination, in accordance with applicable collective bargaining agreements and the "just cause" standard where required.

Legal References: Connecticut General Statutes
52-570d (Recording of oral private communications)
10-233c Suspension/Expulsion
10-233d Suspension/Expulsion
1-200 et seq. (Freedom of Information Act)
WVIT v. Grey, 18 Conn. L. Rptr. 203 (1996)
Restatement 2d of Torts, Section 652b (1977)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et seq.

Policy adopted:
cps 5/26

CURRENT POLICY & REGULATION

P6172.3

Instruction

Home Schooling/Equivalent Education Under Parental Direction

The Griswold Board of Education believes that formal education in the public schools is highly beneficial both for the child and for the society, but it also recognizes the right of parents to fulfill their obligation to ensure an education of their children by schooling them at home. The Board instructs the school administration to work cooperatively with home schooling parents.

It is understood that the Griswold Public Schools has no obligation under the law to provide services to children who are being home schooled. Therefore, home schooled students are not eligible for school offerings or activities. No special education or related services shall be provided to a child who is home schooled. Home schooled students are ineligible to receive a Griswold High School diploma nor graduate from Griswold High School.

Parents who wish to educate their child at home must file with the Superintendent of Schools a "Notice of Intent, Instruction of Students at Home" form within ten (10) days of the start of the home instruction program. A Notice of Intent will only be effective for the school year in which it is filed.

Legal Reference: Connecticut General Statutes
 10-184 Duties of parents.
 10-185 Penalty.
 10-220 Duties of Boards of Education.

Policy adopted: October 9, 2018

GRISWOLD PUBLIC SCHOOLS
Griswold, Connecticut

GRISWOLD PUBLIC SCHOOLS
Griswold, Connecticut

NOTICE OF INTENT
Instruction of a Student at Home

Name of Student _____ Date of Birth _____

Address _____ Telephone _____

Name of Teacher _____ Telephone _____

Address _____ Telephone _____

Subjects to be Taught Are:

Required:

Reading	_____ Yes	_____ No
Writing	_____ Yes	_____ No
English Grammar	_____ Yes	_____ No
Geography	_____ Yes	_____ No
Arithmetic	_____ Yes	_____ No
U.S. History	_____ Yes	_____ No
Citizenship*	_____ Yes	_____ No

*includes a study of town, state and federal governments

Recommended:

Science _____ Yes _____ No

Other:

Total Number of Days Scheduled For Instruction _____.

Teacher's Method(s) of Assessment of Student Progress: _____

An Annual Portfolio Review will be held on or about _____
(Date)

GRISWOLD PUBLIC SCHOOLS
Griswold, Connecticut

NOTICE OF INTENT
Instruction of a Student at Home

I DO HEREIN ACKNOWLEDGE AND ACCEPT FULL RESPONSIBILITY FOR THE EDUCATION OF MY CHILD IN ACCORDANCE WITH THE REQUIREMENTS OF CONNECTICUT STATE LAW.

Father

Date

Mother

Date

I DO HEREBY ACKNOWLEDGE ONLY THE RECEIPT OF THIS FORM AND RENDER NO OPINION AS TO THE APPROPRIATENESS OF THE PLANNED PROGRAM.

Superintendent

Date

NOTE: It is understood that the Griswold Public Schools has no obligation under the law to provide services to children who are being home schooled. Therefore, home schooled students are not eligible for school offerings or activities. No special education or related services shall be provided to a child who is home schooled. Home schooled students are not eligible to receive a Griswold High School diploma nor graduate from Griswold High School.

This fully updated CABE model policy and accompanying administrative regulations integrate the phased rollout dates, eliminate conflicting timelines, secure total district assessment authority for returning students, and ensure full compliance with Public Act No. 26-37.

Instruction

Parent-Managed Learning (Homeschooling)

For the 2026-27 School Year

The Board of Education recognizes the statutory right of parents and guardians to educate their children through a parent-managed learning environment (homeschooling) in accordance with Connecticut General Statutes. To ensure compliance with compulsory school attendance requirements, parents or guardians residing in the district must file an Annual Universal Intent to Educate form with the Superintendent of Schools. This declaration is required for any child who has reached the age of five (5) on or before September 1st, until reaching the age of eighteen (18).

Students educated through parent-managed learning are legally classified as nonpublic school students. They do not fall within the school district's public educational funding or programming obligations. Consequently, students participating in parent-managed learning programs:

- Are not registered or enrolled in the district;
- Are ineligible to participate in public school extracurricular activities, interscholastic sports, or after-school clubs; and
- Are not entitled to receive local special education or related services at district expense.

If a parent or guardian elects to enroll a child in, or return a child from, a parent-managed learning program to the local public schools, the building administration shall facilitate a structured transition.

