

**BOARD OF EDUCATION  
TOWN OF SOUTH WINDSOR, CONNECTICUT**

**REGULAR MEETING AGENDA**

PLACE: Timothy Edwards Middle School, Alt 6

TIME: 7:00 p.m.

DATE: April 27, 2021

**Residents wishing to speak will be required to wear a mask, adhere to social distancing protocols, and record their name and contact information on a sign-in sheet.**

Item	Item #
I. Call to Order	
II. Pledge of Allegiance	
III. Roll Call	
IV. District Vision Statement	
V. Communications A. Superintendent B. Assistant Superintendent for Curriculum and Instruction C. Student Representatives D. Board Members	
VI. A. Approve Minutes of the March 23, 2021 Regular Meeting B. Approve Minutes of the April 5, 2021 Special Meeting	
VII. Consent A. Approve IDEA Grant Submission	#4/27/21-1
VIII. Hearing of Visitors	
IX. Superintendent of Schools Report A. Student Spotlight: First Tee Advisory Council B. Staff Spotlight: National Council of Teachers of Mathematics Publication C. Equity Council Update D. Textbook Adoption – Second Read	#4/27/21-2 #4/27/21-3
X. Unfinished and New Business A. Approve Central Administration Ellsworth Elevator Project (132-0090CV) as Complete B. BOE Policy #3003: Purchasing – First Read C. BOE Policy #5002: Student Discipline – First Read D. BOE Policy #5010: Use of Private Technological Devices by Students - First Read E. BOE Policy #6003: Use of the District’s Computer Systems and Internet Safety – First Read F. BOE Policy #6017: Individuals with Disabilities Education Act – First Read G. Approve BOE Policy #1003: Non-Discrimination Community H. Approve BOE Policy #1007: Possession of Deadly Weapons or Firearms I. Approve BOE Policy #1009: School Volunteers, Student Interns and Other Non-Employees J. Approve BOE Policy #4003: Evaluation, Termination and Non-Renewal of Athletic Coaches K. Approve BOE Policy #4004: Non-Discrimination Personnel L. Approve BOE Policy #5025: Non-Discrimination Students M. Committee Reports	#4/27/21-4 #4/27/21-5 #4/27/21-6 #4/27/21-7 #4/27/21-8 #4/27/21-9 #4/27/21-10 #4/27/21-11 #4/27/21-12 #4/27/21-13 #4/27/21-14 #4/27/21-15
XI. Hearing of Visitors	
XII. Items for Future Agendas	
XIII. Adjournment	

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## GOOD NEWS FROM SCHOOLS

April 27, 2021

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### **Eli Terry Elementary School**

*Submitted by Interim Principal, Michael Kenyon*

Fifth grade student Girish Prasad participated in the New England Math League this year. Girish completed monthly problems and competed against students his age across New England. We are so honored to share that Girish placed in the top ten students in all of New England. Way to go Girish!

### **Orchard Hill Elementary School**

*Submitted by Principal, Mike Tortora*

On March 29, students and staff at Orchard Hill learned about and observed the Indian *Festival of Holi*, which celebrates the beginning of spring and a good harvest season. It is common during Holi for Indian families to celebrate by throwing vibrant colored powders on themselves and one another. Students and staff in school and at home took part in a shared reading of the book “Festival of Colors” by Kabir and Surishtha Sehgal and a guided shared art activity in which they created a self-portrait and used markers and water to “color” themselves. The beautiful self-portraits were enjoyed by all!

The staff and students at Orchard Hill are learning about Ramadan through virtual read-alouds, videos, and presentations from various students and families who are excited to share their Ramadan experience with classmates. The Islamic holiday of Ramadan began on April 12, and will span through May 11. Ramadan is a time of self-reflection, empathy, kindness, and self-improvement. During this time many Muslim students and families observe the traditional fasting from food and water from before sunrise until sunset. Everyone at Orchard Hill wishes all who celebrate, Ramadan Mubarak!

### **Philip R. Smith Elementary School**

*Submitted by Principal, Michelle Dixon*

On March 19, PRS held a fundraiser to help find a cure for pantothenate kinase-associated neurodegeneration (PKAN), a rare disease characterized by a progressive degeneration of the nervous system and buildup of iron in the brain. This fundraiser was initiated by a grade 5 student who wanted to help make a difference in the lives of a PRS family impacted by PKAN, as well as others who are impacted by this progressive disease. The student shared her proposal, recruited helpers to make posters, created a flyer to advertise the fundraiser, and wrote a morning announcement. The PRS community came together and raised \$900 to help find a cure for PKAN.

### **Pleasant Valley Elementary School**

*Submitted by Principal, Tiffany Caouette*

Pleasant Valley has been partnering with the high school Interact Club to support students in third, fourth, and fifth grades through weekly reading groups. The students (high school and select elementary) read chapters of books throughout the week and come together virtually once or twice a week to discuss the books while a PV staff member supervises. The program has been very successful and the students are loving it!

Grade 3 and 4 teachers at PV recently held an SBAC Information Night for Pleasant Valley parents. Approximately 60 parents attended the event where the teachers outlined the structure of the SBAC and walked parents through a practice test so they could see what is expected of students. The school generally holds this information night for third grade parents but included fourth grade parents this year as those students were not exposed to the SBAC last year during the shutdown.

Pleasant Valley has received a Book Vending Machine through funding from a grant from Bob's Stores and the generosity of the PTO. The vending machine dispenses new books to students who have earned gold coins for any number of Panther PRIDE expectations: Patience, Respect, Independence, Determination, and Excellence. The vending machine works like any other vending machine where only items in the front can be chosen, adding a level of excitement whenever new books are displayed for selection.

### **Timothy Edwards Middle School**

*Submitted by Principal, Melissa Morgan-Hostetler*

The Connecticut Writing Project sponsors the Connecticut Student Writers, a magazine established in 1987. Each year over 1,500 students from across Connecticut submit entries vividly demonstrating their passion for the craft of writing or art. From this large pool of art, poetry, essays, stories, and drama, a limited number of submissions are chosen to be published or honored from each grade level. The 6th grade students on the SAGE team have been recognized by the Connecticut Writing Project through the University of Connecticut. Hanayasai Ramakrishnan received the Honorable Mention award for her fiction piece called "The Outer World of Earth." Esha Malli received the Honorable Mention award for two pieces: a fiction piece called "Lighting Bugs" and a nonfiction piece called "It all went down hill... or did it?" Ava Parente received the SILVER award for her fiction piece called "Dragon Paint." Tanvi Mishra received the SILVER award for her fiction piece called "A BFG Fanfiction." Logan Hoang received the GOLD award for her artwork called "Locked Down."

Sports are back at TEMS! We had over 100 students try out for the track team, and 50 students who are trying out for baseball or softball.

### **South Windsor High School**

*Submitted by Principal, Frank Rizzuto*

Students from Janet Belval's AP Biology class participated in the 2021 Jackson Laboratories DNA Essay Contest where students needed to respond to a comprehensive prompt. Jahnvi Vadavalli came in first place, Rakshan Chada in second place, and honorable mentions went to Kavin Shanmugam and Arnav Thankrar.

