

**WILLINGTON BOARD OF EDUCATION**  
May 14, 2019  
**Town Office Building, Lower Level Meeting Room**  
**7:00 p.m.**

**1. Call to Order**

**2. Present to Speak**

Speakers will be recognized by the Chairman and identify himself/herself by name and address and proceed with his/her comments. All persons will be limited to five (5) minutes. The total time allotted for Present to Speak shall not exceed twenty (20) minutes and is at the discretion of the Board and may not address specific personnel issues. *Board of Education Policy 9325.*

**3. Presentation**

- A. iReady Assessment Program by HMS Principal, Ken Craig

**4. Communications**

**5. Board of Education Chairman's Report**

- A. Schedule summer retreat for board goals
- B. Schedule of summer meetings, special meetings for facilities project

**6. Superintendent Reports**

- A. Hall School Traffic Concerns
- B. School Calendar Update
- C. Community Engagement Events
- D. HMS Trout Release
- E. SBAC testing
- F. WESS Negotiations
- G. Screen Free Week
- H. NYC Field Trip

**7. Financial Report**

Budget Report

Attachment # 1

**8. Committee Reports**

**9. New Business**

- A. Approve minutes of April 9, 2019 meeting Attachment # 2
- B. Approve Healthy Food Certification Attachment # 3
- C. First reading of policies: Child Abuse or Neglect Reporting, Policy 4250; and, Sexual Discrimination and Sexual Abuse, Policy 5145.5 Attachment # 4
- D. Approve IT Support Contract
- E. Approve iReady Assessment Program
- F. Approve employee request for extended leave for child rearing
- G. Budget Adjustments for 2019-2020
- H. School Facility Survey

**10. Old Business**

**11. Present to Speak**

**12. Board Comments**

**13. Executive Session**

A. Executive session to discuss potential properties for a new school site if necessary

**14. Adjournment**

**\*Next regular meeting June 11, 2019**

**Willington Public Schools  
2018-2019 BUDGET SUMMARY  
as of May 2, 2019**

PROGRAM	2018-2019 APPROVED	ADJ	5/2/2019 EXPENDED	ENC	BALANCE REMAINING	PERCENT REMAINING
01 CES Elementary School Education (K-4)	1,628,936	1,658,467	1,108,109	498,534	51,824	3.1%
02 HMS Middle School Education (5-8)	1,863,715	1,863,815	1,262,197	546,850	54,768	2.9%
03 Special Education and Related Services (Pre K-8)	2,026,658	2,026,658	1,574,554	558,173	(106,069)	-5.2%
04 Transportation	453,602	447,577	333,989	111,587	2,001	0.4%
05 Health Services	104,247	104,247	79,139	21,205	3,903	3.7%
06 Curriculum and Staff Development	66,835	66,835	28,252	15,892	22,692	34.0%
07 Utilities	180,788	180,788	163,743	17,706	(662)	-0.4%
08 Operations Maintenance	308,591	292,864	230,421	52,720	9,724	3.3%
09 Systemwide Support	351,089	343,210	299,309	61,879	(17,978)	-5.2%
10 Fringe Benefits/Substitutes	1,317,353	1,317,353	1,130,675	206,647	(19,969)	-1.5%
<b>TOTAL EDUCATION</b>	<b>8,301,814</b>	<b>8,301,814</b>	<b>6,210,387</b>	<b>2,091,193</b>	<b>234</b>	<b>0.0%</b>

**WILLINGTON BOARD OF EDUCATION**  
April 11, 2019  
**Town Office Building, Lower Level Meeting Room**  
**7:00 p.m.**

Audio Recording: yes

Notes Taken: yes

**Members Present:**

Herb Arico

Tracey Anderson

Michelle Doucette Cunningham

Ann Grosjean

Elena Testa

Stephanie Summers

Chiara Bambara

**Members Absent:**

None

Also present: Superintendent of Schools Phil Stevens

**1. Call to Order:** M. Doucette Cunningham called the meeting to order at 7:04 pm. Herb is questioning if this should be considered a special meeting because meetings are usually held on Tuesdays. This will be looked into. (4.12.2019 Note: This meeting date is a regularly scheduled and approved meeting, not a special meeting).

