

Board of Education Regular Meeting  
Monday, May 16, 2022, 6:30 PM  
Stafford Elementary School Cafetorium  
Join Zoom Meeting: <https://us06web.zoom.us/j/87872571170>  
Meeting ID: 878 7257 1170  
One tap mobile: +16465588656,,87872571170# US (New York)  
Dial by your location: +1 646 558 8656 US (New York)  
Meeting ID: 878 7257 1170

- I. Call to Order- Establishment of Quorum
- II. Pledge of Allegiance
- III. Secretary's Report- Approval of Minutes
  - A. Policy Committee Meeting Minutes, 04/25/2022
  - B. Regular Meeting Minutes, 04/25/2022
- IV. Consent Agenda
  - A. 2021-2022 Bills and Grants, 04/22/2022, \$78,804.05
  - B. Cafeteria Profit and Loss through March 31, 2022
- V. Correspondence
  - A. The next regularly scheduled Board of Education meeting will be held on Monday, June 6, 2022, at 6:30 p.m., at Stafford High School. This meeting is the district's annual Celebration of Excellence, honoring our retiring staff members, Teacher of the Year, Paraeducator of the Year, and a variety of student awards.
- VI. Board Reports
  - A. Student Representative's Report
  - B. Communications & Community Relations Committee Report
- VII. Superintendent Reports
  - A. Presentation and Update Regarding Special Education
  - B. Presentation of Student Achievement Data - Elementary Number Corner
  - C. Update Regarding Arrangement of Pre-Kindergarten Classes
  - D. Update Regarding Business Manager / Transportation Coordinator Search
  - E. Financial Report, July 1, 2021, through April 30, 2022
- VIII. Public Comment
- IX. Old Business
- X. New Business
  - A. Review of Revised Board Policy 1212 - School Volunteers, Student Interns, and Other non-Employees, 4112.5/4212.5 - Employment and Student Teacher Checks, 4118.12/4218.12 - Sex Discrimination and Sexual Harassment in the Workplace, 5145.6 - Sex Discrimination and Sexual Harassment, 6142.101 - Student Nutrition and Physical Activity (Student Wellness Policy), and 6144 - Curricular Exemptions, and Review of Accompanying Regulations
  - B. Review and Possible Repeal of Board Policy 6144.1 - Exemption from Instruction and 6164.12 - Exclusion from AIDS Instruction
- XI. Personnel Matters
  - A. Superintendent's Evaluation (Executive Session Anticipated)
- XII. Student Matters



**Stafford Board of Education  
Board Policy Committee Meeting  
Stafford Elementary School Conference Room  
Monday, April 25, 2022, 5:30 p.m.**

**Present:** Mrs. Jennifer Davis, Committee Chairperson  
Mr. Aaron Hoffman, Committee Member  
Ms. Sara Kelley, Committee Member  
Mr. Steven Moccio, Superintendent of Schools  
Mrs. Christine Marinelli, Administrative Assistant to the Superintendent of Schools / Director of Human Resources

**1. Call to Order**

The committee meeting was called to order at 5:34 p.m.

**2. Review and Possible Revision of Board Policies**

The committee members reviewed the following Board Policies:

- ✓ 1212- School Volunteers, Student Interns and Other Non-Employees  
(Policy / Regulation / Form)
- ✓ 4112.5 / 4212.5- Employment and Student Teacher Checks
- ✓ 4118.12 / 4218.12- Sex Discrimination and Sexual Harassment in the Workplace  
(Policy / Regulation)
- ✓ 5145.6- Sex Discrimination and Sexual Harassment (Policy / Regulation)
- ✓ 6142.101- Student Nutrition and Physical Activity (Policy and Regulation)
- ✓ 6144- Curricular Exemptions

Committee members reviewed the following policies, which were presented for review and possible repeal:

- ✓ 6144.1- Exemption from Instruction
- ✓ 6164.12- Exclusion from AIDS Instruction

Committee members agreed to forward all of the aforementioned policies to the full Board on Monday, May 16, 2022, for consideration and possible approval.

**3. Adjournment**

The committee meeting adjourned at 6:25 p.m.

Respectfully submitted,

Christine Marinelli, Recording Secretary

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School Cafetorium  
Monday, April 25, 2022, 6:30 PM**

**Board Members Present (in person):**

Ms. Erica Bushior  
Mrs. Jennifer Davis  
Mr. Mike Delano  
Mr. Aaron Hoffman  
Ms. Sara Kelley  
Ms. Laura Lybarger, Secretary  
Ms. Sonya Shegogue, Chairperson

**Absent:** Mr. Ryan Duffy, Student Representative

**Also Present (via Zoom, except as noted):**

Mr. Steven Moccio, Superintendent of Schools (in-person)  
Mr. Steven Autieri, Director of Curriculum and Instruction (in-person)  
Mr. Jonathan Campbell, Assistant Principal, Stafford Middle School  
Mr. Dean Fortin, Director of IT (in-person)  
Ms. Anna Gagnon, Principal, West Stafford School  
Ms. Kathie Gabrielson, Director of Pupil Services  
Mr. Jason Gerum, Director of School Facilities  
Mr. Timothy Kinel, Assistant Principal, Stafford High School  
Ms. Mary Claire Manning, Principal, Stafford Elementary School  
Ms. Sue Mike, Principal, Stafford Middle School  
Mr. Marco Pelliccia, Principal, Stafford High School (in-person)  
Mrs. Diane Peters, Business Manager (in-person)  
Ms. Jennifer Russell, Supervisor of Pupil Services  
Mrs. Sara Varga, Assistant Principal, Stafford Elementary School

***The meeting agenda and copies of all Board meeting materials were posted on the district's website ([www.stafford.k12.ct.us](http://www.stafford.k12.ct.us)) prior to the meeting, in accordance with the requirements for electronic meetings. Audience members were able to participate by phone utilizing the phone number provided on the meeting agenda. The recording of this meeting is available on the district website.***

**Item I. Call to Order- Establishment of Quorum**

The meeting was called to order at 6:35 p.m.

**Item II. Pledge of Allegiance**

The student representative led the Board in the Pledge of Allegiance.

**Item III. Secretary's Report- Approval of Minutes**

- A. Curriculum Committee Meeting, 03/28/2022
- B. Regular Meeting, 03/28/2022
- C. Special Meeting, 04/19/2022

Mrs. Davis made a motion, seconded by Mr. Hoffman, that the Board of Education approve the minutes from the Curriculum Committee meeting, held on Monday, March 28, 2022, the regular meeting, held on Monday, March 28, 2022, and the special meeting, held on April 19, 2022. Ms. Bushior, Mrs. Davis, Mr. Delano, Mr. Hoffman, Ms. Lybarger, and Ms. Kelley voted for the motion, which carried.

**Item IV. Consent Agenda**

- A. 2021-2022 Bills and Grants, 04/01/2022, \$403,158.71
- B. 2021-2022 Bills and Grants, 04/14/2022, \$402,652.72
- C. Resignation of Certified Staff Members
- D. Obsolete Equipment - School Facilities, Stafford Elementary School, and West Stafford School
- E. Cafeteria Profit and Loss for July 1, 2021, through February 28, 2022

Ms. Lybarger made a motion, seconded by Ms. Kelley, that the Board approves the consent agenda, as presented. Ms. Bushior, Mrs. Davis, Mr. Delano, Mr. Hoffman, Ms. Lybarger, and Ms. Kelley voted for the motion, which carried.

**Item V. Correspondence**

**A. Board Meeting Reminders**

- A. The Second Public Hearing of the Town Budget will be held on Wednesday, April 27, 2022, at 6:30 p.m., at the Stafford Community Center.
- B. The next Communications and Community Relations Committee meeting will be held on Monday, May 16, 2022, at 5:30 p.m., at Stafford Elementary School.
- C. The next regularly scheduled Board of Education meeting will be held on Monday, May 16, 2022, at 6:30 p.m., at Stafford Elementary School.

Ms. Shegogue reported that on March 29, 2022, she, Mr. Pelliccia and Mr. Moccio attended the 2022 Annual Awards Dinner at which Mr. Damian Frassinelli, Director of Athletics and Recreation, was recognized as a Special Olympics "Unsung Hero". Mr. MacConall Gray, "Mackie", was also recognized with the Spirit of Life Award.

Ms. Shegogue said that she attended the high school play this past weekend. She said that the students did an amazing job, and it is wonderful to see the community come together and to see all of the volunteerism that was on display.

Ms. Lybarger said that she would like to acknowledge Ms. Glettenberg and Ms. Rainville, teachers at Stafford High School, for their participation in the play.



## **Item VI. Board Reports**

### **A. Student Representatives' Report**

Miss Morel provided the Board with an update regarding the events that have taken place at West Stafford School, Stafford High School, and Stafford Elementary School. She also provided information regarding upcoming events.

### **B. Board Policy Committee Report**

Mrs. Davis stated that the Board Policy Committee met just prior to the Board meeting. She said that the committee reviewed the following policies:

- 1212- School Volunteers, Student Interns and Other Non-Employees (Policy / Regulation / Form)
- 4112.5 / 4212.5- Employment and Student Teacher Checks
- 4118.12 / 4218.12- Sex Discrimination and Sexual Harassment in the Workplace (Policy / Regulation)
- 5145.6- Sex Discrimination and Sexual Harassment (Policy / Regulation)
- 6142.101- Student Nutrition and Physical Activity (Policy and Regulation)
- 6144- Curricular Exemptions
- 6144.1- Exemption from Instruction (slated for repeal; from 2004)
- 6164.12- Exclusion from AIDS Instruction (slated for repeal; from 2004)

## **Item VII. Superintendent's Reports**

### **A. Grant Award Update - IACE Italian Grant**

Mr. Moccio stated that the district has been awarded an IACE grant. The grant is in the amount of \$10,000 and was created to support a K-12 Italian program, teacher salaries, and instructional materials. Mr. Moccio thanked Ms. Rosalba Onofrio, Italian Teacher at Stafford High School, and Mr. Autieri, Director of Curriculum and Instruction, for their work in preparing the materials for the grant. Mr. Moccio stated that in accordance with BOE Policy 3280 Business and Non-Instructional Operations: Gifts, Grants, and Bequests, *The Superintendent of Schools may approve gifts, grants, and bequests that are valued over \$500 in total and meet criteria established by the administrative regulations established in accordance with this policy .... The Superintendent, in consultation with the principals and/or designee and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500. The Superintendent shall inform the Board of Education of any gift valued at more than \$500 that has been accepted by the district*, which is the purpose of the notification this evening.

### **B. Financial Report for July 1, 2021, through April 15, 2022**

Mrs. Diane Peters, Business Manager, reviewed the financial report, sorted by object code, and detailing budgeted and encumbered/expended funds from July 1, 2021, through April 15, 2022. The report included the projected remaining balances at the conclusion of the 2021-2022 fiscal year, which will be reviewed each month moving forward.

The total budget for the 2021-2022 school year is \$29,086,760.86. The expenses, year to date, total \$21,361,253.60, or 73.44% of the total budget. The projected remaining balance is (\$153,919.05), largely due to increased special education costs. The Excess Cost grant money received by the town from the Connecticut State Department of Education will need to be transferred to the Board of Education budget to cover the additional expense. Following the transfer of Excess Cost grant money to the Board of Education, should the projections be accurate, the end of year balance would be approximately \$75,247.12. Mr. Moccio plans to

request the Board of Finance shift any remaining balance into the non-lapsing unexpended fund at the completion of the yearly audit to assist the district with completion of items on the Capital Improvement Plan, which was previously presented.

**C. Self-Funded Insurance Update Through March 2022**

Mrs. Diane Peters, Business Manager, reviewed the status of the self-funded health insurance program, as of March 31, 2022. The average monthly medical claims in 2021-22 has decreased by \$35,234.93 and the average monthly dental claims has decreased by \$117.60.

Mrs. Peters said that the balance in the accounts has increased year-to-date, in part due to the increased medical premiums and lower claims. She reported that the balance in the medical account is \$580,400.24, and the balance in the dental account is \$84,744.06. She said that each account is considered healthy and has adequate funds to cover two months of claims.

Ms. Shegogue asked if Mrs. Peters could obtain the balance(s) in the medical account reserve funds from the town's interim CFO.

**Item VIII. Public Forum**

There were no questions or comments.

**Item IX. Old Business**

There was no old business

**Item X. New Business**

**A. Review and Possible Approval of Adjustments to the Board Approved 2022-2023 Budget**

Mr. Moccio reminded the Board members that at the Board of Education meeting on February 28, 2022, the Board approved a budget in the amount of \$30,338,976.71, which represents an increase of \$1,252,215.84, or 4.31% over the 2021- 2022 appropriation. The Board approved 2022-2023 budget was presented to the Board of Finance on March 14, 2022. The Board of Finance did not request any reductions at that time, and the budget that the Board of Education approved in February was presented at the First Public Hearing on March 23, 2022.

Mr. Moccio stated that since that time, the Board of Education attended meetings of the Board of Finance on Monday, April 4, 2022, as well as Monday, April 18, 2022. As over a month had passed since the budget was approved, the Board of Finance inquired whether the Board of Education had identified savings within the previously approved budget. As of April 4, 2022, no savings were identified; however, during the Board of Finance meeting on April 18, 2022, Mr. Moccio said that he was able to alert them of potential savings that were going to be presented to the Board of Education this evening. Mr. Moccio that stated the Board of Finance alerted him that they would not be cutting the Board of Education budget, as they anticipated the potential savings may cover any potential reduction to the Board of Education budget. Further, the Board of Finance was planning to move forward with the Second Public Hearing for the Town Budget on Wednesday, April 27, 2022, so the various town departments could present their updated budgets. Mr. Moccio said that

the Board of Finance was also planning to meet following the presentations, at the second public hearing, to determine a final mill rate to be presented during the Annual Town Meeting on Wednesday, May 18, 2022. Mr. Moccio stated that the 2022-2023 budget is continually monitored and a budget history is maintained from the date of Board approval. Mr. Moccio reviewed a list of identified savings and adjustments, which, if approved, would reduce the budget by \$259,563.80, for a total Board budget in the amount of \$30,079,412.91. This equates to an increase of \$992,652.04, or 3.41% when compared to the 2021-2022 appropriation.

Mr. Hoffman noted that while he will vote for the budget, he is concerned about the use of grant money to fund positions. However, he feels that the 3.41% is a good percentage increase to move forward to the town, and he hopes that the Board of Finance moves it forward, as presented.

Mrs. Davis made a motion, seconded by Mr. Delano, that the Board approve the reductions, as presented, in the amount of \$259,563.80, and approve a revised budget equaling \$30,079,412.91, or 3.41%, when compared to the 2021 – 2022 appropriation, as presented. Ms. Bushior, Mrs. Davis, Mr. Delano, Mr. Hoffman, Ms. Lybarger, and Ms. Kelley voted for the motion, which carried.

**B. Review and Possible Approval of a New Course Proposal - Italian II**

Mr. Autieri and Mr. Pelliccia reviewed the proposal from Stafford High School to add Italian II to their Program of Studies.

Mr. Autieri stated that the creation of this course expands world language offerings at the high school and allows another avenue for students to pursue the Seal of Biliteracy before graduation, meaning they have demonstrated proficiency in two or more languages. Mr. Autieri reminded the Board that the cost of the instructional materials has been included in the 2022-2023 budget, and will be offset by an IACE grant to help sustain Italian programs in schools. Additionally, in 2021 – 2022, the course and part of the teacher's salary was covered by the grant.

Mr. Pelliccia stated that ten (10) students are currently enrolled in Italian II for next year. He thanked the Board for supporting this program. Lastly, he echoed Mr. Autieri's praise and appreciation for Ms. Onofrio's support and hard work.

Ms. Lybarger made a motion, seconded by Ms. Kelley, that the Board approve Italian II as a course at Stafford High School. Ms. Bushior, Mrs. Davis, Mr. Delano, Mr. Hoffman, Ms. Lybarger, and Ms. Kelley voted for the motion, which carried.

**C. Discussion and Possible Approval for the Board of Education to Participate in Lighthouse Training**

Mr. Moccio stated that the CAFE Lighthouse Training has not been approved by the Connecticut State Department of Education yet and that should the Board vote to participate in the training, they will be added to CAFE's list of interested districts. The purpose of this training is to provide an overall opportunity for the Board of Education, Teachers, and Administrators to have complete alignment of a vision of where the district should be going.

Mrs. Davis asked about timing, length, and location of each session. Mr. Moccio answered each session is about two (2) or three (3) hours in the evening. These sessions would likely be one each month totaling three (3) sessions, located at either the Stafford High School library or the public library.

Mr. Hoffman stated that in order to identify whether or not the Board would like to move forward with the Lighthouse training, the Board would need measurable objectives that they would like to accomplish in doing the program. He suggested approving the first three sessions and deciding if the Board would like to pursue the full eleven trainings.

Ms. Lybarger agreed with Mr. Hoffman regarding approving the first three training modules only.

Ms. Shegogue added that the core program is the three modules and beyond that is choice.

Ms. Lybarger stated that Mr. Caruso's job is to facilitate the Board to identify and create objectives that they are all comfortable with.

Mr. Moccio confirmed that his recommendation is to approve the first three modules and that the others are optional programs.

Mr. Delano asked if there was anything that the Board members did not like regarding the training. Ms. Bushior stated she did not understand what the objective was at the end of each module. Ms. Shegogue stated that it was her understanding that the material is sitting for State approval and Mr. Caruso could not go into more detail. Ms. Shegogue stated that each module is designed to help the Board work together more effectively, like a workshop.

Ms. Lybarger made a motion, seconded by Mrs. Davis, that the Board approve the Board of Education to participate in Lighthouse Training as provided by Nick Caruso and CAFE. Ms. Bushior, Mrs. Davis, Mr. Delano, Mr. Hoffman, Ms. Lybarger, and Ms. Kelley voted for the motion, which carried.

#### **Item XI. Personnel Matters**

##### **A. Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated)**

Mr. Moccio said that the Board was provided, via the portal, a confidential list of staff members that are scheduled to attain tenure during the following school year. He reminded the Board that the list is provided as a professional courtesy, as Boards in Connecticut do not grant tenure. Rather, a teacher achieves tenure after completing the requisite months of continuous service with the district and after the Superintendent offers the teacher a contract to return the following year.

Mr. Moccio stated that if the Board members would like to request an evaluation of a staff member's performance, it will take place in either public or executive session, as requested by the staff member.

The Board did not request an evaluation of staff member performance.

#### **Item XII. Student Matters**

There were no Student Matters.

#### **Item XIII. Adjournment**

Mr. Delano made a motion, seconded by Mr. Hoffman, to adjourn the meeting. Ms. Bushior, Mrs. Davis, Mr. Delano, Mr. Hoffman, Ms. Kelley, and Ms. Lybarger voted for the motion, which carried. The meeting adjourned at 8:10 p.m.

**Respectfully submitted,**  
**Christine C. Marinelli / Sara Sarwar, Recording Secretaries**

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**Sonya Shegogue, Chairperson**

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**Laura Lybarger, Secretary**

# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212

04/22/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A&N Security Plus LLC						
Check Group:						
WSS- service call replace sensor and keypad		1	2210282	5517 12/31/2021	001.10.430.2600.134 General Maintenance-District	\$371.18
Check #: 2238						
PO/InvoiceTotal:						\$371.18
Vendor Total:						\$371.18
ACES 2607						
Check Group:						
Tuition SpEd Public Out of District - Student #1		1	2204074	223948 4/5/2022	001.04.560.1260.210 Tuition SpEd Public Out of District	\$6,905.50
Check #: 2239						
PO/InvoiceTotal:						\$6,905.50
Vendor Total:						\$6,905.50
All Phase Electric Supply Co 4040						
Check Group:						
Electrical Repair & Maintenance		1	2210274	2892-1054043 3/22/2022	001.10.430.2600.096 Electrical Repair & Maintenance	\$289.98
Check #: 2240						
PO/InvoiceTotal:						\$289.98
Vendor Total:						\$289.98
Allston Supply Co Inc						
Check Group:						
Building Services-Supplies		-328.02	2210055	141302 10/20/2021	001.10.613.2600.134 Building Services-Supplies	(\$328.02)
Building Services-Supplies		22.34	2210055	144426A 4/8/2022	001.10.613.2600.134 Building Services-Supplies	\$22.34
Building Services-Supplies		100.3	2210055	144427A 4/8/2022	001.10.613.2600.134 Building Services-Supplies	\$100.30

# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212

04/22/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Building Services-Supplies		150.45	2210055	144721A 4/8/2022	001.10.613.2600.134 Building Services-Supplies	\$150.45
Building Services-Supplies		1149.54	2210055	145126 4/8/2022	001.10.613.2600.134 Building Services-Supplies	\$1,149.54
Building Services-Supplies		641.19	2210055	145127 4/8/2022	001.10.613.2600.134 Building Services-Supplies	\$641.19
Building Services-Supplies		687.5	2210055	145128 4/8/2022	001.10.613.2600.134 Building Services-Supplies	\$687.50
Building Services-Supplies		145	2210055	145334 4/12/2022	001.10.613.2600.134 Building Services-Supplies	\$145.00
Building Services-Supplies		-1501.79	2210055	145445 4/15/2022	001.10.613.2600.134 Building Services-Supplies	(\$1,501.79)

Check #: 2241

PO/InvoiceTotal:	\$1,066.51
Vendor Total:	\$1,066.51

Amazon 3332

Check Group:

Enjoy Today An Inspirational Coloring Book With Motivational Quotes: For adults and Teens, Relaxation therapyEnjoy Today An Inspirational Coloring Book With Motivational Quotes: For adults and Teens, Relaxation therapy	-1	2201141	464744869688	121.01.322.1110.118		(\$6.99)
			4/14/2022	QE In-Service		
Keebor Basic Low Odor Dry Erase Markers, Chisel Tip, Black Whiteboard Markers Bulk, 72 PackKeebor Basic Low Odor Dry Erase Markers, Chisel Tip, Black Whiteboard Markers Bulk, 72 Pack	3	2201141	555833686466	001.01.611.1110.026		\$74.94
			4/6/2022	WSS General Supplies		
Amazon Brand - Solimo Assorted pack (French, Dark, Colombian) single serve cups, 100 ct	2	2201141	799846957874	121.01.322.1110.118		\$59.90
			3/30/2022	QE In-Service		
Unicorn Day: A Magical Kindness Book for ChildrenUnicorn Day: A Magical Kindness Book for Children	1	2201141	799846957874	001.01.611.1110.026		\$7.99
			3/30/2022	WSS General Supplies		

# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212

04/22/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
[100 Pack] 16 oz Paper Coffee Cups, Disposable Paper Coffee Cup with Lids, Hot/Cold Beverage Drinking Cup for Water, Juice, Coffee or Tea, Suitable for Home, Shops and Cafes[100 Pack] 16 oz Paper Coffee Cups, Disposable Paper Coffee Cup with Lids, Hot/Cold Beverage Drinking Cup for Water, Juice, Coffee or Tea, Suitable for Home, Shops and Cafes		2	2201141	799846957874	121.01.322.1110.118	\$71.98
				3/30/2022	QE In-Service	
Crayola Super Tips Marker Set, Washable Markers, Assorted Colors, Art Set for Kids, 100 CountCrayola Super Tips Marker Set, Washable Markers, Assorted Colors, Art Set for Kids, 100 Count		2	2201141	799846957874	121.01.322.1110.118	\$29.88
				3/30/2022	QE In-Service	
Amazon Brand - Solimo Disinfecting Wipes, Lemon Scent & Fresh Scent, Sanitizes/Cleans/Disinfects/Deodorizes, 75 Count (Pack of 3)Amazon Brand - Solimo Disinfecting Wipes, Lemon Scent & Fresh Scent, Sanitizes/Cleans/Disinfects/Deodorizes, 75 Count (Pack of 3)		15	2201141	799846957874	001.01.611.1110.026	\$84.45
				3/30/2022	WSS General Supplies	
500 Pieces Sports Balls Stickers Basketball Football Baseball Soccer Mixed Foam Sports Stickers for Scrapbooking Sunday Game Day Sports Supplies Ball Themed Party Decorations for Birthday Party500 Pieces Sports Balls Stickers Basketball Football Baseball Soccer Mixed Foam Sports Stickers for Scrapbooking Sunday Game Day Sports Supplies Ball Themed Party Decorations for Birthday Party		1	2201141	799846957874	001.01.611.1110.026	\$8.99
				3/30/2022	WSS General Supplies	
ZZTX 6 PCS Professional Magnetic Staple Remover Puller Rubberized Staples Remover Staple Removal Tool for School Office Home 5 ColorsZZTX 6 PCS Professional Magnetic Staple Remover Puller Rubberized Staples Remover Staple Removal Tool for School Office Home 5 Colors		3	2201141	799846957874	001.01.611.1110.026	\$29.97
				3/30/2022	WSS General Supplies	



# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212

04/22/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
#1 Best Seller in Bulletin Boards in Bulletin Boards Quartet Cork Board Bulletin Board, 23" x 35" Framed Corkboard, Oak Frame, Decorative Hanging Pin Board, Perfect for Office & Home Decor, Home School Message Board or Vision Board (35-380352)Quartet Cork Board Bulletin Board, 23" x 35" Framed Corkboard, Oak Frame, Decorative Hanging Pin Board, Perfect for Office & Home Decor, Home School Message Board or Vision Board (35-380352		1	2201141	799846957874	001.01.611.1110.026	\$20.49
				3/30/2022	WSS General Supplies	
Color & Frame Coloring Book - In the ForestColor & Frame Coloring Book - In the Forest		1	2201141	799846957874	121.01.322.1110.118	\$1.99
				3/30/2022	QE In-Service	
Enjoy Today An Inspirational Coloring Book With Motivational Quotes: For adults and Teens, Relaxation therapyEnjoy Today An Inspirational Coloring Book With Motivational Quotes: For adults and Teens, Relaxation therapy		1	2201141	799846957874	121.01.322.1110.118	\$6.99
				3/30/2022	QE In-Service	
Color & Frame Coloring Book - In the ForestColor & Frame Coloring Book - In the Forest		-1	2201141	834687786753	121.01.322.1110.118	(\$1.99)
				4/15/2022	QE In-Service	
Crayola Dry Erase Markers (12 Count), Visimax BL Black		1	2201141	838563476443	001.01.611.1110.026	\$25.50
				4/10/2022	WSS General Supplies	
				Check #: 2242		
PO/InvoiceTotal:						\$414.09
Check Group:						
Master Lock 647D Combination Padlock, 1, BlackMaster Lock 647D Combination Padlock, 1, Black		1	2201146	966858579636	130.01.611.1110.617	\$5.59
				4/12/2022	Instructional Supplies	
				Check #: 2242		
PO/InvoiceTotal:						\$5.59
Check Group:						
Noses Are Not for Picking (Best Behavior® Board Book Series)Noses Are Not for Picking (Best Behavior® Board Book Series)		3	2201150	453757657898	180.01.611.1110.026	\$26.97
				4/18/2022	EHS Program Supplies	

# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212

04/22/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Feet Are Not for Kicking (Board Book) (Best Behavior Series)Feet Are Not for Kicking (Board Book) (Best Behavior Series)		5	2201150	453757657898 4/18/2022	180.01.611.1110.026 EHS Program Supplies	\$44.95
Diapers Are Not Forever (Board Book) (Best Behavior Series)Diapers Are Not Forever (Board Book) (Best Behavior Series)		5	2201150	453757657898 4/18/2022	180.01.611.1110.026 EHS Program Supplies	\$39.75
Waiting Is Not Forever (Best Behavior® Board Book Series)Waiting Is Not Forever (Best Behavior® Board Book Series)		5	2201150	453757657898 4/18/2022	180.01.611.1110.026 EHS Program Supplies	\$44.95
Voices Are Not for Yelling (Best Behavior® Board Book Series)Voices Are Not for Yelling (Best Behavior® Board Book Series)		5	2201150	453757657898 4/18/2022	180.01.611.1110.026 EHS Program Supplies	\$44.95
Teeth Are Not for Biting (Board Book) (Best Behavior Series)Teeth Are Not for Biting (Board Book) (Best Behavior Series)		3	2201150	453757657898 4/18/2022	180.01.611.1110.026 EHS Program Supplies	\$26.97
Check #: 2242						
PO/InvoiceTotal:						\$228.54
Check Group:						
Single Resistance Band, Exercise Tube - with Door Anchor and Manual, for Resistance Training, Physical Therapy, Home Workouts, Fitness, Pilates,Boxing Strength Training		1	2204214	454953396969 3/25/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$11.99
Hhobby Stars 42 Pcs Sensory Fidget Toys Pack, Stress Relief & Anxiety Relief Tools Bundle Fidgetget Toys Set for Kids Adults, Autistic ADHD Toys, Stress Balls Infinity Cube Marble Mesh Fidgets Box		1	2204214	454953396969 3/25/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$20.95
Check #: 2242						
PO/InvoiceTotal:						\$32.94
Check Group:						

