

TRUMBULL PUBLIC SCHOOLS TRUMBULL, CONNECTICUT

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

Tuesday, October 13, 2026-- 5:30p.m.

Minutes

- I. Call to Order/Introduction- The meeting was brought to order at 5:35 p.m.
Members Present
 - A. Squicciarro, Committee Chair
 - M. Petitti, Board of Education
 - S. Hepburn-James, Board of Education
 - M. Ward, Trumbull Community Member
 - N. Carrano, Trumbull Educator Association
 - G. Prisco, Trumbull Administrator Association
 - G. Mathew, Parent Representative – Elementary School
 - M. Wycoff, Trumbull Community Member
 - R. Beri, Student Representative – THS
 - S. Iwanicki- Assistant Superintendent, FacilitatorMembers Absent
 - R. Ragupathy, Student Representative – THS
- II. Correspondence/Public Comment. No public comment was received.
- III. Approval of Minutes 5/12/2026. The committee reviewed the minutes of the May 12, 2026. M. Petitti made the motion to approve the minutes. S. Hepburn-James seconded. The motion passed unanimously
- IV. New Business
 - a. Student Representative Introductions. The committee members introduced themselves and shared a little about themselves. Special note was made for our new student representative.
 - b. Policy 6161.1 Selection of Instructional Material Revision. Dr. Iwanicki shared that this policy was being revised in title and policy number. While the policy

contains the required procedures, it is not listed under the mandated policy title and number. A. Squicciarro motioned to accept the changes to the title and policy number as presented. S. Hepburn-James seconded. The motion passed unanimously.

- c. Policy 4111/4211 Recruitment and Selection. The committee examined a sample CAFE policy regarding recruitment and selection. M. Petitti noted that in the past retired teachers could work three years at full pay instead of two. A. Squicciarro noted that as the District publishes the information on the website, the information regarding wages, salary, rates, and benefits can be located there. It was also noted that any disclosure requirements should happen before hiring. A. Squicciarro motioned to bring Policy 4111/4211 Recruitment and Selection with the edits as discussed to the full Board for approval. M. Petitti seconded. The motion passed unanimously.
- d. Policy 4118.11/4218.11 Nondiscrimination. Dr. Iwanicki shared that while aspects of this policy are present in other policies, the District needed to have this mandated policy as well. The committee members agreed that such policies are in place in most industries. G. Mathew noted that they are standard practice. M. Petitti noted that they are referred to frequently in Union business. The committee read through the policy. M. Wycoff and N. Carrano made several suggestions for punctuation and grammar improvements. A. Squicciarro offered linguistic edits that clarified and/or eliminated redundancies. After discussion, A. Squicciarro motioned to bring Policy 4118.11/4218.11 Nondiscrimination to the full Board for approval. S. Hepburn-James seconded. The motion passed unanimously.

The meeting adjourned at 6:52 p.m.

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **1000, 6000**
CATEGORY: **Instruction**
POLICY CODE: **1312.3/6161.1/Selection and
Reconsideration of Instructional and Library
Material**

**SELECTION AND RECONSIDERATION OF
INSTRUCTIONAL AND LIBRARY
MATERIALS**

Policy Statement

It is the responsibility of the Trumbull Board of Education to provide appropriate instructional material.

Selection of texts, library books, and other materials, including software, will be guided by recommendation of appropriate members of the professional staff. District regulations will promote periodic Board review of instructional materials including textbooks and digital resources.

Ensuring equivalence of materials and instructional supplies provided by the Board is the responsibility of the Superintendent.

It is also Board policy that a procedure for prompt review of criticized or challenged material shall be in place.

Statement Regarding the Review and Reconsideration of Educational Materials

The Trumbull Public Schools Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against instructional material used in the classroom or available in the school library/media center. Consideration of requests to reconsider and remove material, displays, or student programs is limited to individuals with a vested interest. An individual with vested interest may challenge any Library Materials or other educational materials, display, or student program by initiating a review of such material via the submission of a request for reconsideration form.

It shall be the policy of the Trumbull Public Schools Board of Education that the removal, exclusion or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No Library Material or other educational material, display, or program shall be removed from library media centers, or programs be canceled, because of the origin, background, or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program. Library Material or other educational materials, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

Until a final decision is made, any Library Material or other educational material being challenged shall remain available in the curriculum or school library media center according to such material's catalog record and be available for a student to reserve, check out, or access.

The Trumbull Public Schools may consolidate any requests for review and reconsideration of the same challenged Library Material and other educational material. Once a final decision has been made on any Library Material or other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three years.