The FBLA (Future Business Leaders of America) Spring Leadership Conference and Competition was held on April 10. The SWHS chapter won Gold for the FBLA Chapter Recognition Award. Pranav Ramesh won the *Who's Who Award* and he received the Richard Dwyer Scholarship. Keshav Ramesh took first place in the Political Science category, Jaideep Naik took first place in Business Calculations, and Kavin Shanmugam took first place in Introduction to Business Procedures. SWHS students earned nine awards in total.

The Academic Integrity Committee, part of the National Honor Society, created and submitted a public service video that judges have identified as one of the top three in Connecticut this year. Committee chairs were seniors Sophie Crane and Lindsey Lucia.

The 2020 Centurion yearbook is featured in *Jostens Look Book*. The *Jostens Look Book* is a collection of outstanding yearbooks and their creative themes, cool covers, beautiful designs, school events and stunning photography. The South Windsor Centurion was one of only 460 yearbooks selected from one thousand yearbooks submitted. Yearbook Advisor Ed Duclos is extremely proud of the students and this accomplishment.

SWHS had six students make the All-State Music Festival. They will be attending a virtual festival in April.

This month Unified for Underprivileged Girls, a club at South Windsor High School, took part in a fundraiser that raised \$237 at a local bread and soup restaurant. All proceeds were donated to underprivileged girls in Kenya to purchase school supplies needed to be successful. Earlier in the year the club also knit handmade scarves and donated them to a local women's shelter. Through a Google Meet they taught themselves how to do this craft and worked very hard to make this happen. This club is making efforts within and outside of the community to empower women everywhere. They are pen pals with girls in Kenya and communicate through

emails. The club was started by sophomore Olivia Liegl in the fall of 2020, has 35 members, and is advised by teacher Sue Fox.

The High School Science Olympiad team finished second in the state virtual tournament this year. Earning Medals for their efforts were:

- Karen Celine Luci and Kavin Shanmugam 2<sup>nd</sup> place in Anatomy and Physiology
- Karen Celine Luci and Sivani Arvapalli 2<sup>nd</sup> place in in Boomilever
- Jaideep Naik, Arnav Thakrar and Yunfei Zheng 1<sup>st</sup> place in Codebusters
- Sivani Arvapalli and Karen Celine Luci 2<sup>nd</sup> place in Disease Detectives
- Sivani Arvapalli and Dalton Silverman 4<sup>th</sup> place in Forensics
- Jaideep Naik and Dan Nazeri 1<sup>st</sup> place in Geological Mapping
- Tyler Neilsen and Yunfei Zheng 3<sup>rd</sup> place in Machines
- Tyler and Joe Nielsen 3<sup>rd</sup> place in Gravity Vehicle
- Vaishnab Nanda 4<sup>th</sup> place in Gravity Vehicle
- Kavin Shanmugam and Dan Nazeri 1<sup>st</sup> place in Ornithology

The fully digital South Windsor High School musical production "Pandemonium 2020" will premiere on Friday, May 7. The cabaret-style show features nine talented students performing short, original scenes and songs from the American musical theatre Canon. Access details will be available soon.

SPECIAL SERVICES DEPARTMENT  
South Windsor Public Schools  
1737 Main Street  
South Windsor, CT 06074

#4/27/21-1

MEMORANDUM

Date: April 20, 2021

To: Dr. Kate Carter  
Superintendent of Schools

From: Jessica Kuckel JK  
Director of Special Services

Subject: Request for Board Approval of Adoption of IDEA Grant Application  
Section 611 (ages 3-21) and Section 619 (ages 3-5)

We are prepared to submit to the State Department of Education our IDEA Grant application for funds to support programs and services for students with special needs in the district. I respectfully request the IDEA grant be placed on an upcoming Board agenda for approval.

The IDEA grant application is to be allocated as: Section 611 in the amount of \$901,953.00 and Section 619 in the amount of \$20,110.00.

Following are goals to be addressed by the Special Services Department in the 2021-22 school year:

**IDEA, Section 611: Special Education and Related Services (ages 3-21)**

Goals:

- To improve the academic skills of all students with disabilities in English, mathematics, science, foreign language as appropriate, social studies, the arts, health and physical education.
- To continue to develop and expand the range of appropriate educational programs for children diagnosed with autism in elementary, middle and high school settings. This shall include the coordination and programming for students requiring transition programs beyond their four years of high school.

This section of the grant will fund:

- Special education aides
- Speech pathologist
- Clerical services
- Employee benefits

**IDEA, Section 619: Preschool Special Education (ages 3-5)**

Goal:

- To provide opportunity for preschool students with disabilities to be educated with non-disabled peers at a fully integrated, developmentally appropriate preschool program.

This section of the grant will fund:

- Preschool special education aide, as identified through IEPs.

JLK:mbf

c: C. McNamara

# Equity Council Update

*South Windsor Public Schools*

Mario J. Florez, Director of Equity and Inclusion  
Candice Irwin, Literacy Curriculum Specialist  
SWPS Equity Council

# Vision for Equity and Inclusion

*Our vision will continue our path to be an equitable and inclusive school district*

- Maintain culture and climate that ensures welcoming and culturally sustainable schools
- Recruit and retain BIPOC staff
- Align Equity Framework with our Portrait of a Graduate
- Use an “equity lens” to guide our policies, protocols and practices
- Promote authentic youth voice and agency
- Attain sustainable professional practices grounded in equity and inclusivity through empathy, dignity, respect, love and cultural proficiency

# Overarching Goals

*These overarching goals helped focus the equity work during the 2020-2021 school year:*

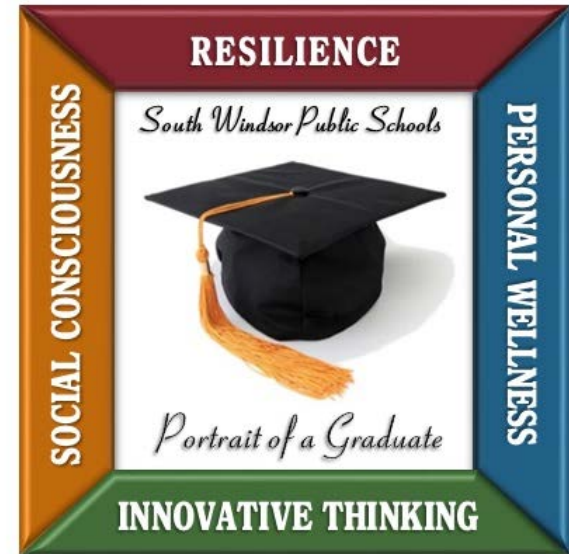
- Develop the SWPS Equity Council
- Draft the SWPS Equity Framework
- Provide ongoing professional learning, technical assistance, and real-time support for schools
- Collaborate with district leaders to support teachers
- Develop relationships with DEI leaders in the region for collaboration and thought partnership
- Engage in professional learning opportunities with external partners



# Connecting to the Bigger Picture

- District Vision
- Strategic Plan 2019-2022
- Portrait of a Graduate
- Adapting to our growing/changing population

*Establishing our collective why and walking the talk*





# SWPS Equity Council



# Equity Council Vision and Mission

*The SWPS Equity Council aims to:*

- Engage in collaboration inclusive of school and community stakeholders
- Ensure youth voice and agency from our students and recent alumni
- Advocate for access to high quality, rigorous educational experiences regardless of circumstance, ability, identity, or zip code

*Through:*

- Participating in open, honest, and courageous dialogue
- Creating awareness and educating stakeholders in the areas of diversity, equity, and inclusion

# Equity Council Membership

*We are proud to highlight the overwhelming response from teachers and staff interested in joining the committee this year.*

- Core committee is comprised of 45 members. This includes representation from administrators, teachers, non-certified staff, current students, alumni, parents, and community members- with intentional representation from our diverse community.
- Additional staff were provided with opportunities to support the work of the council through subcommittees.