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Care Touch Lens Wipes for Eyeglasses   Individually Wrapped Eye Glasses Wipes   210 Pre-Moistened Lens Cleaning Eyeglass Wipes		1	2204224	456779769865 4/8/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$13.49
RICQD Stylus Pencil Compatible Apple iPad(2018-2021) with Palm Rejection iPad 9/8/7/6th, Pro 12.9 5/4th/3rd Gen, Air 4th/3rd, Mini 6/5th, Pro 11 High Precision Drawing Pen		1	2204224	456779769865 4/8/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$21.99
Fintie Holder Case for Apple Pencil (1st and 2nd Generation), PU Leather Protective Carrying Bag Sleeve Compatible with Apple Pen Accessories, USB Cable, Earphone, Samsung Stylus, Glittering Marble		1	2204224	456779769865 4/8/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$10.99
Check #: 2242						
PO/InvoiceTotal:						\$46.47
Check Group:						
Essentials of Executive Functions Assessment 1st Edition by George McCloskey (Author), Lisa A. Perkins (Author)		1	2204225	663646865694 4/9/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$57.25
InstruA Little SPOT of Feelings and Emotions Educator's Guide Paperback – January 22, 2021ctional Supplies-Psychologist		1	2204225	663646865694 4/9/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$25.80
A Little SPOT of Emotion 8 Book Box Set (Books 1-8: Anger, Anxiety, Peaceful, Happiness, Sadness, Confidence, Love, & Scribble Emotion) Paperback – Box set, May 15, 2020		1	2204225	663646865694 4/9/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$35.27
Check #: 2242						
PO/InvoiceTotal:						\$118.32
Check Group:						
Kellogg's Scooby-Doo! Graham Cracker Snacks, Cinnamon, Made with Whole Grain 1 oz Bag (40 Bags)		2	2205094	559834397699 3/30/2022	001.05.611.2400.147 SES Principal's Office - General Supplies	\$32.98
Check #: 2242						
PO/InvoiceTotal:						\$32.98

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
NIUBEE Acrylic Sign Holder 8.5x11 Inches 3 Pack Landscape, Slant Back Clear Paper Frames, Plastic Flyer Display Holder, Document Menu Table Stand for Office, Store, Restaurant -Horizontal		1	2208129	449376357554 3/30/2022	001.08.611.2320.203 District Supplies Superintendents Office Check #: 2242	\$22.48
PO/InvoiceTotal:						\$22.48
Check Group:						
SES-Fenwal Ignition Control Module		1	2210265	597848843563 4/4/2022	001.10.430.2600.134 General Maintenance-District Check #: 2242	\$227.97
PO/InvoiceTotal:						\$227.97
Check Group:						
Hornet GC 18x8.5x8 tires		2	2216033	464749697893 4/12/2022	001.03.730.2900.178 SHS Athletic Equipment	\$191.90
Gamma2 Seal Lid		4	2216033	876457789769 4/12/2022	001.03.730.2900.178 SHS Athletic Equipment Check #: 2242	\$56.00
PO/InvoiceTotal:						\$247.90
Check Group:						
CactusAngui 100Pcs Ping Pong Balls, Assorted Color Table Tennis Balls 40mm Entertainment Table Tennis for Game and Advertising		1	2219042	4378355786959 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$14.89
Astrobrights/Neenah Bright White Cardstock, 8.5" x 11", 65 lb/176 gsm, White, 75 Sheets (90905-02) - Packaging May Vary		4	2219042	475653763363 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$27.96
St. Patrick's Day Stickers Shamrock Sticker for Kids Party Decorations 400Pcs 8 Sheets		1	2219042	475653763363 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$7.99
Jumbo Craft Sticks, Pack of 500ct, Plain Jumbo		1	2219042	475653763363 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$11.69

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BAZIC 465 Multicolor Rubber Bands for School, Home, or Office (Assorted Dimensions 227g/0.5 lbs)		1	2219042	475653763363 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$5.15
EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted Colors, Box of 12		1	2219042	475653763363 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$10.40
SunWorks Construction Paper, White, 12" x 18", 100 Sheets		1	2219042	475653763363 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$11.29
SunWorks Construction Paper, Holiday Green, 12" x 18", 100 Sheets		1	2219042	475653763363 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$11.29
USB Fan for Desk, Small Tablet Fan with 3 speed in Single Button, Head Rotation Strong Wind Desktop Cooling Fan,Wurclousnow Mini Personal Fan for Home Desktop Office Table,Black		1	2219042	475653763363 3/8/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$9.99
Check #: 2242						
PO/InvoiceTotal:						\$110.65
Vendor Total:						\$1,487.93
American School For The Deaf	350					
Check Group:						
SpEd Audiology Rental - Student 1		1	2204090	2022040600007 3/4/2022	001.04.323.2130.136 SpEd Contracted Related Services	\$88.00
SpEd Audiology Rental - Student 2		1	2204090	2022040600008 3/4/2022	001.04.323.2130.136 SpEd Contracted Related Services	\$88.00
SpEd Audiology Rental - Student 3		1	2204090	2022040600009 3/4/2022	001.04.323.2130.136 SpEd Contracted Related Services	\$176.00
Check #: 2243						
PO/InvoiceTotal:						\$352.00
Check Group:						
Audiology Outreach Services - 1 hr. PPT via zoom		1	2204244	2022040600007. 3/4/2022	001.04.323.2150.192 SpEd Audiological Contracted Services	\$210.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Audiology Outreach Services 3/24/2022- 5 packs batteries @ \$6.00/pack & .5 travel \$105		1	2204244	2022041200009. 4/11/2022	001.04.323.2150.192 SpEd Audiological Contracted Services Check #: 2243	\$135.00
						PO/InvoiceTotal: \$345.00
						Vendor Total: \$697.00
Aqua Pump Co Inc	68					
Check Group:						
Water system operator WSS		785.5	2210013	WO-9433 4/14/2022	001.10.430.2611.134 Maintenance Contracts Check #: 2244	\$785.50
						PO/InvoiceTotal: \$785.50
						Vendor Total: \$785.50
Bell Simons Co	3938					
Check Group:						
WSS- AJ project		1	2210281	S013268726.001 3/25/2022	001.10.430.2600.134 General Maintenance-District Check #: 2245	\$257.93
						PO/InvoiceTotal: \$257.93
						Vendor Total: \$257.93
Canon Financial Services	2437					
Check Group:						
HS copier lease payment		1	2208007	28414802 4/12/2022	001.03.442.2500.088 SHS Copier Lease	\$2,945.45
MS copier lease payment		1	2208007	28414802 4/12/2022	001.02.442.2500.088 SMS Copier Lease	\$1,141.46
SES copier lease payment		1	2208007	28414802 4/12/2022	001.05.442.2500.088 SES Copier Lease	\$884.55
WS copier lease payment		1	2208007	28414802 4/12/2022	001.01.442.2500.088 WSS Copier Lease	\$632.05

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SV copier Lease		1	2208007	28414802 4/12/2022	001.05.442.2500.088 SES Copier Lease	\$241.40
Business/Supt Office copier lease payment		1	2208007	28414802 4/12/2022	001.08.442.2500.088 Board Office Copier Lease	\$451.30
uniflow license		1	2208007	28414802 4/12/2022	001.09.442.2500.148 Centralized Printer Leasing	\$899.81
pupil services copier lease		1	2208007	28414802 4/12/2022	001.07.442.2500.088 Pupil Services Copier	\$98.98
Check #: 2246						
PO/InvoiceTotal:						\$7,295.00
Vendor Total:						\$7,295.00
CAS, Inc.	1394					
Check Group: banquet 5/22/22						
Scholar Athlete Banquet		1	2203140	scholar.athl.banqu et 3/16/2022	001.03.611.2400.147 SHS Principal's Office Supplies	\$45.00
Check #: 2247						
PO/InvoiceTotal:						\$45.00
Vendor Total:						\$45.00
CDW Government Inc	910					
Check Group:						
Open PO for 21-22 school year		1	2209015	V428515 4/4/2022	001.09.430.2611.047 IT Repair and Maintenance	\$230.56
Check #: 2248						
PO/InvoiceTotal:						\$230.56
Vendor Total:						\$230.56
Clear Water Industries						
Check Group:						
Glycol treatment for Geothermal (quarterly)		1	2210262	89121 4/15/2022	001.10.430.2611.134 Maintenance Contracts	\$550.00
Check #: 2249						

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Vendor Remit Name  
Description

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

PO/InvoiceTotal: \$550.00

Vendor Total: \$550.00

Dean Fortin

Check Group:

PSU Hotel Deposit	1	2209089	reimbursement 4/14/2022	001.08.580.1110.026 Travel General	\$285.48
PSU Delta Flight	1	2209089	reimbursement 4/14/2022	001.08.580.1110.026 Travel General	\$602.20
PSU Delta Flight Ins	1	2209089	reimbursement 4/14/2022	001.08.580.1110.026 Travel General	\$95.38

Check #: 2250

PO/InvoiceTotal: \$983.06

Vendor Total: \$983.06

Delta T Group

Check Group:

High School Para	651.68	2204233	136326 2/13/2022	001.04.323.2130.136 SpEd Contracted Related Services	\$651.68
High School Job Coach	655.89	2204233	136326 2/13/2022	001.04.323.2130.136 SpEd Contracted Related Services	\$655.89
High School Para	397.98	2204233	137032 3/27/2022	001.04.323.2130.136 SpEd Contracted Related Services	\$397.98
High School Job Coach	816.76	2204233	137032 3/27/2022	001.04.323.2130.136 SpEd Contracted Related Services	\$816.76
High School Job Coach	643.52	2204233	137161 4/3/2022	001.04.323.2130.136 SpEd Contracted Related Services	\$643.52

Check #: 2251

PO/InvoiceTotal: \$3,165.83

Vendor Total: \$3,165.83

Dime Oil Company

3789

Check Group:



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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Gasoline - Unleaded Reg.		155.76	2208057	stafrd30 3/2022 4/20/2022	001.08.626.2600.223 Gasoline - Unleaded Reg.	\$155.76
				Check #: 2252		
					PO/InvoiceTotal:	\$155.76
					Vendor Total:	\$155.76
Discount Trophy Awards Center	429					
Check Group:						
Fall award plaques		10	2216030	202411 2/28/2022	001.03.611.2900.178 SHS Athletic Supplies	\$500.00
				Check #: 2253		
					PO/InvoiceTotal:	\$500.00
					Vendor Total:	\$500.00
Discovery Education Inc	2763					
Check Group:						
School Membership for 2022 - 2023 for \$1,999. with Early Bird Discount for \$674. for a total of \$1,325. Title IV Elementary Instructional Supplies		1	2215123	170695 4/19/2022	260.11.611.1110.045 Title IV Elementary Instructional Supplies	\$1,325.00
				Check #: 2254		
					PO/InvoiceTotal:	\$1,325.00
					Vendor Total:	\$1,325.00
Dzen Commercial Roofing	4246					
Check Group:						
SES- roof leaks		1	2210276	D005381-IN 4/1/2022	001.10.430.2600.134 General Maintenance-District	\$405.00
SMS-roof leaks		1	2210276	D005382-IN 4/1/2022	001.10.430.2600.134 General Maintenance-District	\$430.00
				Check #: 2255		
					PO/InvoiceTotal:	\$835.00
					Vendor Total:	\$835.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EASTCONN	410					
Check Group:						
AT Assessment 1.5 days - AACE Assessment 2.5 days - AACE Insurance Funding request 1 day - AAC Team Implementation Training .5 day - Per contract		1	2204237	9221770	001.04.323.1260.192	\$6,850.00
				3/31/2022	SpEd Outside Contracted Services	
					Check #: 2256	
					PO/InvoiceTotal:	\$6,850.00
					Vendor Total:	\$6,850.00
EVERSOURCE	1442					
Check Group:						
firepump/streetlights		49.59	2208031	51362624058 041122 4/11/2022	001.02.622.2600.097 SMS Fire Pump Electricity	\$49.59
Middle School electricity		2131.18	2208031	51612624056 041822 4/18/2022	001.02.622.2600.096 SMS Electricity	\$2,131.18
					Check #: 2257	
					PO/InvoiceTotal:	\$2,180.77
					Vendor Total:	\$2,180.77
Festis Oil Service Inc	499					
Check Group:						
snow blower repairs		1	2210277	6691 3/29/2022	001.10.430.2600.994 Grounds/Painting/Upkeep	\$582.32
					Check #: 2258	
					PO/InvoiceTotal:	\$582.32
					Vendor Total:	\$582.32
FM Generator	3766					
Check Group:						
Generator service agreement		237.5	2210007	134542-1 12/31/2021	001.10.430.2611.134 Maintenance Contracts	\$237.50
					Check #: 2259	

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$237.50
						Vendor Total: \$237.50
Graduate Pest Solutions	3407					
Check Group:						
Maintenance Contracts		390	2210033	8881C 4/7/2022	001.10.430.2611.134 Maintenance Contracts	\$390.00
						Check #: 2260
						PO/InvoiceTotal: \$390.00
						Vendor Total: \$390.00
Hillyard Rovic Inc	1096					
Check Group:						
Building Services-Supplies		62.8	2210034	604692654 4/4/2022	001.10.613.2600.134 Building Services-Supplies	\$62.80
Building Services-Supplies		17.18	2210034	604701631 4/12/2022	001.10.613.2600.134 Building Services-Supplies	\$17.18
Building Services-Supplies		214.71	2210034	604701632 4/12/2022	001.10.613.2600.134 Building Services-Supplies	\$214.71
						Check #: 2261
						PO/InvoiceTotal: \$294.69
						Vendor Total: \$294.69
Hometowne Motors	235					
Check Group:						
AJ's van oil change and replaces broken vac line		1	2210279	Ford E-350 3/29/2022	001.10.430.2600.228 Vehicle Repair	\$160.50
						Check #: 2262
						PO/InvoiceTotal: \$160.50
						Vendor Total: \$160.50
Infoshred LLC	4162					
Check Group:						

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shredding services-Superintendent Office		1	2208042	3436108 4/13/2022	001.08.611.2320.203 District Supplies Superintendents Office Check #: 2263	\$27.56
PO/InvoiceTotal:						\$27.56
Vendor Total:						\$27.56
Interpreters & Translators Inc.						
Check Group:						
Appointment ID:TMn22-13180 S, R Time start 9:00 am-Time Finish: 09:45 am Language:Spanish Subject of Appointment: Teachers: Bourque, Perch and Bidwell Requested by M. Maynard Audio/Video Spanish (30 minute min.)		0.75	2215132	167980  3/31/2022	001.08.611.1110.065  Classroom Curriculum Transition Supplies Check #: 2264	\$56.25
PO/InvoiceTotal:						\$56.25
Vendor Total:						\$56.25
Kelcon LLC						
Check Group:						
storage containers three months		1	2210283	4122-164 4/1/2022	001.10.430.2600.994 Grounds/Painting/Upkeep Check #: 2265	\$225.00
PO/InvoiceTotal:						\$225.00
Vendor Total:						\$225.00
Kendall Hunt Publishing	3202					
Check Group:						
Illustrative Mathematics: Grade 5 Teacher Guide Set. Classroom Curriculum Transition Supplies		1	2215130	13004578 4/14/2022	001.08.611.1110.065 Classroom Curriculum Transition Supplies	\$87.00
Illustrative Mathematics: Accelerated Course 1 Teacher Edition. Classroom Curriculum Transition Supplies		1	2215130	13004578 4/14/2022	001.08.611.1110.065 Classroom Curriculum Transition Supplies Check #: 2266	\$87.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$174.00
						Vendor Total: \$174.00
Lynn Dreibholz						
Check Group:						
Big Y Reimbursement Receipt		1	2219052	V546673 4/20/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$7.37
Walmart Reimbursement Receipt		1	2219052	V546673 4/20/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$8.44
Walmart Reimbursement Receipt		1	2219052	V546673 4/20/2022	191.05.611.1110.029 Pass Program Fees Supplies	\$14.68
Check #: 2267						
						PO/InvoiceTotal: \$30.49
						Vendor Total: \$30.49
M & J Bus Inc						
	3891					
Check Group:						
Late Bus - SHS		18	2204238	56195. 3/31/2022	001.04.510.2700.164 SpEd Bus In District	\$1,054.44
Work Program am		17	2204238	56195. 3/31/2022	001.04.510.2700.164 SpEd Bus In District	\$1,642.20
Work Program pm		17	2204238	56195. 3/31/2022	001.04.510.2700.164 SpEd Bus In District	\$1,642.20
Check #: 2268						
						PO/InvoiceTotal: \$4,338.84
Check Group:						
SHS Athletic Transportation		627.9	2216015	56106 3/31/2022	001.03.581.2700.178 SHS Athletic Transportation	\$627.90
SHS Athletic Transportation		322	2216015	56107 3/31/2022	001.03.581.2700.178 SHS Athletic Transportation	\$322.00
SHS Athletic Transportation		305.9	2216015	56108 3/31/2022	001.03.581.2700.178 SHS Athletic Transportation	\$305.90

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SHS Athletic Transportation		354.2	2216015	56188 4/18/2022	001.03.581.2700.178 SHS Athletic Transportation	\$354.20
					Check #: 2268	
					PO/InvoiceTotal:	\$1,610.00
					Vendor Total:	\$5,948.84
Metlife.						
Check Group:						
life		1	2208028	5/1/2022 5/1/2022	001.08.210.1110.075 Life Insurance Premiums	\$3,317.17
LTD		1	2208028	5/1/2022 5/1/2022	001.08.210.2400.147 Disability Insurance Premiums	\$257.30
					Check #: 2269	
					PO/InvoiceTotal:	\$3,574.47
					Vendor Total:	\$3,574.47
NCS Pearson Inc	795					
Check Group:						
NEPSY-II COMPLETE KIT (PRINT) WITH SCORING ASSISTANT AND ASSESSMENT PLANNER (DIGITAL)		1	2204239	155276 4/4/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$435.36
D-KEFS COMPLETE KIT (PRINT) WITH SCORING ASSISTANT (DIGITAL)		1	2204239	155276 4/4/2022	001.04.611.2140.143 Instructional Supplies-Psychologist	\$345.38
					Check #: 2270	
					PO/InvoiceTotal:	\$780.74
					Vendor Total:	\$780.74
ProxTalker.Com						
Check Group:						
Small ProxTalker/AAC Blank Tags 100 blank tags		1	2204209	5969 3/15/2022	211.04.730.1260.026 IDEA 611 Carryover Equipment	\$355.00
					Check #: 2271	
					PO/InvoiceTotal:	\$355.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$355.00
Scott's Sports Supplies	1814					
Check Group:						
SMS spring equipment		1	2216032	V624012 4/8/2022	001.02.730.2900.178 SMS Athletic Equipment	\$439.80
SMS spring equipment		1	2216032	V791651 3/3/2022	001.02.730.2900.178 SMS Athletic Equipment	\$459.00
Check #: 2272						
PO/InvoiceTotal:						\$898.80
Vendor Total:						\$898.80
Seagull Speech & Language Services, LLC						
Check Group:						
Direct teletherapy March		1	2204232	194 4/3/2022	001.04.323.1260.192 SpEd Outside Contracted Services	\$5,711.40
Indirect Services		1	2204232	194 4/3/2022	001.04.323.1260.192 SpEd Outside Contracted Services	\$5,621.40
Check #: 2273						
PO/InvoiceTotal:						\$11,332.80
Vendor Total:						\$11,332.80
SERC	3327					
Check Group:						
Dismantling Systemic Racism: 2022 Conference on Race, Education and Success Administrator's Contractual Inservice Registration for Steve Autieri (Client ID #38268) & Kathie Gabrielson (Client ID#2867)		1	2215131	CLIENT ID#2867 4/13/2022	001.08.330.2400.118 Administrator's Contractual Inservice	\$50.00
Dismantling Systemic Racism: 2022 Conference on Race, Education and Success Administrator's Contractual Inservice Registration for Steve Autieri (Client ID #38268) & Kathie Gabrielson (Client ID#2867)		1	2215131	CLIENT ID#38268 4/13/2022	001.08.330.2400.118 Administrator's Contractual Inservice	\$50.00
Check #: 2274						

# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212

04/22/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$100.00
						Vendor Total: \$100.00
Stafford School Food Services	1808					
Check Group:						
PASS Program Fees Healthy Snacks March		757	2219049	1024 3/31/2022	191.05.611.1110.025 PASS Program Fees Healthy Snacks	\$1,135.50
						Check #: 2275
						PO/InvoiceTotal: \$1,135.50
						Vendor Total: \$1,135.50
State of Connecticut-Elevators	2340					
Check Group:						
boiler inspection		1	2210280	104010 4/1/2022	001.10.430.2611.134 Maintenance Contracts	\$320.00
						Check #: 2276
						PO/InvoiceTotal: \$320.00
						Vendor Total: \$320.00
Superior Energy LLC	1227					
Check Group:						
SMS Propane		3114.08	2208011	67841 4/14/2022	001.02.623.2600.198 SMS Propane	\$3,114.08
						Check #: 2277
						PO/InvoiceTotal: \$3,114.08
						Vendor Total: \$3,114.08
The Happy Face Painter/ Christine Gloste						
Check Group:						
Face Painter for Safety Day		1	2201152	1401 3/7/2022	120.01.325.1110.101 SR Parent Activities	\$300.00
						Check #: 2278
						PO/InvoiceTotal: \$300.00



# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212

04/22/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$300.00
Treasurer, State of Connecticut						
Check Group:						
IT Interbuilding Internet Service		1	2208087	CEN427223 4/19/2022	001.09.530.2611.047 IT Interbuilding Internet Service	\$1,404.00
Check #: 2279						
PO/InvoiceTotal:						\$1,404.00
Vendor Total:						\$1,404.00
Unifirst Corporation	4231					
Check Group:						
uniforms, brooms and mops		122.7	2210015	1030139945 4/1/2022	001.10.430.2611.134 Maintenance Contracts	\$122.70
uniforms, brooms and mops		83.17	2210015	1030139946 4/1/2022	001.10.430.2611.134 Maintenance Contracts	\$83.17
uniforms, brooms and mops		80.03	2210015	1030139947 4/1/2022	001.10.430.2611.134 Maintenance Contracts	\$80.03
uniforms, brooms and mops		53.73	2210015	1030139949 4/1/2022	001.10.430.2611.134 Maintenance Contracts	\$53.73
uniforms, brooms and mops		130.69	2210015	1030142224 4/8/2022	001.10.430.2611.134 Maintenance Contracts	\$130.69
uniforms, brooms and mops		55.62	2210015	1030142225 4/8/2022	001.10.430.2611.134 Maintenance Contracts	\$55.62
uniforms, brooms and mops		96.48	2210015	1030142226 4/8/2022	001.10.430.2611.134 Maintenance Contracts	\$96.48
uniforms, brooms and mops		45.33	2210015	1030142230 4/8/2022	001.10.430.2611.134 Maintenance Contracts	\$45.33
Check #: 2280						
PO/InvoiceTotal:						\$667.75
Vendor Total:						\$667.75
USA Hauling & Recycling Inc	1256					

# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212

04/22/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
trash removal fees		1	2210012	0602823495 4/1/2022	001.10.421.2600.168 Trash Removal Fees	\$3,533.98
Check #: 2281						
PO/InvoiceTotal:						\$3,533.98
Vendor Total:						\$3,533.98
Victoria L Salzarulo						
Check Group:						
EHS Victoria Salzarulo travel reimbursement for March 2022		142.6	2201151	mileage 2/28-3/29/22 3/29/2022	180.01.580.1110.154 EHS Travel Reimbursement	\$83.42
Check #: 2282						
PO/InvoiceTotal:						\$83.42
Vendor Total:						\$83.42
Western Psychological Services	1345					
Check Group:						
ADOS-2 Protocol Booklet Module 3 (Pack of 10)		1	2204221	WPS-428528 4/4/2022	001.04.611.2110.189 Instructional Supplies-Social Wrk	\$81.40
Check #: 2283						
PO/InvoiceTotal:						\$81.40
Vendor Total:						\$81.40
Yale University						
Check Group:						
2022 RULER Institute Online Training, Stafford Public Schools, Business Contact: Joann Milikowski, Stafford Elementary School, Attendees: Elizabeth Boyajian, Jennifer Phillips, Jonathan Campbell, & Timothy Kinel \$7,000.00		1	2215117	YCEI-02435  2/18/2022	250.08.330.2200.002  Title IIA Purchased Prof Svc	\$7,000.00
Check #: 2284						
PO/InvoiceTotal:						\$7,000.00
Vendor Total:						\$7,000.00

# Stafford CT Public Schools

## Voucher Detail Listing

Voucher Batch Number: 1212 04/22/2022


Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Youth Light Inc						
Check Group:						
Anger & Stress Reduction Glitter Wand		3	2204228	1102624 4/7/2022	211.04.611.1260.026 IDEA 611 Carryover Instructional Supplies	\$17.45
				Check #: 2285		
					PO/InvoiceTotal:	\$17.45
					Vendor Total:	\$17.45
					Grand Total:	\$78,804.05

End of Report

MEMO

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools   
SUBJECT: Cafeteria Profit & Loss Report for July 1, 2021, through March 31, 2022

Attached is the Cafeteria Profit and Loss report for July 1, 2021, through March 31, 2022, as prepared by Mrs. Diane Peters, Business Manager. As you will see within the report, year to date the Food Services Program is reporting a net profit of \$91,893.94.

The Stafford Food Services Department continues to provide all students with a breakfast and lunch free of charge per the United States Department of Agriculture's decision to extend the free meals program through the 2021-2022 school year. The district is reimbursed at a slightly higher rate per meal than would normally be received through the National School Lunch Program. As of March 31, 2022, the district has served 188,906 meals, including meals prepared for the Union Public Schools.

Mrs. Peters will be in attendance at the meeting on May 16, 2022, and Ms. Pelletier, Director of Food Services, will be available through Zoom, to answer questions from Board members.

**Stafford Public Schools  
Business Office  
145 Orcuttville Road  
Stafford Springs, CT 06076**

**MEMO**

Date: May 10, 2022  
To: Steven Moccio, Superintendent of Schools  
From: Diane Peters, Business Manager  
Subject: Cafeteria Profit and Loss

Attached is the Cafeteria Profit and Loss report for the period of July 1, 2021 through March 31, 2022.

In March meals were served at each school for twenty-two days, in March 2021 there were also twenty-two serving days. The current year includes service for Union Schools. The total number of meals served for the year as of March 31, 2022 was 188,906, an increase of 88,328 meals year to date, as compared to last year.

Year to date, the program is showing a net profit of \$91,893.94 as compared to last year at this time when the program had year to date loss of (\$8,851.44).

Each of the cafeterias are serving many meals each day while continuing to deal with some staffing issues due to COVID. The amount of year-to-date profit is directly related to the time and effort these workers put in. Their hard work and dedication are greatly appreciated.

## All Schools

[illegible]

# STAFFORD SCHOOL FOOD SERVICE PROGRAM

March 2022

## AVERAGE NUMBER OF LUNCHES SERVED

	March 2021 22 Days	March 2022 22 Days	Percent enrollment
Stafford High School	81	77	21.0%
Stafford Middle School	115	77	21.8%
Stafford Elementary	219	213	45.5%
West Stafford	76	80	42.8%
District	59	0	
TOTAL	<u>550</u>	<u>447</u>	

## AVERAGE NUMBER OF BREAKFASTS SERVED

Stafford High School	22	251	68.4%
Stafford Middle School	26	274	77.6%
Stafford Elementary	139	328	70.1%
West Stafford	57	97	51.9%
District	56	0	
TOTAL	<u>300</u>	<u>950</u>	

## MONTHLY STATISTICAL REPORT TOTAL MEALS SERVED

	PAID MEALS	REDUCED MEALS	FREE MEALS	EQUIV. MEALS	MEALS PER LABOR HR
SHS	0	0	7204	324	15.0
SMS	0	0	7707	201	16.6
SES	0	0	11898	259	19.8
WST	0	0	3888	5	16.2


TOTAL STUDENT MEALS SERVED YTD 2021-22 188,906

## PERCENTAGE OF ENROLLMENT

	FREE	REDUCED
Stafford High School	22.9%	5.2%
Stafford Middle School	27.5%	5.9%
Stafford Elementary	28.0%	5.1%
West Stafford	15.5%	2.7%

MEMO

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools   
SUBJECT: Presentation and Update Regarding Special Education

Attached to this memorandum is a presentation by Ms. Kathie Gabrielson, Director of Pupil Services; and Ms. Jennifer Russell, Supervisor of Pupil Services, regarding various aspects of the special education department. As you are aware, both Ms. Gabrielson and Ms. Russell are new to the Stafford Public Schools and they have taken the time to acclimate themselves and assess the current status of the department. The presentation will provide the community with information regarding the district's current numbers of identified special education students, the difference from previous years, as well as the referral process.

The sharing of student achievement data can provide Board members with greater insight regarding the current status of our students, areas in need of growth, and progress that has been made throughout the school year. Ms. Gabrielson and Ms. Russell will also review achievement score data, what goals they have identified for the future, as well as identified next steps.

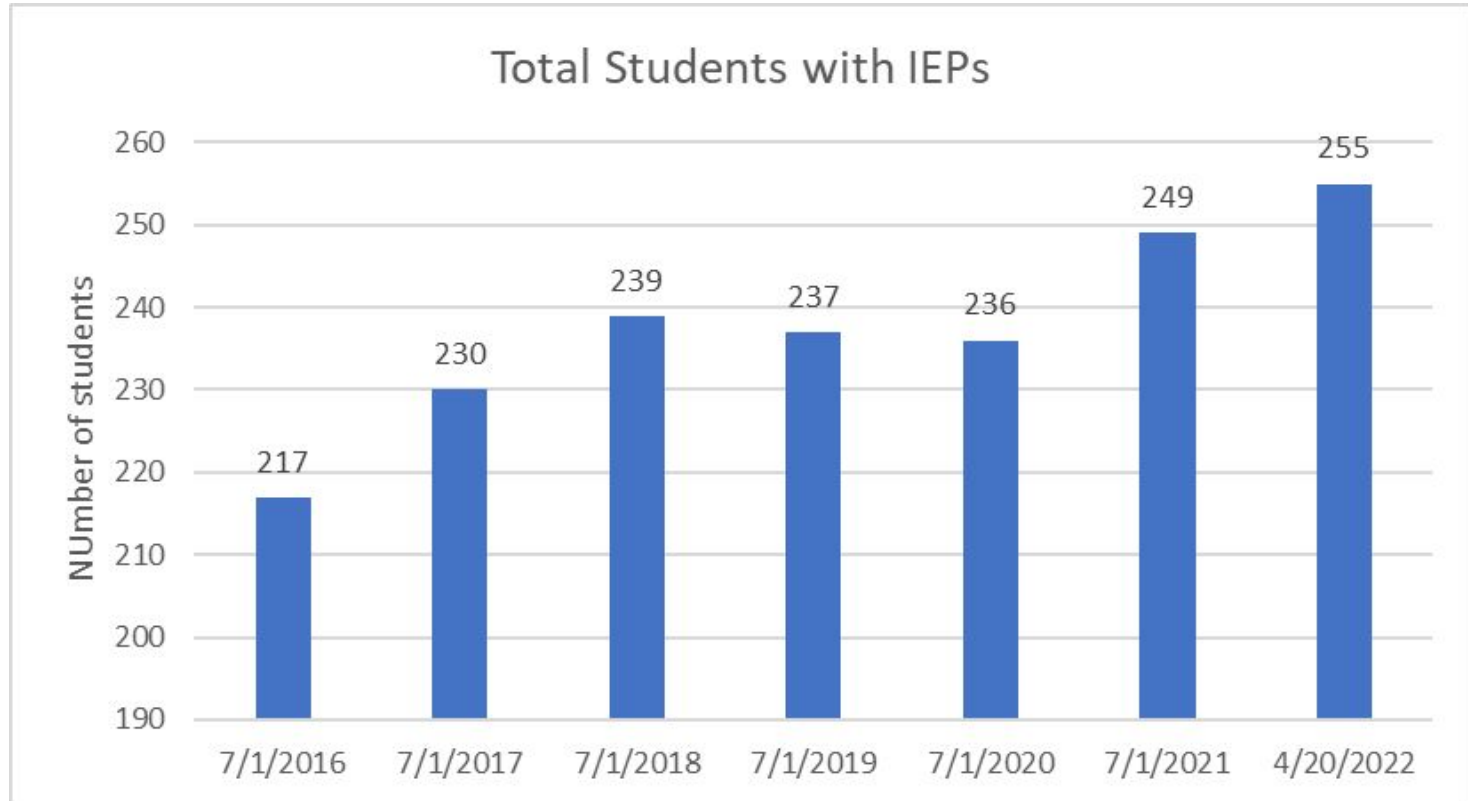
Ms. Gabrielson and Ms. Russell will be in attendance at the meeting on May 16, 2022, and will be available to answer questions from Board members.



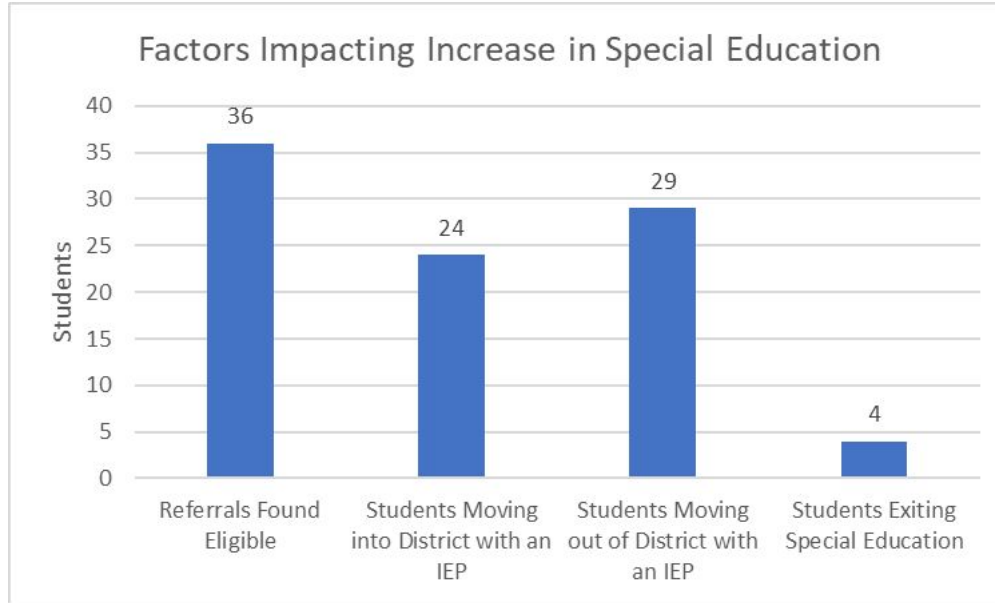
# Special Education Data Update

Kathie Gabrielson, Director of Pupil Services  
Jennifer Russell, Supervisor of Pupil Services

# Enrollment Data



# How did we increase by 6 students?



1. 36 Referrals Processed were found eligible for Special Education
2. 24 students moved into the district with an existing IEP
3. 29 students with IEPs moved out of district
4. 4 students were exited from special education

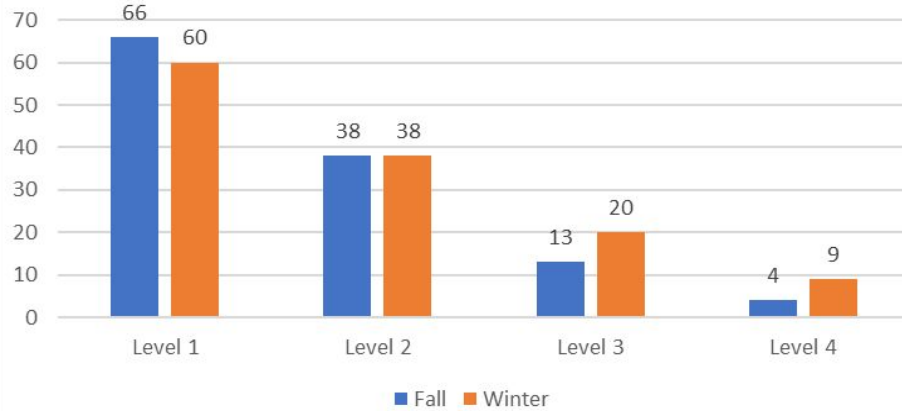
(all data presented is based on April 20, 2022)

# Referral Process . . . Explained

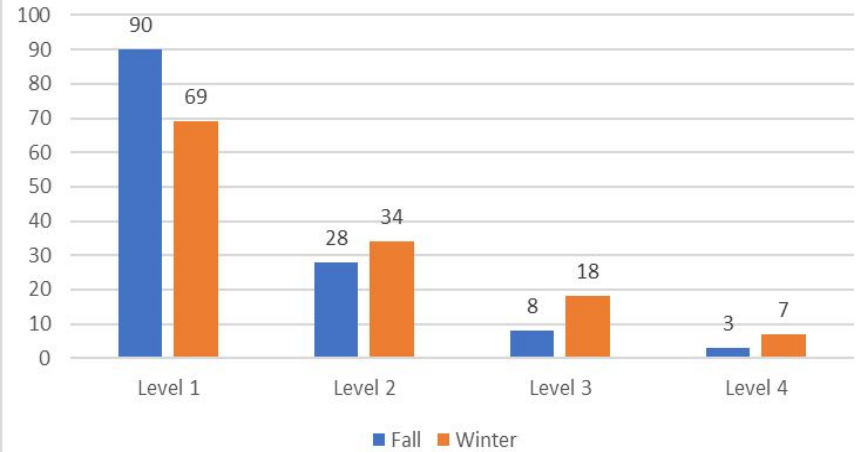
1. Referral received (School day #1)
2. Notice of meeting minimum of 5 days prior to date of meeting
3. Referral PPT held
4. Parent is provided with Consent for initial Evaluation (timeline pauses for up to 10 school days from parental receipt of form)
5. District receives signed consent form (timeline restarts)
6. Comprehensive evaluation is conducted
7. Notice of PPT meeting (minimum 5 days prior to meeting)
8. Parents provided with initial evaluation reports 3 days prior to meeting if requested
9. Eligibility PPT held
10. Parent is provided with Consent for the Provision of Special Education Services if student is found eligible (timeline pauses for up to 10 school days from parental receipt of form)
11. District receives signed consent form (timeline restarts)
12. IEP is Implemented (No later than school day #45)

# So how are we doing?

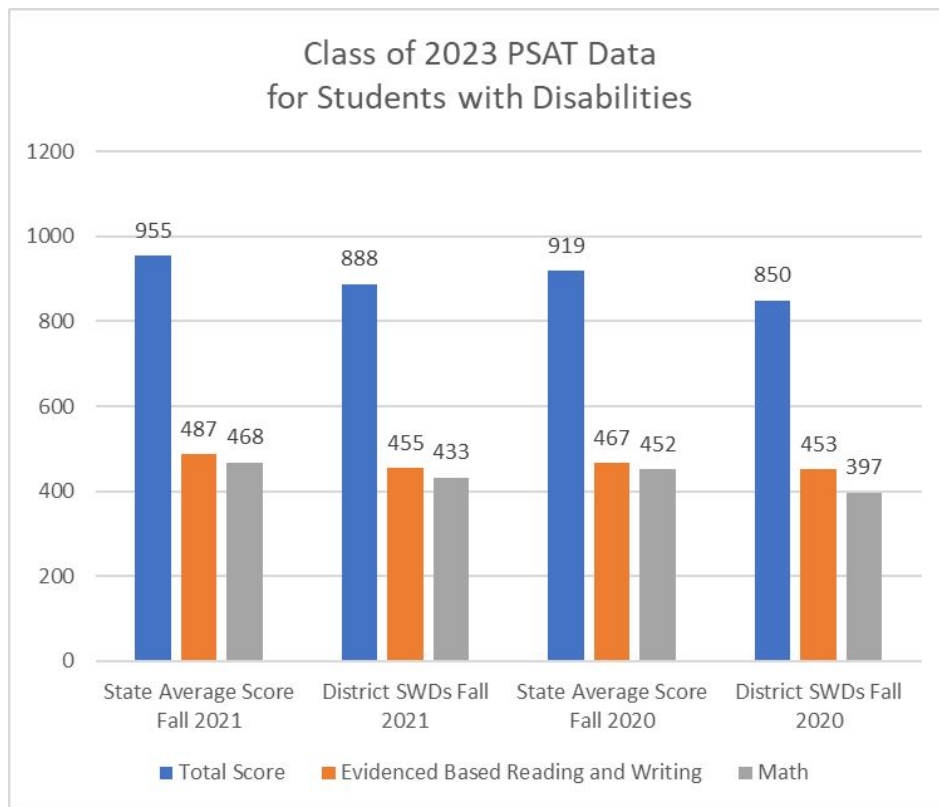
Students with Disabilities Grades 2-8 Star Reading



Students with Disabilities grades 2-8 Star Math



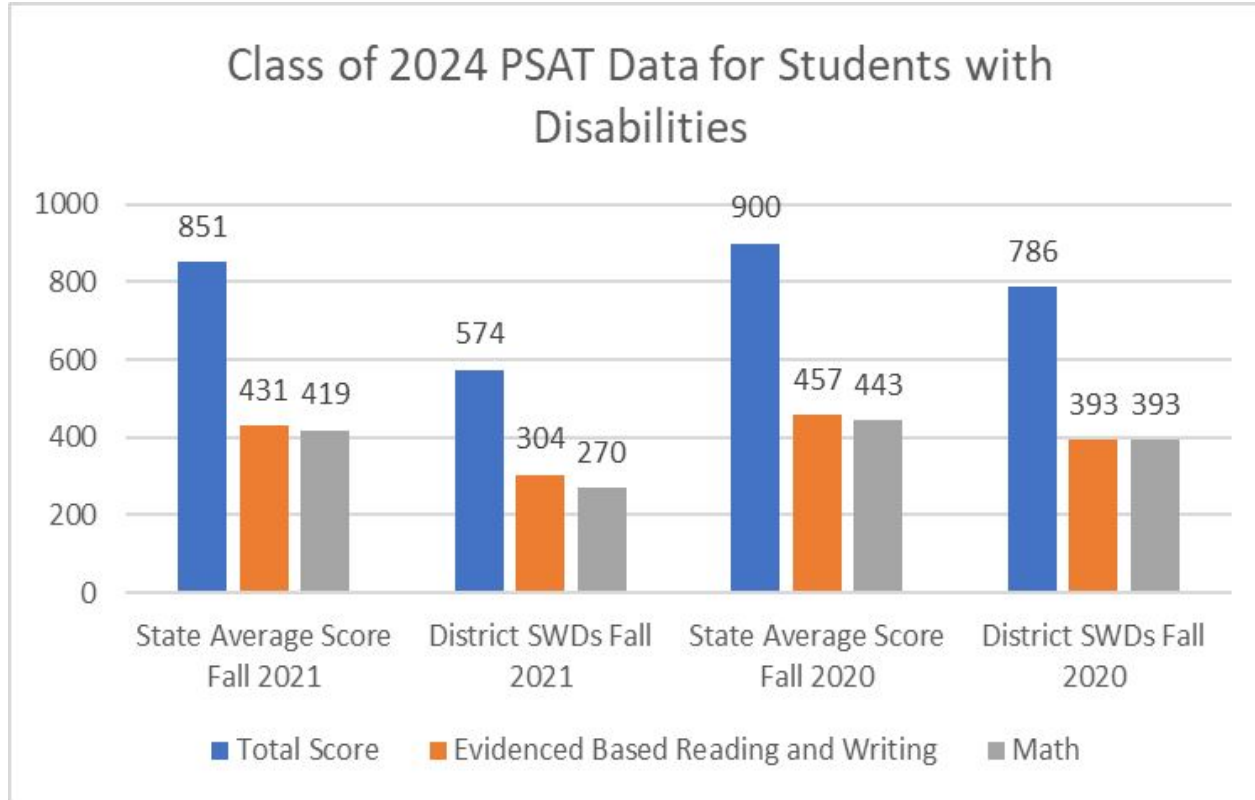
# PSAT Data Class of 2023 for Students with Disabilities



Sample Size:

1. Fall 2020 n=4
2. Fall 2021 n=3

# PSAT Data Class of 2024 for Students with Disabilities



Sample Size:

1. Fall of 2020 n=10
2. Fall of 2021 n=5

# Goals for the Department of Pupil Services

1. Increase of students in Levels 2-4 on Star Assessments.
2. Increased number of students who exit Special Education and who are returned to General Education status.
3. Increase number of students with disabilities who take the PSAT.
4. Increase Time with Non-Disabled Peer Hours, i.e. time within the general education classrooms for instruction.




# Next Steps

- Monitor referral data on a grade level basis with building administrators.
- Supporting and working collaboratively with the administrative team to utilize data to inform instructional practices.
- Continue to refine evaluation processes for the re-evaluation of students with disabilities – designing comprehensive evaluations and use of criteria checklists.
- Providing students with more support in general education classes to reduce time out of classes, i.e. co-teaching training, flexible grouping within general education classes.
- Increase the number of Special Education Teachers who are trained in Structured Literacy teaching methods, i.e. Wilson Reading Systems.

MEMO

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools   
SUBJECT: Presentation of Student Achievement Data Sampling – Bridges Number  
Corner Formative Benchmark Assessment

The sharing of student achievement data is meant to provide Board members and the Stafford Public Schools community with insight regarding the current status of our students, areas in need of growth, and progress that has been made throughout the school year. The data is also utilized by the administrative team to develop future goals for the district.

Attached is the data presentation for May, which will be presented by Mr. Steven Autieri, Director of Curriculum & Instruction. This month's presentation highlights the Bridges Number Corner Formative Benchmark Assessment. Mr. Autieri will discuss the overall results, identified data implications, and considerations for next steps related to curriculum and instruction.

# District Data Snapshot: May 2022

Stafford Public Schools



Mr. Steven Autieri  
Director of Curriculum & Instruction



# Featured Assessment Profile

**Purpose:** The Data Snapshot will be a new feature at our monthly board meetings designed to provide clarity and transparency toward school performance data and goal planning with the board and families in district.

**May 2022 Theme:**

- Bridges Number Corner Formative Benchmark Assessment Growth





# Number Corner Fall Checkups

Winter Administration

Standard Alignment

Scoring Guidelines

Interview			Written						TOTAL
1	2	3	1a	1b	2a	2b	2c	2d	SCORE / LEVEL OF PROFICIENCY
Adds 3 to a screened quantity of 8 to get 11.	Determines how many more need to be added to a screened quantity of 8 to get a total of 12.	Subtracts 3 from a screened quantity of 30 to get 7.	Solves a story problem that involves finding the number that combines with 7 to make 10.	Solves a story problem that involves adding 3 numbers. (sets: 15)	Reads a graph to determine how many kids chose red. (sets: 7)	Reads a graph to determine how many more kids chose red than green. (sets: 2)	Reads a graph to determine how many fewer kids chose red than blue. (sets: 2)	Reads a graph to determine how many kids participated. (sets: 20)	
1.OA.5, 1.OA.6	1.OA.5, 1.OA.6, 1.OA.8	1.OA.5, 1.OA.6	1.OA.1, 1.OA.6	1.OA.2	1.MD.4	1.MD.4	1.MD.4	1.MD.4	
3 pts possible 0 pts – Gives incorrect response. 1 pt – Gives correct response but counts all of them by one. 2 pts – Gives correct response but counts on. 3 pts – Gives correct response and uses known fact or answers automatically.	3 pts possible 0 pts – Gives incorrect response. 1 pt – Gives correct response but counts all of them by one. 2 pts – Gives correct response but counts on. 3 pts – Gives correct response and uses known fact or answers automatically.	3 pts possible 0 pts – Gives incorrect response. 1 pt – Gives correct response but counts all of them by one. 2 pts – Gives correct response but counts on from 10. 3 pts – Gives correct response and uses related fact or answers.	3 pts possible 1 pt – for using the information given in the problem. 1 pt – for using a viable strategy that could lead to the answer; strategies may include drawings, equations, number representations, etc. 1 pt – for showing the correct answer	3 pts possible 1 pt – for using the information given in the problem. 1 pt – for using a viable strategy that could lead to the answer; strategies may include drawings, equations, number representations, etc. 1 pt – for showing the correct answer	1 pt possible 0 pts – Gives incorrect response. 1 pt – Gives correct response.	1 pt possible 0 pts – Gives incorrect response. 1 pt – Gives correct response.	1 pt possible 0 pts – Gives incorrect response. 1 pt – Gives correct response.	1 pt possible 0 pts – Gives incorrect response. 1 pt – Gives correct response.	
0, 1, 2, or 2	0, 1, 2, or 2	0, 1, 2, or 2	0, 1, 2, or 3	0, 1, 2, or 2	0 or 1	0 or 1	0 or 1	0 or 2	0 – 16
1	2	0	3	0	1	0	0	0	7
2	2	1	3	3	1	1	1	1	15
2	2	2	3	2	1	1	1	1	15
3	2	2	3	3	1	1	1	0	16
2	2	0	3	3	1	1	1	1	14
2	2	2	3	3	1	1	1	1	16
0	2	2	0	3	1	1	1	1	11
3	3	0	3	3	1	1	1	0	15
3	0	0	3	0	1	1	1	0	0
2	2	0	3	3	1	1	1	1	14
3	3	2	3	3	1	1	1	1	18
3	3	2	3	2	1	1	1	1	17
3	3	3	3	3	1	1	1	1	19
2	0	0	3	3	1	1	1	1	12
3	3	3	3	3	1	1	1	1	19

Sample  
Grade Level  
Data Tracker





# Elementary Mathematics Benchmarks

*% of students approaching/meeting standards*

	Number Corner Baseline	Number Corner Checkup #1	Number Corner Checkup #2
Grade K	83%	93%	92%
Grade 1	86%	80%	90%
Grade 2	93%	82%	97%
Grade 3	54%	86%	94%
Grade 4	63%	80%	58%
Grade 5	58%	61%	66%

	<b>Urgent Intervention &lt;25%</b>
	<b>Strategic Intervention 25-49%</b>
	<b>Approaching Standard 50-74%</b>
	<b>Meeting Standard &gt;75%</b>



# Charting the Course...

- Continued disaggregation of data by priority standard during Professional Learning Communities (PLCs) on a monthly basis.
- Selection of targeted focus standards to prioritize for instructional planning and content strategies.
  - Grade K: Geometry/Number Formation
  - Grade 1: Interpreting Graphs
  - Grade 2: Time
  - Grade 3: Geometry (reduced during COVID pandemic)
  - Grade 4: Equivalence and Operations with Fractions
  - Grade 5: Volume Determinations
- Coaching conversations and modeling of student-centered practices (talk moves) during core content instruction.
- Development of unit planners and overview of the content and skills that highlight continual mastery of priority standards.
- Target specific academic skills for enrichment and reinforcement (iXL, Freckle Math).







**Thank you!**  
**Questions?**

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**MEMO****OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools  
SUBJECT: Updated Regarding Arrangement of Pre-Kindergarten Classes

The Pre-Kindergarten (PreK) application process began on February 1, 2022, (as the district sent parents and guardians a notification letter of the registration process. The application process includes the district's grant funded and district PreK program spaces. The number of PreK spots is determined in accordance with National Association for the Education of Young Children (NAEYC) standards. Currently, four (4) PreK teachers teach a morning and afternoon class, for a total of eight (8) sessions. Students are placed into the classrooms with priority being given to those students who will turn four before January 1, 2023, and those that meet qualifying criteria for the state-funded grant spaces. Should slots remain after placing four-year-olds, Birth to 3 students, and students that qualify for School Readiness, the remaining open slots will be filled by three-year-olds based on the date of application.

Within the School Readiness Grant funding, there are eight (8) full-day slots and 14 part-day slots, for which parents are not charged for PreK tuition. Each year, the district requests financials from all families attending the PreK program to determine eligibility for these funded spots. The proposed shift in arrangement of classes is directly associated with the full-day slots, where students currently attend a morning PreK class and then attend the Family Resource Center (FRC) in the afternoon. The arrangement is not ideal, as students should be taught by the same teacher throughout the day, similar to a kindergarten model. The current model also reduces the number of FRC daycare slots available for morning PreK students.

In discussion with Ms. Anna Gagnon, Principal at West Stafford School, dedicating one of the four PreK teachers to a full-day classroom will alleviate both of these concerns. Each PreK class would be populated with 14-16 students, following the same identification model explained above. As full-day students would now remain with their same PreK teacher all day, additional spots would be vacant in the FRC for families in need of after school daycare.

On the next page, you will find a chart that details the enrollment of the current model vs. the new PreK model.

Ms. Gagnon, will be in attendance at the meeting on May 16, 2022, to provide more specific information regarding this shift to the PreK program and the overall benefit it will bring to the Stafford community.

Teacher	<u>Old PK Model</u> 2021-2022 School Year	Students	Teacher	<u>New PK Model</u> 2022-2023 School Year	Students
A	AM PM	13 11	A	Full	16
B	AM PM	13 12	B	AM PM	16 16
C	AM PM	11 11	C	AM PM	14 14
D	AM PM	12 10	D	AM PM	15 15
Total Students		93	Total Students		106



MEMO

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools  
SUBJECT: Update Regarding Business Manager / Transportation Coordinator Search



The vacancy for the position of Business Manager / Transportation Coordinator was first posted on the district website, k12jobspot.com, CTREAP.net, CEA.org, CAS.org, CASBO.org, and Indeed on March 1, 2022, and closed on March 21, 2022. An email blast was also sent to all individuals that currently hold a Connecticut Business Manager certification (085). At the time that the posting closed, seven (7) candidates in total submitted their credentials for consideration. Based on a cursory review of the materials submitted, three (3) candidates were provided a 15-20 minute screening interview by me and Mrs. Christine Marinelli, Director of Human Resources. The other candidates were not screened for one of the following reasons - lack of certification, a desire to only work remotely, a lack of supervisory / leadership experience, or issues with previous employers.

The Board of Education has requested that I present multiple candidates for consideration. Due to the low number of qualified candidates, the position was reposted on March 29, 2022, and remained open until April 19, 2022. Unfortunately, the second posting only garnered four (4) certified candidates. Three (3) candidates were selected by the interview committee for a first round interview, which were scheduled for Monday, May 2, 2022. Unfortunately, two (2) candidates withdrew their applications prior to the interview, leaving only a single candidate who was notified that the position would be posted again.

CSDE certification regulations state that the 085 certificate "shall be required for anyone employed by a board of education who is responsible for six or more of the following areas of school business administration: (1) accounting and reporting; (2) financial planning and budgeting; (3) operation and maintenance of plant; (4) administering personnel functions; (5) purchasing and supply management; (6) data processing; (7) food service operations; (8) grant applications and reporting; (9) insurance; (10) collective bargaining; (11) transportation."

This position has been posted twice without garnering an adequate candidate pool. After reviewing the Connecticut State Department of Education (CSDE) certification regulations, I plan to discuss shifting the job title and posting to allow non-certified candidates to be considered for the position. Attached you will find a DRAFT posting and updated job description for your review, which incorporates these changes.

Diane Peters, while retiring effective June 30, 2022, is willing to continue in her role through the summer on a reduced schedule and at a per diem rate.

PLEASE RE-POST

PLEASE RE-POST



**DRAFT**

**STAFFORD PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

May 9, 2022

Non-Affiliated Staff Position

- POSITION:** **Director of Finance / Transportation Coordinator**  
(12-month work year, minimum 40-hour work week)
- LOCATION:** Stafford School District
- SALARY and BENEFITS:** \$90,000.00 - \$125,000.00 based on experience and qualifications  
Competitive benefit package including defined contribution plan (50% employer match, up to 6% of salary); employer contribution to HSA deductible (50%); employer paid life insurance and long-term disability; paid sick, personal and vacation leave; and 14 paid holidays.
- RESPONSIBILITIES:** The Director of Finance is responsible for all fiscal transactions for the Stafford Board of Education, as well as the supervision of selected personnel functions. The Director of Finance also serves as the Transportation Coordinator and is directly responsible for the evaluation and supervision of the Director of Food Services, as well as the Business Office staff.
- A complete job description is included with this posting.
- REQUIREMENTS:**
- ✓ Eligibility for Connecticut certification as a Business Manager (085) and work experience in a school setting is preferred.
  - ✓ High-level computer and communication skills, along with a working knowledge of finance, administration and accounting.
- CLOSING DATE:** May 27, 2022

Interested candidates should apply on-line (link available at [www.stafford.k12.ct.us](http://www.stafford.k12.ct.us)> Employment Opportunities) and include a resume and three (3) letters of professional reference.

Steven A. Moccio, Superintendent of Schools  
Stafford Public Schools  
Telephone (860) 684-2208, ext. 1  
E-mail: [marinelli@stafford.k12.ct.us](mailto:marinelli@stafford.k12.ct.us)  
E.O.E.

Posting #63 (CC#421)



 **DRAFT**

**Non-Affiliated Position**  
**Director of Finance / Transportation Coordinator**

**Job Summary:**

The Director of Finance is responsible for all fiscal transactions for the Stafford Board of Education, as well as the supervision of selected personnel functions. The Director of Finance serves as Transportation Coordinator and is directly responsible for the evaluation and supervision of the Director of Food Services, as well as the Business Office staff.

Certification Requirements: An 085 certificate (Business Administration) with the State Department of Education Bureau of Certification is preferred, but not required.

**JOB DUTIES AND RESPONSIBILITIES**

**Business and Fiscal Management:**

- Oversee the operation of the financial and human resources software system(s), including timely implementation of updates.
- Establish, direct, and supervise a system of control for budget execution and all financial accounting in the school district.
- Establish accounting systems, procedures and codes necessary to provide administrators with accurate financial data for the basis of formulating policies and decisions.
- Research all sources of revenue for the school district and assists administrators in preparing grant applications to secure new sources of revenue.
- Assist the Superintendent of Schools and the Director of School Facilities with the oversight of the district's long-range capital improvement plan.
- Prepare cost analysis reports concerning the operation of the school district and works collaboratively with all administrators and department leaders to analyze the budgetary impact of the programs for which they are responsible on a regular basis.
- Supervise the processing of all reports related to the budget including, but not limited to the annual budget and monthly budget reports, tax reports, and accounts payable reports.
- Assist with the oversight of all energy and building projects, maintains construction funds, and develops schedules for payments for construction projects in progress.
- Supervise the student activity accounting in all buildings to ensure adherence to state laws and district policies.
- Prepare and present to the Board of Education monthly budget updates, as well as the Cafeteria Profit & Loss report.
- Collaborate with the Director of Human Resources to ensure consistency between departments.
- Prepare and submit all necessary reports to the State and Federal government, in accordance with regulations.
- Conduct research, prepare proposals, and provide reports relative to the fiscal impact of contract negotiations.



- Train staff and administration in budget development, as necessary, and assists the Superintendent with the preparation of the annual budget.
- Provide the Superintendent with current, accurate and detailed analysis and recommendations regarding fiscal and budgetary matters in a timely manner.
- Establish efficient purchasing procedures in compliance with Board policy, and serve as the purchasing agent for the Board of Education.
- Establish and maintain controls as recommended by auditors, and assists in conducting the annual audit of district records by answering questions, providing necessary data and information, preparing and reconciling work papers, maintaining accurate and complete records.
- Monitor all purchasing requisitions to determine the accuracy of information, price extensions, coding information, etc.
- Maintain up-to-date records for purchasing such as vendor tables, bid lists, and files for maintenance contracts.
- Maintain files for and update service contracts related to the business office and the BOE and ensure compliance of contractors with legislation.
- Oversee the reconciliation of district bank accounts and reconciles the district financial reports.
- Prepare budget transfers for submission to the Board, as may be required.
- Supervise and monitor district inventory for supplies and fixed assets in compliance with GASB 43.
- Monitor the school district insurance programs including property / casualty, liability, and other such insurance programs.
- Oversee, direct, supervise and evaluate the Business Office staff.
- Assist in the development and execution of professional development for the Business Office staff.

#### **Management of Support Service:**

- Direct and evaluate the Director of Food Services and Business Office Staff.
- Serve as backup for the paymaster and accounts payable bookkeeper.
- Assist with the administration of all employee benefit programs, and attend workers' compensation and unemployment hearings, as warranted.
- Establish procedures and ensure cross-training of intradepartmental staff.
- Assume responsibility for the district's student transportation program, including review of transportation policies, scheduling, and contract negotiations and management, and serve as liaison among schools, parents/guardians and the bus company.
- Assume responsibility for the preparation of all documents relative to bids, including notices, instructions, specifications and formal proposals.
- Supervise financial record keeping and maintains financial records for all state and federal grant programs.
- Prepare quarterly and final reports for administrators, as may be required.
- Serve as the Board of Education representative on the Safety & Health Committee, Pension Committee, and any other committees as requested by the Superintendent of Schools, providing updates to the Superintendent on fiscal implications.

#### **Board Relations:**

- Adhere to all Board of Education policies and regulations.
- Reconcile the Board of Education budget with town of Stafford records for the BOE budget in a timely manner.
- Attend meetings and provide information relative to fiscal implications as required by the Board or Superintendent. These meetings may include and are not limited to the following: Board of Education,



negotiations, long range planning, building committee, budget, Board of Finance, Board of Selectmen, crisis planning, special PTO/PTA/PIE, school security and safety committee, capital improvement planning, redistricting, and ad-hoc committee meetings.

- Work directly with the Board Budget Committee and Negotiation Committee. Conduct research and prepare all financial documentation, as warranted.
- Assist the Superintendent with the preparation of reports to the Board.
- Provide the Board with financial information, as appropriate.
- Manage expenditures according to the goals and objectives of the Board.

**Community Relations:**

- Assist in interpreting and communicating the district's financial program to the community.
- Prepare all financial reports for the district.
- Maintain a positive working relationship with the Town office personnel.
- Serve as Board of Education liaison to the-State Department of Education and Town of Stafford in matters related to the budget.

**Other:**

- Abide by the Connecticut Association of School Business Officials *Code of Ethics*.
- Perform all other duties as assigned by the Superintendent

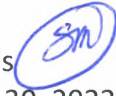
**Terms of Employment:**

Twelve-month year, non-affiliated position. Performance evaluation will be conducted annually by the Superintendent of Schools. Salary increases as recommended by the Superintendent and approved by the Board of Education.

Responsible to:  
Superintendent of Schools

Revised: August 31, 2016; May 8, 2017;  
February 24, 2022; May 6, 2022

MEMO**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools   
SUBJECT: Financial Report, July 1, 2021, through April 30, 2022

Attached is a memorandum from Mrs. Diane Peters, Business Manager, that includes explanations of various budget lines. Included with that memorandum is a financial report, sorted by object code, and detailing budgeted and encumbered/expended funds from July 1, 2021, through April 30, 2022. The report includes the projected remaining balances at the conclusion of the 2021-2022 fiscal year, which will be reviewed each month moving forward.

The total budget for the 2021-2022 school year is \$29,086,760.86. As indicated in the attached memorandum, the expenses year to date total \$22,213,766.96, or 76.37% of the total budget. The projected remaining balance is (\$220,228.51), largely due to increased special education costs and unanticipated repairs in the various schools. The Excess Cost grant money received by the town from the Connecticut State Department of Education will need to be transferred to the Board of Education budget to cover the additional expense. Following the transfer of Excess Cost grant money to the Board of Education, should the projections be accurate, the end of year balance would be \$63,123.81. I would plan to request the Board of Finance shift any remaining balance into the non-lapsing unexpended fund at the completion of the yearly audit to assist the district with completion of items on the Capital Improvement Plan, which was previously presented.

Mrs. Peters will be in attendance at the meeting on May 16, 2022, to provide more specific information regarding object codes and her projections, as well as respond to questions from the Board.

**Stafford Public Schools**  
**Business Office**  
11B Levinthal Run  
Stafford Springs, CT 06076

**MEMO**

Date: May 5, 2022

To: Steven Moccio, Superintendent of Schools

From: Diane Peters, Business Manager

Subject: Financial Report as of April 30, 2022

The year-to-date expenditure report for the period of July 1 and April 30, 2022 is attached. Projected remaining balances are included; these projections are based on current activity and historical spending but are projected and will fluctuate.

The salaries line, 100, is encumbered for filled positions and shows a current remaining amount of \$374,652.90. Remaining expenditures are projected to reduce this amount to a \$336,818.98 after payment for substitutes, stipends, and other amounts owed. At this time there are four open certified positions, 15.7 open non-certified which include cafeteria staff, and two open non-affiliated positions.

The remaining balance in the benefits line, 200, is \$229,027.82. Any amount remaining in the employee benefits line, 210, will be deposited into the health reserve and is not included in the projected remaining balance of \$37,483.74.

Professional services, line 300, are payments for services for student related services to comply with mandates, professional development, legal fees, consultants and the security officer. The remaining balance at this time is \$(172,663.92). The projected remaining balance is \$(130,287.34) after the Medicaid reimbursement is netted with the services line.

Repairs, rental and other property services has a remaining balance of \$(108,457.46). There have been many repairs in the schools this year that were unexpected and unbudgeted. The projected remaining balance is \$(70,247.35) after receipt from the town of amounts paid by the district for projects related to geothermal and for the middle school roof project.

Transportation, tuition and other services have a remaining balance of \$(601,761.98) with a projected remaining balance of \$(199,255.83) after the excess cost reimbursement is factored in.

The remaining balance in the 600 line of the budget is \$47,918.92. The cost of supplies, like paper, have increased this year and are expected to continue rising. The projected remaining balance in the 600 line is \$45,325.

Line 700, equipment and software expenditures has a remaining balance at this time of \$3,914.20 with a projected remaining amount of \$26,286.61. The district was awarded funding from the Emergency Connectivity Fund and once that money is received the remaining balance will increase.

The 800 line of the budget covers various membership dues, licensing fees and a debt service line for the solar project lease payment. Overall, the line has a remaining balance of \$7,141.01 with a projected remaining balance of \$17,000.00 after reducing the amount of debt service owed to the town for energy usage.

The unspent, unreserved amount of the 2021-22 budget is \$(220,228.51). Year to date expenses represent 76.37% of the total budget. The projected remaining balance for the 2021-22 budget is \$63,123.81 after Excess Cost and Medicaid have been applied to the balance and remaining expenses have been paid.

**Stafford, CT Public Schools**  
**Monthly Board Report For the Period 07/01/2021 through 04/30/2022**

Fiscal Year: 2021-2022

	<u>Budget</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>		<u>Projected Year</u> <u>End Remaining</u> <u>Balance</u>
<b>109 - Salaries Administrative</b>	\$ 1,465,476.00	\$ 1,225,740.43	\$ 239,735.57	\$ 223,381.59	\$ 16,353.98	1.1%	\$ 16,353.98
<b>110 - Salaries Certified Related</b> (Substitute teachers, coaches, and other stipends)	\$ 444,995.74	\$ 408,418.29	\$ 36,577.45	\$ 131,839.36	\$ (95,261.91)	-21.4%	\$ (97,835.00)
<b>111 - Salaries Certified</b> (Classroom teachers, pupil services staff members, library media and instructional specialists)	\$ 10,753,597.85	\$ 7,555,808.44	\$ 3,197,789.41	\$ 3,017,638.31	\$ 180,151.10	1.7%	\$ 180,000.00
<b>112 - Salaries Non-Certified</b> (Bookkeepers, cafeteria workers, custodians, maintenance, paraprofessionals, secretaries)	\$ 2,609,944.70	\$ 1,855,500.90	\$ 754,443.80	\$ 528,318.98	\$ 226,124.82	8.7%	\$ 195,000.00
<b>114 - Salaries Non-Affiliated</b> (Non-unionized positions - nurses, IT staff, supervisors and directors, business manager, specialists, BCBA, etc...)	\$ 1,125,571.00	\$ 879,116.05	\$ 246,454.95	\$ 208,293.14	\$ 38,161.81	3.4%	\$ 34,500.00
<b>115 - Salaries Non-Certified Related</b> (Substitutes for non-certified and non-affiliated staff)	\$ 269,790.00	\$ 253,769.44	\$ 16,020.56	\$ 6,839.83	\$ 9,180.73	3.4%	\$ 9,000.00
<b>120 - Salary Other</b> (Athletic event support staff)	\$ 16,500.00	\$ 15,232.63	\$ 1,267.37	\$ 1,325.00	\$ (57.63)	0.0%	\$ (200.00)
<b>100 Salaries Total</b>	<b>\$ 16,685,875.29</b>	<b>\$ 12,193,586.18</b>	<b>\$ 4,492,289.11</b>	<b>\$ 4,117,636.21</b>	<b>\$ 374,652.90</b>	<b>2.2%</b>	<b>\$ 336,818.98</b>
<b>210 - Employee Benefits</b>	\$ 3,937,313.15	\$ 2,983,402.00	\$ 953,911.15	\$ 748,328.60	\$ 205,582.55	5.2%	\$ -
<b>220 - Social Security</b> (6.2% for most non-certified employees)	\$ 261,237.00	\$ 194,958.85	\$ 66,278.15	\$ 54,996.16	\$ 11,281.99	4.3%	\$ 10,000.00
<b>221 - Medicare</b> (1.45% for all staff except teachers hired prior to 1986)	\$ 260,010.00	\$ 182,770.23	\$ 77,239.77	\$ 63,860.04	\$ 13,379.73	5.1%	\$ 11,000.00
<b>230 - Pension Contributions</b>	\$ 720,412.00	\$ 712,439.52	\$ 7,972.48	\$ 12,672.67	\$ (4,700.19)	-0.7%	\$ (5,000.00)
<b>260 - Unemployment Compensation</b>	\$ 25,000.00	\$ 3,338.00	\$ 21,662.00	\$ 21,662.00	\$ -	0.0%	\$ 18,000.00
<b>270 - Workers Compensation</b>	\$ 230,909.74	\$ 227,426.00	\$ 3,483.74	\$ -	\$ 3,483.74	1.5%	\$ 3,483.74
<b>200 Benefits Total</b>	<b>\$ 5,434,881.89</b>	<b>\$ 4,304,334.60</b>	<b>\$ 1,130,547.29</b>	<b>\$ 901,519.47</b>	<b>\$ 229,027.82</b>	<b>4.2%</b>	<b>\$ 37,483.74</b>
<b>323 - Contracted Instructional Services</b> (Consultative services to comply with mandates)	\$ 209,536.25	\$ 327,524.00	\$ (117,987.75)	\$ 48,699.59	\$ (166,687.34)	-79.6%	\$ (128,687.34)



**Stafford, CT Public Schools**  
**Monthly Board Report For the Period 07/01/2021 through 04/30/2022**

Fiscal Year: 2021-2022

	<u>Budget</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>		<u>Projected Year End Remaining Balance</u>
<b>330 - Purch Prof/Tech Services</b> (Professional Development and in-service)	\$ 48,400.00	\$ 24,428.94	\$ 23,971.06	\$ 2,433.90	\$ 21,537.16	44.5%	\$ 16,400.00
<b>340 - Other Professional Services</b>	\$ 210,810.00	\$ 156,578.69	\$ 54,231.31	\$ 81,745.05	\$ (27,513.74)	-13.1%	\$ (18,000.00)
<b>300 Professional Services Total</b>	<b>\$ 468,746.25</b>	<b>\$ 508,531.63</b>	<b>\$ (39,785.38)</b>	<b>\$ 132,878.54</b>	<b>\$ (172,663.92)</b>	<b>-36.8%</b>	<b>\$ (130,287.34)</b>
<b>410 - Water and Sewer</b>	\$ 24,200.00	\$ 21,180.38	\$ 3,019.62	\$ 3,135.24	\$ (115.62)	-0.5%	\$ -
<b>420 - Custodial/Fire/Constable</b>	\$ 3,744.61	\$ 4,944.72	\$ (1,200.11)	\$ 86.99	\$ (1,287.10)	-34.4%	\$ (1,300.00)
<b>421 - Trash Removal</b>	\$ 41,389.00	\$ 38,569.76	\$ 2,819.24	\$ 12,273.40	\$ (9,454.16)	-22.8%	\$ (5,000.00)
<b>430 - Repairs and Maintenance</b>	\$ 483,302.68	\$ 477,210.27	\$ 6,092.41	\$ 108,188.08	\$ (102,095.67)	-21.1%	\$ (68,442.35)
<b>442 - Lease Rental</b>	\$ 181,552.00	\$ 161,717.96	\$ 19,834.04	\$ 15,338.95	\$ 4,495.09	2.5%	\$ 4,495.00
<b>400 Repairs, Rental, and Other Prop. Svcs Total</b>	<b>\$ 734,188.29</b>	<b>\$ 703,623.09</b>	<b>\$ 30,565.20</b>	<b>\$ 139,022.66</b>	<b>\$ (108,457.46)</b>	<b>-14.8%</b>	<b>\$ (70,247.35)</b>
<b>510 - Student Transportation</b>	\$ 2,491,817.12	\$ 1,913,285.00	\$ 578,532.12	\$ 599,361.52	\$ (20,829.40)	-0.8%	\$ 158,487.68
<b>520 - Property Insurance</b>	\$ 131,934.95	\$ 130,246.67	\$ 1,688.28	\$ -	\$ 1,688.28	1.3%	\$ 1,688.00
<b>521 - Liability Insurance</b>	\$ 111,336.76	\$ 116,165.04	\$ (4,828.28)	\$ -	\$ (4,828.28)	-4.3%	\$ (4,828.00)
<b>530 - Communications</b> (Mailings, interbuilding internet services, wireless service, and telephone service)	\$ 96,594.45	\$ 66,506.81	\$ 30,087.64	\$ 31,235.42	\$ (1,147.78)	-1.2%	\$ 5,500.00
<b>540 - Advertising</b>	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ 750.00	100.0%	\$ 650.00
<b>550 - Printing and Binding</b>	\$ 2,097.00	\$ 1,331.76	\$ 765.24	\$ -	\$ 765.24	36.5%	\$ 250.00
<b>560 - Out of District Tuition</b> (Outplaced students and Vo-Ag)	\$ 1,065,470.91	\$ 1,102,082.83	\$ (36,611.92)	\$ 570,155.59	\$ (606,767.51)	-56.9%	\$ (380,353.51)
<b>566 - Magnet School Tuition</b>	\$ 103,316.00	\$ 92,352.02	\$ 10,963.98	\$ 1,073.74	\$ 9,890.24	9.6%	\$ 9,800.00
<b>580 - Travel</b>	\$ 17,000.00	\$ 4,737.71	\$ 12,262.29	\$ 3,978.85	\$ 8,283.44	48.7%	\$ 9,550.00
<b>581 - Athletic / Other Trips</b>	\$ 65,671.27	\$ 40,246.78	\$ 25,424.49	\$ 14,990.70	\$ 10,433.79	15.9%	\$ -
<b>500 Transp, Tuition, and Other Services Total</b>	<b>\$ 4,085,988.46</b>	<b>\$ 3,466,954.62</b>	<b>\$ 619,033.84</b>	<b>\$ 1,220,795.82</b>	<b>\$ (601,761.98)</b>	<b>14.7%</b>	<b>\$ (199,255.83)</b>
<b>610 - IT Supplies</b> (Consumable supplies required for IT equipment)	\$ 5,600.00	\$ 4,212.89	\$ 1,387.11	\$ -	\$ 1,387.11	24.8%	\$ 1,200.00
<b>611 - Instructional Supplies</b> (Consumable instructional supplies used by teachers, staff, and students)	\$ 242,104.17	\$ 185,603.57	\$ 56,500.60	\$ 15,940.35	\$ 40,560.25	16.8%	\$ 35,000.00
<b>613 - Building Services Supplies</b>	\$ 97,900.00	\$ 85,802.85	\$ 12,097.15	\$ 4,504.62	\$ 7,592.53	7.8%	\$ 1,000.00


**Stafford, CT Public Schools**  
**Monthly Board Report For the Period 07/01/2021 through 04/30/2022**

Fiscal Year: 2021-2022

	<u>Budget</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>		<u>Projected Year</u> <u>End Remaining</u> <u>Balance</u>
<b>620 - Fuel Oil</b>	\$ 132,360.01	\$ 139,655.00	\$ (7,294.99)	\$ -	\$ (7,294.99)	-5.5%	\$ (10,000.00)
<b>622 - Electricity</b>	\$ 496,600.00	\$ 94,058.01	\$ 402,541.99	\$ 402,541.99	\$ -	0.0%	\$ -
<b>623 - Propane Gas</b>	\$ 38,224.00	\$ 40,606.24	\$ (2,382.24)	\$ 8,832.64	\$ (11,214.88)	-29.3%	\$ -
<b>626 - Gasoline</b>	\$ 4,000.00	\$ 1,007.90	\$ 2,992.10	\$ 1,992.10	\$ 1,000.00	25.0%	\$ 2,500.00
<b>641 - Textbooks</b>	\$ 47,000.00	\$ 33,048.40	\$ 13,951.60	\$ -	\$ 13,951.60	29.7%	\$ 13,725.00
<b>642 - Library Materials</b>	\$ 11,804.90	\$ 7,229.34	\$ 4,575.56	\$ 2,638.26	\$ 1,937.30	16.4%	\$ 1,900.00
<b>600 Utilities, Instructional Supplies Total</b>	<b>\$ 1,075,593.08</b>	<b>\$ 591,224.20</b>	<b>\$ 484,368.88</b>	<b>\$ 436,449.96</b>	<b>\$ 47,918.92</b>	<b>4.5%</b>	<b>\$ 45,325.00</b>
<b>730 - Equipment</b>	\$ 57,226.14	\$ 71,840.04	\$ (14,613.90)	\$ 4,619.49	\$ (19,233.39)	-33.6%	\$ 4,286.61
<b>735 - Computer Software</b>	\$ 198,761.00	\$ 175,313.41	\$ 23,447.59	\$ 300.00	\$ 23,147.59	11.6%	\$ 22,000.00
<b>700 Equipment and Software Total</b>	<b>\$ 255,987.14</b>	<b>\$ 247,153.45</b>	<b>\$ 8,833.69</b>	<b>\$ 4,919.49</b>	<b>\$ 3,914.20</b>	<b>1.5%</b>	<b>\$ 26,286.61</b>
<b>810 - Dues and Fees</b> (IT licensing fees, district memberships, student festival and organization fees, drama productions)	\$ 205,500.20	\$ 198,359.19	\$ 7,141.01	\$ -	\$ 7,141.01	3.5%	\$ 7,000.00
<b>830 - Debt-Related Expenditures</b> (Yearly payment to Town of Stafford for Geothermal and Solar Lease)	\$ 140,000.26	\$ -	\$ 140,000.26	\$ 140,000.26	\$ -	0.0%	\$ 10,000.00
<b>800 Dues and Fees Total</b>	<b>\$ 345,500.46</b>	<b>\$ 198,359.19</b>	<b>\$ 147,141.27</b>	<b>\$ 140,000.26</b>	<b>\$ 7,141.01</b>	<b>2.1%</b>	<b>\$ 17,000.00</b>
<b>Grand Total</b>	<b>\$ 29,086,760.86</b>	<b>\$ 22,213,766.96</b>	<b>\$ 6,872,993.90</b>	<b>\$ 7,093,222.41</b>	<b>\$ (220,228.51)</b>	<b>-0.8%</b>	<b>\$ 63,123.81</b>



MEMO**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools   
SUBJECT: Review of Revised Board Policy 1212, 4112.5/4212.5, 4118.12/4218.12, 5145.6, 6142.101, and 6144, and Review of Accompanying Regulations

Attached are copies of revised Board policies, as well as the accompanying regulations that require review by the Board of Education. All of the policies and regulations were reviewed / revised by the Administrative Policy Committee (APC), which is comprised of the following staff: Mr. Steve Autieri, Director of Curriculum & Instruction; Ms. Katharine Gabrielson, Director of Pupil Services; Ms. Susan Mike, Principal of Stafford Middle School; Mr. Tim Kinel, Assistant Principal of Stafford High School; Ms. Sara Varga, Assistant Principal of Stafford Elementary School; and Christine Marinelli, Administrative Assistant to the Superintendent of Schools / Director of Human Resources; and me. The same policies and regulations were then sent to the Board Policy Committee (BPC), comprised of Mrs. Jen Davis (Chairperson), Mr. Aaron Hoffman, and Ms. Sara Kelly.

Typically, when policies are presented to the Board of Education, the initial presentation serves as a "first reading" to allow for ample review, discussion and public comment prior to possible approval at a subsequent meeting, which serves as a "second reading." As the requested changes are to bring proper alignment with other Board policies, or to meet mandated legislative requirements, the Board may consider approving these policies, as presented. Should the Board wish to approve the policies as presented, a motion has been included below. Should the Board wish to allow for a "second reading", the policies will be placed in the Old Business section of the next Board meeting on June 6, 2022.

A legend is included below to assist in determining why different fonts are being used when reviewing the policies.

- Black - language within the current policy
- Blue w/double underline - language to be added
- Red w/strike out - language to be removed
- Green w/double underline or w/strikeout – language within the current policy that has been relocated in the updated policy
- Yellow highlight – changes suggested during Administrator Policy Committee
- Teal highlight – changes suggested during Board Policy Committee



#### **Policy, REG, and Form 1212 – School Volunteers, Student Interns, and Other Non-Employees**

The policy and regulation are based on a model policy from Shipman & Goodwin. The revised policy makes permanent language requiring volunteers to comply with any health and safety protocols in place at the time of volunteering. Added clarification regarding when “Group II” volunteers are required to have a background and the retention period for volunteer background check records. Policy 6162.4 is a duplicative policy that is not mandatory, and will be removed in the updated version.

#### **Policy 4112.5/4212.5 – Employment and Student Teacher Checks**

The policy is based on a model policy from Shipman & Goodwin. The revised policy was formerly titled “Employment Checks” and has been revised in accordance with Public Act 19-91, and current practice regarding requirements for conducting criminal background checks. The district is required to conduct national and state criminal background checks for student teachers and requires that all prospective employees explain, in writing, whether they have been convicted of a crime and, if charges are pending, what the charges are and in what court they are pending. Fees for criminal background checks for student teachers are waived. The revision includes updates to the statutory references and the FBI privacy notices at the end of the document. The FBI privacy notices are required and do not require Board of Education approval.

#### **Policy and REG 4118.12/4218.12 – Sex Discrimination and Sexual Harassment in the Workplace**

The policy and regulation are based on a model policy from Shipman & Goodwin. In light of the Notice of Interpretation issued by the U.S. Department of Education, Office of Civil Rights, the policy and regulation have been revised to clarify that Title IX prohibits discrimination on the basis of sexual orientation and gender identify. The regulations have also been revised to address practical application of Title IX’s requirements regarding definitions, witness notification, and the use of administrative leave.

#### **Policy and REG 5145.6 – Sex Discrimination and Sexual Harassment**

The policy and regulation are based on a model policy from Shipman & Goodwin. In light of the Notice of Interpretation issued by the U.S. Department of Education, Office of Civil Rights, the policy and regulation have been revised to clarify that Title IX prohibits discrimination on the basis of sexual orientation and gender identify. The regulations have also been revised to address practical application of Title IX’s requirements regarding definitions, witness notification, and the use of administrative leave.

#### **Policy and REG 6142.101 – Student Nutrition and Physical Activity (Student Wellness Policy)**

This policy has been revised to align with the WellSAT3.0 tool offered by the Connecticut State Department of Education. There have been no legislative changes impacting the Wellness policy.

**Policy 6144 – Curricular Exemptions**

This policy is based on a model policy from Shipman & Goodwin. The policy has been revised to align with the WellSAT3.0 tool offered by the Connecticut State Department of Education. There have been no legislative changes impacting the Wellness policy.

**RECOMMEND** the Board of Education adopt the following policies, as revised and presented:

**Policy 1212 – School Volunteers, Student Interns, and Other Non-Employees; Policy 4112.5/4212.5 – Employment and Student Teacher Checks; Policy 4118.12/4218.12 – Sex Discrimination and Sexual Harassment in the Workplace; Policy 5145.6 – Sex Discrimination and Sexual Harassment; Policy 6142.101 – Student Nutrition and Physical Activity (Student Wellness Policy); and Policy 6144 – Curricular Exemptions.**

## Community Relations—~~Instruction~~

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

The Stafford Board of Education (the “Board”) 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. ~~that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.~~ The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student ~~teachers or~~ 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.

~~Annually, Principals shall submit a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.~~ Central Office will maintain a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, assistance at athletic events, field days, etc.).

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Stafford Public Schools (“District”) 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 Stafford Public Schools.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

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

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

~~(cf. 6164.2)~~

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; expense of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

Policy adopted: November 1, 1999

Policy revised: November 16, 2009

Policy revised: February 27, 2012

Policy revised: June 8, 2015

Policy revised:

STAFFORD PUBLIC SCHOOLS

Stafford Springs, Connecticut

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## Community Relations—~~Instruction~~

### ~~School Volunteers~~

#### ADMINISTRATIVE REGULATIONS REGARDING SCHOOL VOLUNTEERS, INTERNS, AND OTHER NON-EMPLOYEES

### ~~Securing and Screening~~ Procedure ~~Volunteers~~

The following procedure has been established for screening volunteers, interns and other non-employees ("volunteers") within the Stafford Public Schools (the "District"). For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a District ~~Stafford Public Schools~~-employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study; however, student interns are not students who are enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.

This procedure identifies those situations in which an individual 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 within 10 days of application and/or request to volunteer within the Stafford Public Schools. All results must be received by the Human Resources Department ~~Specialist~~ before the volunteer may commence his or her services. Volunteers required to submit to such checks shall be subject to such checks each school year at least every five (5) years, or more frequently in the discretion of the District. The results of such checks shall be maintained by the Human Resources Department for a period of five (5) years. 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 Stafford Public Schools.

~~The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training in accordance with the following perimeters and procedures:~~

- ~~1. —~~ **Qualifications.** ~~Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.~~
- ~~2. —~~ **Recruitment.** ~~School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other~~

~~than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal for appropriate screening.~~

- ~~3. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.~~
- ~~4. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a teacher's classroom only with the teacher's consent.~~
- ~~5. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information.~~

### Screening Procedure Definitions

The District has identified two classifications of volunteers: Group I and Group II.

#### Group I

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a District ~~Stafford Public Schools~~ employee. Group I volunteers must complete the Volunteer Information Form and Waiver of Liability and a DCF background check form. Criminal background checks (i.e. security checks/fingerprints) will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or
- b. accompanying a class on a field trip during the school day with a staff member; or
- c. helping in the school office during regular school hours; or
- d. assisting in the cafeteria or library during regular school hours; or
- e. assisting during extracurricular events (e.g., i.e., dances, fairs, open house, sporting events), ~~etc.~~

#### Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a District ~~Stafford Public Schools~~ employee. Group II volunteers will be required to ~~must~~ complete the Volunteer Information Form and Waiver of Liability and DCF background check form. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses as indicated on the Volunteer Information Form and Waiver of Liability, and submit to a criminal background check which includes but may not be limited to fingerprinting (which must be



completed at the volunteer's expense. Volunteers required to submit to such checks shall be subject to such checks at least every three (3) years.

Group II volunteers are those who engage in activities such as those listed below:

- a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
- b. chaperoning an overnight field trip; or
- c. working in direct contact with students without the direct presence of a Stafford Public Schools employee;
- d. working as a student intern; or
- e. coaching.

### **Department of Children and Families Abuse and Neglect Registry Check**

All volunteers (in Group I or Group II) will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry on a yearly basis.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his or her designee will notify the volunteer of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. No person who is a required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may be approved to volunteer within the Stafford Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the Stafford Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

### **Prior Approval Required**

All school volunteers (including student interns or other non-employee working in the schools) must be approved in advance by the building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Central Office will maintain a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, assistance at athletic events, field days, etc.).

### **Sign-in Procedure**

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (i.e. destination; provide proof of identification etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit.

(c.f. 4112.5 — Security Checks/Fingerprinting)

### **Legal Reference:**

Connecticut General Statutes  
Connecticut General Statutes § 10-4g  
Connecticut General Statutes § 10-220  
Connecticut General Statutes § 10-235  
Connecticut General Statutes § 54-250 et seq.

Regulation approved:	November 16, 2009	STAFFORD PUBLIC SCHOOLS
Regulation revised:	February 27, 2012	Stafford Springs, Connecticut
Regulation revised:	June 8, 2015	
Regulation revised:	March 22, 2016	
<u>Regulation revised:</u>		

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- BOE Second Read -



**STAFFORD PUBLIC SCHOOLS**  
**Stafford Springs, Connecticut**  
**Volunteer Information Form and Waiver of Liability**

*A volunteer should complete only one form each school year. Once approved, the form will cover volunteer service in all schools. Please complete the following form in its entirety and print clearly in ink.*

Name: \_\_\_\_\_  
Last
First
Middle
Telephone

Address: \_\_\_\_\_  
Street
City
Zip Code

Personal physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency adult contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you now or have you ever been a school volunteer: \_\_\_\_\_

At which school: \_\_\_\_\_ Year: \_\_\_\_\_

Name of any child or ward attending any district school: \_\_\_\_\_

**Criminal Conviction Information**

Are you a sex offender? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ *If you answered YES, list all offenses*

Offense(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

**Group I**

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a Stafford Public Schools employee. **Group I volunteers must complete the Volunteer Information Form and Waiver of Liability and a DCF background check form.** Criminal background checks (i.e. security checks/fingerprints) will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or
- b. accompanying a class on a field trip during the school day with a staff member; or
- c. helping in the school office during regular school hours; or
- d. assisting in the cafeteria or library during regular school hours; or
- e. assisting during extracurricular events, i.e., dances, fairs, open house, sporting events, etc.

**Group II**

Volunteers will be classified in Group II when they provide services to students and are not in the direct presence of a Stafford Public Schools employee. **Group II volunteers must complete the Volunteer Information Form and Waiver of Liability, DCF background check form, complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and submit to a criminal**

background check which includes, but may not be limited to, fingerprinting (which must be completed at the volunteer's expense and is valid for ~~three (3) five (5) years~~). Group II volunteers are those who engage in activities such as those listed below:

- a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
- b. chaperoning an overnight field trip; or
- c. working in direct contact with students without the direct presence of a Stafford Public Schools employee;
- d. working as a student intern; or
- e. coaching.

**You must circle one option-**

I am requesting approval to serve as a:      **Group I Volunteer**      or      **Group II Volunteer.**

**Waiver of Liability**

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights. By your signature below, you acknowledge that you have received and read the waiver of liability and Board policy and regulation 1212.

Date: \_\_\_\_\_ Signature of Volunteer: \_\_\_\_\_

Printed Name of Volunteer: \_\_\_\_\_

\*\*\*\*\*

**For School Use Only**

General description of assignment(s): \_\_\_\_\_

Name of supervising staff member: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

**For Central Office Use Only**

"Sex offender list" checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory).

DCF Form submitted by \_\_\_\_\_ on \_\_\_\_\_. Date Processed by DCF \_\_\_\_\_

Was a criminal background check necessary? Yes \_\_\_ No \_\_\_

- If "yes" the date on which the check was requested: \_\_\_\_\_
- the date on which it was received and reviewed: \_\_\_\_\_
- the date the Volunteer was added to the district database: \_\_\_\_\_

Central Office Approval: \_\_\_\_\_

Signature

Date

## Personnel: Certified/Non-Certified

### Employment and Student Teacher Checks

As set forth below, each applicant for a position with the district, and each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience in the district, shall be asked to provide in writing: (1) whether they ~~he/she~~ haves ever been convicted of a crime~~;~~; (2) whether there are any criminal charges pending against them~~him/her~~ at the time of the application, and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families ("DCF") (the "Registry"). If the applicant's current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state. Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

"Sexual misconduct means" any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student

"Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. 46b120, and includes any violation of Conn. Gen. Stat. 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

"Former employer" means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

#### I. Employment History Check Procedures

- A. The district shall not offer employment to an application for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:



## 1. Requiring the applicant:

- a. to list the name, address, and telephone number of each current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:
  - (i) ~~of the applicant, if~~ such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
  - ~~a.~~(ii) the applicant’s employment with such current or former employer caused the ~~or operator or if such employment otherwise caused the~~ applicant to have contact with children~~;~~.
- b. to submit a written authorization that
  - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a. of this policy of the information requested under paragraph I.A.2. of this policy and the release of related records by such employers,
  - (ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3. of this policy and the release of related records by the department, and
  - (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2. or I.A.3. of this policy; and
- c. to submit a written statement of whether the applicant
  - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
  - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from

any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. 17a-101g ~~or of~~ abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

- (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a. of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

~~a. the dates employment of the applicant, and~~

~~b. a statement as to whether the employer has knowledge that the applicant:~~

~~(i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;~~

~~(ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or~~

a. the dates employment of the applicant, and

b. a statement as to whether the employer has knowledge that the applicant:

- (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
  - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or
  - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (fg) of Conn. Gen. Stat. 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (fg), such employer shall respond not later than five (5) business days after receiving such request.
3. Requesting information from the Department of Education concerning:
- a the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
  - b whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
  - c whether the Department of Education has received notification that the applicant has been convicted of a crime

or of criminal charges pending against the applicant and any information concerning such charges.

- B. Notwithstanding the provisions of subsection (fg) of Conn. Gen. Stat. 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.
- C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.I<sub>2</sub> of this policy.
- D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) days, pending the district's review of information received under this section, provided:
  - 1. The applicant complied with paragraph I.A.I<sub>2</sub> of this policy;
  - 2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
  - 3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
  - 1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  - 2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  - 3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.I<sub>1</sub> of this policy. The district shall determine which such persons are employable as

substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher, as described in paragraph III.B.2. of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.

- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.I.a. and I.A.I.c. of this policy and a written authorization under paragraph I.A.I.b. of this policy. Such contractor shall contact any current or former employer of such employee that was a local or regional board of education, council, or operator or if such employment caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (fg) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (fg) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.
- H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include
1. denial of employment, or
  2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. 10-151.
- I. If the district provides information in accordance with paragraph I.A.2. or I.G. of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (fg) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another



local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator for the purposes of an inquiry pursuant to paragraphs I.A.2. or I.G. of this policy or to the Commissioner of Education pursuant to paragraph I.B. of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.

~~K.I.~~ For the purposes of this policy:

~~1. "Sexual misconduct means" any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student~~

~~2. "Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. 46b-120, and includes any violation of Conn. Gen. Stat. 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).~~

~~L.K.~~ Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer of the applicant that was a local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator or if such employment otherwise caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

~~M.L.~~ The district shall not offer employment to any applicant who had any previous employment contract terminated by a board of education, governing council of a state or local charter school or interdistrict magnet school operator, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

## II. DCF Registry Checks

Prior to hiring any person for a position with the district, and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, begins such student

teaching experience, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable but prior to date of hire, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, and prior to the date of hire, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent prior to the date of hire, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information ~~concerning~~ concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will provide the affected applicant/employee with a copy of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge and/or correct his/her Registry record check status. Upon written notification to the Superintendent or his/her designee of such a challenge or effort to correct the record check status, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her



designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown. The Superintendent or his/her designee may place the applicant/employee on unpaid leave for the period during which the applicant/employee is challenging or seeking to correct his/her Registry record check status.

- D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

### III. Criminal Records Check Procedure

- A. Each person ~~hired~~ ~~offered employment~~ by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. ~~prior to the date of hire.~~ Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, shall be required to submit to state and national criminal record checks within sixty (60) calendar days from the date such student begins to perform such student teaching experience. ~~Each worker placed within a school under a public assistance employment program, employed by a provider of supplemental services pursuant to the No Child Left Behind Act or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks.~~ Record checks will be processed according to the following procedure:

1. No later than five (5) calendar days after ~~Upon notification of his/her decision to hire the applicant,~~ the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Police Department. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements

for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement. ~~This packet shall be returned to the Human Resources Office for submission to the State Police Bureau of Identification for the processing of state and national criminal record checks.~~

2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Police Department. ~~Prior to the date of hire, the applicant must arrange to be fingerprinted by the Police Department.~~ Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.
- ~~3.4.~~ Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check ~~provide the affected applicant/employee with a copy of the results of the record check~~ and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected applicant/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
- ~~4.5.~~ Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not



limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in Paragraph III.A.5.E of Section III of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in Paragraph III.A.4.D of Section III of this Policy, above.

#### B. **Criminal Records Check for Substitute Teachers:**

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed ~~at a RESC~~ within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

#### IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the school district.

## V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to take an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

## VI. Notice of Conviction

If, at any time, the ~~district Board of Education~~ receives notice of a conviction of a crime by ~~(1) a person holding a certificate, authorization or permit issued by the State Board of Education, the district or (2) a person employed by a provider of supplemental services, the Board~~ shall send such notice to the State Board of Education. In complying with this requirement, the district shall not disseminate the results of any national criminal history records check.



## VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the district shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

## ~~V.~~VIII. Personal Online Accounts

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the district~~Board~~, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the district~~Board~~.

- A. During the course of an employment check, the district~~Board~~ may not:
  - 1. request or require that an applicant provide the district~~Board~~ with a user name and password, password or any other authentication means for accessing a personal online account;
  - 2. request or require that an applicant authenticate or access a personal online account in the presence of the district~~Board~~; or
  - 3. require that an applicant invite a supervisor employed by the district~~Board~~ or accept an invitation from a supervisor employed by the district~~Board~~ to join a group affiliated with any personal online account of the applicant.
- B. The district~~Board~~ may request or require that an applicant provide the district~~Board~~ with a user name and password, password or any other authentication means for accessing:
  - 1. any account or service provided by the district~~Board~~ or by virtue of the applicant's employment relationship with the district~~Board~~ or that the applicant uses for the district's~~Board's~~ business purposes, or
  - 2. any electronic communications device supplied or paid for, in whole or in part, by the district~~Board~~.
- C. In accordance with applicable law, the district~~Board~~ maintains the right to require an applicant to allow the district~~Board~~ to access his or her personal online account, without disclosing the user name and password, password or other

authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the ~~district~~Board's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

~~VI.~~IX. Policy Inapplicable to Certain Individuals ~~Students Employed by the School District~~

~~A.~~— This policy shall also not apply to:

A. ~~A~~-a student employed by the district who attends a district school.

B. A person employed by the district as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for his or her position. ~~local or regional school district in which the student attends school.~~

~~VII.~~X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References:	Conn. Gen. Stat. § 10-212
	Conn. Gen. Stat. § 10-221d
	Conn. Gen. Stat. § 10-222c
	Conn. Gen. Stat. § 31-40x
	Conn. Gen. Stat. § 31-51i
	Conn. Gen. Stat. § 31-51tt



4112.5 (o)

4212.5

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

~~Public Act 16-67, "An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Education Settings and the Exclusion of a Minor's Name from Summary Process Complaints."~~

~~No Child Left Behind Act of 2001, Public Law 107-110~~

Fair Credit Reporting Act, 15 U.S.C. §1681 *et seq.*

Policy adopted: January 30, 2017

STAFFORD PUBLIC SCHOOLS

Policy revised: \_\_\_\_\_ Stafford Springs, Connecticut

Tracking (to be removed prior to posting and after BOE approval):

- APC – 03/18/2022
- BPC – 04/25/2022
- BOE First Read – 05/16/2022
- BOE Second Read -

## Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a ~~job or employment or a~~ license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices ~~and other information~~ and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ~~provide to the applicant written notice<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.~~ ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.<sup>2</sup>
- ~~Officials using the~~ Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record ~~(if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit~~ are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the ~~record~~.
- ~~Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.~~
- Officials should not deny the ~~job employment~~, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record ~~solely for the purpose requested for authorized purposes only~~ and cannot ~~retain or disseminate the record outside the receiving department, related agency, or other authorized entity<sup>3</sup>~~ it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Council.<sup>3</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant ~~notice, what constitutes "a reasonable time" for the applicant~~ the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct ~~or complete the record, and any applicant appeal process that is afforded the applicant~~ his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

**Connecticut Records:**  
**Department of Emergency Services and Public Protection**  
**State Police Bureau of Identification (SPBI)**  
**1111 Country Club Road**  
**Middletown, CT 06457**  
**860-685-8480**

**Out-of-State Records:**  
**Agency of Record**  
**OR**  
**FBI CJIS Division-Summary Request**  
**1000 Custer Hollow Road**  
**Clarksburg, West Virginia 26306**



## Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>4</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided ~~written notification<sup>1</sup> by Stafford Public Schools that your fingerprints will be used to check the criminal history records of the FBI.~~ an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated person information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>5</sup>
- ~~If you have a~~ You must be advised in writing of the procedures for obtaining a change, correction, or updating of your criminal history record, ~~the officials making a determination of your suitability for the job, license, or other benefit must provide you as set forth at 28 CFR 16.34.~~
- ~~You must be provided~~ the opportunity to complete or challenge the accuracy of the information ~~in the record.~~
- ~~The officials must advise you that the procedures for obtaining a change, correction, or updating of~~ in your FBI criminal history record ~~are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34. (if you have such a record).~~
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the ~~job~~ employment, license, or other benefit based on information in the criminal history record.<sup>4</sup>
- ~~You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>5</sup>~~
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/services/cjis/backgroundidentity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI ~~at the same address as provided above~~ by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- ~~You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>65</sup>~~
- If you need additional information or assistance, please contact:

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<sup>4</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>3</sup> ~~Written notification includes electronic notification, but excludes oral notification.~~

<sup>4</sup> See 28 CFR 50.12(b).

<sup>5</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

<sup>5</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>6</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

**Connecticut Records:**

**Department of Emergency Services and Public Protection  
State Police Bureau of Identification (SPBI)  
1111 Country Club Road  
Middletown, CT 06457  
860-685-8480**

**Out-of-State Records:**

**Agency of Record  
OR  
FBI CJIS Division-Summary Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306**



Federal Bureau of Investigation  
United States Department of Justice  
Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

~~**Social Security Account Number (SSAN):** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.~~

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

~~**Additional Information:** The requesting agency and/or the agency conducting the application investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).~~

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As of 3/30/2018

## Personnel: Certified/Non Certified

### Sex Discrimination and Sexual Harassment in the Workplace

It is the policy of the [Stafford Board of Education](#) (the “Board”) [for the Stafford Public Schools \(the “District”\)](#) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. ~~Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex that has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.~~

The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”), [Title VII of the Civil Rights of 1964](#) (“Title VII”), and [Connecticut law](#) not to discriminate in such a manner. [Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation.](#) Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of all parties. Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this Policy shall be subject to other sanctions, which may include exclusion from Board property and/or activities. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

For conduct to violate [Title IX](#), ~~this Policy~~, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute [a violation of Title VII, Connecticut law, and/or a violation of](#) another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX, [Title VII, and Connecticut law](#) (the “Administrative Regulations”).

**Sex discrimination** occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual’s sex. Sex discrimination also occurs when a person, because of the person’s



## **Personnel: Certified/Non Certified**

### **Sex Discrimination and Sexual Harassment in the Workplace**

sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

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

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

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

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

### **Reporting Sex Discrimination or Sexual Harassment**

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. Violations of this Policy by employees will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex



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### **Sex Discrimination and Sexual Harassment in the Workplace**

discrimination or sexual harassment may also be subject to civil and criminal penalties. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

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

The Stafford Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations). Such training will include information on the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, [Title VII, and Connecticut law](#), which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is the Director of Pupil Services. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

~~Katharine Gabrielson~~  
Director of Pupil Services  
11A Levinthal Run  
Stafford Springs, CT 06076

~~gabrielsonka~~DPS@stafford.k12.ct.us

(860) 684-4212

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such

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### **Sex Discrimination and Sexual Harassment in the Workplace**

information to the Title IX Coordinator. Board employees ~~Any individual~~ may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-514-3400).

#### **Legal References:**

Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).

Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.

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

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

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

Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut

Conn. Gen. Stat. § 46a-60 - Discriminatory employment practices prohibited.

Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination:  
Employment

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender identity or expression or marital status prohibited

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

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**Sex Discrimination and Sexual Harassment in the Workplace**

Policy adopted:	July 13, 2015	STAFFORD PUBLIC SCHOOLS
Policy revised:	August 17, 2020	Stafford Springs, Connecticut
Policy revised:	August 23, 2021	
<u>Policy revised:</u>		

Tracking (to be removed prior to posting and after BOE approval):

- APC – 04/21/2022
- Sent to BPC – 04/25/2022
- BOE First Read – 05/16/2022
- BOE Second Read -

SEXUAL HARASSMENT IS ILLEGAL  
AND IS PROHIBITED  
BY  
THE CONNECTICUT DISCRIMINATION EMPLOYMENT PRACTICES ACT  
(Section 46a-60(a)(8) of the Connecticut General Statutes)  
AND  
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964  
(42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

1. SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT;
2. SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
3. SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT.

EXAMPLES OF SEXUAL HARASSMENT INCLUDE:

UNWELCOME SEXUAL ADVANCES  
SUGGESTIVE OR LEWD REMARKS  
UNWANTED HUGS, TOUCHES, KISSES  
REQUESTS FOR SEXUAL FAVORS  
RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT  
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS, OR DRAWINGS.

REMEDIES FOR SEXUAL HARASSMENT MAY INCLUDE:

CEASE AND DESIST ORDERS  
BACK PAY  
COMPENSATORY DAMAGES  
PUNITIVE DAMAGES  
HIRING, PROMOTION, OR REINSTATEMENT

**RETALIATION AGAINST ANY EMPLOYEE FOR COMPLAINING ABOUT SEXUAL HARASSMENT IS PROHIBITED UNDER THIS POLICY AND ILLEGAL.**

VIOLATION OF THIS POLICY IS GROUNDS FOR DISCIPLINE, INCLUDING DISCHARGE.

**INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.**

AN INFRACTION OF THIS POLICY BY SUPERVISORS OR CO-WORKERS SHOULD BE REPORTED IMMEDIATELY TO THE DIRECTOR OF PUPIL SERVICES, WHO SERVES AS THE DISTRICT TITLE IX COORDINATOR, OR **SUPERINTENDENT** OF SCHOOLS IF THE TITLE IX COORDINATOR IS THE SUBJECT OF THE COMPLAINT. CONFIDENTIALITY WILL BE MAINTAINED TO THE EXTENT POSSIBLE.

ANY EMPLOYEE WHO BELIEVES THAT HE OR SHE HAS BEEN HARASSED OR DISCRIMINATED AGAINST IN THE WORKPLACE IN VIOLATION OF THIS POLICY MAY ALSO CONTACT:

THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES EASTERN  
REGION OFFICE  
100 BROADWAY  
NORWICH, CT 06360  
PHONE (860) 886-5701

AND/ OR:

THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
BOSTON AREA OFFICE  
JOHN F. KENNEDY FEDERAL BUILDING  
475 GOVERNMENT CENTER  
BOSTON, MA 02203  
PHONE (800) 669-4000

CONNECTICUT LAW REQUIRES THAT A FORMAL WRITTEN COMPLAINT BE FILED WITH THE COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES WITHIN THREE HUNDRED (300) DAYS OF THE DATE WHEN THE ALLEGED HARASSMENT/ DISCRIMINATION OCCURRED.





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### Sex Discrimination and Sexual Harassment in the Workplace

It is the policy of the Board of Education (the “Board”) for the Stafford Public Schools (“the District”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students, Board employees, and third parties. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex that has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

Any employee or student who engages in conduct prohibited by the Board’s Policy regarding Sex Discrimination and Sexual Harassment (Personnel) shall be subject to disciplinary action. Any third party who engages in conduct prohibited by the Board’s Policy regarding Sex Discrimination and Sexual Harassment (Personnel) shall be subject to remedial measures, which may include exclusion from school property.

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

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

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

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

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



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### **Sex Discrimination and Sexual Harassment in the Workplace**

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

Although not an exhaustive list, the following are other examples of conduct prohibited by the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel):

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
6. Using computer systems, 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 the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel).

### **NOTICE OF THE TITLE IX COORDINATOR**

The District's Title IX Coordinator is the Director of Pupil Services. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Director of Pupil Services  
11A Levinthal Run  
Stafford Springs, CT 06076

[gabrielsonkaDPS@stafford.k12.ct.us](mailto:gabrielsonkaDPS@stafford.k12.ct.us)

(860) 684-4212

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### **Sex Discrimination and Sexual Harassment in the Workplace**

Any District employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. The Title IX Coordinator manages the District's compliance with Title IX, Title VII and Connecticut law with respect to sexual harassment and/or sex discrimination and is an available resource to anyone seeking information or wishing to file a formal complaint. When a student, District employee, or other participant in the District's programs and activities feels that such person has been subjected to discrimination on the basis of sex in any District program or activity, including without limitation being subjected to sexual harassment, such person may contact the Title IX Coordinator or utilize the Title IX grievance systems set forth herein to bring concerns forward for the purpose of obtaining a prompt and equitable resolution.

### **EXPLANATION OF COMPLAINT PROCESS AND PROCEDURE**

The federal regulations implementing Title IX require the adoption and publication of two separate grievance systems: a grievance process for complaints of sex discrimination involving allegations of sexual harassment and grievance procedures for complaints of sex discrimination that are not sexual harassment. Accordingly, the Administration will process any complaints of sex discrimination involving allegations of sexual harassment, as defined above, pursuant to the **grievance process** set forth in Section I of these regulations. The Administration will process any complaints of sex discrimination that are not sexual harassment pursuant to the **grievance procedures** set forth in Section II of these regulations.

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of these Administrative Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising from these Administrative Regulations.

The obligation to comply with Title IX is not obviated or alleviated by the FERPA.

### **SECTION I. GRIEVANCE PROCESS FOR COMPLAINTS OF SEXUAL HARASSMENT UNDER TITLE IX**

#### **A. Definitions**

- **Bias** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decision-maker(s) demonstrate actual bias, rather than the appearance of bias. Actual bias includes, but is not limited to, demonstrated personal



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### Sex Discrimination and Sexual Harassment in the Workplace

animus against the respondent or the complainant and/or prejudgment of the facts at issue in the investigation.

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- A **conflict of interest** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decision-maker(s) have personal, financial and/or familial interests that affected the outcome of the investigation.
- Consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person (also referred to hereafter as “affirmative consent”).

For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether consent for sexual activity was given and/or sustained:

A. Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.

B. Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.

C. It is the responsibility of each person engaging in sexual activity to ensure that the person has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.

D. It shall not be a valid excuse to an alleged lack of affirmative consent that the respondent to the alleged violation believed that the complainant consented to the sexual activity:

(i) because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant affirmatively consented, or

(ii) if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.

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### Sex Discrimination and Sexual Harassment in the Workplace

E. The existence of a past or current dating or sexual relationship between the complainant and the respondent, in and of itself, shall not be determinative of a finding of consent.

- For purposes of investigations and complaints of sexual harassment, **education program or activity** includes locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.
- **Employee** means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or (B) any other individual 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 a public elementary, middle or high school, pursuant to a contract with the Board.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the Administration investigate the allegation of sexual harassment. A “document filed by a complainant” means a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
- **Respondent** means an individual who has been alleged to be the perpetrator of conduct that could constitute sexual harassment.
- **School days** means the days that school is in session as designated on the calendar posted on the Board’s website. In its discretion, and when equitably applied and with proper notice to the parties, the District may consider business days during the summer recess as “school days” if such designation facilitates the prompt resolution of the grievance process.
- **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments,

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modifications of work or class schedules, mutual restrictions on contact between the parties, increased security and monitoring, and other similar measures.

#### **B. Reporting Sexual Harassment**

1. It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sexual harassment or alleged sexual harassment against a person in the District's education program or activity, the Title IX Coordinator or designee will promptly contact the complainant to discuss the availability of supportive measures, whether or not the complainant has filed a formal complaint, and will consider the complainant's wishes with respect to such measures. If the complainant has yet to file a formal complaint, the Title IX Coordinator or designee will explain to the complainant the process for doing so.
2. The District will treat complainants and respondents equitably. A respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility will be made at the conclusion of the grievance process if a formal complaint is filed. Nothing in this Regulation shall limit or preclude the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. If a respondent is removed on an emergency basis, the District shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

#### **C. Formal Complaint and Grievance Process**

1. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education programs or activity. A formal complaint may be signed by the Title IX Coordinator. If the complaint being filed is against the Title IX Coordinator, the formal complaint should be filed with the Superintendent. If the formal complaint being filed is against the Superintendent, the formal complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.



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2. The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. If possible, formal complaints should be filed within ten (10) school days of the alleged occurrence in order to facilitate the prompt and equitable resolution of such claims. The District will attempt to complete the formal grievance process within ninety (90) school days of receiving a complaint. This timeframe may be temporarily delayed or extended in accordance with Subsection G of this Section.
3. Upon receipt of a formal complaint, if the Title IX Coordinator or designee has not already discussed the availability of supportive measures with the complainant, the Title IX Coordinator or designee will promptly contact the complainant and respondent separately to discuss the availability of such measures and consider the complainant's wishes with respect to them. The District will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide supportive measures.
4. Within ten (10) school days of receiving a formal complaint, the District will provide the known parties with written notice of the allegations potentially constituting sexual harassment and a copy of this grievance process. The written notice must also include the following:
  - i. The identities of the parties involved in the incident, if known;
  - ii. The conduct allegedly constituting sexual harassment as defined above;
  - iii. The date and the location of the alleged incident, if known;
  - iv. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
  - v. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
  - vi. A statement of any provision in the District's policies that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the written notice, the District must provide notice of the additional allegations to the parties whose identities are known.

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5. The parties may have an advisor of their choice accompany them during any grievance proceeding at which the party's attendance is required. The District may, in its discretion, establish certain restrictions regarding the extent to which an advisor may participate in the proceedings. If any such restrictions are established, they will be applied equally to all parties.
6. The Title IX Coordinator will, as applicable, promptly commence an investigation of the formal complaint, designate a school administrator to promptly investigate the formal complaint, or dismiss the formal complaint in accordance with Subsection F of this Section. The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard (i.e., more likely than not). The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties.
7. The parties will be given an equal opportunity to discuss the allegations under investigation with the investigator(s) and are permitted to gather and present relevant evidence. This opportunity includes presenting witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The District will provide to a party whose participation is invited or expected (including a witness) written notice of the date, time, location, participants, and purpose of all hearings (if applicable), investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
8. Both parties will be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigative report, the District will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) school days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report, as described in Paragraph 9 of this Subsection.
9. The investigator(s) will create an investigative report that fairly summarizes relevant evidence. The investigator(s) will send the investigative report, in an electronic format or hard copy, to each party and to each party's advisor for their review and written response



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at least ten (10) school days prior to the time a determination regarding responsibility is made.

10. The Superintendent will appoint a decision-maker(s), who shall be a District employee or third-party contractor and who shall be someone other than the Title IX Coordinator or investigator(s). If the complaint filed is against the Superintendent, the Board Chair shall appoint the decision-maker, who shall be someone other than the Title IX Coordinator or investigator(s). The investigator(s) and the decision-maker(s) shall not discuss the investigation's facts and/or determination while the complaint is pending. The decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decisions to exclude a question as not relevant.
11. The decision-maker(s) will issue a written determination regarding responsibility. The written determination will include: (1) identification of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the District's code of conduct to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District will impose on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and (6) the District's procedures and permissible bases for the complainant and respondent to appeal. The written determination will be provided to both parties simultaneously.
12. Student respondents found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) may be subject to discipline up to and including expulsion. Employee respondents found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) may be subject to discipline up to and including termination of employment. Other respondents may be subject to exclusion from the District's

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programs, activities and/or property. In appropriate circumstances, the District may make a criminal referral. Remedies will be designed to restore or preserve equal access to the District's education programs or activities.

13. After receiving notification of the decision-maker(s)' determination, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent may avail themselves of the appeal process set forth in Section E of this Regulation.

**D. Informal Resolution**

At any time prior to reaching a determination regarding responsibility, the District may suggest to the parties the possibility of facilitating an informal resolution process, such as mediation, to resolve the formal complaint without the need for a full investigation and adjudication. Should an informal resolution be deemed appropriate, the Title IX Coordinator or designee will consult with the parties.

Prior to facilitating an informal resolution to a formal complaint, the Title IX Coordinator or designee will provide the parties with written notice disclosing the sexual harassment allegations, the requirements of an informal resolution process, and any consequences from participating in the informal resolution process. Upon receipt of this document, complainants and respondents have five (5) school days to determine whether they consent to participation in the informal resolution. The District must obtain voluntary, written consent to the informal resolution process from both parties.

Prior to agreeing to any resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. If a satisfactory resolution is reached through this informal process, the matter will be considered resolved. If these efforts are unsuccessful, the formal grievance process will continue.

Nothing in this section precludes an employee from filing a complaint of retaliation for matters related to an informal resolution, nor does it preclude either party from filing complaints based on conduct that is alleged to occur following the District's facilitation of the informal resolution.

An informal resolution is not permitted to resolve allegations that an employee sexually harassed a student.

**E. Appeal Process**

After receiving notification of the decision-maker(s)' decision, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent have five (5) school days to submit a formal letter of appeal to the Title IX

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Coordinator specifying the grounds upon which the appeal is based. Upon receipt of an appeal, the Superintendent shall appoint a decision-maker(s) for the appeal, who shall be someone other than the Title IX Coordinator, investigator(s) or initial decision-maker(s).

Appeals will be appropriate only in the following circumstances:

- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- procedural irregularity that affected the outcome of the matter;
- the Title IX Coordinator, investigator(s), and/or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. A conflict of interest or bias does not exist solely because the Title IX Coordinator, investigators(s), and/or decision-maker(s) previously worked with or disciplined the complainant or respondent.

The District will provide the other party with written notice of such appeal. The appealing party will then have ten (10) school days to submit to the decision-maker(s) for the appeal ~~Both parties will then have an opportunity to submit~~ a written statement in support of, or challenging, the outcome of the grievance process. The decision-maker(s) for the appeal will provide the appealing party's written statement to the other party. The other party will then have ten (10) school days to submit to the decision-maker for the appeal a written statement in support of, or challenging, the outcome of the grievance process. ~~Such written statement must be submitted ten (10) school days after receiving written notice of the appeal. Upon receipt of an appeal, the Superintendent shall appoint a decision-maker(s) for the appeal, who shall be someone other than the Title IX Coordinator, investigator(s), or initial decision-maker(s).~~ The decision-maker(s) for the appeal, in their discretion, will determine any additional necessary and ~~the~~ appropriate procedures for the appeal.

After considering the parties' written statements, the decision-maker(s) for the appeal will provide a written decision. The decision-maker(s) for the appeal will attempt to issue the written decision within thirty (30) school days of receipt of all written statements from the parties. If it is found that one of the bases for appeal exists, the decision-maker(s) for the appeal will issue an appropriate remedy.

Supportive measures for either or both parties may be continued throughout the appeal process.

#### F. Dismissal of a Formal Complaint

The Title IX Coordinator shall dismiss any formal complaint that 1) would not constitute sexual harassment as defined in these Administrative Regulations even if proved, 2) did not occur in the



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District's education program or activity, or 3) did not occur against a person in the United States. Such dismissal does not preclude action under another Board policy.

The District may dismiss a formal complaint or any allegations therein, if at any time during the investigation or hearing 1) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; 2) the respondent is no longer enrolled or employed in the District; or 3) specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the District will promptly and simultaneously send written notice of the dismissal and reason(s) therefor to each party. Either party can appeal from the District's dismissal of a formal complaint or any allegations therein using the appeals procedure.

In the event a formal complaint is dismissed prior to the issuance of a decision under Title IX, the Title IX Coordinator shall determine if the allegations of sexual harassment shall proceed through the grievance procedures identified in Section II of these Administrative Regulations for claims of sex discrimination for consideration as to whether the allegations constitute sexual harassment under Title VII or Connecticut law.

A dismissal pursuant to this section does not preclude action by the District under the Student Discipline policy, Code of Conduct for students/or and employees, or any other applicable rule, policy, and/or collective bargaining agreement.

**G. Miscellaneous**

1. Any timeframe set forth in these Administrative Regulations may be temporarily delayed or extended for good cause. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; concurrent activity by the Department of Children and Families; or the need for language assistance or accommodation of disabilities. If any timeframe is altered on a showing of good cause, written notice will be provided to each party with the reasons for the action.
2. If a sexual harassment complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.

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3. If the sexual harassment complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
4. Retaliation against any individual who complains pursuant to the Board's Policy regarding Sex Discrimination and Sexual Harassment (Personnel) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation as a result of filing a complaint. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.
5. The District will maintain for a period of seven (7) years records of:
  - i. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Board's education program or activity;
  - ii. Any appeal and the result therefrom;
  - iii. Any informal resolution and the result therefrom; and
  - iv. All material used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The Board will make these training materials publicly available on its website.

If the District has actual knowledge of sexual harassment in an education program or activity of the Board, and for any report or formal complaint of sexual harassment, the District will create and maintain for a period of seven (7) years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The District will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Board's education program or activity. If the District does not provide a complainant with supportive measures, then the District



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will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **SECTION II. GRIEVANCE PROCEDURES FOR CLAIMS OF SEX DISCRIMINATION (OTHER THAN SEXUAL HARASSMENT UNDER TITLE IX)**

### A. Definitions

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sex discrimination.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination.

### B. Reporting Sex Discrimination Other than Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination to report such claims. Any person may report sex discrimination (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sex discrimination or alleged sex discrimination against a person in the District's education program or activity, the Title IX Coordinator or designee will promptly notify the complainant of the grievance process. The District will treat complainants and respondents equitably during the grievance process. Sexual harassment is a form of sex discrimination, and any incident of sexual harassment under Title IX, as defined above, should be handled pursuant to Section I of these Administrative Regulations. Any allegations of sexual harassment under Connecticut law, as defined above, shall be handled pursuant to this Section II of these Administrative Regulations.

### C. Grievance Procedures

1. As soon as an employee feels that the employee ~~he or she~~ has been subjected to sex discrimination other than sexual harassment as defined under Title IX (including, without limitation, sexual harassment under Title VII or Connecticut law), the employee, ~~he/she~~ should make a written complaint to the Title IX Coordinator or to the building principal, or ~~his/her~~ designee. The employee will be provided a copy of the Board's ~~P~~policy and Administrative Regulations and made aware of the employee's rights under this Policy and Administrative Regulations. ~~his or her rights~~. Preferably, complaints should be filed within ten (10) school days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

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### **Sex Discrimination and Sexual Harassment in the Workplace**

2. The complaint should state the:
  - i. Name of the complainant;
  - ii. Date of the complaint;
  - iii. Date(s) of the alleged discrimination;
  - iv. Name(s) of the discriminator(s);
  - v. Location where such discrimination occurred;
  - vi. Names of any witness(es) to the discrimination;
  - vii. Detailed statement of the circumstances constituting the alleged discrimination; and
  - viii. Remedy requested.
3. Any employee who makes an oral complaint of sex discrimination to any of the above-mentioned personnel will be provided a copy of these Administrative Regulations and will be requested to make a written complaint pursuant to the above procedure.
4. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or his/her designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator. If the complaint being filed is against the Title IX Coordinator, the complaint should be filed with the Superintendent. If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.
5. The Title IX Coordinator or designee shall investigate all complaints of sexual discrimination against an employee, regardless of whether the conduct occurred on or off-school grounds. 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. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
6. Any employee who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the employee requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the employee insists that his/her information not be shared with the alleged discriminator(s), the employee will be informed that the District's ability to investigate and/or take corrective action may be limited.

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7. Upon receipt of a sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
  - i. offer to meet with the complainant and respondent (if applicable) separately within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent (if applicable) believe have relevant information, and obtain any relevant documents the complainant and respondent may have;
  - ii. provide the complainant and respondent (if applicable) with a copy of the Board's sex discrimination policy and accompanying regulations;
  - iii. consider whether any interim measures may be appropriate to protect the complainant or respondent (if applicable), pending the outcome of the investigation;
  - iv. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
  - v. consider whether alleged sex discrimination has created a hostile work environment, including consideration of the effects of off-campus conduct on the school;
  - vi. communicate the outcome of the investigation in writing to the complainant, to the respondent, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within ninety (90) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and respondent (if applicable) 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, adhering to the requirements of state and federal law; and
  - vii. when sex discrimination has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the discrimination, as deemed



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appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination.

8. 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 will receive notice and interim measures may be implemented as necessary.
9. If the complainant or respondent (if applicable) is dissatisfied with the findings of the investigation, the complainant or respondent ~~he or she~~ may file a written appeal within five (5) school days to the Title IX Coordinator, or, if the Title IX Coordinator ~~he/she~~ conducted the investigation, to the Superintendent of Schools. The Title IX Coordinator, or Superintendent ~~who~~ shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant and respondent (if applicable), in writing, within fifteen (15) school days following the receipt of the written request for review.

#### D. Miscellaneous

1. If a sexual discrimination complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.
2. If the sexual discrimination complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. Retaliation against any individual who complains pursuant to the Board's Policy regarding Sex Discrimination and Sexual Harassment (Personnel) and these Administrative Regulations is strictly prohibited. Neither the District nor any other

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### **Sex Discrimination and Sexual Harassment in the Workplace**

person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation as a result of filing a complaint. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.

### **Section III. Further Reporting**

At any time, a complainant alleging sex discrimination or sexual harassment may also file a formal complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-514-3400).

Copies of these Administrative Regulations will be distributed to all employees.

Regulation adopted: October 19, 2020  
Revised: August 23, 2021  
Revised:

STAFFORD PUBLIC SCHOOLS  
Stafford Springs, Connecticut

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- APC – 04/21/2022
- Sent to BPC – 04/25/2022
- BOE First Read – 05/16/2022
- BOE Second Read -



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**Sexual Assault:** An offense classified as forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Rape - (Except Statutory Rape) The carnal knowledge of a person without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the

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domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

~~**Affirmative Consent** means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.~~

~~For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether consent for sexual activity was given and/or sustained:~~

~~A.——Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.~~

~~B.——Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.~~

~~C.——It is the responsibility of each person to ensure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.~~

~~D.——It shall not be a valid excuse to an alleged lack of affirmative consent that the respondent to the alleged violation believed that the complainant consented to the sexual activity:~~

~~(i)——because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant affirmatively consented, or~~

~~(ii)——if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.~~

~~E.——The existence of a past or current dating or sexual relationship between the complainant and the respondent, in and of itself, shall not be determinative of a finding of affirmative consent.~~

**COMPLAINT FORM REGARDING SEXUAL HARASSMENT UNDER TITLE IX  
(PERSONNEL)**

*This complaint form should be used for complaints of sexual harassment as defined on page 1 of the Board's  
Administrative Regulations regarding Sex Discrimination and Sexual Harassment (Personnel)*

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

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

Date of the alleged sexual harassment \_\_\_\_\_

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

\_\_\_\_\_

Location where such sexual harassment occurred \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged sexual harassment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy requested \_\_\_\_\_

Signature of Complainant or Title IX Coordinator: \_\_\_\_\_

**COMPLAINT FORM REGARDING SEX DISCRIMINATION  
(OTHER THAN SEXUAL HARASSMENT UNDER TITLE IX) (PERSONNEL)**

*This complaint form should be used for complaints of sex discrimination as defined on page 1 of the Board's  
Administrative Regulations regarding Sex Discrimination and Sexual Harassment (Personnel)*

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

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

Date of the alleged sex discrimination \_\_\_\_\_

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

\_\_\_\_\_

Location where such sex discrimination occurred \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged sex discrimination

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy requested \_\_\_\_\_

Signature: \_\_\_\_\_

SAMPLE WRITTEN NOTICE FOR FORMAL COMPLAINTS OF SEXUAL HARASSMENT  
[LETTERHEAD]

NOTICE OF SEXUAL HARASSMENT ALLEGATIONS UNDER TITLE IX

In accordance with the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), a formal complaint of sexual harassment has been filed with the Title IX Coordinator.

Identities of the parties involved, if known:

\_\_\_\_\_ (Complainant(s))  
\_\_\_\_\_ (Respondent(s))

The conduct allegedly constituting sexual harassment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The date and the location of the alleged incident, if known: \_\_\_\_\_  
\_\_\_\_\_

The Title IX Coordinator or designee will contact the parties regarding the next step in the grievance process. Questions can be directed to the Title IX Coordinator:

Director of Pupil Services  
11A Levinthal Run  
Stafford Springs, CT 06076  
(860) 684-4212

The respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility is made at the conclusion of the grievance process.

All parties involved may have an advisor of their choice who may be, but it not required to be, an attorney. This advisor may inspect and review evidence as permitted by the Board's Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel).

Any employee who knowingly makes false statements or knowing submits false information during this grievance process is subject to discipline, up to and including termination. Additionally, it is a violation of the Board's Student Discipline Policy to lie to school officials or otherwise engage in dishonest behavior, which includes knowingly making false statements or knowingly submitting false information during the grievance process. Any student who knowingly makes false statements or knowingly submits false information during this grievance process will be subject to sanctions pursuant to the Board's Student Discipline Policy.

**A copy of the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) is included with this notice.**



SAMPLE WRITTEN NOTICE FOR THE INFORMAL RESOLUTION PROCESS FOR  
SEXUAL HARASSMENT COMPLAINTS

[LETTERHEAD]

NOTICE OF INFORMAL RESOLUTION PROCESS FOR SEXUAL HARASSMENT  
COMPLAINTS UNDER TITLE IX

In accordance with the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), a formal complaint of sexual harassment has been filed with the Title IX Coordinator. The Board has an informal resolution process to promptly and equitably resolve such complaints. This informal resolution process will only be utilized if both the Complainant and Respondent agree to do so.

The conduct allegedly constituting sexual harassment: \_\_\_\_\_

\_\_\_\_\_

If both parties agree to the informal resolution process, it shall preclude the parties from resuming a formal complaint arising out of the same allegations. However, either party may withdraw from the informal resolution process at any time before agreeing to a resolution and resume the grievance process for formal complaints of sexual harassment.

If both parties agree to a resolution, that resolution is binding upon both parties and cannot be changed or appealed.

The District will maintain for a period of seven (7) years records of the informal resolution process and results therefrom.

\_\_\_\_\_

I voluntarily consent to the informal resolution process:

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent

\_\_\_\_\_  
Date

## Students

### Sex Discrimination and Sexual Harassment

It is the policy of the Board of Education (the “Board”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) not to discriminate in such a manner. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate this Policy, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX (the “Administrative Regulations”).

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

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

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

## **Students**

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

Sexual harassment under Connecticut law means conduct in a school setting that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment.

### **Reporting Sex Discrimination or Sexual Harassment**

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Students are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

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

The Stafford Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations) on the definitions of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to staff, students and parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

## Students

### Sex Discrimination and Sexual Harassment

The Board's Title IX Coordinator is the Director of Pupil Services. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

~~Katharine Gabrielson~~  
Director of Pupil Services  
11A Levinthal Run  
Stafford Springs, CT 06076

~~gabrielsonka~~DPS@stafford.k12.ct.us

(860) 684-4212

Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

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

Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

[Conn. Gen. Stat. § 10-15c – Discrimination in public schools prohibited.](#)

Policy adopted: July 13, 2015  
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Policy revised: August 23, 2021  
Policy revised:

STAFFORD PUBLIC SCHOOLS  
Stafford Springs, Connecticut

## **Students**

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

Tracking (to be removed prior to posting and after BOE approval):

- APC – 04/21/2022
- Sent to BPC – 04/25/2022
- BOE First Read – 05/16/2022
- BOE Second Read -



## Students

### Sex Discrimination and Sexual Harassment

It is the policy of the Board of Education (the “Board”) for the Stafford Public Schools (“the District”) that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to substantial control by the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students, Board employees, and third parties. Any student or employee who engages in conduct prohibited by the Board’s Policy regarding Sex Discrimination and Sexual Harassment (Students) shall be subject to disciplinary action. Any third party who engages in conduct prohibited by the Board’s Policy regarding Sex Discrimination and Sexual Harassment (Students) shall be subject to remedial measures, which may include exclusion from school property.

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

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

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

**Sexual harassment under Connecticut law** means conduct in a school setting that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment.

Although not an exhaustive list, the following are other examples of conduct prohibited by the Board’s Policy regarding Sex Discrimination and Sexual Harassment (Students):

1. Statements or other conduct indicating that a student’s submission to, or rejection of, sexual overtures or advances will affect the student’s grades and/or other academic progress.

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### Sex Discrimination and Sexual Harassment

2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, 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 the Board's Policy regarding Sex Discrimination and Sexual Harassment (Students).

### **NOTICE OF THE TITLE IX COORDINATOR**

The District's Title IX Coordinator is the Director of Pupil Services. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Director of Pupil Services  
11A Levinthal Run  
Stafford Springs, CT 06076

~~gabrielsonka~~**DPS**@stafford.k12.ct.us

(860) 684-4212

Any District employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. The Title IX Coordinator manages the District's compliance with Title IX and Connecticut law regarding sexual harassment and sex discrimination and is an available resource to anyone seeking information or wishing to file a formal complaint. When a student, District employee, or other participant in the District's programs and activities feels that such person has been subjected to discrimination on the basis of sex in any District program or activity, including without limitation being subjected to sexual harassment, such person may contact the Title IX Coordinator or utilize the Title IX grievance systems set forth herein to bring concerns forward for the purpose of obtaining a prompt and equitable resolution.

### **EXPLANATION OF COMPLAINT PROCESS AND PROCEDURE**



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### Sex Discrimination and Sexual Harassment

The federal regulations implementing Title IX require the adoption and publication of two separate grievance systems: a grievance process for complaints of sex discrimination involving allegations of sexual harassment and grievance procedures for complaints of sex discrimination that are not sexual harassment. Accordingly, the Administration will process any complaints of sex discrimination involving allegations of sexual harassment, as defined above, pursuant to the **grievance process** set forth in Section I of these regulations. The Administration will process any complaints of sex discrimination that are not sexual harassment pursuant to the **grievance procedures** set forth in Section II of these regulations.

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of these Administrative Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising from these Administrative Regulations.

The obligation to comply with Title IX is not obviated or alleviated by the FERPA.

### **SECTION I. GRIEVANCE PROCESS FOR COMPLAINTS OF SEXUAL HARASSMENT UNDER TITLE IX**

#### A. Definitions

- **Bias** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decision-maker(s) demonstrate actual bias, rather than the appearance of bias. Actual bias includes, but is not limited to, demonstrated personal animus against the respondent or the complainant and/or prejudgment of the facts at issue in the investigation.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- A **conflict of interest** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decision-maker(s) have personal, financial and/or familial interests that affected the outcome of the investigation.
- **Consent** means an active, clear and voluntary agreement by a person to engage in sexual activity with another person (also referred to hereafter as “affirmative consent”).

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### Sex Discrimination and Sexual Harassment

For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether consent for sexual activity was given and/or sustained:

A. Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.

B. Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.

C. It is the responsibility of each person engaging in a sexual activity to ensure that the person has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.

D. It shall not be a valid excuse to an alleged lack of affirmative consent that the respondent to the alleged violation believed that the complainant consented to the sexual activity:

(i) because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant consented, or

(ii) if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.

E. The existence of a past or current dating or sexual relationship between the complainant and the respondent, in and of itself, shall not be determinative of a finding of consent.

- For purposes of investigations and complaints of sexual harassment, **education program or activity** includes locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.
- **Employee** means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of his or her duties, has regular contact with students and who provides



## Students

### Sex Discrimination and Sexual Harassment

services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the Administration investigate the allegation of sexual harassment. A “document filed by a complainant” means a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
- **Respondent** means an individual who has been alleged to be the perpetrator of conduct that could constitute sexual harassment.
- **School days** means the days that school is in session as designated on the calendar posted on the Board’s website. In its discretion, and when equitably applied and with proper notice to the parties, the District may consider business days during the summer recess as “school days” if such designation facilitates the prompt resolution of the grievance process.
- **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, increased security and monitoring, and other similar measures.

#### B. Reporting Sexual Harassment

1. It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sexual harassment or alleged sexual harassment against a student in the District’s education program or activity, the Title IX Coordinator or designee will promptly contact the complainant to discuss the availability of supportive measures, whether or not the complainant has filed a formal complaint, and will consider the complainant’s wishes with respect to such measures. If the complainant has yet to file a formal



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complaint, the Title IX Coordinator or designee will explain to the complainant the process for doing so.

2. The District will treat complainants and respondents equitably. A respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility will be made at the conclusion of the grievance process if a formal complaint is filed. Nothing in this Regulation shall limit or preclude the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. If a respondent is removed on an emergency basis, the District shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

#### C. Formal Complaint and Grievance Process

1. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education programs or activity. A formal complaint may be signed by the Title IX Coordinator. If the complaint being filed is against the Title IX Coordinator, the formal complaint should be filed with the Superintendent. If the formal complaint being filed is against the Superintendent, the formal complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.
2. The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. If possible, formal complaints should be filed within ten (10) school days of the alleged occurrence in order to facilitate the prompt and equitable resolution of such claims. The District will attempt to complete the formal grievance process within ninety (90) school days of receiving a complaint. This timeframe may be temporarily delayed or extended in accordance with Subsection G of this Section.
3. Upon receipt of a formal complaint, if the Title IX Coordinator or designee has not already discussed the availability of supportive measures with the complainant, the Title IX Coordinator or designee will promptly contact the complainant and respondent separately to discuss the availability of such measures and consider the complainant's wishes with respect to them. The District will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that

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maintaining such confidentiality would not impair the ability of the District to provide supportive measures.

4. Within ten (10) school days of receiving a formal complaint, the District will provide the known parties with written notice of the allegations potentially constituting sexual harassment and a copy of this grievance process. The written notice must also include the following:
  - i. The identities of the parties involved in the incident, if known;
  - ii. The conduct allegedly constituting sexual harassment as defined above;
  - iii. The date and the location of the alleged incident, if known;
  - iv. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
  - v. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
  - vi. A statement of any provision in the District's Student Discipline Policy or any other policy that prohibits knowingly making false statements of knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the written notice, the District must provide notice of the additional allegations to the parties whose identities are known.

5. The parties may have an advisor of their choice accompany them during any grievance proceeding at which the party's attendance is required. The District may, in its discretion, establish certain restrictions regarding the extent to which an advisor may participate in the proceedings. If any such restrictions are established, they will be applied equally to all parties.
6. The Title IX Coordinator will, as applicable, promptly commence an investigation of the formal complaint, designate a school administrator to promptly investigate the formal complaint, or dismiss the formal complaint in accordance with Subsection F of this Section. The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard (i.e., more likely than not). The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties.
7. The parties will be given an equal opportunity to discuss the allegations under investigation with the investigator(s) and are permitted to gather and present relevant evidence. This opportunity includes presenting witnesses, including fact and expert

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witnesses, and other inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The District will provide to a party whose participation is invited or expected (including a witness), written notice of the date, time, location, participants, and purpose of all hearings (if applicable), investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

8. Both parties will be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigative report, the District will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) school days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report, as described in Paragraph 9 of this Subsection.
9. The investigator(s) will create an investigative report that fairly summarizes relevant evidence. The investigator(s) will send the investigative report, in an electronic format or hard copy, to each party and to each party's advisor for their review and written response at least ten (10) school days prior to the time a determination regarding responsibility is made.
10. The Superintendent will appoint a decision-maker(s), who shall be a District employee or third-party contractor and who shall be someone other than the Title IX Coordinator or investigator(s). If the complaint filed is against the Superintendent, the Board Chair shall appoint the decision-maker, who shall be a District employee or third-party contractor and who shall be someone other than the Title IX Coordinator or investigator(s). The investigator(s) and the decision-maker(s) shall not discuss the investigation's facts and/or determination while the complaint is pending. The decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decisions to exclude a question as not relevant.

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11. The decision-maker(s) will issue a written determination regarding responsibility. The written determination will include: (1) identification of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the District's code of conduct to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District will impose on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and (6) the District's procedures and permissible bases for the complainant and respondent to appeal. The written determination will be provided to both parties simultaneously.
12. Student respondents found responsible for violating the Board's Policy regarding Sex Discrimination and Sexual Harassment (Students) may be subject to discipline up to and including expulsion. Employee respondents found responsible for violating the Board's Policy regarding Sex Discrimination and Sexual Harassment (Students) may be subject to discipline up to and including termination of employment. Other respondents may be subject to exclusion from the District's programs, activities and/or property. In appropriate circumstances, the District may make a criminal referral. Remedies will be designed to restore or preserve equal access to the District's education programs or activities.
13. After receiving notification of the decision-maker(s)' determination, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent may avail themselves of the appeal process set forth in Section EV of this Regulation.

#### D. Informal Resolution

At any time prior to reaching a determination regarding responsibility, the District may suggest to the parties the possibility of facilitating an informal resolution process, such as mediation, to resolve the formal complaint without the need for a full investigation and adjudication. Should an informal resolution be deemed appropriate, the Title IX Coordinator or designee will consult with the parties.

Prior to facilitating an informal resolution to a formal complaint, the Title IX Coordinator or designee will provide the parties with written notice disclosing the sexual harassment allegations, the requirements of an informal resolution process, and any consequences from participating in the informal resolution process. Upon receipt of this document, complainants and respondents have five (5) school days to determine whether they consent to participation in



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the informal resolution. The District must obtain voluntary, written consent to the informal resolution process from both parties.

Prior to agreeing to any resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. If a satisfactory resolution is reached through this informal process, the matter will be considered resolved. If these efforts are unsuccessful, the formal grievance process will continue.

Nothing in this section precludes a student from filing a complaint of retaliation for matters related to an informal resolution, nor does it preclude either party from filing complaints based on conduct that is alleged to occur following the District's facilitation of the informal resolution.

An informal resolution is not permitted to resolve allegations that an employee sexually harassed a student.

#### E. Appeal Process

After receiving notification of the decision-maker(s)' decision, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent have five (5) school days to submit a formal letter of appeal to the Title IX Coordinator specifying the grounds upon which the appeal is based. Upon receipt of an appeal, the Superintendent shall appoint a decision-maker(s) for the appeal, who shall be someone other than the Title IX Coordinator, investigator(s), or initial decision-maker(s).

Appeals will be appropriate only in the following circumstances:

- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- procedural irregularity that affected the outcome of the matter;
- the Title IX Coordinator, investigator(s), and/or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. A conflict of interest or bias does not exist solely because the Title IX Coordinator, investigators(s), and/or decision-maker(s) previously worked with or disciplined the complainant or respondent.

The District will provide the other party with written notice of such appeal. The appealing party ~~Both parties~~ will then have (10) school days to submit to the decision-maker(s) for the appeal a ~~an opportunity to submit a~~ written statement in support of, or challenging, the outcome of the grievance process. The decision-maker(s) for the appeal will provide the appealing party's ~~of the grievance process.~~ written statement to the other party. The other party will then have ten (10) school days to ~~submit to the decision-maker(s) for the appeal a written statement in support of, or challenging,~~ submit to the decision-maker(s) for the appeal a written statement in support of, or challenging, ~~the outcome of the grievance process. Such written statement must be submitted ten (10) school days after receiving written notice of the appeal. Upon receipt of an appeal, the Superintendent~~



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~~shall appoint a decision-maker(s) for the appeal, who shall be someone other than the Title IX Coordinator, investigator(s), or initial decision-maker(s).~~ The decision-maker(s) for the appeal, in their discretion, will determine any additional necessary and the appropriate procedures for the appeal.

After considering the parties' written statements, the decision-maker(s) for the appeal will provide a written decision. The decision-maker(s) for the appeal will attempt to issue the written decision within thirty (30) school days of receipt of all written statements from the parties. If it is found that one of the bases for appeal exists, the decision-maker(s) for the appeal will issue an appropriate remedy.

Supportive measures for either or both parties may be continued throughout the appeal process.

#### F. Dismissal of a Formal Complaint

The Title IX Coordinator shall dismiss any formal complaint that 1) would not constitute sexual harassment as defined in these Administrative Regulations even if proved, 2) did not occur in the District's education program or activity, or 3) did not occur against a person in the United States. Such dismissal does not preclude action under another Board policy.

The District may dismiss a formal complaint or any allegations therein, if at any time during the investigation or hearing: 1) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; 2) the respondent is no longer enrolled or employed in the District; or 3) specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the District will promptly and simultaneously send written notice of the dismissal and reason(s) therefor to each party. Either party can appeal from the District's dismissal of a formal complaint or any allegations therein using the appeals procedure.

In the event a formal complaint is dismissed prior to the issuance of a decision under Title IX, the Title IX Coordinator shall determine if the allegations of sexual harassment shall proceed through the grievance procedures identified in Section II of these Administrative Regulations for claims of sex discrimination for consideration as to whether the allegations constitute sexual harassment under Connecticut law.

A dismissal pursuant to this section does not preclude action by the District under the Student Discipline policy, Code of Conduct for students/or and employees, or any other applicable rule, policy, and/or collective bargaining agreement.

#### G. Miscellaneous

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### Sex Discrimination and Sexual Harassment

1. Any timeframe set forth in these Administrative Regulations may be temporarily delayed or extended for good cause. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; concurrent activity by the Department of Children and Families; or the need for language assistance or accommodation of disabilities. If any timeframe is altered on a showing of good cause, written notice will be provided to each party with the reasons for the action.
2. If a sexual harassment complaint raises a concern about bullying behavior, the Title IX Coordinator or designee shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, to promote the alignment of any such bullying investigation with the requirements of applicable Board policies and state law. Additionally, if a sexual harassment complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.
3. If the sexual harassment complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
4. Retaliation against any individual who complains pursuant to the Board's Policy regarding Sex Discrimination and Sexual Harassment (Students) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation as a result of filing a complaint. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.
5. The District will maintain for a period of seven (7) years records of:
  - i. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any



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- remedies provided to the complainant designed to restore or preserve equal access to the Board's education program or activity;
- ii. Any appeal and the result therefrom;
  - iii. Any informal resolution and the result therefrom; and
  - iv. All material used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The Board will make these training materials publicly available on its website.

If the District has actual knowledge of sexual harassment in an education program or activity of the Board, and for any report or formal complaint of sexual harassment, the District will create and maintain for a period of seven (7) years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The District will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Board's education program or activity. If the District does not provide a complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **SECTION II. GRIEVANCE PROCEDURES FOR CLAIMS OF SEX DISCRIMINATION (OTHER THAN SEXUAL HARASSMENT UNDER TITLE IX)**

### A. Definitions

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sex discrimination.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination.

### B. Reporting Sex Discrimination Other than Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination to report such claims. Any person may report sex discrimination (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sex discrimination or alleged sex discrimination against a student in the District's education program or activity, the Title IX Coordinator or designee will promptly notify the complainant of the grievance process. The District will treat complainants and respondents equitably during the grievance process. Sexual harassment is a form of sex discrimination, and any incident of sexual harassment under Title IX, as defined above,

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should be handled pursuant to Section I of these Administrative Regulations. Any allegations of sexual harassment under Connecticut law, as defined above, shall be handled pursuant to this Section II of these Administrative Regulations.

#### C. Grievance Procedures

1. As soon as a student feels that he or she has been subjected to sex discrimination other than sexual harassment as defined under Title IX (including, without limitation, sexual harassment under Connecticut law), ~~the student he/she or the student's his/her~~ parent/legal guardian should make a written complaint to the Title IX Coordinator or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and Administrative Regulations and made aware of the student's his-or-her rights under this Policy and Administrative Regulation. Preferably, complaints should be filed within ten (10) school days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. The complaint should state the:
  - i. Name of the complainant;
  - ii. Date of the complaint;
  - iii. Date(s) of the alleged discrimination;
  - iv. Name(s) of the discriminator(s);
  - v. Location where such discrimination occurred;
  - vi. Names of any witness(es) to the discrimination;
  - vii. Detailed statement of the circumstances constituting the alleged discrimination; and
  - viii. Remedy requested.
3. Any student who makes an oral complaint of sex discrimination to any of the above-mentioned personnel will be provided a copy of these Administrative Regulations and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, such as due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
4. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or his/her designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator. If the complaint being filed is against the Title IX Coordinator, the complaint should be filed with the Superintendent. If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.



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5. The Title IX Coordinator or designee shall investigate all complaints of sexual discrimination against a student, regardless of whether the conduct occurred on or off-school grounds. 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. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
6. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged discriminator(s), the student will be informed that the District's ability to investigate and/or take corrective action may be limited.
7. Upon receipt of a sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
  - i. offer to meet with the complainant and respondent (if applicable) separately within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent (if applicable) believe have relevant information, and obtain any relevant documents the complainant and respondent may have;
  - ii. provide the complainant and respondent (if applicable) with a copy of the Board's sex discrimination policy and accompanying regulations;
  - iii. consider whether any interim measures may be appropriate to protect the complainant or respondent (if applicable), pending the outcome of the investigation;
  - iv. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
  - v. consider whether alleged sex discrimination has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;

## Students

### Sex Discrimination and Sexual Harassment

- vi. communicate the outcome of the investigation in writing to the complainant, to the respondent, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within ninety (90) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and respondent (if applicable) 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, adhering to the requirements of state and federal law; and
  - vii. when sex discrimination has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination.
8. 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 will receive notice and interim measures may be implemented as necessary.
  9. If the complainant or respondent (if applicable) is dissatisfied with the findings of the investigation, he or she may file a written appeal within five (5) school days to the Title IX Coordinator, or, if the Title IX Coordinator ~~he/she~~ conducted the investigation, to the Superintendent of Schools. The Title IX Coordinator or Superintendent, ~~who~~ shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant and respondent (if applicable), in writing, within fifteen (15) school days following the receipt of the written request for review.

### D. Miscellaneous

1. If a sexual discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, to promote the alignment of any such bullying investigation with the requirements of applicable Board

## Students

### Sex Discrimination and Sexual Harassment

policies and state law. Additionally, if a sexual discrimination complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.

2. If the sexual discrimination complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. Retaliation against any individual who complains pursuant to the Board's Policy regarding Sex Discrimination and Sexual Harassment (Students) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation as a result of filing a complaint. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.

### **Section III. Further Reporting**

At any time, a complainant alleging sex discrimination or sexual harassment may also file a formal complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Copies of these Administrative Regulations will be distributed to all students.

Regulation adopted: October 19, 2020

Regulation reviewed: August 23, 2021

Regulation revised:

STAFFORD PUBLIC SCHOOLS

Stafford Springs, Connecticut

## **Students**

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

Tracking (to be removed prior to posting and after BOE approval):

- APC – 04/21/2022
- Sent to BPC – 04/25/2022
- BOE First Read – 05/16/2022
- BOE Second Read -



## Students

### Sex Discrimination and Sexual Harassment

#### Appendix A

**Sexual Assault:** An offense classified as forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Rape - (Except Statutory Rape) The carnal knowledge of a person without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other

## Students

### Sex Discrimination and Sexual Harassment

person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

~~**Affirmative Consent** means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.~~

~~For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether consent for sexual activity was given and/or sustained:~~

~~A. — Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.~~

~~B. — Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.~~

~~C. — It is the responsibility of each person to ensure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.~~

~~D. — It shall not be a valid excuse to an alleged lack of affirmative consent that the respondent to the alleged violation believed that the complainant consented to the sexual activity:~~

~~(i) — because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant affirmatively consented, or~~

~~(ii) — if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.~~

~~E. — The existence of a past or current dating or sexual relationship between the complainant and the respondent, in and of itself, shall not be determinative of a finding of affirmative consent.~~

**COMPLAINT FORM REGARDING SEXUAL HARASSMENT UNDER TITLE IX  
(STUDENTS)**

*This complaint form should be used for complaints of sexual harassment as defined on page 1 of the Board's  
Administrative Regulations regarding Sex Discrimination and Sexual Harassment (Students)*

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

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

Date of the alleged sexual harassment \_\_\_\_\_

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

\_\_\_\_\_

Location where such sexual harassment occurred \_\_\_\_\_

\_\_\_\_\_

Name(s) of any witness(es) to the sexual harassment

\_\_\_\_\_

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged sexual harassment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy requested \_\_\_\_\_

Signature of Complainant or Title IX Coordinator: \_\_\_\_\_

**COMPLAINT FORM REGARDING SEX DISCRIMINATION  
(OTHER THAN SEXUAL HARASSMENT UNDER TITLE IX) (STUDENTS)**

*This complaint form should be used for complaints of sex discrimination as defined on page 1 of the Board's  
Administrative Regulations regarding Sex Discrimination and Sexual Harassment (Students)*

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

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

Date of the alleged sex discrimination \_\_\_\_\_

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

\_\_\_\_\_

Location where such sex discrimination occurred \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged sex discrimination

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy requested \_\_\_\_\_

Signature: \_\_\_\_\_



SAMPLE WRITTEN NOTICE FOR FORMAL COMPLAINTS OF STUDENT/STUDENT  
SEXUAL HARASSMENT  
[LETTERHEAD]

NOTICE OF SEXUAL HARASSMENT ALLEGATIONS UNDER TITLE IX AND NOTICE  
OF BULLYING INVESTIGATION UNDER CONN. GEN. STAT. § 10-222d

In accordance with the Board's Policy and Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students), a formal complaint of sexual harassment has been filed with or signed by the Title IX Coordinator. The formal complaint shall also be considered a written report of suspected bullying under the Board's Bullying Prevention and Intervention Policy and Connecticut General Statutes § 10-222d. As such, a bullying investigation pursuant to the foregoing policy and statute will be conducted as part of the Title IX grievance process. This notice shall serve as notification that an investigation of alleged Title IX sexual harassment and bullying has commenced. Please be advised that students are entitled to different and additional procedural rights under the Title IX grievance process than under the Board's Bullying Prevention and Intervention Policy.

Identities of the parties involved, if known:

\_\_\_\_\_ (Complainant(s))  
\_\_\_\_\_ (Respondent(s))

The conduct allegedly constituting sexual harassment and bullying:

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

The date and the location of the alleged incident, if known:

\_\_\_\_\_

The Title IX Coordinator or designee will contact the parties regarding the next step in the grievance process. Questions can be directed to the Title IX Coordinator:

Director of Pupil Services  
11A Levinthal Run  
Stafford Springs, CT 06076  
(860) 684-4212

**Procedural Rights Under Title IX:**

- The respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility under Title IX is made at the conclusion of the grievance process.
- All parties involved may have an advisor of their choice who may be, but it not required to be, an attorney. This advisor may inspect and review evidence as permitted by the

Board's Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students).

It is a violation of the Board's Student Discipline Policy to lie to school officials or otherwise engage in dishonest behavior, which includes knowingly making false statements or knowingly submitting false information during the grievance process. Any student who knowingly makes false statements or knowingly submits false information during this grievance process will be subject to sanctions pursuant to the Board's Student Discipline Policy. ~~Any employee who knowingly makes false statements or knowing submits false information during this grievance process is subject to discipline, up to and including termination.~~

**A copy of the Board's Policy and Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students) and the Board's Bullying Prevention and Intervention Policy is included with this notice.**

## NOTICE OF SEXUAL HARASSMENT ALLEGATIONS UNDER TITLE IX

It is a violation of the Board's Student Discipline Policy to lie to school officials or otherwise engage in dishonest behavior, which includes knowingly making false statements or knowingly submitting false information during the grievance process. Any student who knowingly makes false statements or knowingly submits false information during this grievance process will be subject to sanctions pursuant to the Board's Student Discipline Policy. Any employee who knowingly makes false statements or knowing submits false information during this grievance process is subject to discipline, up to and including termination.

**A copy of the Board's Policy and Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students) is included with this notice.**



SAMPLE WRITTEN NOTICE FOR THE INFORMAL RESOLUTION PROCESS FOR SEXUAL  
HARASSMENT COMPLAINTS

[LETTERHEAD]

NOTICE OF INFORMAL RESOLUTION PROCESS FOR SEXUAL HARASSMENT  
COMPLAINTS UNDER TITLE IX

In accordance with the Board's Policy and Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students), a formal complaint of sexual harassment has been filed with the Title IX Coordinator. The Board has an informal resolution process to promptly and equitably resolve such complaints. This informal resolution process will only be utilized if both the Complainant and Respondent agree to do so.

The conduct allegedly constituting sexual harassment: \_\_\_\_\_

\_\_\_\_\_

If both parties agree to the informal resolution process, it shall preclude the parties from resuming a formal complaint arising out of the same allegations. However, either party may withdraw from the informal resolution process at any time before agreeing to a resolution and resume the grievance process for formal complaints of sexual harassment.

If both parties agree to a resolution, that resolution is binding upon both parties and cannot be changed or appealed.

The District will maintain for a period of seven (7) years records of the informal resolution process and results therefrom.

\_\_\_\_\_

I voluntarily consent to the informal resolution process:

\_\_\_\_\_

Complainant

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian of Complainant

\_\_\_\_\_

Date

\_\_\_\_\_

Respondent

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian of Respondent

\_\_\_\_\_

Date



## **Instruction**

### **Student Nutrition and Physical Activity (Student Wellness Policy)**

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the "Connecticut Nutrition Standards for Foods in Schools," whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

#### **Goals for Nutrition Promotion and Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. Whenever possible, nutrition education will be integrated into subject areas, such as ELA, mathematics, and science, using real-world examples that promote healthy and balanced living.
- Nutrition education will be part of the District's comprehensive standards-based school health education program and curriculum and will be integrated into other classroom content areas, as appropriate. Schools will link nutrition education activities with existing coordinated health programs or other comparable comprehensive school health promotion frameworks. (A standards-based program is a system of instruction, assessment, grading and reporting based on students demonstrating understanding of the knowledge and skills they are expected to learn.)

#### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.



- Unless otherwise exempted, all students will be required to engage in the District's physical education program.
- Recess and other physical activity breaks; before and after school activities, and walking and bicycling to schools, where safe to do so, are supported by the Board.
- Schools will work toward providing opportunities for physical activity throughout the course of the school day (as a best practice).

### **Nutrition Guidelines for Foods Sold in Schools**

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education ("Connecticut Nutrition Standards for Foods in Schools") in addition to federal and state statutes and national health organizations.

The focus is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements. (Schools must follow whichever requirements are stricter).

Note: Districts that participate in Connecticut's healthy food certification must follow the Connecticut Nutrition Standards for all foods sold in schools instead of USDA's Standards for Competitive Foods. The "Connecticut Nutrition Standards" meet or exceed the USDA's competitive food standards.

All sources of food sales to students at school must comply with the "Connecticut Nutrition Standards for Food in Schools" including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

### **Reimbursable School Meals**

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. Families are provided information regarding the eligibility for obtaining free/reduced price meals through the Stafford Public Schools website, Town of Stafford website, and mailings from the Stafford Public Schools Food Services Department. The privacy of students receiving free/reduced price meals is



ensured through the Stafford Public Schools Food Services Department. Families complete Addendum A granting permission for student status to be shared with ~~district departments for educational purposes~~ outside agencies. Any department wishing to access this information completes a request for information to be formally approved by the Director of Food Services.

### **Marketing**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA "Smart Snacks in School" nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. As the District/School Nutrition Services/Athletic Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District Wellness Policy.

### **Monitoring**

The Board designates the Superintendent or ~~his/her~~ designee to ensure compliance with this policy and its administrative regulations. The Superintendent or designee ~~He/She~~ is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, each school's three-year assessment and evaluation report and this wellness policy and plan. The Superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the Board's three-year assessment and evaluation.

The District shall develop a plan designed to achieve the involvement requirements in the development, implementation, monitoring, and assessment of this policy.

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. The District, as required, will retain records and documents pertaining to the wellness policy which shall include the written school wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment of the wellness policy and documentation to demonstrate compliance with the annual public notification requirement.

### **Community Input**

The Superintendent or designee will provide opportunities, suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public. This is best achieved through the establishment of a standing wellness committee, with membership as listed above. Efforts shall be made to improve community involvement.

### **Evaluation of Wellness Policy**

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent, or his/her designee, as the person who will be responsible for ensuring that each school meets the goals outlined in this policy. To ensure continuing progress, the District will evaluate implementation efforts and their impact on students and staff at least every three years.

The District will make available to the public the results of the three-year assessment and evaluation including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

The District Wellness Policy shall be made available annually, at a minimum, to students and families by means of school registration, student handbooks and the Board's website. This availability shall include the policy, including any updates to and about the wellness policy and the Triennial Assessment, including progress toward meeting the goals of this policy. In addition, the annual notification shall include a description of each school's progress in meeting the wellness policy goals; summary of each school's wellness events or activities; contact information for the leader(s) of the wellness policy team; and information on how individuals and the public can get involved.

#### **Legal Reference: Connecticut General Statutes**

10-16b Prescribed courses of study.

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-215a Non public school participation in feeding program.

10-215b Duties of state board of education re: feeding programs.

10-216 Payment of expenses.

10-215e Nutrition standards for food that is not part of lunch or breakfast program.

10-215f Certification that food meets nutrition standards.

10-221 Boards of education to prescribe rules, policies and procedures.

10-221o Lunch periods. Recess.

10-221p Boards to make available for purchase nutritious, low-fat foods.

10-221q Sale of beverages.

#### **Regulations of Connecticut State Agencies**

10-215b-1 State board of education regulation. Competitive foods.

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol. 45, No. 20, Tuesday, January 29, 1980, pp. 67586772)

10-215b-23 Income from the sale of food items.

National School Lunch Program and School Breakfast Program; Competitive Food Services. (7 CFR Parts 210.11 and 220.12,)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265

Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220

Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751

Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)

School Breakfast Program, 7 C.F.R. Part 220 (2006)

National School Lunch Program or School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013)

Child Nutrition Programs: Flexibilities for Milk, Whole Grains and Sodium Requirements (Federal Register, Vol. 83, No. 238, December 12, 2018)

Local School Wellness Policy Requirements, 42 U.S.C. 1758b

Policy adopted: July 17, 2006

Policy revised: December 8, 2008

Policy revised: July 9, 2012

Policy revised: April 8, 2013

Policy revised: October 5, 2015

Policy revised: November 23, 2020 (Complete Replacement)

Policy revised:

STAFFORD PUBLIC SCHOOLS  
Stafford Springs, Connecticut

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- Sent to BPC – 04/25/2022
- BOE First Read – 05/16/2022
- BOE Second Read -





## Instruction

### Student Nutrition and Physical Activity (Student Wellness Policy)

The District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that all children are healthy and hunger free.

### National School Lunch Program and School Breakfast Program

Reimbursable meals served in the U.S. Department of Agriculture's (USDA) National School Lunch Program (NSLP) and School Breakfast Program (SBP) will follow the USDA meal pattern requirements and nutrient standards in accordance with the Healthy, Hunger-Free Kids Act of 2010, as amended. Menu planning, purchasing procedures and production techniques for school meals will be used to decrease fat, saturated fat, trans fat, sodium and sugars, and to increase fiber. In addition, school meals shall:

- Be appealing and appetizing to children;
- Meet at a minimum, the nutrition requirements established by the USDA for federally-funded programs;
- Include only unflavored low-fat (1%) and fat-free (nonfat) milk flavored or unflavored, which contain no more than 4 grams of sugar per ounce and no artificial sweeteners, that meets the requirements of the state beverage statute and federal regulation.
- Ensure that at least half of the weekly served grains are whole grains and that the remaining grain items offered must be enriched.  
**Note:** Schools already offering all grains or whole-grain rich do not have to change their menus as a result of the amended final rule.
- Reduce the levels of sodium, saturated fats and trans fats in meals; (per Department of Agriculture Nutrition Standards and Connecticut Nutrition Standards, which are the same);  
**Note:** Sodium Target 1 is retained through the end of the 2023 school year. Districts are required to comply with sodium Target 2 beginning with the 2024-2025 school year, commencing July 1, 2024.
- Offer a variety of fruits and vegetables; (Meet specific requirements about different types required)
- Meet the nutrition needs of school children within their calorie requirements (per Department of Agriculture Nutrition Standards and Connecticut Nutrition Standards which are the same);
- Contain 0 percent trans fats;
- Bake or steam all cooked foods; and
- Purchase or obtain fresh fruits and vegetables from local farmers, when practical.

Menus shall be planned to be appealing and attractive to children and will incorporate the basic menu planning principles of balance, variety, contrast, color and eye appeal. Menus shall be planned with input from students, parents and other school personnel and shall take into account students' cultural norms, ethnic favorites and preferences. Schools shall engage

students and parents, through surveys, taste-tests and other activities, in selecting foods sold through the school meal programs in order to identify new, healthful and appealing food choices. Meal patterns and nutrition standards of federal regulations will be fulfilled as required. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie and sodium levels in food.

The District will share and publicize information regarding the nutrition content of school meals with students, families and school staff. The information will be available in a variety of forms that can include handouts, the school website, articles, school newsletters, presentations and through any other appropriate means available to reach families. Nutrition information for a la carte foods and beverages sold in schools will also be available.

Special dietary needs of students will be accommodated according to the USDA document "Accommodating Children with Special Dietary Needs in School Nutrition Programs." With parental permission and appropriate medical documentation, modified meals shall be prepared for students with food allergies or other special dietary needs. The medical statement must identify the student's disability, state why the disability restricts the student's diet, identify the major life activity affected by the disability, and state the foods to be omitted and the food or choices of foods that must be substituted.

The District shall help ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn. Schools will:

- to the extent possible, and within state law, operate and promote the USDA School Breakfast Program;
- Use methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfast, or breakfast during morning break or recess;
- notify parents and students of the availability of the School Breakfast Program (if the school serves breakfast to students); and
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.
- Inform families of the availability and location of Summer Food Service Program meals in accordance with the Healthy, Hunger-Free Kids Act of 2010. Schools in which more than 50 percent of students are eligible for free or reduced-price school meals will sponsor the Summer Food Service Program when feasible.
- No student will be denied access to nutritious school meals based on ability to pay. Balance notices are communicated directly to families by mail and are not shared directly with students.

### **Cafeteria A La Carte Sales**

The school food service program must follow the Connecticut Nutrition Standards when determining the items for a la carte sales. All beverages sold to students in school meals and as a la carte sales must meet the requirements of state statute and USDA requirements for a la carte foods.

At all times when food is available for purchase by students during the school day, nutritious and low-fat foods must also be available for sale at the same time. These foods may include, but shall not be limited to, low-fat dairy products and fresh or dried fruit. All snacks and a la carte foods must meet USDA Smart Snacks Standards.

In accordance with Connecticut State Statute, the sale of beverages, as part of school meals and as a la carte sales, shall be limited to the following five categories:

1. milk, low-fat (1%) unflavored or nonfat which may be flavored or unflavored but contains no artificial sweeteners and no more than 4 grams of sugar per fluid ounce; (federal regulation require non-fat or 1% low fat milk)\*.
2. nondairy milks, such as soy or rice milk, which may be flavored or unflavored but contains no artificial sweeteners, no more than 4 grams of sugar per fluid ounce, no more than 35% of calories from fat per serving, and no more than 10% of calories from saturated fat per serving;\*
3. 100% fruit or vegetable juice or combination of such juices, containing no added sugars, sweeteners, or artificial sweeteners;\*
4. beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners, or artificial sweeteners; and\*
5. water, which may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, or caffeine.\* (Note: The Federal Healthy, Hunger-Free Kids Act of 2010 requires schools to make free portable water available where meals are served for schools participating in the federal and school lunch program.)

*\*(Consult CSDE's List of Acceptable Foods and Beverages for allowable products.)*

**Note:** The beverage requirements of CGS Section 10-221q apply to all public schools, regardless of whether the district certifies for the healthy food option under CGS 10-215f.

### **Lunchroom Climate**

A lunchroom environment that provides students with a relaxed, enjoyable climate shall be developed. It is encouraged that the lunchroom environment be a place where students have:

- adequate space to eat and pleasant surroundings;
- appropriate supervision; and
- convenient access to hand washing facilities before meals.

### **Meal Schedules**

Meal periods shall be scheduled at appropriate hours. In compliance with federal regulations, lunch must be scheduled between 10:00 a.m. and 2:00 p.m. in all schools. Pursuant to state statute, schools are required to provide all full day students a daily lunch period of not less than 20 minutes. Activities such as tutoring, clubs or organizational meetings or activities shall not be scheduled during meal times unless students may eat during such activities.

### **Qualifications of Food Service Staff**

Qualified nutrition professionals shall administer the school meal programs. As part of the school district's responsibility to operate a food service program, continuing professional development shall be provided for all nutrition professionals in schools. Such training shall involve all individuals working in the cafeteria, including monitors, so that all are aware of the requirements of the school wellness policy. Staff development programs shall include

appropriate certification and/or training programs for school food service directors, managers and cafeteria workers, according to their levels of responsibility. (See USDA's Professional Standards for School Nutrition Professionals website.)

### **Training for Food Service Staff**

All food service personnel, including volunteers and monitors, shall have adequate pre-service training in food service operations and regularly participate in professional development activities that address requirements for Child Nutrition Programs, menu planning and preparation, food safety, strategies for promoting healthy eating behaviors and other appropriate topics.

### **Summer Food Service Program**

Schools in which more than 50 percent of students are eligible for free or reduced-price school meals may sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.

### **Other Foods Offered or Sold**

To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The Connecticut Nutrition Standards apply to all food sold or served to students on school premises, including but not limited to, cafeteria a la carte sales, vending machines, school stores, fundraisers, activities and classroom snacks. All beverages sold or served to students at school shall meet the requirements of state statute and federal regulations, whichever are stricter, at all times. However, beverages not meeting the requirements of state statute and foods not meeting the Connecticut Nutrition Standards may be sold or served at the location of an event occurring after the end of the regular school day or on the weekend provided they are not sold from a vending machine or school store. The District strongly encourages the sale or distribution of nutrient-dense foods, such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes.

Pursuant to state statute (CGS 10-221p), whenever any group makes foods available for purchase in a school during the school day, low-fat dairy products and fresh or dried fruits must also be available in the school at the same time for purchase by students. "Foods available for purchase" include, but are not limited to, foods sold in cafeterias, vending machines, school stores, fundraisers and any other food sales during the school day. This includes the following:

- If a snack machine with food items is available for use by students during the school day, the school must also have non-fat or low-fat dairy products and fresh or dried fruit available for purchase. When the snack machine is operating outside of cafeteria hours, schools must make alternate provisions to offer non-fat or low-fat dairy products and fresh or dried fruit for sale at the same time.
- School stores that sell food to students must ensure that non-fat or low-fat dairy products and fresh or dried fruit are available for purchase either in the store itself or elsewhere in the school, while the school store is selling food.



### **Access to Drinking Water**

The Federal Healthy Hunger Free Kids Act of 2010 requires schools to make free potable water available where meals are served for schools participating in the Federal School Lunch Program.

Outside of the cafeteria and meal times, students and staff will have access to safe, fresh drinking water throughout the school day. Fluoridated or bottled water that does not contain added sugars, sweeteners, artificial sweeteners, or caffeine, should be made available for purchase by students and staff.

### **Foods Brought Into School**

The District shall encourage families to pack healthy lunches and snacks and to refrain from including beverages that do not meet the requirements of state statute or foods that do not meet the District's nutrition standards. Classroom snacks, if provided to all children, must only include healthy choices that meet the state requirements for allowable beverages and the District's nutrition standards.

District policy is that the foods will also meet the Smart Snacks standards and the Connecticut Healthy Food Certification standards. If food is brought from home to be shared with other students, the District shall develop procedures to ensure that all food is safe.

[Building administrators seeking to approve or deny requests for food items to be brought into the school building should consult the document developed through the Stafford Public Schools Wellness Committee titled, "Procedures for Food Brought Into School." The document also provides reference to suggested healthy snack ideas for families and staff.](#)

### **Sharing of Foods**

Schools shall discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns with allergies and other restrictions on some children's diets.

### **Fundraising**

School fundraising activities shall not involve food or beverages or shall only use foods that meet the Connecticut Nutrition Standards and beverages that meet the requirements of state statute and federal regulations. However, food items that do not meet the Connecticut Nutrition Standards and beverages not meeting the requirements of state statute and federal regulations can be sold as fundraisers on school premises if they are sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store. Schools shall encourage fundraising activities that promote physical activity.

While students can bring home brochures regarding fundraising that might involve food items of low nutritional value and return the money and orders to the school, students cannot deliver the products.

Competition with nutritious meals served by the school food services operations must be minimized. Income from any competitive foods or beverages sold from 30 minutes prior to

the start of any state or federally subsidized milk or meal program until 30 minutes after the end of the program must accrue to the food service account.

### **Concessions**

Organizations operating concessions at school functions after school or on weekends should include at least 50 percent healthy beverages and foods, according to the approved nutrition standards in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students. Beverages sold at concessions on school premises must meet the requirements of state statute.

Food items that do not meet the Connecticut Nutrition Standards and beverages that do not meet the requirements of state statute and federal regulations can be sold at concessions operated at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store. Organizations operating concessions at school functions after school or on weekends should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

### **Teacher-to-Student Incentives and Punishments**

Teachers and staff shall not use foods or beverages as rewards for academic performance or good behavior, unless this practice is allowed by a student's Individualized Education Plan (IEP). The use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate. Alternative rewards shall be developed and promoted.

Schools shall not withhold foods or beverages (including food served through school meals) as a punishment.

### **Student Nutrition Education and Promotion**

Nutrition education and promotion shall be offered as part of a planned, ongoing, systematic, sequential, standards-based, comprehensive school health education program designed to provide students with the knowledge and skills necessary to promote and protect their health. Nutrition education shall use national or state-developed standards, such as the Connecticut State Department of Education's Healthy and Balanced Living Curriculum Framework. The District shall develop and implement a comprehensive, developmentally appropriate, curriculum approach to nutrition in all grades. Students shall be able to demonstrate competency through application of knowledge, skill development and practice.

The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with the state's/district's comprehensive school health education standards/guidelines/curriculum framework. Nutrition themes include but are not limited to:

- My Plate and the Dietary Guidelines for Americans (Healthy Eating Plan)
- Healthy heart choices
- Sources and functions of major nutrients
- Guide to a healthy diet
- Diet and disease

- Understanding calories
- Healthy snacks
- Identify and limit foods of low nutrient density
- Food labels
- Multicultural influences
- Serving sizes
- Proper food safety and sanitation
- Body-size acceptances, healthy weight and dangers of unhealthy weight-control practices

The District nutrition policy reinforces nutrition education to help students practice these themes in a supportive school environment. Nutrition education shall also be included in other classroom content areas such as math, science, language arts, social sciences, family and consumer sciences and elective subjects. Instructional staff is encouraged to integrate nutritional themes into daily lessons when appropriate, to reinforce and support health messages.

The District will routinely assess all nutrition education lessons and materials for accuracy, completeness, balance and consistency with the state's/district's educational goals and curriculum standards. Materials developed by food marketing boards or food corporations that contain any commercial or branded messages shall not be used.

#### **Educational Reinforcement**

School instructional staff members shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families. Guest speakers and performers invited to address students shall receive appropriate orientation to relevant district policies. School staff members shall be encouraged to coordinate with other agencies and community groups to provide opportunities for student volunteer work related to nutrition, such as assisting with food recovery efforts and preparing nutritious meals for home-bound people. Information will be made available to parents, students and staff members about community programs that offer nutrition assistance to families.

#### **Nutrition Promotion**

The District shall conduct nutrition education activities and promotions that involve parents, students and the community. The District shall participate in programs that promote and reinforce student health, such as Team Nutrition and the Healthier US School Challenge. The school team responsible for planning nutrition activities shall ensure interdisciplinary collaboration by including school food service, school nurses, health and physical education teachers, family and consumer sciences teachers, and other appropriate school staff members.

#### **Consistent Health Messages**

Students shall receive positive, motivating messages, both verbal and nonverbal, about healthy eating and physical activity throughout the school environment. All school personnel shall help reinforce these positive messages. Foods and beverages sold or served at school shall not contradict healthy eating messages. The District shall not use practices that contradict messages to promote and enjoy physical activity; for example, withholding recess

or using physical activity as punishment (e.g., running laps, doing pushups).

### **Food and Beverage Marketing in Schools**

The District is committed to providing a school that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on district property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. Any foods and/or beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School Nutrition standards.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards.
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District Nutrition Services/Athletics Department/PTA/PTO review existing contracts and considers new contracts, equipment and product purchasing and/or replacement, decisions should reflect the applicable marketing guidelines established by the District wellness policy.

### **Staff as Role Models**

The school district shall build awareness among teachers, food service staff, coaches, nurses and other school staff members about the importance of nutrition, physical activity and body-size acceptance to academic success and lifelong wellness. School staff members shall be encouraged to model healthy eating and physical activity behaviors.

### **Education Links with School**

The nutrition education program links with school meal programs, other school foods, and nutrition-related community services that occur outside the classroom or that link classroom nutrition education to the larger school community, such as school gardens, cafeteria-based



nutrition education and after-school programs. Nutrition education shall be offered in the school cafeteria and classroom, with coordination between school food service and teachers. The district shall link nutrition education with other coordinated school health initiatives.

### **Professional Development for Teachers**

The District shall include appropriate training for teachers and other staff members. Staff members responsible for nutrition education shall be adequately prepared and shall regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with the development of skills and adequate time to practice skills in program-specific activities. Training shall include instructional techniques and strategies designed to promote healthy eating behaviors. Staff members providing nutrition education shall not advocate dieting behaviors or any specific eating regimen to students, other staff members or parents.

### **Staff Wellness**

The District highly values the health and well-being of every staff member and shall plan and implement activities and policies that support personal efforts by staff members to maintain a healthy lifestyle and that encourage staff members to serve as role models.

### **Partnering with Community Organizations**

Schools are encouraged to develop partnerships with community organizations (e.g., local businesses, faith-based organizations, libraries, local health departments, local colleges and their students, and local health care providers) to provide consistent health messages and support school-based activities that promote healthy eating and physical activity.

### **Engaging Students**

Schools shall consider student needs in planning for a healthy school environment. Students shall be asked for input and feedback through the use of student surveys and other means, and attention shall be given to their comments. Key health messages shall be promoted by coordinating classroom and cafeteria, and through planned promotions such as health fairs, nutrition initiatives, programs and contests.

### **Parent Nutrition Education**

The District shall encourage family involvement to support and promote healthy eating and physical activity habits. The District shall support families' efforts to provide a healthy diet and daily physical activity for their children through effective two-way communication strategies that allow sharing of information from school to home and from home to school.

Nutrition education will be provided to parents beginning at the elementary or pre-k level. The goal will be to continue to educate parents throughout the elementary, middle and high school levels. Nutrition education may be provided in the form of handouts, postings on the District website or presentations that focus on nutritional value and healthy

lifestyles. Additional strategies are suggested in the Connecticut State Department of Education's "Action Guide for School Nutrition and Physical Activity Policies" (page 139) at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320754#Action>.

The District shall provide information about physical education and other school-based physical activity opportunities before, during and after the school day, and shall support families' efforts to provide their children with opportunities to be physically active outside of school. Such supports shall include sharing information about physical activity and physical education through a website, newsletter or other take-home materials, special events or physical education homework.

### **Family and Community Involvement**

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the building Principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;
3. Parents and other family members are invited to periodically eat with their student in the cafeteria;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Nutrition education workshops and screening services are offered;
6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
7. School staff collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families; and
8. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate.

Many additional strategies are found in the "Action Guide for School Nutrition and Physical Activity Policies." (page 141)

### **School District Wellness Committee (District Health Advisory Council)**

With the purposes of monitoring the implementation of the District's policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as necessary, a District-wide representative wellness committee shall be established and maintained or the District shall work within an existing school health committee. *(Required by federal law only for districts that participate in the USDA child nutrition programs.)* The committee will meet a minimum of two times annually to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of the District level wellness policy. Committee membership will represent all school levels and include to the extent possible, but not be limited to:

- District Food Service Coordinator
- Parent representative from each school level
- Student representative from each school level
- Staff member representative from each school level
- Administrative Representatives, (Superintendent, principal, vice-principal)
- Physical Education and Health Program Leader

- School health professionals (nurses, physicians, dentists)
- Health Education Coordinator/Teacher
- Physical Education Coordinator/Teacher
- Other individuals appropriate to the evaluation process
- Board of Education Members
- Any interested member of the public
- Mental health and social services staff (school counselors, psychologists, social workers, psychiatrists)

The Superintendent, or his/her designee, will convene the District Wellness Committee and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy. Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

School Climate Committees at each school will ~~embed~~ discuss implementation of strategies to support student and staff wellness in each school building. Information from the local school committees will be communicated to the Stafford Public Schools Wellness Committee annually.

#### **Wellness Policy Implementation, Monitoring, Accountability & Community Engagement Implementation**

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

#### **Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy at the District's Administrative Offices. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the District uses to make stakeholders aware of their ability to participate on the District Wellness Committee;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

### **Annual Notification of Policy**

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's (or schools') events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### **Triennial Progress Assessments**

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include;

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.
- The position/person responsible for managing the triennial assessment and contact information is

**Steven Autieri**

Director of Curriculum & Instruction  
[autierisDCI@stafford.k12.ct.us](mailto:autierisDCI@stafford.k12.ct.us)  
(860) 684-4213

The District Wellness Committee, in collaboration with individual schools, will monitor schools' compliance with this wellness policy. The District will actively notify households/families of the availability of the triennial progress.

### **Revisions and Updating of the Policy**

The District Wellness Committee will modify the wellness policy based on the results of the triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

### **Community Involvement**

The District will actively communicate ways in which representatives of the District Wellness Committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means. The district will inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.



The District will use electronic mechanisms, such as the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### **Monitoring and Evaluation**

The Superintendent or designee shall ensure compliance with the established district-wide school wellness policy. In each school, the Principal or designee shall ensure compliance with those policies in his or her school and shall report on the school's compliance to the school district Superintendent or designee. School food service staff members, at the school or district level, shall ensure compliance with nutrition policies within school food service areas and shall report on this matter to the Superintendent (or if done at the school level, to the school Principal). The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

### **Policy Review**

The District shall identify a strategy and schedule to help review policy compliance, assess progress and determine areas in need of improvement. As part of that process, the District shall review nutrition and physical activity policies; new research and evidence on health trends and effective programs; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The District and individual schools within the District shall, as necessary, revise the school wellness policy and develop work plans to facilitate its implementation.

*(Note: USDA regulations require the board of education to conduct an assessment every three years to determine compliance with the wellness policy and the progress made in attaining the policy goals)*

### **District Nutrition Standards**

The District strongly encourages the sale or distribution of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals with relatively few calories, such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In an effort to support the consumption of nutrient-dense foods in the school setting the District will follow the beverage requirements of state statute and federal regulations, whichever are stricter, and has adopted the Connecticut Nutrition Standards governing the sale of food on school grounds. Sites are encouraged to study these standards and must develop building policy using the following

Connecticut Nutrition Standards and state beverage requirements as minimal guidelines.

**Food:**

1. Any given food item offered for sale to students separately from reimbursable meals will:
  - meet the portion size requirements of the Connecticut Nutrition Standards and the USDA Nutrition Standards.
  - not contain any chemically altered fat substitutes and will meet the fat requirements of the Connecticut Nutrition Standards.
  - meet the saturated fat requirements of the Connecticut Nutrition Standards.
  - meet the trans-fat requirements of the Connecticut Nutrition Standards.
  - not contain any artificial sweeteners or sugar alcohols and will meet the sugar requirements of the Connecticut Nutrition Standards.
  - meet the sodium requirements of the Connecticut Nutrition Standards and the USDA Nutrition Standards.
2. Foods and beverages will not contain caffeine, with the exception of trace amounts of naturally occurring substances.
3. Limit condiment use and provide low-fat, low-sugar and low-sodium varieties.
4. Increase choices of whole grains and foods containing fiber.
5. Encourage the consumption of nutrient-dense foods, e.g., whole grains, fresh fruits and vegetables, lean meats, legumes and low-fat dairy products.

Note: Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, requires that the district school wellness policy must include "nutrition guidelines for all foods available on the school campus during the school day, with the objectives of promoting student health and reducing childhood obesity." If the district does not adopt the preceding standards, it must develop specific nutrition standards that address what foods can be sold or served to students during the school day.

**Candy:**

Candy and gum (including sugarless candy and sugarless gum) can only be sold to students on school premises if they are sold at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store. (**Note:** Board vote is required to allow this exemption)

**Beverages:**

1. Pursuant to state statute, the sale of beverages to students on school premises shall be limited to the following five categories:
  - milk, effective 7/1/19, which may be flavored but contains no artificial sweeteners and no more than 4 grams of sugar per fluid ounce; (federal regulation requires milk to be non-fat or low-fat (1%) flavored or unflavored)\*
  - nondairy milk substitutes, such as soy or rice milk, which may be flavored but contains no artificial sweeteners, nonnutritive sweetening agents, sugar alcohols, added sodium, and no more than 4 grams of sugar per fluid ounce, no more than 35% of calories from fat per serving, and no more than 10% of calories from saturated fat per serving;\*

- 100% fruit or vegetable juice or combination of such juices, containing no added sugars, sweeteners, or artificial sweeteners;\*
  - beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners, or artificial sweeteners or sodium and that meet the healthy Hunger-Free Kids Act of 2010, P.L. 11-296, as may be amended from time to time;\* and;
  - water, which may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, sodium or caffeine.\*
2. Portion sizes of the beverages specified above are limited to no more than 8 fluid ounces for students in grades K-5 inclusive and 12 fluid ounces for students in grades 6-12 inclusive, except water, which is unlimited.
  3. Vending sales of any beverages other than those listed as approved in state statute are not permitted on school grounds at any time.
  4. School store sales of any beverages other than those listed as approved in state statute are not permitted on school grounds at any time.
  5. The sale of any beverages that do not meet the requirements of state statute and federal regulations is allowed at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store. (**Note: Board vote is required to allow this exemption.**)

#### **Guidelines for Food and Beverages Offered to Students at School**

CSDE's List of Acceptable Foods and Beverages for allowable products should be consulted. Foods that meet the Connecticut Nutrition Standards or exceed the USDA's competitive food standards are listed. Listed beverages will meet both federal and state requirements.

The District encourages the use of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals and relatively few calories, such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. At any school function (parties, celebrations, feasts, sporting events, etc.) where foods and beverages are sold or served to students, healthy choices meeting the Connecticut Nutrition Standards and beverage requirements of state statute must be available. Some suggested foods and beverages are listed below. The list should be checked against the Connecticut Nutrition Standards developed by the State Department of Education and published annually, the state beverage statute, and the Department's online list of acceptable foods and beverages, which is updated quarterly.

- Raw/fresh vegetable sticks (e.g., carrots)/slices with low-fat dressing\* or yogurt dip\*
- Fresh fruit
- 100% fruit juices or 100% vegetable juices or combination of such juices\*
- Frozen 100% fruit juice pops\*
- Bottled water, without added sugars, sweeteners, artificial sweeteners or caffeine\*
- Dried fruits (raisins, banana chips, etc.) without added sugar, fat or salt\*
- Trail mix (dried fruits and nuts)\*
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts) without added fat, sugar or sodium\*
- Low-fat meat and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)\*
- Party mix\* (variety of cereals, nuts, pretzels, etc.), depending on added fat, sugar and salt

- Low-sodium crackers\*
- Baked corn chips & fat-free potato chips with salsa and low-fat dips\* (Ranch, French Onion, Bean, etc.)
- Low-fat muffins, granola bars, crackers and cookies such as fig bars and ginger snaps\*
- Angel food and sponge cakes\*
- Flavored yogurt & fruit parfaits (low-fat/nonfat yogurt)\*
- Gelatin and low-fat pudding cups\*
- Low-fat ice creams, frozen yogurts, sherbets\*
- Low-fat and nonfat dairy products\*
- Pure ice cold water without sugars, sweeteners, artificial sweeteners or caffeine\*
- Pretzels\*
- Bread products as such as bread sticks, rolls, bagels and pita bread\*
- Ready-to-eat low sugar cereals (with no more than 15 grams added sugars per serving and no more than 35% sugar by weight)\*
- Low-fat (1 percent) and skim milk\*

\*Compliance with the state beverage statute and the Connecticut Nutrition Standards varies depending on the brand and type of item. Check online listings at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320754#Healthy>.

Food items that do not meet the Connecticut Nutrition Standards and beverages not meeting the requirements of state statute and federal regulations can be sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store.

### **Competitive Foods and Beverages**

Note: As of July 1, 2014, the USDA interim final rule nutrition standards apply to all competitive foods sold in schools that participate in the National School Lunch Program and School Breakfast Program. School districts that follow the Connecticut Nutrition Standards under the Healthy Food Certification must meet stricter requirements. The Connecticut Nutrition Standards meet or exceed the USDA's competitive foods standard.

"Competitive foods" include all foods and beverages sold in schools except for meals provided through the National School Lunch Program and School Breakfast Program. The USDA interim final rule groups competitive foods into three categories: (1) Entrée Items (sold only a-la-carte), (2) Side Dishes; and (3) Beverages. Pursuant to federal regulations and state statutes and regulations, the sale of competitive foods is restricted as follows:

1. Foods that do not meet the Connecticut Nutrition Standards cannot be sold to students on school premises, including, but not limited to:
  - Water ices (any frozen, sweetened water such as "popsicles" and flavored ice with the exception of products that contain fruit, fruit juice, milk, milk ingredients or egg ingredients other than egg whites)
  - Candy/sugarless candy
  - Chewing gum/sugarless chewing gum
2. Beverages that do not meet the requirements of state statute and federal regulations (including, but not limited to, coffee/decaffeinated coffee/iced coffee, tea/herbal tea/iced tea, soda/diet soda, sports drinks, hot chocolate, fruit drinks that are not 100



percent juice) can only be sold to students on school premises at the location of an event that occurs after the school day or on the weekend provided they are not sold from a vending machine or school store. **(Note: Board vote is required to allow this exemption.)**

3. During the period of 30 minutes before any meal program up until 30 minutes after the end of the program, competitive foods and beverages may only be sold anywhere on school premises if they meet the Connecticut Nutrition Standards or state beverage statute and the income they generate accrues to the nonprofit school food service account. Outside of this timeframe, competitive foods and beverages may only be sold if they meet the Connecticut Nutrition Standards and state beverage statute and federal regulations, whichever are stricter.
4. No competitive foods may be sold without the prior approval of the Superintendent. Such sales must comply with state law, Section 10-215b-23 of the Regulations of Connecticut State Agencies.
5. Schools shall use the Connecticut State Department of Education's "List of Acceptable Foods and Beverages" to determine whether commercial food and beverage products meet the USDA's competitive foods standards. Listed beverages will meet both federal and state requirements.

### Physical Education/Physical Activity

It is the Board's position that all students have equal and equitable opportunities for physical activity and physical education in District schools. The Superintendent is encouraged to review and consider implementing physical activity and physical education program improvements. The goals of the District are:

- A. All children, from pre-kindergarten through grade 12, will be taught a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers, directs opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Time per week for physical education activity averages approximately 60-40-minutes per week at the elementary level, 60-minutes per week at the middle level, and approximately 170-minutes per week at the high school level. For students at the secondary level, physical education activity is approximately 4-hours per week, when enrolled in the class.
- B. All schools will have certified physical education teachers providing physical education instruction and will receive regular professional learning experiences pertaining to pedagogy and curriculum development; ~~and~~
- C. All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality physical education consistent with state and/or national standards.
- D. Should a student be unable to participate in traditional physical education instruction for medical reasons, appropriate accommodations or substitutions can will be provided to support meaningful participation.

### Incorporating Physical Activity Into the Classroom

Students in all grade levels can be provided opportunities for physical activity throughout the course of the school day and in addition to physical education. Classroom health education

shall complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television. Opportunities for physical activity can be incorporated into other subject lessons and can be used as reinforcement, reward and celebration for achievement, positive behavior and completion of assignments. Classroom teachers are encouraged to provide short physical activity breaks between lessons or classes, as appropriate.

Districts shall not permit extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools shall give students periodic breaks during which they are encouraged to get up from their chairs and be moderately active.

#### **Use of School Facilities Outside of School Hours**

Access to school sites will be provided through permitting use of facilities to community youth sports groups consistent with the District's facilities use policy so additional opportunities are available for youth to participate in quality physical activity, fitness, sports and recreation programs. School spaces and facilities shall be available to students, staff members, and community members before, during, and after the school day, on weekends and during school vacations, in alignment with Board Policy #3515 – Use of School Buildings and Grounds. The spaces and facilities shall also be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety shall apply at all times.

#### **Prohibiting Physical Activity as Punishment**

Schools shall prohibit the use of physical activity (such as required running or push-ups as punishment) and withholding of physical education class and other forms of physical activity as punishment. Recess or other opportunities for physical activity shall not be withheld as a measure to enforce the completion of academic work. (See Policy #5144.4, "Physical Exercise and Discipline of Students.")

#### **Daily Recess**

All elementary school students shall have at least 20 consecutive minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity and provide space, equipment and an environment that is conducive to safe and enjoyable activity. Districts shall ensure that students with special physical and cognitive needs have equal physical activity opportunities, with appropriate assistance and services.

#### **Physical Activity Opportunities Before and After School**

All elementary, middle and high schools shall offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, shall offer interscholastic sports programs. Districts shall offer a range of activities that meet the needs, interests and abilities of all students, including boys, girls, students with physical and cognitive disabilities, and students with special health care needs. After-school, childcare and enrichment programs shall provide and encourage - verbally and through the provision of space, equipment and activities - daily periods of

moderate to vigorous physical activity for all participants.

### **Safe Routes to School**

When appropriate, the District shall work together with local public works, public safety and/or police departments to make it safer and easier for students to walk and bike to school.

### **Family and Community Involvement**

In order to promote family and community involvement in supporting and reinforcing physical education in the schools, the school Principal is responsible for ensuring:

- A. Physical education activity ideas are sent home with students;
- B. Parents are encouraged to promote their child's participation in the school's physical education programs and after school activities;
- C. Families are invited to attend and participate in physical education activity programs and health fairs;
- D. Physical education curriculum includes homework that students can do with their families;
- E. School staff consider the various cultural preferences in development of physical education programs; and
- F. School staff is encouraged to cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs.

Regulation approved: January 2, 2007

Regulation revised: December 8, 2008

Regulation revised: July 9, 2012

Regulation revised: October 5, 2015

Regulation revised: November 23, 2020 (Complete Replacement)

Regulation revised:

STAFFORD PUBLIC SCHOOLS  
Stafford Springs, Connecticut

Tracking (to be removed prior to posting and after BOE approval):

- APC – 04/21/2022
- Sent to BPC – 04/25/2022
- BOE First Read – 05/16/2022
- BOE Second Read -

## Appendix A

### Procedures for Food Brought into School

To support and encourage the physical well-being of all students enrolled in the Stafford Public Schools, faculty and staff **will encourage** the distribution of food items that meet Connecticut Nutrition and Smart Snack standards.

#### *Celebrations and Special Events*

- The district will provide a list from the Connecticut State Department of Education of suggested healthy snack ideas (CSDE Link) to parents and teachers, including non-food celebration ideas.
- Food items must be pre-packaged. Items prepared for world language classes at Stafford High School and Stafford Middle School must have recipes pre-approved and appropriate signage depicting ingredients.
- All food items brought into the classroom prior to distribution should be cleared by the classroom teacher and school nurse, ensuring dietary restrictions and allergies are considered.
- The school principal ultimately has the discretion to approve or disallow the incorporation of food items into the classroom during celebrations.
- If students are charged a fee to cover the cost of food items, then the food item **MUST** comply with ALL pertinent Connecticut Nutrition Standards and Regulations.

Items offered as fundraisers are covered by a separate category and must adhere to the guidelines and regulations established in BOE Policy #6142.



## Instruction

### Curricular Exemptions

#### **Mandatory Curricular Exemptions:**

Upon the written request of a parent or guardian received by the school district prior to planned instruction in the areas set forth below, the Stafford Board of Education (the “Board”) shall permit curricular exemptions for instruction, per Connecticut General Statutes in the following areas:

1. Dissection;
2. Family life education;
3. HIV/AIDS; or
4. Sexual abuse and assault awareness and prevention program.

#### **Definitions:**

“Dissection Instruction” is defined as instruction in which a student must participate in, or observe, the dissection of any animal.

“Family Life Education Instruction” is defined as instruction pertaining to family planning, human sexuality, parenting, nutrition and the emotional, physical, psychological, hygienic, economic and social aspects of family life.

“HIV/AIDS Instruction” is defined as ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS) offered by the district pursuant to state law.

“Sexual abuse and assault awareness and prevention program” is defined as the state-wide program identified or developed by the Department of Children and Families, in collaboration with the Department of Education and Connecticut Sexual Assault Crisis Services, Inc. (or a similar entity) that includes age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to, (A) the skills to recognize (i) child sexual abuse and assault, (ii) boundary violations and unwanted forms of touching and contact, and (iii) ways offenders groom or desensitize victims, and (B) strategies to (i) promote disclosure, (ii) reduce self-blame, and (iii) mobilize bystanders.

#### **Written Request for Allowable Mandatory Exemption per State Statute:**

Parents who wish to exercise such exemptions must notify the school district in writing within the first two weeks of school.

**Permissive Curricular Exemptions:**

Except for the mandatory curricular exemptions noted above, or otherwise required by law, the Board does not require teachers to exempt students from any other aspect of the curriculum.

**Alternative Assignments:**

1. Any student excused from participating in, or observing, the dissection of any animal as part of classroom instruction shall be required to complete an alternate assignment to be determined by the teacher.
2. Any student excused from participating in the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work as determined by the teacher.
3. Any student excused from any other aspect of the curriculum may be required by the teacher to complete an alternative assignment as determined by the teacher.

**Legal References:**

Conn. Gen. Stat. § 10-16c.  
 Conn. Gen. Stat. § 10-16e.  
 Conn. Gen. Stat. § 10-18d.  
 Conn. Gen. Stat. § 10-19(b).  
 Conn. Gen. Stat. § 17a-101q.

Policy adopted:

STAFFORD PUBLIC SCHOOLS  
 Stafford Springs, Connecticut

Tracking (to be removed prior to posting and after BOE approval):

- APC – 04/21/2022
- Sent to BPC – 04/25/2022
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**STAFFORD BOARD OF EDUCATION**

**Curricular Exemption Request Form**

I request that my child be exempted from instruction in the following areas:

Check all that apply:

1. Dissection
2. Family life education
3. HIV/AIDS
4. Sexual abuse and assault awareness and prevention program

I recognize that teachers may require my child to complete alternative assignments in lieu of the curricular instruction planned in the area of exemption.

This form must be completed annually and returned to the school principal by \_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Parent's/Guardian's Signature \_\_\_\_\_ Date

**Or** \_\_\_\_\_  
Student's Signature (if 18 years of age) \_\_\_\_\_ Date

REPEAL

6144.1

## **Instruction**

### **Exemption from Instruction**

#### **AIDS Instruction**

Students will be exempted from instruction regarding Acquired Immune Deficiency Syndrome upon written request of the parent or guardian in accordance with state regulations.

#### **Family Life Education**

No student shall be required by the Stafford Board of Education to participate in any such family life program which is offered within the Stafford Public Schools. Written notification to the Building Principal by the student's parent or guardian shall be sufficient to exempt the student from such program in its entirety or from any portion thereof so specified by the parent or guardian.

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-16e Students not required to participate in the family life education program.

10-17f Required bilingual program (as amended by PA 98-168)

10-19(b) AIDS education.

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught.

Policy adopted: October 4, 2004



REPEAL

6164.12

## **Instruction**

### **Exclusion from AIDS Instruction**

Students will be exempted from instruction regarding Acquired Immune Deficiency Syndrome upon written request of the parent or guardian in accordance with state regulations.

Legal Reference: Connecticut General Statutes

10-19b AIDS education


Policy adopted:

October 4, 2004

STAFFORD PUBLIC SCHOOLS  
Stafford, Connecticut

MEMO

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools   
SUBJECT: Review and Possible Repeal of Board Policy 6144.1 and 6164.12

Attached are Board Policy 6144.1 – Exemption from Instruction, and Policy 6164.12 – Exclusion from AIDS Instruction, which were last revised in 2004. Earlier in the Board agenda, a new Board Policy 6144 – Curricular Exemptions was presented for the Board’s consideration. The new policy is based on a model policy from Shipman & Goodwin. The revised policy codifies language requiring volunteers to comply with any health and safety protocols prior to volunteering in the district. There has also been added clarification regarding when “Group II” volunteers are required to have a background check, as well as the retention period for volunteer background check records.

The requested policies to be repealed and the proposed new policy were reviewed / revised by the Administrative Policy Committee (APC), which is comprised of the following staff: Mr. Steve Autieri, Director of Curriculum & Instruction; Ms. Katharine Gabrielson, Director of Pupil Services; Ms. Susan Mike, Principal of Stafford Middle School; Mr. Tim Kinel, Assistant Principal of Stafford High School; Ms. Sara Varga, Assistant Principal of Stafford Elementary School; and Christine Marinelli, Administrative Assistant to the Superintendent of Schools / Director of Human Resources; and me. The same policies and regulations were then sent to the Board Policy Committee (BPC), comprised of Mrs. Jen Davis (Chairperson), Mr. Aaron Hoffman, and Ms. Sara Kelly.

Typically, when policies are presented to the Board of Education, the initial presentation serves as a “first reading” to allow for ample review, discussion and public comment prior to possible approval at a subsequent meeting, which serves as a “second reading.” As the requested changes are to bring proper alignment with updated legislative requirements, the Board may consider approving these policies, as presented. Should the Board wish to approve the policies as presented, a motion has been included below. Should the Board wish to allow for a “second reading”, the policies will be placed in the Old Business section of the next Board meeting on June 6, 2022.

**RECOMMEND** the Board repeal existing **Policy 6144.1 – Exemption from Instruction**, and **Policy 6164.12 – Exclusion from AIDS Instruction**.

**Instruction****Exemption from Instruction****AIDS Instruction**

Students will be exempted from instruction regarding Acquired Immune Deficiency Syndrome upon written request of the parent or guardian in accordance with state regulations.

**Family Life Education**

No student shall be required by the Stafford Board of Education to participate in any such family life program which is offered within the Stafford Public Schools. Written notification to the Building Principal by the student's parent or guardian shall be sufficient to exempt the student from such program in its entirety or from any portion thereof so specified by the parent or guardian.

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

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10-17f Required bilingual program (as amended by PA 98-168)

10-19(b) AIDS education.

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught.

Policy adopted: October 4, 2004

## **Instruction**

### **Exclusion from AIDS Instruction**

Students will be exempted from instruction regarding Acquired Immune Deficiency Syndrome upon written request of the parent or guardian in accordance with state regulations.

Legal Reference: Connecticut General Statutes

10-19b AIDS education

Policy adopted:

October 4, 2004

STAFFORD PUBLIC SCHOOLS  
Stafford, Connecticut



MEMO

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools  
SUBJECT: Superintendent's Evaluation (Executive Session)



Executive session will be required to allow for a discussion related to my upcoming annual evaluation. I am required to provide the Board with the contract clause related to my evaluation process. Per my contract, the Board is to provide an evaluation of my performance in writing within ninety (90) days (April 1, 2022), but not less than sixty (60) days (May 1, 2022) prior to the expiration of each school year during the term of the contract. I understand and appreciate the written evaluation will likely need to be postponed until the Board meeting on June 6, 2022, or June 20, 2022.

The past year has seen the district begin to navigate out of the pandemic, while continuing to move in a positive direction. Continual reflection is paramount to sustained continuous growth for the district, and I look forward to the opportunity to receive feedback and discuss goals for the upcoming year.