Definitions

"Library Materials" means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.

"Education Materials" means any material belonging to, on loan to or otherwise in the custody of a school, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material required as part of classroom instruction.

"School library staff member" means a school library media specialist, school librarian, any certified or non-certificated staff member whose assignment is in the school library or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

"Individual with a vested interest" means any school staff member employed by the Trumbull Public Schools or a parent or guardian of a student currently enrolled in the Trumbull Public Schools ~~a school~~ at the time a reconsideration form is filed, or any student currently enrolled in a school at the time a reconsideration form is filed.

"Remove" means deliberately taking materials out of a library's collection or classroom. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

General Library Provisions

Any school library media specialist or school library staff member who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Adopted: 9/16/1980
Revised: 2/27/1991, 8/2/2005,
11/15/2016, 4/7/2026, ~~##/~~
~~##/2026~~

**1312.3/6161.1/Selection and
Reconsideration of Instructional and
Library Material**

References

- 20 U.S.C. §6777 The No Child Left Behind Act
- Connecticut Public Act 16-189: An Act Concerning Student Data Privacy
- Connecticut Public Act 18-125, An Act Concerning Revisions to the Student Privacy Act
- Connecticut Public Act 17-200, An Act Concerning Revisions to the Student Privacy Act of 2016
- Trumbull Board of Education Policy Code 3520.13: Student Data Protection
- Trumbull Board of Education Policy Code 4118.5: Staff Network/Internet Use
- Trumbull Board of Education Policy Code 6121: Equivalence in Staffing and Instructional Materials
- Trumbull Board of Education Policy Code 6121.4: Non-Discrimination in Instruction/Classroom
- Trumbull Board of Education Policy Code 6141: Curriculum Development
- Public Act No. 25-168

Regulations

I. Selection

A. Basic Criteria

1. Provide information and experiences that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity of the students served.
2. Provide information and experiences that will stimulate growth in conceptual and factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information which will enable students to make intelligent judgments in their daily lives.
4. Provide information on opposing sides of controversial issues so that young citizens may develop, under guidance, skills in critical analysis.
5. Provide information which is non-discriminatory in terms of religion, race, sex, and ethnic background, and which is representative of the various viewpoints which contribute to our heritage and its role in the modern world.
6. Provide equivalent materials and instructional supplies to students in all schools.
7. Only ***“individuals with a vested interest”*** may initiate the review or reconsideration of any instructional materials.

B. Selection Procedures

1. Textbook Resources

- i. Textbooks to be used in District schools must be selected in accordance with procedures articulated by the Assistant Superintendent of Teaching and Learning, and must be reviewed by the Board Curriculum Committee and approved by the full Board of Education prior to purchase. Core textbooks are considered those that must be used by all students for attainment of curricular goals; supplemental textbooks are those that will be used by some students for attainment of curricular goals.
- ii. Textbook(s) approved for any course of study will be integrated into the curriculum guide for that course of study during the ongoing course development process.

2. Digital Learning Resources

- i. Digital learning resources to be used in District schools must be selected in accordance with procedures articulated by the Assistant Superintendent for Teaching and Learning and the Director of Digital Learning.
- ii. Digital learning resources approved for any course of study will be integrated into the curriculum guide for that course of study during the ongoing course development process.

**1312.3/6161.1/Selection and
Reconsideration of Instructional and
Library Material**

- iii. All Digital resources must be approved by the Director of Digital Learning as compliant with the current Connecticut Data Privacy Act.

II. Review of Materials

- A. Parents/guardians have the right to inspect any Library Materials and/or instructional materials, regardless of format, used as part of the educational curriculum.
- B. Notification of the above regulation will be given to parents/guardians and students annually through the student handbook.

III. Review of Criticized or Challenged Materials

- A. Individuals with a vested interest may initiate the review or reconsideration of any Library Materials and other educational materials, display, or student program by submitting the request for recommendation form to the principal of the school in which the library and other education materials are being challenged.
- B. Criticized or challenged materials shall be brought to the attention of the building principal or the Assistant Superintendent of Teaching and Learning.
- C. The complainant must complete the Request for Reconsideration of Materials form, clearly identifying the source of the criticism or complaint. The form should be forwarded to the building principal or the Assistant Superintendent of Teaching and Learning. A building principal receiving such a complaint should forward it to the Assistant Superintendent of Teaching and Learning.
- D. Upon receipt of the complaint related to criticized or challenged materials, the Assistant Superintendent of Teaching & Learning will promptly review the objections of the complainant, speak to the complainant, convene an ad hoc committee, if necessary, to review the appropriateness of the criticized or challenged material, and decide whether the criticized or challenged material should be removed from the instructional program. The Assistant Superintendent of Teaching and Learning will advise the Superintendent on the disposition of the complaint.
- E. If the complainant's appeal is not resolved at the Assistant Superintendent of Teaching and Learning's level, an appeal may be made to the Superintendent.
- F. If the complainant's appeal is not resolved at the Superintendent's level, an appeal may be made to the Board of Education.