The school district maintains exclusive authority regarding grade placement and the awarding of high school graduation credits. The district is under no obligation to accept parent-issued transcripts, grades, or portfolios. Building principals retain the right to require state or local academic assessments to determine appropriate grade-level placement or to validate and award high school graduation credits.

Legal Reference: Connecticut General Statutes
 10-184 Duties of parents
 10-184a Special education programs not required for children in home or private schools
 10-220 Duties of boards of education
 Public Act No. 26-37 An Act Concerning the Provision of Parent-Managed Learning.

Policy adopted:
cps 7/26

For the 2026-27 School Year

GRISWOLD PUBLIC SCHOOLS
GRISWOLD Connecticut

NOTICE OF INTENT FOR PARENT-MANAGED LEARNING (Homeschooling)

Name of Student: _____

Address: _____

Student's Date of Birth: _____

Name of Parent: _____

Address: _____

Cell Phone Number: _____

I acknowledge and accept full responsibility for my child's education in accordance with state law.

Parent Signature

Date

Below is an updated policy incorporating the 2026 legal framework, including P.A. 22-9, recent federal and state statistical updates, and the operational directives recommended by the Connecticut Department of Emergency Services and Public Protection (DESPP) Hate Crimes Investigative Unit.

*All "alternative" phrasing has been removed in favor of clear and legally sound language, and the terminology has been updated to "**hate/bias incidents**" to properly capture both criminal and non-criminal behavior.*

Mission – Goals – Objectives

Hate Crimes and Bias Incidents in Schools

I. Statement of Purpose

The **Griswold** Board of Education is unequivocally committed to providing a safe, healthy, and equitable learning and working environment that is free from discrimination, harassment, intimidation, bigotry, and bullying.

Hate/bias incidents and crimes jeopardize the physical safety and emotional well-being of students and staff, disrupt the educational process, and will not be tolerated within this school district. The Board requires all schools and personnel to actively promote mutual respect, tolerance, and acceptance. Any hate/bias incident or crime committed on school grounds, on school transportation, or during school-sponsored activities will be met with immediate corrective action, disciplinary sanctions, and appropriate law enforcement notification.

II. Definitions

1. **Hate/Bias Incident:** Any suspected or confirmed non-criminal act or attempted act—including expression, conduct, or writing—that manifests hostility, bias, or bigotry against a person, property, or institution because of the target's actual or perceived race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity or expression, age, or disability. This includes, but is not limited to, verbal slurs, epithets, negative stereotyping, demeaning jokes, distribution of hate literature, or digital/electronic messages of an intimidating nature.
2. **Hate Crime:** Any criminal offense or unlawful act (such as physical assault, threatening, criminal mischief, arson, or vandalism) directed at or occurring to a person, private property, or public property where law enforcement determines the offense was motivated, in whole or in part, by bias or prejudice against a protected characteristic listed above.
3. **In Whole or in Part Because Of:** Means that the biased motivation was a contributing cause of the offense, whether other causes coexisted. Bias must be a substantial factor when multiple motives are present.
4. **Retaliation:** Any form of intimidation, reprisal, or harassment directed against an individual for reporting a hate/bias incident, aiding or encouraging a report, or cooperating in an administrative or law enforcement investigation. Retaliation is strictly prohibited and constitutes an independent, actionable violation of this policy.

Mission – Goals – Objectives

Hate Crimes and Bias Incidents in Schools (continued)

III. Hate/Bias Prevention Program

The Board directs the Superintendent to maintain a comprehensive hate/bias prevention program containing the following components:

- **Mandatory Personnel Training:** Annual, mandatory training for all school personnel—including administrators, teachers, support staff, school security, and transportation workers—focused on the recognition, proper documentation, reporting, and statutory response protocols for hate/bias incidents.
- **Student Instruction:** Age-appropriate classroom instruction, assemblies, and school activities designed to develop empathy, critical thinking, and conflict-resolution skills while explicitly teaching that subtle or overt expressions of hate are inherently harmful.
- **Community and Inter-Agency Partnerships:** Active collaboration with families, community advocacy groups, local law enforcement agencies, and neighboring school districts to share best practices and maintain a unified community stance against bias.

IV. Statutory Enforcement and Reporting

The administration shall ensure that all instances of student discipline arising from a hate/bias incident or crime are meticulously documented and reported to the Connecticut State Department of Education in strict compliance with the **ED-166 reporting process** and **P.A. 22-9**.

Legal Reference: Connecticut General Statutes
 10-15c Discrimination in public schools prohibited. School attendance by five-year olds.
 29-7m(a) Classification of crimes motivated by bias
 53a-181i, j, k, l (Intimidation based on bigotry or bias)
 Public Act 17-111 (An Act Concerning Hate Crimes)
 Public Act 22-9 (An Act Concerning Promoting Good Governance and School Safety)
 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

Policy adopted:
 cps 6/26

This regulation provides implementation procedures for addressing hate/bias incidents and crimes.

Mission – Goals – Objectives

Hate Crimes and Bias Incidents in Schools

Implementation Procedures for Addressing Hate/Bias Incidents and Crimes

I. Staff Operational Responsibilities

All school employees have a mandatory duty to maintain a school climate free from intolerance. Employees shall:

1. Immediately intervene upon witnessing or becoming aware of any hate/bias incident or speech.
2. Immediately report the conduct to the building principal or the designated Title IX/Civil Rights Coordinator.
3. Assist students who wish to report an incident, ensuring they have access to a safe reporting mechanism.
4. Fully cooperate in any subsequent district or law enforcement investigation and actively guard against retaliatory actions against any participant.

II. Student Responsibilities

Students are required to comply with the district Code of Conduct and shall not engage in, contribute to, or encourage any hate/bias incident or crime. Students who witness or are targeted by such conduct are strongly encouraged to report the matter immediately to a trusted staff member or administrator.

III. Immediate Action and Mandated Law Enforcement Notification

Whenever a school employee has reason to believe that a hate/bias incident or hate crime has occurred, or is about to occur, the following strict reporting ladder must be executed:

[School Employee] —> Immediate Notification —> [Building Principal & Superintendent]

[Mandatory Law Enforcement Notification Inform Director of Security]

Contact Police Dept. Immediately for:

- Imminent/actual physical harm
- Serious property damage
- Statutory hate crime indicators

Director of Security for:

- Tracking School Climate
- Continuous safety analysis
- Coordination under P.A. 22-9

Mission – Goals – Objectives

Hate Crimes and Bias Incidents in Schools

Implementation Procedures for Addressing Hate/Bias Incidents and Crimes

III. Immediate Action and Mandated Law Enforcement Notification (continued)

1. **Immediate Administrative Notice:** The employee must immediately notify the building principal and the Superintendent.
2. **Mandatory Police Notification:** The building principal or Superintendent **shall immediately contact local law enforcement** (via 911 or direct dispatch) if there is reason to believe a hate crime involving physical violence, an imminent threat of bodily harm, serious property damage, or a breach of public safety has occurred or is about to occur.
3. **School Resource Officer (SRO) Integration:** Pursuant to **P.A. 22-9** and the district's law enforcement MOU, the building principal shall ensure that the SRO is kept fully informed of all reported hate/bias incidents occurring within the school environment. The SRO shall be utilized for safety analysis, pattern tracking, and coordination, irrespective of whether the incident meets a prosecutable criminal threshold.
4. **Preservation of Evidence:** School officials shall immediately secure and preserve any physical evidence, digital footprints, or hate/bias graffiti. When feasible, graffiti should be covered or concealed from student view pending the arrival of law enforcement, but it must not be removed or permanently erased until police investigators have fully documented it.

IV. Investigation and Resolution Framework

1. **Parental Notification:** Upon receipt of a viable report of a hate/bias incident, the principal or designee shall promptly contact the parents or guardians of both the alleged target and the alleged perpetrator.
2. **Timeline:** Formal administrative investigations must be completed as soon as practicable but **shall not exceed fourteen (14) school days** from the receipt of the initial report. Claims involving physical safety or serious threats must be expedited immediately.
3. **Documentation:** All complaints must be finalized in writing. If a student or parent gives an oral report, the administrator must record the statement in writing, using the reporter's exact words. Files must be preserved in a separate, confidential civil rights compliance file distinct from standard student disciplinary records.
4. **ED-166 Alignment:** The business or data office must ensure the incident is accurately cross-referenced and coded in the district's **ED-166 system** to preserve mandatory tracking compliance under state law.

Mission – Goals – Objectives

Hate Crimes and Bias Incidents in Schools

Implementation Procedures for Addressing Hate/Bias Incidents and Crimes (continued)

V. Corrective Actions and Disciplinary Sanctions

If the investigation substantiates that a hate/bias incident or crime was committed, the district will enforce measures calculated to end the behavior, deter future infractions, and remediate the impact on the target.

Non-Disciplinary Corrective Interventions:

- Mandatory individualized counseling.
- Facilitated parent-administrative conferences.
- Awareness and sensitivity training designed by qualified professionals to educate the offender on the impact of their behavior.
- Assignment of community service or a research project focused on civil rights or cultural inclusion.

Disciplinary Sanctions (Conforming with Student Code of Conduct and Due Process):

- Loss of school privileges, extracurricular exclusions, or classroom reassignment.
- In-school suspension or short-term out-of-school suspension.
- **Expulsion:** For severe violations, physical assaults, repeated offenses, or conduct that severely compromises the safety and operations of the school, the administration shall initiate formal expulsion proceedings in accordance with Board Policy 5114.
- **Frivolous or Malicious Complaints:** Any student found to have maliciously fabricated a false accusation of a hate/bias incident shall be subject to disciplinary action under the Code of Conduct.

Regulation approved:

cps 6/26