# Subcommittees

Subcommittee	Focus Areas
<b>Curriculum &amp; Instruction</b>	Exploring tools to help teachers examine curriculum through an equity lens that promotes the wellness of the whole child.
<b>Staff &amp; Professional Development</b>	Identify, plan, and implement staff professional development that is systematic and focuses on equity across various content areas.
<b>Marketing &amp; Promotion</b>	Utilize contemporary platforms for marketing including social media, and help with the design of the SWPS web page dedicated to equity and inclusion.
<b>Cultural Sustainability</b>	Identify programming opportunities to celebrate our diverse community via systematic celebrations as well as develop a programming calendar that promotes equity and celebration of diversity.
<b>Family and Student Engagement</b>	Explore ideas for programming, communication in home languages, opportunities for stakeholder engagement, and celebrating our diverse community.
<b>Policy Review</b>	Review district and school policies with an equity lens.
<b>Equitable Practices</b>	Review and assess our current practices that focus on student supports for Social Emotional Learning, mental health, behavioral support, restorative disciplinary practices, identification of special education, etc.

# Voices of Our Members

- Sam Otchere, SWHS student
- Valli Pendyala, SWHS student
- Jodi Lilly, SWHS parent
- Saerey Chau, SWHS Alumni, ET Paraprofessional
- Mandy Flachsbart, SWHS English teacher
- Dalia Assem, OH English Learner teacher
- Jackie Bartomioli, OH Grade 5 teacher
- Tiffany Caouette, PV Principal

# Celebrations



- Academic calendar that reflects the diversity of our community
- Diverse programming and professional learning for staff
- Subcommittee action plans

*In Honor of Black History Month  
The SWPS Equity Council presents:*



*Calvin Terrell*

**“Black to the Future,  
a Path of Perseverance”**

*South Windsor Public Schools' Equity Council Presents:*

*A Panel Discussion:*

*“What I wish my teachers KNEW, and what I wish MY teachers knew.”*

*Perspectives from Black Leaders in Education*



*Diversity of perspective and the sharing of experiences is crucial to our understanding and continuous growth to provide equity in our schools. These leaders will discuss what school was like for them as Black students and what wisdom they would impart on teachers and staff currently in the field. Their voices and truth as educational leaders will push our practice through genuine connection and authentic discourse.*



**Althea "Tiah" Barnes**  
Principal  
Keeney School  
Manchester



**Anthony Brooks**  
Principal  
Belances STEM School  
Hartford



**Aisha Florez**  
Acting Principal  
Waddell School  
Manchester



**Stephen Higgins**  
Assistant Principal  
Ellsworth School  
Windsor

# District's Next Steps

- Develop District Framework for Equity
- Develop and execute BIPOC recruitment plan
- Include DEI PD for all staff in PD calendar
- Assess staff capacity and mindset for equity and anti-racism
- Develop SWPS district website page for Equity and Inclusion
- Develop district leadership data team with equity lens.
- Develop and adopt standards for DEI



# Schools' Next Steps

- Identify School Equity Champion(s)
- Develop School Equity Teams
- Provide systematic professional learning for all school-based staff (certified/non-certified)

**Questions?**

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# Memorandum

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Date: April 20, 2021

To: Dr. Kate Carter  
Superintendent of Schools

From: Tracie D. Peterson  
Assistant Superintendent, Curriculum & Instruction

Subject: 2021-2022 Textbook Adoption Request

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As presented at the Board of Education meeting on March 23, 2021, and in accordance with Section 10-229 of Connecticut General Statutes, I am recommending that the Board adopt the following textbook change for the 2021-2022 school year.

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**Content Area:** Science: Chemistry

**Course Name:** Chemistry (College Prep)

**New Textbook:** Experience Chemistry 2021 etext and Digital Resources

**Old Textbook:** Modern Chemistry Sarquis and Sarquis 2012 ISBN 9780547586632

**Rationale:** Replacing a text that is outdated and has been discontinued by the publisher. The online version will be unavailable as of the end of June 2021.

**SOUTH WINDSOR PUBLIC SCHOOLS  
1737 Main Street  
South Windsor, CT 06074**

**MEMORANDUM**

**April 8, 2021**

**TO:** Chris Chemerka  
Director of Finance and Operations

**FROM:** Darrell Crowley  
Director of Facility Operations

**RE:** Approval for Central Administration Ellsworth Elevator Grant Project  
Closeout

Regulations of the CT Department of Administrative Services, Office of School Construction Grants & Review, requires that the Board of Education accept a project as complete prior to the final grant document submittal. The Central Administration Ellsworth Elevator is complete and final payments have been made by the town.

I am requesting that a motion be placed on the next available Board agenda to accept this project as complete.

The suggested motion would be:

**Move** to accept the Central Administration Ellsworth Elevator project, state project no. 132-0090CV as complete.

Purchasing

I. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definition

For the purposes of this policy:

- 1. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
- 2. “General services” include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding Special or Professional Services as defined in Section V. Waivers).
- 3. “Property” means real property or personal property.

B. Consultation with Municipality Regarding Contracts for Goods or Services, Including Insurance and Payroll Software

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Board of Education (the “Board”) shall consult with the legislative body of the municipality, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

Further, the Board will consult with the local municipality’s legislative body prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality’s legislative body regarding the joint purchasing of property insurance, casualty insurance, and workers’ compensation insurance.

II. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process \$25,000 or More

Purchases of goods or general services, expected to involve an expenditure of \$25,000 or more must be made by sealed competitive bid, unless the competitive bid process has been waived as identified in Section V. Waiver.

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or

contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

The Superintendent of Schools or his/her designee shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed competitive bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the local municipality and on the Board's website. At least five (5) calendar days must intervene between the date of the last newspaper or website publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public and the names of the bidder will be read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. The Superintendent or his/her designee shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined in Section II.F., except for the regular education district transportation contract, which the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined in Section II.F.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid manual. All security presented must show the "South Windsor Board of Education" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability

and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"), and after consideration, if necessary, of a cooperative agreement with the municipality as described in Section I.B, above.

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery response or completion time.
- (5) Cost.
- (6) Involvement in litigation.
- (7) Follow-up services response time.
- (8) Compatibility with existing equipment (if applicable).
- (9) Quality or suitability of goods and services.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the Town of South Windsor, the award will be made to the local bidder.

G. Rejection of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures.

The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter/email will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter/email notifying them that they were not selected.

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process between \$10,000 and \$24,999

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$10,000 but less than \$25,000. Purchases of goods or services which involve an expenditure of less than \$10,000 may be made directly without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

B. Process For Obtaining Quotations between \$10,000 - \$24,999

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration, if necessary, of a cooperative agreement with the municipality as described in Section I.B, above.

Written documentation must be provided to the Superintendent or his/her designee, regarding steps taken, if three (3) quotes are unattainable, under this process.