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 4000
CATEGORY: Personnel – Certified and
Non-Certified
POLICY CODE: 4111/4211 Recruitment and
Selection

Policy Statement

Recruitment and Selection

The Board directs the Superintendent to develop and maintain a recruitment program to attract and retain the most effective personnel, as defined by federal law, in the District's schools. All District teachers must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

Increasing Educator Diversity

The Board of Education believes it is especially important to ensure that recruitment, hiring, and retention efforts increase educator diversity. The administration is directed to make a determined and substantial effort to ensure that the district's recruitment procedures increase diversity, consistent with C.G.S. §10-56ee and Public Act 23-167.

Adopted:

Fair Employment Practices and Public Notices

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection, and appointment procedures.

The Superintendent shall ensure that the District is in compliance with provisions of Title I and the Every Student Succeeds Act (ESSA). Handbooks and recruitment materials shall comply with federal law regarding the qualifications of instructional personnel. Parents/guardians of students in Title I schools shall be informed annually of their right to request information regarding teacher and paraprofessional qualifications.

Job Posting Transparency (P.A. 26-12)

Effective October 1, 2026, the Superintendent or designee shall ensure that all public, external, internal, promotional, and transfer job postings published or distributed by the District include:

1. The wage rate or a good-faith estimate of the wage/salary range for the position; and
2. A general description of the position's benefits, including health insurance, retirement options, fringe benefits, and paid leave provisions.

All wages, rates, salary ranges, and benefits are published within the contracts on the Trumbull Public Schools website.

Automated Employment Decision Technology

If the District utilizes automated or AI-driven technology to screen job applications or evaluate employees, advance written notice shall be provided to candidates detailing the technology's purpose and the nature of the decision-making process.

Hiring of Retired Teachers

A retired teacher receiving benefits from the Teachers' Retirement Board (TRB) may be reemployed by the Board for up to one full school year in a position:

1. Designated by the Commissioner of Education as a subject shortage area, or
2. At a school located in a priority school district for the school year in which the teacher is being employed.

Such reemployment may be extended for an additional school year, provided the Board:

1. Submits a written request for approval to the Teachers' Retirement Board,
2. Certifies that no qualified candidates are available prior to the reemployment of such teacher, and
3. Indicates the type of assignment to be performed, the anticipated date of rehire, and the expected duration of the assignment.

The forty-five percent (45%) limitation applies if the retired teacher has worked for more than two years in either a subject shortage area or a priority school district.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service.

Except as indicated above, a certified educator receiving retirement benefits from the TRB may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes, except that such educator may be employed in such a position and receive no more than forty-five (45%) of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess. Fringe benefits offered by the District, if taken by the employed retired individuals, are included in the maximum compensation calculation.

Applicant Disclosure Requirements

On the application form, an applicant for any position in the school district shall disclose any previous relationship with the Superintendent or any Board member. Previous relationships will include any business, financial, personal, political, or family connections. The Superintendent shall provide the Board with full disclosure of any prior knowledge or relationship with any candidate recommended for employment, prior to employment with the District.

The Board authorizes the Superintendent to employ teachers.

Legal Reference:

Connecticut General Statutes

- 10-220 Duties of Boards of Education.
- 31-126 Unfair Employment Practices.
- 46a-60 Discriminatory employment practices prohibited.
- Title IV Equal Employment Opportunities.
- 34 C.F.R. 200.55 Federal Regulations.
- P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56
- PA 23-167 An Act Concerning Transparency in Education Section 10.
- PA 26-12 An Act Concerning Pay Transparency, Employee Benefits Disclosure, and Workplace Accommodations.

Regulations

Process Overview – Certified/Non-Certified Staff

1. Identify the need for the position and establish the job specifications.
2. Draft job posting ensuring compliance with P.A. 26-12 (must include good-faith salary range and general description of benefits).
3. Internally post the position (including notification of promotion or transfer opportunities).
4. Externally post the position.
5. Applications are collected in the District Office or the electronic portal until closing date.
6. Applications are screened by the District Administrator, building Principal and/or department supervisor.
7. Initial screening interview performed by committee, as needed.
8. Candidates are asked to teach a sample lesson (where applicable).
9. Finalist(s) interview with building Principal, and/or Superintendent, and/or their designees.
10. Superintendent notifies the Board of Education.