**2. Present to Speak**

Jason Phillips, a teacher at HMS, thanks the board for passing the Broadway trip in which 30 students are attending. He also thanks for their continued support of the music and drama programs at HMS.

Sarah Parsell thanks the board for allowing the trip to Broadway to pass. It is a really exciting opportunity for students. She thanks the two directors of the play for the phenomenal job that they did and thanks the board for supporting these events.

**3. Communications**

There was a communication from Judie Threath thanking the Board for their hard work on the budget. She appreciated their efforts.

**4. Board of Education Chairman's Report**

All information already included in the agenda.

**5. Superintendent Reports**

**A. Recognition of members of Alice in Wonderland production**

A rolling slide show presented the board and the audience with pictures from the Alice in Wonderland production. Present at the meeting were Directors: Kathleen Narowski

and Jason Phillips as well as students Aidan Gilbert (Caterpillar and the King of Hearts), Jack Bienvenue (White Rabbit) and Charlotte Makuch (Alice). Superintendent congratulated the cast for an outstanding performance

#### **B. Custom Computer Specialists Contract**

Superintendent Stevens met with the finance committee and they made the decision to not renew the contract with Custom Computers and are currently investigating other options. There needs to be a service that can manage the town, schools and PowerSchool as well. He is working with First Selectman Wicenski on this and the goal is to have a recommendation and approval for the May meeting.

#### **C. Enrollment:**

Superintendent Stevens presented the following enrollment information:

October, 2018:	431	(HMS: 191	CES: 240)
April, 2019:	438	(HMS: 194	CES: 244)
WPS Projection, 2019:	444		
Kindergarten, 2019:	44		

#### **D. Teacher Evaluation Plan**

There is a district committee working on recommending specific revisions to the Teacher Evaluation Plan. This committee is made up of teachers, administrators, and union leadership. They have had very productive sessions to date and hope to submit the revisions to the state for approval in May. The primary revisions include an increased number of mini-observations to provide teachers with more feedback, and adjustments to the forms teachers need to complete before and after an observation. The committee is excited for the proposed changes.

#### **E. Important Upcoming Dates:**

BOF Budget hearing was held April 9, 2019

Annual Town Meeting April 23, 2019

Referendum May 7, 2019

**HMS STEAM Night and Art Show:** May 29 at 6:30 p.m. at HMS

#### **F. Community Engagement Sessions**

A flyer was sent out to members of the community for the upcoming Community Engagement events regarding the future of our schools. The dates will be-

Monday, April 22, 2019      Hall Memorial School      6:00 p.m.

Thursday, May 9, 2019      Center School      6:00 p.m.

Saturday, May 18, 2019      Town Office Building      10:00 a.m.

Childcare will be offered for the Saturday session. A special event will need to be scheduled after all 3 community engagement sessions in order to look at and discuss community questions. A "taxpayer impact" report will be presented at this meeting.

#### **G. M&J Bus Meetings**

Phil met with the bus company several times to discuss creating written emergency protocols to improve efficiency. There is currently no written protocol in the district for bus emergencies. Phil is working towards writing this to ensure that drivers and office staff are on the same page. The plan is to roll this out for the 2019-2020 school year.

**H. First Aid and CPR Training**

The Willington Fire Department #1 will be offering first aid and CPR training for a minimal cost to staff in May. There will also be a time towards the end of the summer to offer another session and invite any of the bus drivers that would like to attend. Michelle suggested offering this to child care programs in town as well.

**I. Board of Finance Appropriation**

The B.O.E. will vote on budget adjustments at their May 14 meeting after the referendum on May 7, if the referendum passes. At this time we will have more information on insurance and special education.

**6. Presentation**

Phil presented a video highlighting the importance of student interaction and engagement- <https://www.edutopia.org/video/social-classroom>

**7. Financial Report**

**A. Budget Report**

Attachment # 1

The remaining balance in the 2018-2019 budget is projected to be around \$3,021.