IV. COMPETITIVE INFORMAL AND FORMAL PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Informal and Formal Proposal Process for Special or Professional Services

Purchases of Special or Professional Services may be made by either informal or formal competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below and the competitive proposal process has not been waived (as identified in Section V). Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board



property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

Purchases of Special or Professional Services that are expected to be less than \$10,000 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

**B. Informal Competitive Proposal Process \$10,000 to \$24,999**

Purchases of Special or Professional Services for between \$10,000 and \$24,999 shall be based upon a reasonable and documented attempt to solicit proposals, unless the competitive proposal process has been waived (as identified in Section V). Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

Written documentation must be provided to the Superintendent or his/her designee, regarding steps taken, if three (3) quotes are unattainable, under this process.

**C. Formal Competitive Proposal Process \$25,000 or More**

Request for Proposals (“RFP”) for Purchases of Special or Professional Services for \$25,000 or more shall be prepared by the Superintendent or his/her designee, unless the competitive proposal process has been waived (as identified in Section V). All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper and on the Board’s website at least once and at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent or his/her designee may substitute another means of notifying potential providers of the RFP in lieu of such newspaper and website notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

## V. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived by the Superintendent or his/her designee, even though the estimated cost exceeds the dollar threshold established by the Board. The competitive processes may be waived for any of the following reasons or categories:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.
- (8) Cooperative agreement with the local municipality.
- (9) Other State, local, municipal, district cooperative purchases.
- (10) Textbooks.
- (11) Library Materials.
- (12) Special or Professional Services

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

#### VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations as described in 2 C.F.R. §200.318 through C.F.R. §200.237, as amended from time to time, to the extent it is required to do so.

#### VII. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

#### Legal References:

##### State Law:

- Conn. Gen. Stat. §10-241c Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance.
- Conn. Gen. Stat. §10-241d Local board of education consultation with municipality re goods and services. Cooperative arrangements.
- Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

##### Federal Law:

- 2 C.F.R. § 200.317 through 2 § C.F.R. 200.327.
- 2 C.F.R. § 200.81 (definition of property).

Policy Adopted: January 22, 2019

**Student Discipline****I. Definitions**

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e., spring v. CO2 cartridge) and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon, including a starter gun, that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a **“destructive device”** includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A **“destructive device”** does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board of Education (the “Board”) and includes activities conducted on or off school property.
- M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
- P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- Q. For the purposes of this policy, references to “school” and “classroom” shall include physical educational environments, as well as virtual educational environments, whether synchronous or asynchronous, which occur on Internet-based platforms that allow for students to engage in remote learning.

## II. Scope of the Student Discipline Policy

### A. ***Conduct on School Grounds or at a School-Sponsored Activity:***

- 1. Suspension: Students may be suspended for conduct on school grounds or at any school-sponsored activity that violates a publicized policy of the Board or, is seriously disruptive of the educational process, or endangers persons or property.

2. Expulsion: Students may be expelled for conduct on school grounds or at any school-sponsored activity that either (1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.

**B. *Conduct off School Grounds:***

1. Discipline: Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process.

**C. *Seriously Disruptive of the Educational Process***

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in Section 29-38 of the Connecticut General Statutes, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

The Administration and/or the Board of Education may also consider (5) whether the off-campus conduct involved the illegal use of drugs.

**III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion**

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy.

1. Striking or assaulting a student, member of the school staff or other person(s).
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status, or any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes) or vapor products, drugs, narcotics or the unlawful possession, sale, distribution, use or consumption of alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device including, but not limited to electronic cigarette liquid. For the purposes of Paragraph 15, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph 15 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any

kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as “bongs,” pipes, “roach clips,” vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of, or tampering with, any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.



30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
  - a) causes physical or emotional harm to such student or damage to such student's property;
  - b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - c) creates a hostile environment at school for such student;
  - d) infringes on the rights of such student at school; or
  - e) substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, distance learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in grades three to twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at Sections II.A. or II. B. above.
- B. A principal must recommend expulsion proceedings in all cases against any student, in grades kindergarten to twelve, inclusive, whom the Administration has reason to believe:
  1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
  2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
  3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms “dangerous instrument,” “deadly weapon,” “electronic defense weapon,” “firearm,” and “martial arts weapon,” are defined above in Section I.
- C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no student enrolled in such a preschool program shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the Administration has reason to believe that a student enrolled in such preschool program was in possession of a firearm as defined in 18U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. The term “firearm” is defined above in Section I.

- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

- E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for: the conduct described in Section IV(B)(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV(C). For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
  - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
  - 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
    - (a) in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student: poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other

than out-of-school suspension or expulsion, including positive behavioral support strategies, or

(b) in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
9. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration.
11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the

student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.

12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
  13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, or seriously disrupts the educational process as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

- A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233i, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

- B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) at least five(5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the Administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.
  - f. The student may be represented by an attorney or other advocate of his/her choice, at his/her expense or at the expense of his/her parent(s) or guardian(s).
  - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
  - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
  - i. Information concerning the parent's (s') or guardian's (s') and the student's legal rights about free or reduced-rate legal services and how to access such services.
  - j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except

that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. Hearing Procedures:

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. The administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
7. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
8. The student shall not be compelled to testify at the hearing.
9. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.

12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
  13. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
  14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
  15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
  16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
  17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
  18. The hearing may be conducted virtually, via video conference, at the direction of the Board, in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health emergency. Any virtual hearing must provide the student the due process rights identified in Subsection D.
- E. Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion:
- During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.



F. Stipulated Agreements:

In lieu of the procedures used in this section, the Administration and the parent(s) (or legal guardian(s)) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) (or legal guardian(s)) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Alternative Educational Opportunities for Expelled Students

A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

B. *Students sixteen (16) to eighteen (18) years of age:*

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second time, or subsequent time.
3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen years (16) of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

C. *Students eighteen (18) years of age or older:*

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

D. Content of Alternative Educational Opportunity

1. For the purposes of Section IX, and subject to Subsection IX.E. below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen Stat. 10-74j and in accordance with the Standards for Educational Opportunities for Students Who Have Been Expelled, adopted by the State Board of Education, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the Standards for Educational Opportunities for Students Who Have Been Expelled, adopted by the State Board of Education.
2. The Superintendent, or his/her designee, shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the State Board of Education. Such administrative regulations shall include, but not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

E. *Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”):*

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time and in accordance with the Standards for Educational Opportunities for Students Who Have Been Expelled, adopted by the State Board of Education.

F. *Students for whom an alternative educational opportunity is not required:*

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board authorizes the Superintendent, and/or his or her designee, to determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

X. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D 16 above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student’s period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student’s cumulative record prior to graduation if such student has demonstrated

to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the administration shall promptly notify the parent(s)/guardian(s) of the student of the of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parent(s)/guardian(s) a copy of the special education procedural safeguards either by hand delivery or by mail (unless other means of transmission have been arranged.)
2. The school district shall immediately convene the student’s planning and placement team (“PPT”), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student’s PPT shall consider the relationship between the student’s disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student’s behavior was a manifestation of his/her disability.
3. If the student’s PPT finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student’s PPT finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. *Removal of Special Education Students for Certain Offenses:*

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

- a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
- b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
- c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

2. The following definitions shall be used for this subsection XII.C.:

- a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
- b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
- c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
- d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

- A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:
  1. The parents of the student must be notified of the decision to recommend the student for expulsion.
  2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.
  3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
  4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or any other residential placement.
- B. If a student who committed an expellable offense seeks to return to a school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.

- D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the local police.

Legal References:

Connecticut General Statutes:

- § [10-16](#) Length of the School Year
- § [10-74j](#) Alternative Education
- §§ [4-176e through 4-180a and § 4-181a](#) Uniform Administrative Procedures Act
  
- § [10-222d](#) Safe school climate plans. Definitions. Safe school climate assessment
- §§ [10-233a through 10-233e](#) Suspension and expulsion of students.
- § [10-233i](#) Expulsion and suspension of children in preschool programs
- § [10-233a through f](#) / Suspension and expulsion of students.
- § [10-253](#) School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § [19-342 a](#) Use of electronic nicotine delivery systems or vapor products prohibited. Exceptions. Signage required. Penalties.
- § [21a-240](#) Definitions
- § [21a-277](#) Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- § [21a-278](#) Penalty for illegal manufacture, distribution, sale, prescription, or administration by non-drug dependent person
- § § [21a-408a](#) through 408p / Palliative Use of Marijuana
- § [29-35](#) Carrying of pistol or revolver without permit prohibited. Exceptions.
- § [29-38](#) Weapons in vehicles
- § [53a-3](#) Definitions
- § [53-206](#) / Carrying of dangerous weapons prohibited
- § [53-344](#) Sale or delivery of electronic nicotine delivery system or vapor products to persons under twenty-one
- § [533-344b](#) Sale and delivery of electronic nicotine delivery system or vapor products to persons under twenty-one years of age

Packer v. Board of Educ. of the Town of Thomaston, 717A.2d117 Conn. 1998.

State v. Hardy, 896 A.2d 755 Conn.2006.

State v. Guzman, 955 A.2d 72 Conn. App. 2008

*Connecticut State Department of Education, Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018

Federal law:

- Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).
- 18 U.S.C. § 921 (definition of “firearm”)
- 18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)
- 18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)
- 21 U.S.C. § 812(c) (identifying “controlled substances”)
- 34 C.F.R. § 300.530 (defining “illegal drugs”)

Policy Adopted: January 22, 2019  
Policy Revised: February 25, 2020



**Use of Private Technological Devices by Students**

Students may possess privately-owned technological devices on school property and/or during school sponsored-activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

**Definitions**

Board Technology Resources

For the purposes of this policy, “Board Technology Resources” refers to the Board of Education’s (the Board’s) computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, “Privately Owned Technological Devices” refers to privately owned desktop computers, wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc.

**Use of Privately-Owned Technological Devices**

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the district’s digital learning platform or otherwise engage in remote learning.

On school property, at a school-sponsored activity, while in use for remote learning activity, or while being used to access or utilize Board technology resources, the use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging or disrupting Board technology resources;
- Accessing or attempting to access any material that is obscene, obscene as to minors, or contains pornography;
- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or

- Taking any action prohibited by any Federal or State law.

### **Search of Privately Owned Technological Devices**

A student's privately owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Responsibility for Privately Owned Technological Devices**

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged while the device is on school property or during a school-sponsored activity, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

### **Disciplinary Action**

Misuse of the Board's technology resources and/or the use of privately-owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

### **Access to Board Technology Resources**

The Board may permit students, using their privately owned technological devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board that students who access these resources while using privately-owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately-owned technological devices while they are logged on to the network. Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately-owned technological devices that access the same.

### **Harm to Board Technology Resources**

Any act by a student using a privately-owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

### **Closed Forum**

This policy shall not be construed to establish a public forum or a limited open forum.

### **Legal References:**

Conn. Gen. Stat. § [10-233j](#)

Conn. Gen. Stat. § [31-48d](#)

Conn. Gen. Stat. §§ [53a-182](#); [53a-183](#); [53a-250](#), *et seq.*

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 28 U.S.C. §§ 2510 through 2520

Policy Adopted: January 22, 2019

**Instruction****6003****Use of the District's Computer Systems and Internet Safety**

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education has installed computers, and a computer network, including Internet access and an e-mail system, on Board premises and may provide other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing etc. in order to enhance both the educational opportunities for our students and the business operations of the district. The Board's computers, computer network, electronic devices, Internet access, and e-mail are referred to collectively as "the computer systems".

These computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. The Board will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child pornography, and ensure that such filtering technology is operative during computer use by students to the extent practicable when using such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

## Legal References:

Conn. Gen. Stat. § [10-221](#)

Conn. Gen. Stat. §§ [53a-182b](#); [53a-183](#); [53a-250](#)

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520

Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h)

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)

Policy Adopted: January 22, 2019

**Instruction**

6017

**Individuals with Disabilities Education Act****Alternative Assessments for Students with Disabilities for Statewide and District-wide Assessments**

The South Windsor Board of Education will, in all respects, comply with the requirements of state and federal law with regard to the special education of students with disabilities. Decisions about whether a student with a disability eligible for special education and related services under the Individuals with Disabilities Education Act shall participate in alternative assessment(s) to particular statewide or district-wide assessments shall be made by each student's planning and placement team in accordance with applicable state and federal law.

## Legal References:

Conn. Gen. Stat. § [10-14q](#)

Individuals with Disabilities Education Act, (IDEA) U.S.C. § 1400, *et seq.*  
34 C.F.R. § 300.320

Connecticut Alternate Assessment (CTAA) Test Administration Manual, English Language Arts and Mathematics (Dec. 9, 2019), available at  
[https://ct.portalcambiumast.com/core/fileparse.php/51/urlt/CTAA - Test-Administration-Manual.pdf](https://ct.portalcambiumast.com/core/fileparse.php/51/urlt/CTAA-Test-Administration-Manual.pdf)

CTAA and Alternate Science Learner Characteristics Inventory (LCI), available at <https://portal.ct.gov/-/media/SDE/Student-Assessment/Special-Populations/LCI.pdf?la=en>

Policy Adopted: January 22, 2019

**Community/Board Operation**

## Non-Discrimination

It is the policy of the Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability pregnancy, gender identity or expression, veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, ancestry, alienage, disability pregnancy, gender identity or expression, or veteran status.

For the purposes of this policy, “gender identity or expression” means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, “veteran” means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any individual wishing to file a complaint regarding discrimination may obtain a copy of the Board’s complaint procedures and complaint form that are included in the Board’s Administrative Regulations Regarding Non-Discrimination. These regulations accompany Board Policy #1003 and are available online at the following address or upon request from the main office of any district school.

[http://www.southwindsorschools.org/board\\_of\\_education/board\\_policies](http://www.southwindsorschools.org/board_of_education/board_policies)

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex disability, or pregnancy, such complaints will be handled in accordance with other appropriate policies (e.g., Policy # 4005 Sex Discrimination and Sexual Harassment in the Workplace; Policy #5026 Sexual Discrimination and Harassment (Students); Policy #5024 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Students); Policy #4016 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Personnel)).

Anyone who has questions or concerns about this policy, or the Board’s policies regarding discrimination on the basis of gender/sex or disability, or would like a copy of the Board’s complaint procedures or complaint forms related to claims of discrimination, may contact:

Assistant Superintendent for Personnel and Administration  
South Windsor Public Schools  
1737 Main Street  
South Windsor, CT 06074 (860) 291-1215

Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
(617) 289-0111  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800-669-4000)

Individuals may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(800-477-5737)

#### Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
Age Discrimination in Employment Act, 29 U.S.C. § 621, et seq.  
Americans with Disabilities Act, 42 U.S.C. § 12101  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60  
Connecticut General Statutes § 46a-81a Sexual orientation discrimination: Definitions  
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.  
Connecticut General Statutes § 46a-51, Definitions  
Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of  
Absence for National Guard Members, Application for Certain Medicaid Programs, and  
Disclosure of Certain Records to Federal Military Law Enforcement

Policy Adopted: January 22, 2019  
Policy Revised:

**Community/Board Operation**

**1003**

**Non-Discrimination**

**Regulations**

It is the policy of the South Windsor Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability pregnancy, gender identity or expression, or veteran status.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Policy #4005 Sex Discrimination/Harassment in the Workplace (Personnel); Policy #5026 Sexual Discrimination and Harassment (Students); Policy #5024 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Students); Policy #4016 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Personnel)).

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability pregnancy, gender identity or expression, or veteran status. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status he/she should make a written complaint to the Superintendent, or his/her designee. The individual and any respondent (if applicable) will be provided a copy of the Board’s policy and regulation and made aware of his/her rights. In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on gender/sex or disability, the Superintendent or designee shall follow the procedures identified in the appropriate Board policies (e.g., Policy # 4005 Sex Discrimination and Sexual Harassment in the Workplace; Policy #5026 Sexual Discrimination and Harassment (Students); Policy #5024 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Students); Policy #4016 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Personnel)), where applicable, rather than the complaint procedures provided in this policy.



The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or his/her designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator (“respondent”) and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination, the investigator should:

1. offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. provide the complainant and respondent (if applicable) with a copy of the Board’s non-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;

5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);
8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;
9. if either party to the complaint is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

A complainant alleging race, color, national origin, alienage, ancestry, sex, disability, pregnancy or age discrimination may file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone Number: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (Telephone Number: 800-477-5737).

An employee alleging discrimination related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office.

John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203  
(Telephone Number: 800-669-4000).

**DISCRIMINATION COMPLAINT FORM**

**(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status)**

Name of the complainant \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s) \_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment \_\_\_\_\_

Detailed statement of the circumstances constituting the alleged discrimination or harassment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed remedy: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regulation Adopted: January 22, 2019

Regulation Revised:

**Community/Board Operation**

**Possession of Deadly Weapons or Firearms**

I. Definitions:

- A. Deadly Weapon means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).
- B. Firearm means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).
- C. Peace Officer means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).
- D. Real Property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- E. School-Sponsored Activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at

a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity, if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

Legal References:

- Connecticut General Statutes § [10-233a](#)
- § [10-244a](#)
- § [29-28\(c\)](#)
- § [53a-3](#)
- § [53a-217\(b\)](#)

Policy Adopted: January 22, 2019

**School Volunteers, Student Interns and Other Non-Employees**

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools (“volunteers”) must work under the supervision of South Windsor Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the South Windsor Public Schools.

No employee of the South Windsor Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or designee or based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References:

- Connecticut General Statutes § 10-4g Parental and community involvement in schools; model program; school-based teams
- Connecticut General Statutes § 10-220 Duties of boards of education.
- Connecticut General Statutes § 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation
- Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders

Policy Adopted: January 22, 2019

**Personnel**

**Evaluation, Termination and Non-Renewal of Athletic Coaches**

It is the policy of the South Windsor Board of Education (the “Board”) that an athletic coach employed by the Board shall:

- 1) adhere to all Board policies, rules and regulations;
- 2) conduct himself or herself in a professional manner;
- 3) serve as a role model for students; and
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term “athletic coach” means any person holding (and required to hold) a coaching permit issued by the Connecticut State Board of Education who is hired by the South Windsor Board of Education to act as a coach for a sport season. The term “athletic coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches if they serve as a coach to another team (*e.g.*, JV)).

For the purposes of this policy, the term “**athletic director**” means an individual responsible for administering the athletic program of a school or school district under the jurisdiction of the Board, and who is responsible for the supervision of athletic coaches.

The Superintendent may adopt administrative regulations in accordance with this policy.

**I. Evaluations**

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the Athletic Director or coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

**II. Employment of an Athletic Coach**

- A. Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (*e.g.*, basketball, golf) may be non-renewed or terminated at any time, subject to the provisions set forth below which apply to athletic coaches who have served in the same coaching position for three or more consecutive years.
- B. If the Superintendent non-renews or terminates the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive school years, the Superintendent shall inform such coach of the decision within ninety (90) calendar days of the end of the athletic season covered by the contract. In such cases, the athletic coach will have an opportunity to appeal the decision of the Superintendent in accordance with the procedures set forth below in Section III.
- C. Notwithstanding any rights an athletic coach may have to a hearing, nothing prohibits a Superintendent from terminating the employment contract of any athletic coach at any time, including an athletic coach who has served in the same coaching position for three or more consecutive school years:
  - 1) for reasons of moral misconduct, insubordination, failure to comply with the Board’s policies, rules and regulations; or

2) because the sport has been canceled by the Board.

D. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

### III. Hearing Procedures:

An athletic coach who has served in the same coaching position for three or more consecutive school years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board of Education in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
- E. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References: Conn. Gen. Stat. § 10-222e – Policy on evaluation and termination of athletic coaches  
Conn. Gen. Stat. § 10-149d – Athletic Directors. Definitions, Qualifications and hiring. Duties.

Policy Adopted: January 22, 2019



## **Personnel - Certified/Non-Certified**

### **Non-Discrimination**

The Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. “Genetic information” may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, “veteran” means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, “gender identity or expression” means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any employee wishing to file a complaint regarding discrimination may obtain a copy of the Board’s complaint procedures and complaint form which are included in the Board’s Administrative Regulations regarding Non-Discrimination/Personnel. These regulations accompany this policy and are available online at [http://www.southwindsorschools.org/board\\_of\\_education/board\\_policies](http://www.southwindsorschools.org/board_of_education/board_policies), or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex disability, or pregnancy, such complaints will be handled under other policies (e.g Policy #4005 - Sex Discrimination and Sexual Harassment in the Workplace Policy #4016 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Personnel)).

Anyone who has questions or concerns about this policy, the Board’s policies regarding discrimination on the basis of disability, or would like a copy of the Board’s complaint procedures or forms related to claims of discrimination may contact:

Assistant Superintendent for Personnel and Administration, South Windsor Public Schools  
1737 Main Street, South Windsor, CT 06074 (860) 291-1215  
Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”)

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 01209-3921  
(617) 289-0111  
<http://www.2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1935  
(800-477-5737)

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 USCS § 1681, et seq.  
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
Americans with Disabilities Act, 42 U.S.C. § 12101  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110 233, 42 USC 2000ff; 34 CFR 1635  
Connecticut General Statutes §10-153. Discrimination on the basis of sex, gender identity or expression or marital status prohibited  
Connecticut General Statutes § 46a-51, Definitions  
Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-60  
Connecticut General Statutes §46a-81a Discrimination on basis of sexual orientation: Definitions  
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.  
Public Act 11-55, An Act Concerning Discrimination.  
Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of Absence for National Guard Members, Application for Certain Medicaid Programs, and Disclosure of Certain Records to Federal Military Law Enforcement.

Policy Adopted: January 22, 2019

## **Personnel - Certified/Non-Certified**

### **Non-Discrimination**

#### **Regulations**

It is the policy of the South Windsor Board of Education (the “Board”) that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex disability, or pregnancy, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g. Policy #4005 Sex Discrimination and Sexual Harassment in the Workplace and Policy and #4016 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Personnel).

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability pregnancy, genetic information, veteran status, or gender identity or expression. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

#### **Complaint Procedure**

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability pregnancy, genetic information, veteran status, or gender identity or expression, he/she should make a written complaint to the Assistant Superintendent. The individual and any respondent (if applicable) will be provided a copy of the Board’s policy and regulation and made aware of his/her rights. In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on gender/sex or disability, the Superintendent or designee shall follow the procedures identified in the appropriate Board policies (e.g., Policy # 4005 Sex Discrimination and Sexual Harassment in the Workplace; Policy #4016 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Personnel), where applicable, rather than the complaint procedures provided in this policy.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,

- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Assistant Superintendent. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Assistant Superintendent shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator (“respondent”) and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination, the investigator should:

1. offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Assistant Superintendent’s office. The complainant and respondent (if any) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the

complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);

8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;
9. if either party to the complaint is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex disability, or pregnancy, such complaints will be handled under other appropriate policies (e.g., Policy #4005 Sex Discrimination and Sexual Harassment in the Workplace; Policy #4016, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Personnel).

Anyone who has questions or concerns about these regulations, the Board's policies regarding discrimination on the basis of gender/sex, or disability, or concerns about the Board's policies regarding discrimination on the basis of gender/sex, may contact:

Assistant Superintendent for Personnel and Administration  
South Windsor Public Schools  
1737 Main Street  
South Windsor, CT 06074  
(860) 291-1215

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
(617) 289-0111 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office,  
John F. Kennedy Federal Building,  
475 Government Center,  
Boston, MA 02203  
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(800-477-5737)

Regulations Adopted: January 22, 2019

**DISCRIMINATION COMPLAINT FORM**

**(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability pregnancy, genetic information, veteran status or gender identity or expression)**

Name of the complainant \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s) \_\_\_\_\_

\_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

\_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment \_\_\_\_\_

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged discrimination or harassment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed remedy \_\_\_\_\_



**Students**

**Nondiscrimination (Students)**

The Board of Education (the “Board”) complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, color, religion, age sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, or gender identity or expression, or veteran status, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of color, race, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, or gender identity or expression or veteran status.

For the purposes of this policy, “veteran” means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, “gender identity or expression” means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Transgender Students

This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming students and the needs of each transgender or gender non-conforming student must be assessed on a case-by-case basis. In all cases, the goal is work collaboratively with the transgender or gender non-conforming student and his or her family to ensure the safety, comfort, and healthy development of the transgender or gender non-conforming student while supporting the student’s social integration and providing for an environment that is free of discrimination and harassment.

I. Definitions

A. Bullying means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that (1) causes physical or emotional harm to such student or damage to such student’s property, (2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (3) creates a hostile environment at school for such student, (4) infringes on the rights of such student at school, or (5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color,

religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

B. Gender identity or expression is a person's gender-related identity, appearance, or behavior, whether or not that identity, appearance, or behavior differs from that traditionally associated with the person's physiology or sex assigned at birth. If the district determines that it is necessary to confirm a student's stated gender, gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose. However, students may identify as gender-fluid, expressing their gender identity as more than one gender, even one day to the next.

C. Sex Assigned at birth refers to the sex designation recorded on an individual's birth certificate at birth based on biological characteristics.

D. Transgender is a broad term that describes people whose gender identity, expression, or behavior is different from those typically associated with their sex assigned at birth

E. Gender Fluid may be a form of both gender identity and gender expression. It generally describes individuals who may not identify as the same gender all the time, and whose gender expression may change accordingly.

F. Gender non-conforming refers to gender-related identity and/or gender expression which does not conform to the social expectations or norms for a person of that gender assigned at birth.

## II. Coordination of School

A. To proactively plan for a safe learning environment free of discrimination and harassment, parents/guardians of students with gender identity or expression concerns are encouraged to alert the school district and schedule a meeting with the Assistant Superintendent for Personnel and Administration. Upon request, the Assistant Superintendent of Personnel and Administration or his/her designee shall schedule a meeting with the parent/guardian and the student for the purpose of evaluating the needs of the student and planning any accommodations that may be considered to facilitate a respectful and comfortable school program that supports the student's achievement.

## III. Student Names Pronouns and Gender Marker

A. The District will use names and pronouns consistent with students' stated gender identity even if their education records or identification documents indicate a different name or sex. The District's obligation to address students consistent with their gender identity or expression does not require notice from the students' parents or guardians. If District personnel are uncertain about what name and pronouns to use when addressing or referring to a student, trained personnel should privately raise the subject with the student in an age-appropriate manner. Transgender students may have a variety of different ways of establishing their gender identity, including, but not limited to: (1) medical history, (2) care or treatment of the gender-related identity, (3) consistent and uniform assertion of such an identity, or (4) any other evidence that the identity is sincerely held, part of the student's core identity, or that the student is not asserting such an identity for an improper purpose.

- B. The intentional or persistent refusal to respect a student’s gender identity or expression (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student’s gender identity) is a violation of this policy, and individuals intentionally engaging in such conduct will be subject to discipline in accordance with Board policy.

IV. Student Records

- A. A student who has reached the age of majority or parent/guardian may request that the District change a student’s education records to make them consistent with the student’s chosen name and gender identity or expression in accordance with Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g and the Board’s policy on student records, Policy 5008. While, generally, requests to change student records shall be made in accordance with FERPA and Board Policy 5008, there may be situations in which the District will consider changing a minor student’s records at the minor student’s request in order to respect the student’s rights.
- B. In accordance with state guidance, District personnel will not require the student or the student’s parents/guardians to produce a record of a legal name change. The District will not require students to submit any particular records relative to gender identity before making changes in the student’s records. In no event will District personnel treat requests to change student records based on transgender status differently than it would treat any other request for a change to student records.
- C. In instances where a student is using a chosen name, the student’s birth name and gender information shall constitute private information and shall not be disclosed except as permitted by the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g or otherwise required by law.

V. Restroom and Locker Room Accessibility

- A. All students will be provided access to locker room and restroom facilities consistent with their gender identity or expression. Transgender students will not be required to use facilities inconsistent with their gender identity or expression or use individual-user facilities when other students are not required to use individual-user facilities.
- B. A private option will be made available to any student interested in additional privacy. If the District’s personnel or administration believe that there is a reason for increased privacy or safety, the District will provide any student interested in such option access to a reasonable alternative restroom, such as a single stall “unisex” restroom or the health office restroom. For locker rooms, the District will provide additional privacy options through the availability of alternative single-user changing facilities, different schedules, or through privacy barriers or options within existing facilities. If a privacy/unisex facility is utilized, that facility, to the extent feasible, will be as close as possible to the facilities the other students are using.
- C. School personnel will be available to discuss options and plans for the use of restrooms and locker rooms with any student and/or parent/guardian.

VI. Sports and Physical Education

Transgender students shall be provided the same opportunities to participate in physical education and any intramural school sports as all other students. Students shall be permitted to participate in physical education and any intramural school sports in accordance with their gender identity or expression. Issues concerning participation in interscholastic competitive sports are addressed by the Connecticut Interscholastic Athletic Conference.

VII. Other Activities

In any other circumstances where students are separated by gender in school activities (i.e., overnight field trips), students may be permitted to participate in accordance with their gender identity or expression. Activities that may involve the need for accommodations to address any student's privacy concerns will be addressed on a case-by-case basis.

VIII. Dress Code

Students have the right to dress in accordance with their gender identity or expression within the constraints of the school policy for student dress (#5012-Student Dress).

IX. Privacy

- A. As appropriate, school personnel shall work with any transgender students and their families in formulating an appropriate plan regarding the confidentiality of the student's transgender status. Privacy considerations may vary with the age of the student.
- B. To the extent possible and consistent with these guidelines, school personnel shall make efforts to maintain the confidentiality of the student's transgender status.

School personnel should not disclose information that may reveal a student's transgender status to others, including parents, unless legally required to do so or unless the student's parent, or student, if over the age of eighteen, has authorized such disclosure. Disclosure to other school personnel shall be handled in accordance with federal and state law.

X. Harassment, Intimidation and Bullying

- A. The District prohibits bullying in accordance with state law and discrimination (including harassment) prohibited by federal state law, including, but not limited to, bullying and discrimination on the basis of a student's gender identity or expression.
- B. District personnel must report instances or reports of instances of possible bullying or discrimination to the appropriate personnel in accordance with the Board's respective policies Bullying Prevention and Intervention, Policy # 5011; Non-Discrimination, Policy #5025; Sexual Harassment, Policy # 5026).
- C. Complaints alleging bullying or discrimination on the basis of a student's gender identify or expression may be made in accordance with the Board's respective policies: Policy # 5011 Bullying Prevention and Intervention; Policy #5025 Nondiscrimination,(Students); Policy # 5026 Sexual Discrimination and Sexual Harassment (Students). Copies of each of these policies, corresponding administrative regulations, complaint procedures and complaint forms, are available upon request at the Board offices and any Board school and are also available online at [http://www.southwindsorschools.org/board\\_of\\_education/board\\_policies/](http://www.southwindsorschools.org/board_of_education/board_policies/).

Complaint Procedure

Any student and/or parent/guardian wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations regarding Nondiscrimination (Students). These regulations accompany this policy and are available online at [http://www.southwindsorschools.org/board\\_of\\_education/board\\_policies/students/](http://www.southwindsorschools.org/board_of_education/board_policies/students/) or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex disability, or pregnancy, such complaints will be handled under other appropriate policies (e.g., Policy #5026 Sexual Discrimination and Sexual Harassment (Students); Policy #5024 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990).

Anyone who has questions or concerns about this policy, or about the Board's policies regarding discrimination on the basis of gender/sex or disability, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination may contact:

Assistant Superintendent for Personnel and Administration  
South Windsor Public Schools  
1737 Main Street  
South Windsor, CT 06074  
(860) 291-1215

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
(617) 289-0111  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(800-477-5737)

Legal References:

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.

Connecticut General Statutes § 10-209 Records not to be public

Connecticut General Statutes § 10-15c, § 46a-58, and § 46a-81a, et seq.

Connecticut General Statutes § 1-1n, "Gender Identity or Expression" defined

Connecticut State Department of Education, *Guidance on Civil Rights Protections and Supports for Transgender Students (June 2017)*

Connecticut General Statutes § 46a-51, Definitions

Connecticut State Department of Education, *Guidance on Civil Rights Protections and Supports for Transgender Students: Frequently Asked Questions (June 2017)*

Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of Absence for National Guard Members, Application for Certain Medicaid Programs, and Disclosure of Certain Records to Federal Military Law Enforcement.

Federal Law:

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

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.

Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.

Family and Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R.. Part 99-

Policy Adopted: January 22, 2019

**Students**

**Nondiscrimination (Students)**

**Regulations**

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression or veteran status is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression or veteran status.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex disability or pregnancy, such complaints will be handled under other appropriate policies (e.g. Policy #5026 Sexual Discrimination and Sexual Harassment (Students) (for claims of discrimination and/or harassment based on sex).

All other complaints by a student or other individuals alleging discrimination on the basis of the protected characteristics listed herein should file a written complaint with the Assistant Superintendent for Personnel and Administration, 1737 Main Street, South Windsor, CT 06074, (860) 291-1215.

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression or veteran status. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

**Complaint Procedure**

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression or veteran status, he/she should make a written complaint to the Assistant Superintendent for Personnel and Administration, or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights. In the event the Assistant Superintendent for Personnel and Administration receives a complaint alleging discrimination or harassment based on gender/sex or disability, the Assistant Superintendent for Personnel and Administration shall follow the procedures identified in the appropriate Board policies (e.g. Policy # 5026 Sex Discrimination and Sexual Harassment (Students:) and Policy # 5024 Section 504/ADA (Students), where applicable, rather than the complaint procedures provided in this policy.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,

- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination, and
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.

Any student who makes an oral complaint of harassment or discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the administrator receiving the oral complaint will either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form.

All complaints are to be forwarded immediately to the Assistant Superintendent for Personnel and Administration. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Assistant Superintendent and/or his designee shall assign a district or school administrator to promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

Upon receipt of a written complaint of discrimination, the investigator should:

1. offer to meet with the complainant (and respondent, if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. provide the complainant (and respondent, if applicable) with a copy of the Board's anti-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law
6. communicate the outcome of the investigation in writing to the complainant, and respondent, if applicable,(to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Assistant Superintendent's office. The complainant (and respondent, if applicable) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, complainant (and/or respondent, if applicable) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);



8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;
9. If the complainant (and/or respondent, if applicable) is not satisfied with the findings and conclusions of the investigation, the complainant (and/or respondent, if applicable) may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant (and/or respondent, if applicable), the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. The Superintendent may also designate an outside investigator to conduct the review in lieu of, or in addition to, his/her review of the findings. Such action may include consultation with the investigator and complainant (and/or respondent, if applicable), a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant (and/or respondent, if applicable) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

Anyone who has questions or concerns about this policy, or the Board's policies regarding discrimination on the basis of gender/sex or disability, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination may contact:

Assistant Superintendent for Personnel and Administration  
South Windsor Public Schools  
1737 Main Street  
South Windsor, CT 06074  
(860) 291-1215  
[cmcnamara@swindsor.k12.ct.us](mailto:cmcnamara@swindsor.k12.ct.us)

Any student and/or parent/guardian may file a complaint with the Office for Civil Rights.

U.S. Department of Education  
Office for Civil Rights  
8th Floor, 5 Post Office Square, Suite 900  
Boston, MA 02109-0111  
Tel: (617) 289-0111  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(800-477-5737)

Regulations Adopted: January 22, 2019

**DISCRIMINATION COMPLAINT FORM**

(For Complaints Based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression or veteran status)

Name of the complainant: \_\_\_\_\_

Date of the complaint: \_\_\_\_\_

Date of the alleged discrimination/harassment: \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s): \_\_\_\_\_

Location where such discrimination/harassment occurred: \_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment: \_\_\_\_\_

Detailed statement of the circumstances constituting the alleged discrimination or harassment: \_\_\_\_\_

\_\_\_\_\_  
Signature – Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Recipient

\_\_\_\_\_  
Date