Job Posting Disclosure Specifications (P.A. 26-12):

All internal and external job postings generated by the District must contain the following information. This information can be found within the contracts on the District website.

1. Compensation: “The salary/wage range set in good faith for this position is (\$X to \$Y per hour/year), depending on experience and collective bargaining placement.”
2. Benefits Summary: “This position includes a comprehensive benefits package featuring (health/dental/vision insurance options, CT Teachers’ Retirement System (TRB)/MERS eligibility, paid sick and personal leave, life insurance, and professional development opportunities).”

Initial Application Screening

Initial application screening should be conducted by the building Principal (and/or relevant administrators) and/or designee. Screening criteria shall be job-related, objective, and compliant with equal opportunity standards. If automated screen systems (AI) are utilized, candidates must be provided advance notice of the system’s role in the evaluation process.

TRB Reemployment Verification

Prior to executing a contract with a retired certified educator under C.G.S. §10-183v:

1. Central Office shall verify whether the position is in a state-designated shortage area or the District is listed as a priority school district.
2. If not, Central Office shall ensure total annual earnings (including district-provided health benefits if accepted) do not exceed 45% of the maximum salary level for the assigned position.
3. Central Office shall submit required reemployment forms to the Teachers’ Retirement Board (TRB).

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 4000
CATEGORY: Personnel – Certified and
Non-Certified
POLICY CODE: 4118.11/4218.11
Nondiscrimination

Policy Statement

Nondiscrimination

It is the intent of the Board of Education to provide a fair employment setting for all persons and to comply with state and federal law. The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to: race, color, religion, age, veteran status, genetic information, marital status, national origin, sex, sexual orientation, gender identity or expression, status as a victim of domestic violence, ancestry, present or past history of mental disorder, or disability (including pregnancy), except in the case of a bonafide occupational qualification.

The District shall not discriminate against qualified individuals with disabilities in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

The District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

Further, the District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless the accommodation would impose undue hardship on the District's business operations.

Any job applicant or employee wishing to discuss the need for reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the District Human Resources Office.

The District recognizes that it is a discriminatory practice to request or require, on an initial employment application, a prospective employee's age, date of birth, dates of attendance at or date of graduation from an educational institution, unless requesting or requiring such information is based on a bona fide occupational qualification or need, or when such information is required to comply with any provision of state or federal law.

Legal Reference: Connecticut General Statutes
4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities
4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation
10-15c Discrimination in public schools prohibited. School attendance by five-year olds (as amended by PA 21-2 §441.)
10-153 Discrimination on account of marital status
Connecticut Fair Employment Practices Act, C.G.S. §469-60
46a-51 Definitions (as amended by PA 17-127, PA 21-2 and PA 17-127, PA 21-2, and PA 22-82)
46a-58 Deprivation of rights. Desecration of property. Placing of burning cross or noose on property. Penalty. (as amended by PA 17-127 and PA 22-82)
46a-60 Discriminatory employment practices prohibited. (as amended by PA 17-127, PA 21-69 and PA 22-82)
46a-81a Discrimination on the basis of sexual orientation; Definitions
P.A. 11-55 An Act Concerning Discrimination
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et. seq.
Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et. seq.
Title IX Final Rule, May 6, 2020
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. §4212
Title II of the Genetic Information Nondiscrimination Act of 2008
42 U.S.C. §2000ff; 29CFR1635.1 et. seq.
Age Discrimination in Employment Act, 29 U.S.C. §621
Americans with Disabilities Act, 42 U.S.C. §12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794

Policy adopted:

Regulations

Discipline

No employee will be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.

Association Membership

No employee shall suffer any professional disadvantage by reason of the employee's membership in an employee association or participation in its lawful activities.

Grievances

No employee, employee association representative, member of any employee organization or any other participant, in a grievance procedure, shall suffer reprisals in any other way or suffer any professional disadvantage by reason of their opposition to any unfair labor practices or because of participation in the processing of any grievance. The Superintendent will provide procedures for alleged violations of Board policies, administrative regulations, and school district operations in general when not otherwise covered in employee organization agreements.

Equal Education Opportunity

Pursuant to the IDEA, Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Trumbull Board of Education.

Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, sex, sexual orientation, gender identity or expression, race, religion, color, national origin, disability (including pregnancy), parenthood, marital status, or for any reason not related to his/her individual capabilities.