**8. Committee Reports**

**A. Policy Committee**

The policy committee met in March. The specific policies will be discussed later in the agenda.

Herb Arico would like the minutes (attachment 3 and 4) to also include the superintendent listed as present.

**B. Wellness Committee: Ad Hoc**

The wellness committee met at HMS and reviewed the revised policy, and it is ready to be presented. A few things needed to be added as part of the state review. The committee includes nurses, teachers, administration.

**C. Finance Committee**

The finance committee met to review financial projections through June 2019, IT contract and review of eRate.

Herb Arico made a motion to add the Superintendent as present to the policy committee and financial committee minutes. Motion seconded by Michelle Doucette Cunningham.

<b>VOTE:</b>	Yes	No	Abstain	Absent
Herb Arico	--x--	----	----	----
Tracey Anderson	--x--	----	----	----

Chiara Bambara	--x--	----	----	----
Michelle Doucette Cunningham	--x--	----	----	----
Ann Grosjean	--x--	----	----	----
Stephanie Summers	--x--	----	----	----
Elena Testa	--x--	----	----	----

Motion passes unanimously.

**9. New Business**

**A. Approve minutes of March 12, 2019 meeting**

**Attachment # 2**

Herb Arico made a motion to include the fact that the Superintendent attended the meeting.  
Motion seconded by Elena Testa.

<b>VOTE:</b>	Yes	No	Abstain	Absent
Herb Arico	--x--	----	----	----
Tracey Anderson	--x--	----	----	----
Chiara Bambara	----	----	----	--x--
Michelle Doucette Cunningham	--x--	----	----	----
Ann Grosjean	--x--	----	----	----
Stephanie Summers	----	----	----	--x--
Elena Testa	--x--	----	----	----

Motion passes unanimously.

**B. Approve minutes of March 27, 2019 Policy Committee Meeting**

**Attachment # 3**

Stephanie made a motion to accept the minutes with the modification of adding the Superintendent as present. Motion seconded by Elena.

<b>VOTE:</b>	Yes	No	Abstain	Absent
Herb Arico	--x--	----	----	----
Tracey Anderson	--x--	----	----	----
Chiara Bambara	--x--	----	----	----
Michelle Doucette Cunningham	--x--	----	----	----
Ann Grosjean	--x--	----	----	----
Stephanie Summers	--x--	----	----	----
Elena Testa	--x--	----	----	----

Motion passes unanimously.

**C. Approve minutes of April 2, 2019 Finance Committee Meeting**

**Attachment #4**

Stephanie made a motion to accept the finance committee meeting minutes as amended.  
Motion seconded by Ann.

<b>VOTE:</b>	Yes	No	Abstain	Absent
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Herb Arico	--x--	----	----	----
Tracey Anderson	--x--	----	----	----
Chiara Bambara	--x--	----	----	----
Michelle Doucette Cunningham	--x--	----	----	----
Ann Grosjean	--x--	----	----	----
Stephanie Summers	--x--	----	----	----
Elena Testa	--x--	----	----	----

Motion passes unanimously.

**D. Submission of updated Student Nutrition and Physical Activity Regulation (Student Wellness policy) #6142.101 Attachment #5**

Updated Student Nutrition and Physical Activity Regulation were submitted.

**E. First reading of Physical Restraint/Seclusion of Students Policy, 5144.1 Attachment # 6**

There will be a second reading next month on the May agenda. Much of this is legal requirements based on updating legislation.

**10. Old Business**

**A. Update on Board Goals**

Phil looked into board goals from surrounding towns, some of which were very broad, and some more specific. Michelle mentioned that goals were typically discussed at the summer board retreat. Michelle will send out an email with questions for the evaluation. She asks that board members respond within the next 2 weeks so she can compile all comments together.

**11. Present to Speak**

Mike Cioe, teacher at HMS, reminded board members that the success assembly is tomorrow at 8:00 am. There are also many events coming up and he would love to have board members present to show support for students.

**12. Board Comments**

Herb thanks Phil for the computers presented to board members. He is also impressed by the play and is happy to see students here so we can celebrate them. Herb requests a list of all the committees and all the members of those committees.

Tracey is appreciative for the students here so we can acknowledge and celebrate their successes.

Stephanie is looking forward to the Community Engagement sessions and is especially interested in the discussion that will take place through this process.

Ann congratulates Mr. Phillips and all the students on the success of the play.

Elena wishes the children a wonderful vacation next week.

Chiara also wants to wish the teachers a good break. The Alice in Wonderland performance was so well done, and especially enjoyed the costumes. She is looking forward to community events.



Superintendent Stevens wants to make clear that the laptops given to the BOE members were not purchased. They are laptops that were not being used because of their age and have been repurposed. The bags are from the UCONN surplus store and no new district money was spent on any of these items.

Michelle made mention of an add she saw at a baseball game of a national group promoting the importance of school boards. She thanks all of the board members for their continued time and energy.

**13. Adjournment**


Meeting adjourned at 8:46 pm.



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program

**FROM:** John D. Frassinelli, Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 28, 2019

**SUBJECT:** Operational Memorandum No. 05-19  
Process for Submitting the Healthy Food Certification (HFC) Statement for  
School Year 2019-20

This memo summarizes the requirements for submitting the 2019-20 HFC Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

#### Annual HFC Statement

[Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2019-20, the HFC period is July 1, 2019, through June 30, 2020. All public school districts participating in the NSLP must submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2019**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2019, or the district is ineligible for HFC during school year 2019-20.

#### HFC Application Process for 2019-20

The annual HFC Statement will be completed online in the CSDE's Online Application and Claiming System for Child Nutrition Programs ([CNP System](#)), as part of the district's 2019-20 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2019-20 module is expected to be available in the CNP System in **May 2019**. The CSDE will notify sponsors when the module is open and the HFC application module becomes available.

In the meantime, public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2019-20 HFC Statement by the deadline of July 1, 2019.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before June 30, 2019**. The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to

implement the healthy food option, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. **The motion and meeting minutes for the healthy food option should include the specific criteria for the healthy food option required by C.G.S. Section 10-215f, as indicated below.**

- **Healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

If the board of education or governing authority votes “yes” for the healthy food option above, the board of education or governing authority must also vote on whether to allow food exemptions. **The motion and meeting minutes for food exemptions should include the specific criteria for food exemptions required by C.G.S. Section 10-215f, as indicated below.** **Note:** If the board of education or governing authority votes “no” for the healthy food option above, a vote on whether to allow food exemptions is not required.

- **Food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information, see the CSDE’s handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes at the scheduled meeting of the board of education or governing authority. **Maintain a copy of the meeting minutes** indicating the results of the HFC votes for the healthy food option and food exemptions, as outlined in step 1.
  - The meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the specific language for “Healthy food option” in step 1.

- If the board of education or governing authority voted “yes,” for the healthy food option, the meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the specific language for “Exemption for food items” in step 1.
3. In **May 2019**, when the CSDE notifies districts that the HFC application module is available, complete the online HFC application module and upload the meeting minutes indicating the results of the HFC vote. **Note:** The CSDE will e-mail school nutrition programs when the 2019-20 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, [Application Procedures for HFC](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

### **Interschool Agreements for HFC Schools**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2019**. If the CSDE receives the interschool agreement **after** this date, the CSDE will **not** include the recipient site’s lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2019-20. For more information, see CSDE [Operational Memorandum No. 4-19: Interschool Agreements for School Year 2019-20](#).

Schools must submit **hard copies** of the interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP Online System. The interschool agreements for school year 2019-20 are available in the “[Interschool Agreements](#)” section of the CSDE’s [Forms for School Nutrition Programs](#) webpage.

### **Connecticut Nutrition Standards (CNS)**

The CSDE did not make any changes to the CNS for school year 2019-20. For a summary of the CNS, see the CSDE’s handout, [Summary of Connecticut Nutrition Standards for Foods in Schools](#). Additional information on the CNS is available on the CSDE’s [CNS](#) webpage. The CSDE’s [HFC](#) webpage provides numerous resources to assist districts with implementing HFC including:

- [Complying with HFC \(Presentation\)](#);
- [Ensuring District Compliance with HFC](#);
- [Guide to Competitive Foods in Schools](#);
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#);

- [Requirements for Food and Beverage Fundraisers in Public Schools Choosing HFC](#);
- [Requirements for Food and Beverages in Vending Machines in Public Schools Choosing HFC](#); and
- [Requirements for Foods and Beverages in School Stores in Public Schools Choosing HFC](#).

### **State Beverage Requirements**

As a reminder, the beverage requirements of C.G.S. [Section 10-221q](#) apply to **all public schools**, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. [Section 10-215f](#). This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies, and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE’s [Beverage Requirements](#) webpage.

C.G.S. [Section 10-221q](#) addresses requirements for the sale of beverages to students in public schools, and allows exemptions if beverage sales meet specific conditions. Beverage exemptions are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the **same time** as the HFC vote. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises.

**The motion and meeting minutes for beverage exemptions should include the specific criteria for beverage exemptions required by C.G.S. [Section 10-221q](#), as indicated below.**

- **Exemptions for beverages:** The board of education will allow the sale to students of beverages not listed in [Section 10-221q](#) of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

For more information, see the CSDE’s handout, [Exemptions for Foods and Beverages in Public Schools](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.

## Personnel

### **Child Abuse or Neglect Reporting ~~MANDATED Reporting OF Child Abuse and Neglect or Sexual Assault of Students, by School Employees~~**

The Willington Board of Education recognizes that student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. **In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm. The Board of Education also recognizes its legal and ethical obligations in the reporting of suspected child abuse and neglect.**

The purpose of this policy is to inform all employees in the school system of the statutory requirements to report suspected child physical or sexual abuse, and neglect, and of their immunity from civil liability or criminal penalty for making such reports.

**Mandated reporters include all school employees, specifically Superintendent, administrators, teachers, substitute teachers, guidance counselors, school paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers either employed by the Board or working in one of the schools, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools.**

**A mandated reporters suspicions may be based on factors including, but not limited to, observations, allegations, facts by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.**

**Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm, is required to report such abuse and/or neglect or risk in accordance with the procedures in the law, Board policy, and administrative regulations.**

**A mandated reporter shall make** an oral report, by telephone or in person, to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but no later than twelve (12) hours **after the reporter has reasonable cause to** ~~When any~~

~~member of the certified staff, paraprofessional, social worker, and/or school nurse~~

suspect child abuse, neglect or that a child has been placed in imminent risk of serious harm, followed within forty- eight (48) hours with a written report **to the Commissioner of Children and Families or his/her designee.**

**In addition, the mandated reporter shall inform the building principal** ~~The building Principal shall be notified~~ immediately after the oral report has been made, and the Principal, in turn, will notify the Superintendent of Schools ~~and the child's parents~~. The written report prepared and submitted by the mandated reporter shall also be submitted to the Principal.

Any person, in good faith, making the above report shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such report.

~~In addition, the Superintendent or supervising agent must submit a written report of suspected child abuse by a certified school employee to the Commissioner of Education or his/her representative.~~

### Personnel Related Investigations

**If the report of abuse or neglect involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or by a law enforcement agency.**

**The Board recognizes that the Department of Children and Families is required to disclose records to the Superintendent of Schools in response to a mandated reporter's written or oral report of abuse or neglect or if the Commissioner of Children and Families has a reasonable belief that a school employee abused or neglected a student.**

**Not later than five (5) working days after an investigation of child abuse or neglect by a school employee has been completed, DCF is required to notify the Superintendent and the State Department of Education of the investigation's results.** The Superintendent shall suspend a certified staff employee when the investigation produces evidence that the employee abused **and/or neglected** a child. Within seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education or his/her representative of the reasons and conditions of the suspension. If the contract of employment of a certified school employee is terminated as a

result of an investigation which reveals the child abuse has occurred, the Superintendent shall notify the Commissioner of Education with seventy-two (72) hours of such termination.

**The Board shall provide in-service training regarding the requirements and obligations of mandated reporters. District employees may SHALL also participate in ONLINE MANDATED REPORTER training offered by the Department of Children and Families.**

**State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.**

**In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary regulations to comply fully with the intent of the law.**

**Documentation shall be maintained that all employees have, in fact, received the written policy and completed training related to mandated reporting of child abuse and neglect as required by law.**

Pursuant to Connecticut General Statutes 17a-101, as amended, any certified personnel, paraprofessional, social worker, coach of intramural or interscholastic athletics and/or school nurse in the school system who suspects child abuse or neglect must first report it to the Department of Children and Families.

The Commissioner of Children and Families or his/her designee is required to notify the head of a school, except when that person is the alleged perpetrator. The Superintendent or supervising agent must: 1) immediately notify the parent(s) of the alleged abuse that a report has been made, and 2) immediately notify the police department of the alleged abuse.

Legal Reference: Connecticut General Statutes

10-220a Inservice training. Professional development committees. Institutes for education. Cooperating teacher program, regulations (as amended by PA 11-93)

10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)

10-221s Investigations of child abuse and neglect. Disciplinary action (as amended by PA16-188)

17a-28 Definitions. Confidentiality of and access to records; exceptions, Procedure for aggrieved persons. Regulations (as amended by PA11-93)



17a-101 Protection of children from abuse. Reports required of certain professional persons. When a child may be removed from surroundings without a court order. (As amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93, PA 15-205, PA 18-15 and PA 18-17)

17a-102 Report of danger of abuse. (As amended by )PA 02-106).

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

10-151 Teacher Tenure Act.

PA 11-93 An Act Concerning the Response o School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Childen in a School District.

PA 14-186 An Act Concerning the Department of Children and Families and the Protection of Children.

PA 15-205 An Act Protecting School Children.

53a-65 -53a-81 Sexual Offenses

Policy adopted: June 10, 2010

WILLINGTON PUBLIC SCHOOLS

Policy revised:

Willington, Connecticut

## Students

### Sexual **Discrimination and Sexual Harassment**

Sexual harassment **and sexual discrimination** will not be tolerated among students in the Willington Public Schools. It is the policy of the Board that any form of sexual harassment or **sexual discrimination** is forbidden, whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public.

At all times the Board will enforce this policy as proscribed under Title IX and other relevant federal and state laws, as amended from time to time.

**The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.**

#### Definitions:

**Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.**

Sexual harassment is any ~~unwelcome~~ conduct **that 1) is sexual nature, whether verbal or physical; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program.**

**Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy: including, but not limited to:**

1. Insulting or degrading sexual remarks or conduct;
2. Threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student;
3. Conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment-such as the display in the educational setting of sexually suggestive objects or pictures.
4. ~~Examples of specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include: touching of a sexual nature, or verbal comments, sexual name-calling, sexual rumors, inappropriate public display of affection, too personal a conversation, corner/blocking gestures, jokes/cartoons/pictures, attempted rape or rape, pulling at clothes.~~
4. **Using ELECTRONIC COMMUNICATIONS, including email, 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.**

Anyone who believes that they have been discriminated against in regard to any of the preceding styles may file a complaint that one's rights have been denied or violated.

**Complaint Procedures:** The Board of Education encourages victims of sexual harassment to report such claims promptly to the Building Principal or designee. Complaints shall be investigated promptly and corrective action taken when allegations are verified. Confidentiality shall be maintained, and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

Staff development for district administrators and other staff shall be provided. This policy shall be distributed annually to staff and students through district handbooks.

**Sex discrimination and/or sexual harassment may also constitute bullying behavior under state law and Board policy.**

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

Equal Employment Opportunity Commission Policy Guidance (N915.035) on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

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

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

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

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

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

Connecticut General Statutes

46a60 Discriminatory employment practices prohibited.

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

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WILLINGTON PUBLIC SCHOOLS

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Willington, Connecticut

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