The Civil Rights Coordinators and the Title IX Coordinators for the Trumbull Board of Education have the responsibility to monitor the compliance of this policy. The names and locations of the Civil Rights Coordinators are set forth below. Further compliance with policy is the responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

Equal Education Opportunity (continued)

Students shall not be discriminated against, including but not limited to, in the areas of:

Admission	Enrollment in Courses
Use of School Facilities	Counseling and Guidance
Vocational Education	Physical Education
Competitive Athletics	Graduation Requirements
Student Rules, Regulations and Benefits	Treatment as a Married and/or Pregnant
Financial Assistance	Health Services
School-sponsored Extracurricular Activities	Most Other Aid, Benefits or Services

Employee/or applicants shall not be discriminated against, including but not limited to, the areas of:

- Hiring and Promotion
- Compensation
- Job Assignments
- Leaves of Absence
- Fringe Benefits
- Labor Organization
- Contracts or Professional Agreements

The Trumbull Public Schools recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The definitions and regulations for this type of discrimination are posted under policies [5145.5/4118.112/ 4218.112- Prohibition Against Sexual Harassment of Students and Personnel](#).

Employee Regulations and Rights

Employees wishing to discuss these regulations or rights under this policy, the need for reasonable accommodation, or wish to discuss or file a complaint, should contact:

- The Director of Human Capital and Talent Development who serves as the District's Civil Rights Coordinator, and/or an administrator.

Forms are located in Appendix A of this policy, online on our website, or from our Civil Rights Coordinator. Contact with the Civil Rights Coordinator or his/her administrator designee should take place within forty (40) calendar days of becoming aware of the alleged occurrence.

Discrimination Complaint Procedure

This procedure is not applicable to a Title IX sex discrimination or a sexual harassment claim.

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the Trumbull Public Schools shall have an opportunity to bring such concerns to the attention of the Civil Rights Officer, the Superintendent and/or designee, who has the authority to resolve such complaints. The following complaint procedure shall be utilized by any student, parent, or employee in making a complaint or inquiry. All District employees shall be governed by this procedure.

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, marital status, genetic information, status as a victim of domestic violence, status as a Veteran or mental or physical disability (including pregnancy), may discuss and/or file a complaint with the Civil Rights Coordinator or 504 Coordinator of the Trumbull Public Schools. Reporting should take place within 40 calendar days of becoming aware of the alleged discrimination. The Civil Rights Coordinator is The Director of Human Capital and Talent Development and can be reached at 203-452-4350; the 504 Coordinator is The Director of Pupil Personnel Services and can be reached at 203-452-4352.

The district will promptly and thoroughly investigate all formal complaints of discrimination.

Appendix A

Discrimination Complaint Form

SECTION 1: COMPLAINANT CONTACT/PERSONAL INFORMATION	
1. Name (<i>Last, First, M.</i>)	4. Phone Number
2. Home School	5. E-mail Address
3. Preferred Method of Contact	6. Best Time to Reach You
7. Your role with Trumbull Public Schools: ☐ Employee ☐ Student ☐ Parent/Guardian ☐ Employee Applicant	
SECTION 2: COMPLAINT INFORMATION	
8. Is this a recurring discriminatory act? ☐ Yes ☐ No	11. Location where the alleged act/event occurred.
9. If yes, the most recent date of alleged discrimination: ____ / ____ / ____ month day year	12. You are alleging discrimination on which basis? <i>(Check all that apply and explain in Item 14)</i> ☐ Age ☐ Gender ☐ National Origin ☐ Disability ☐ Race ☐ Other:
10a. For students and parents:	10b. For TPS employees:
A. With whom have you shared your concerns? ☐ Parent/guardian ☐ Teacher ☐ Principal ☐ No one ☐ Counselor ☐ Other:	A. Have you shared your concerns with your building supervisor or evaluator? ☐ Yes ☐ No B. Would you like union representation or a colleague representative? ☐ Yes ☐ No C. Do you authorize all information to be shared with this representative? ☐ Yes ☐ No D. Please provide the name of the representative you would like involved:
14. Please explain what happened to you. (<i>You may use additional pages if necessary.</i>) Attach any supporting documents to your complaint.	
15. Please explain how you would like to see this complaint resolved? (<i>You may use additional pages if necessary.</i>)	
Signature	____ / ____ / ____ month day year
☐ By checking this box, I certify that I am the individual submitting this document and that the contents are true, accurate, and complete.	
Date Received by Civil Right Coordinator:	Signature: