

# Board of Education Regular Meeting

Tuesday, November 12, 2024 7:30 PM

Town Campus Hammonasset Room/Zoom, 10 Campus Drive , Madison, CT 06443

## I. Call to Order / Attendance

I.A. Pledge of Allegiance

## II. School / Community Session

II.A. Public Participation

## III. Board of Education Student Representatives' Report

**Speaker (s):** Brooke Anderson and Grace Ackerman

## IV. Superintendent's Report

**Speaker (s):** Craig A. Cooke, Ph.D.

IV.A.

- Project Update from Colliers International
- Nonlapsing Reserve Fund Request

## V. Board Members' Comments

## VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

## VII. Consent Agenda (Ref. Bylaw #9540.2)

VII.A. Line Item Transfers as of October 31, 2024

VII.B. Budget Expenditures as of October 31, 2024

VII.C. October 2024 Personnel Report

## VIII. Action Item: Motion to approve the Consent Agenda

## IX. Board Committees / Liaison Updates (Ref. Bylaw #9450)

IX.A. Curriculum and Student Development

**Speaker (s):** Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly

IX.B. Facilities Committee

**Speaker (s):** Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce

IX.C. Finance Committee

**Speaker (s):** Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal

IX.D. Personnel Committee

**Speaker (s):** Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

IX.E. Policy Committee

**Speaker (s):** Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

IX.E.1. Policies for rescission, waive second reading:

- 6080 Educating Students in the Core Educational Program
- 6080.13 Teaching About Religion
- 6080.20.1 Remedial Instruction
- 6080.22 Homebound/Hospital Instruction
- 6080.29.3 Career and Vocational Education

IX.E.2. Policies for Review, First Reading:

- 1370 Non-Discrimination
- 4030.5 Family and Medical Leave
- 4118.1 Non-Discrimination
- 4118.14 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
- 5020.1 Non-Discrimination
- 5200 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

IX.F. LEARN Liaison

**Speaker (s) :** Mary Ann Connelly

X. **Action Item: Motion to waive the second reading and rescind the following policies: 6080 Educating Students in the Core Educational Program, 6080.13 Teaching About Religion, 6080.20.1 Remedial Instruction, 6080.22 Homebound/Hospital Instruction, 6080.29.3 Career and Vocational Education**

XI. **Action Item: Motion to approve a donation from the DHHS Gymnastics Boosters Club to Daniel Hand High School Athletics in the amount of \$2,083 for a gymnastics mat.**

XII. **Action Item: Motion to approve the minutes of the October 22, 2024 Board of Education Meeting (Ref. Bylaw #9540.9)**

XIII. **Future Agenda Items**

XIV. **Adjournment**

XV. **The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.**



# FF&E REVIEW FINAL SELECTIONS

NECK RIVER ELEMENTARY (PK-5)

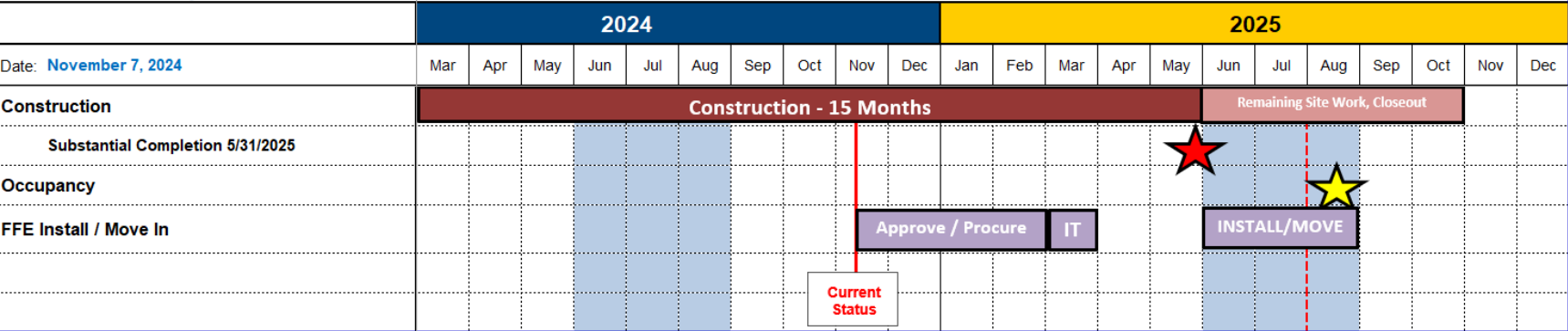
11.05.2024

BOARD OF EDUCATION PREVIEW MEETING



# Town of Madison

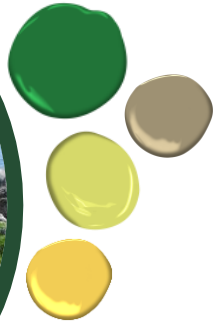
## New Elementary School



PRE-K & K  
DUNES



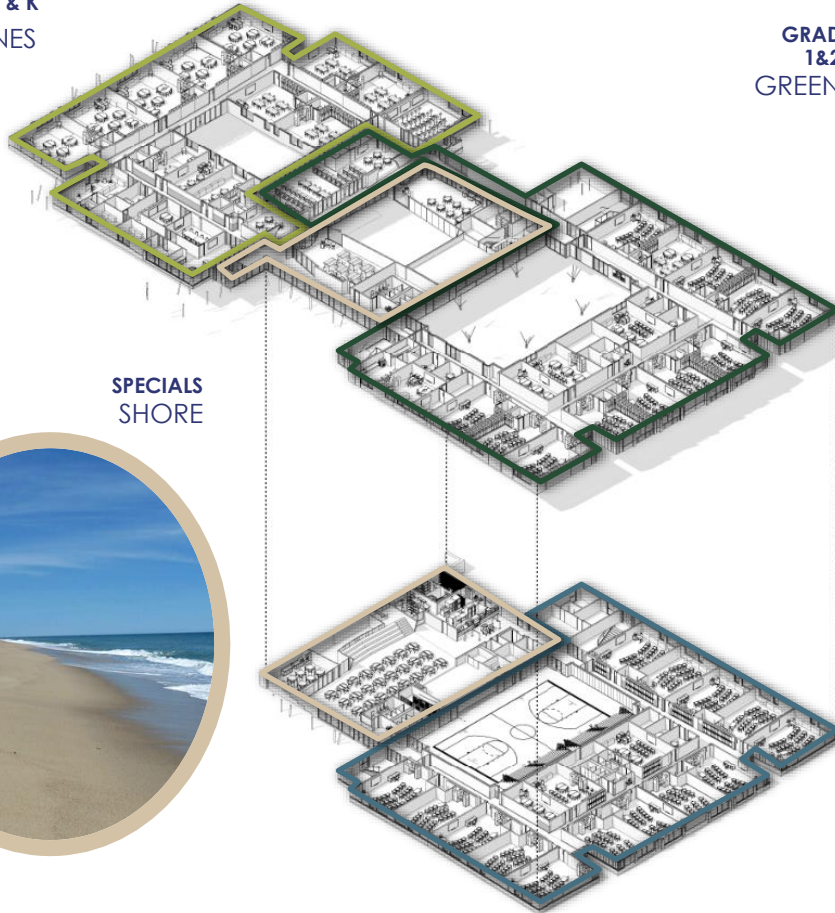
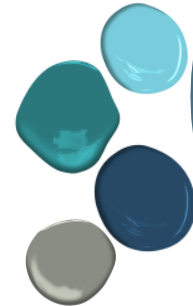
GRADES  
1&2  
GREENWAY

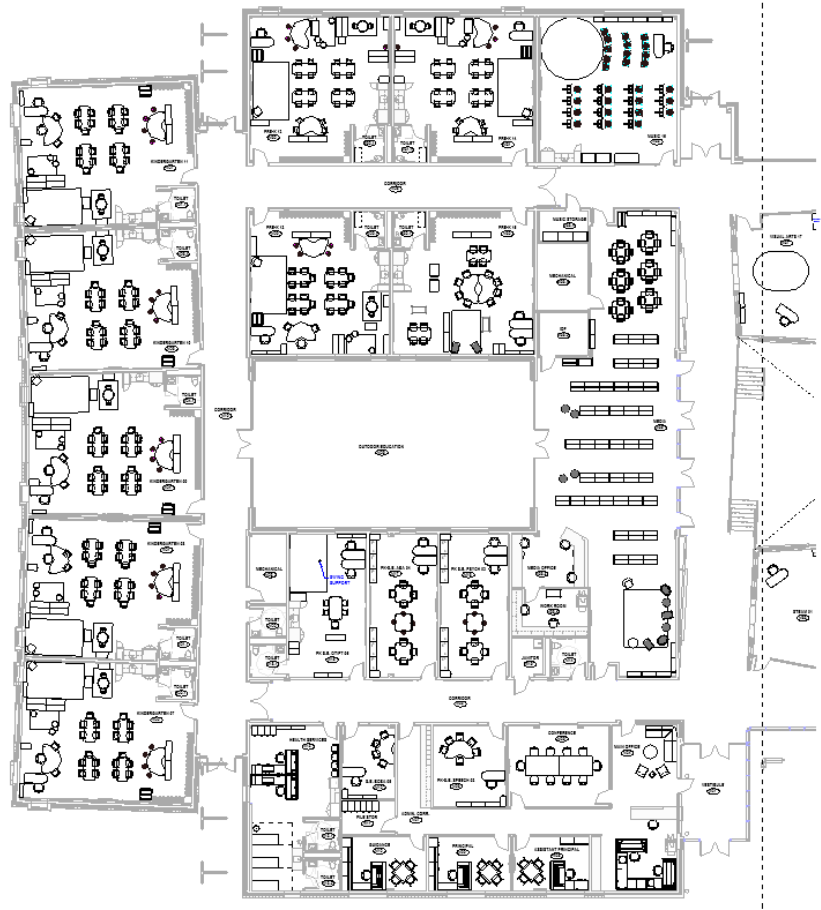


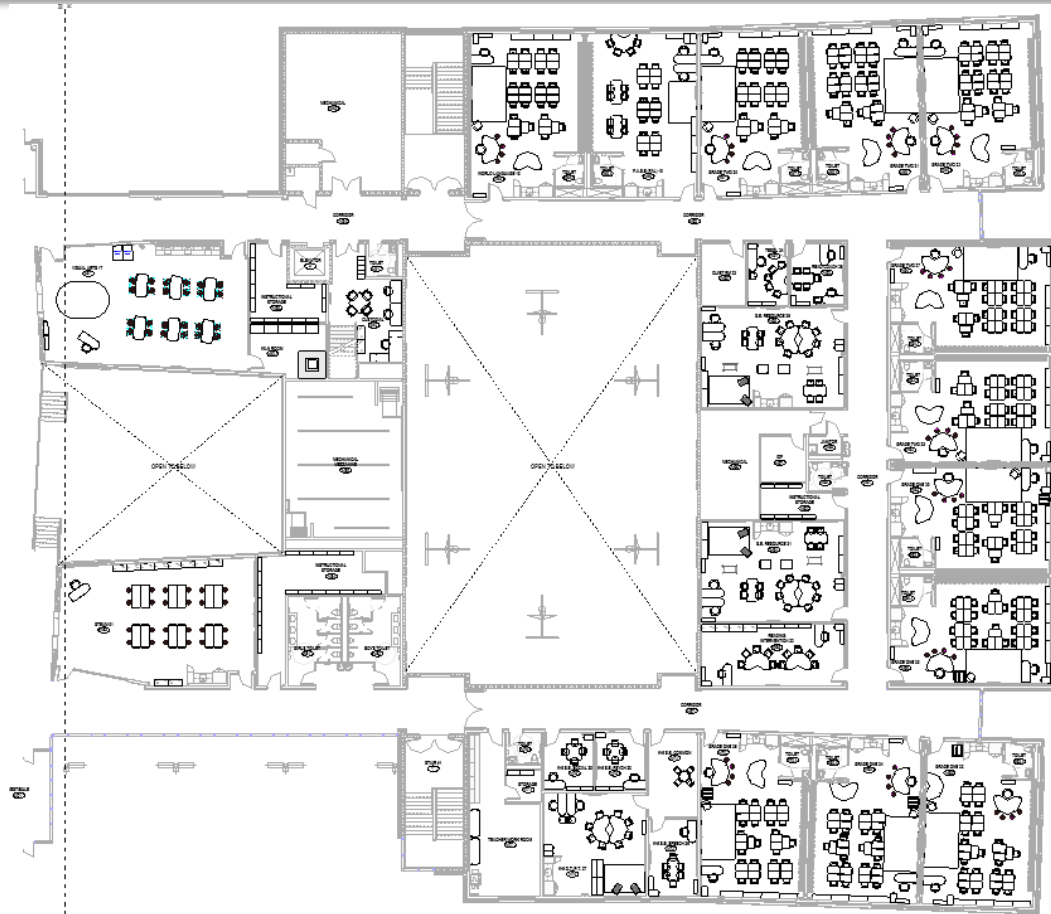
SPECIALS  
SHORE

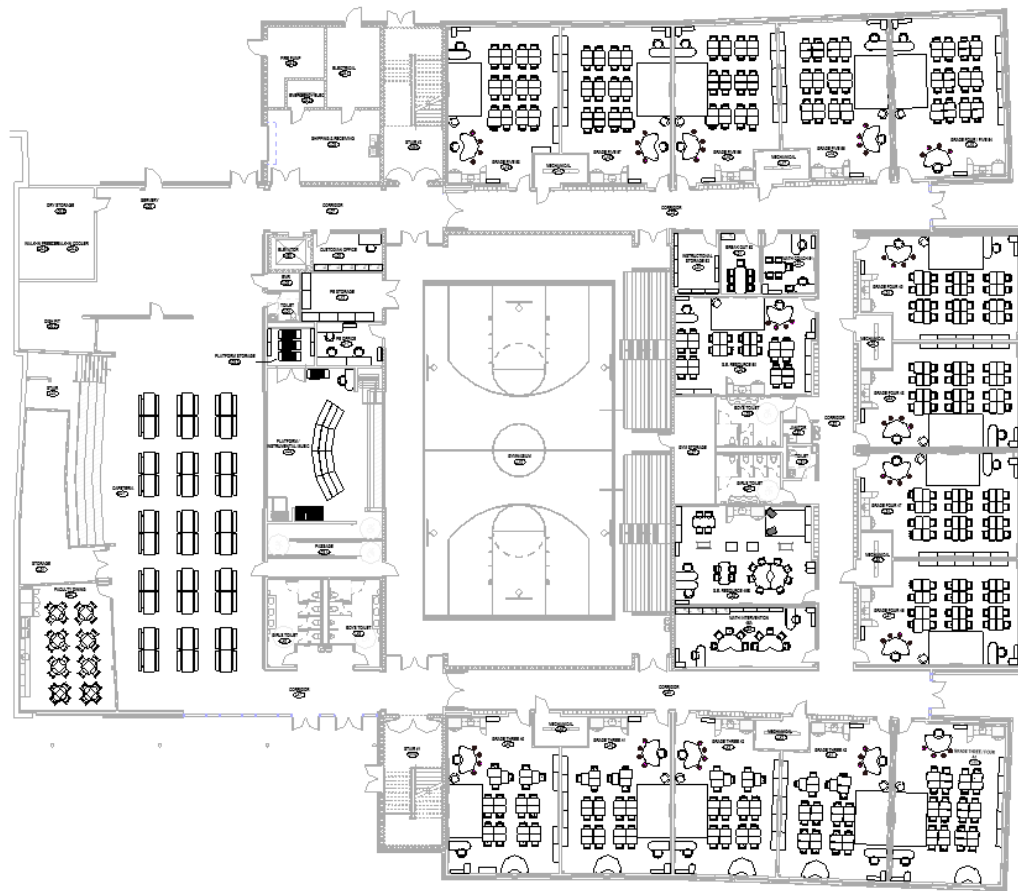


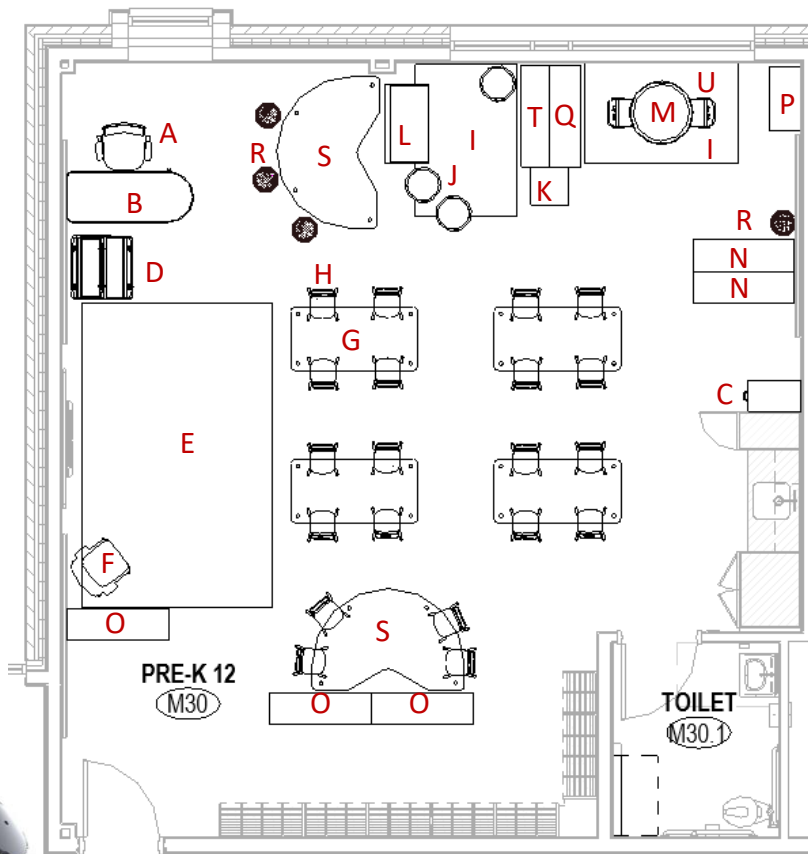
GRADES  
3, 4 & 5  
WATER





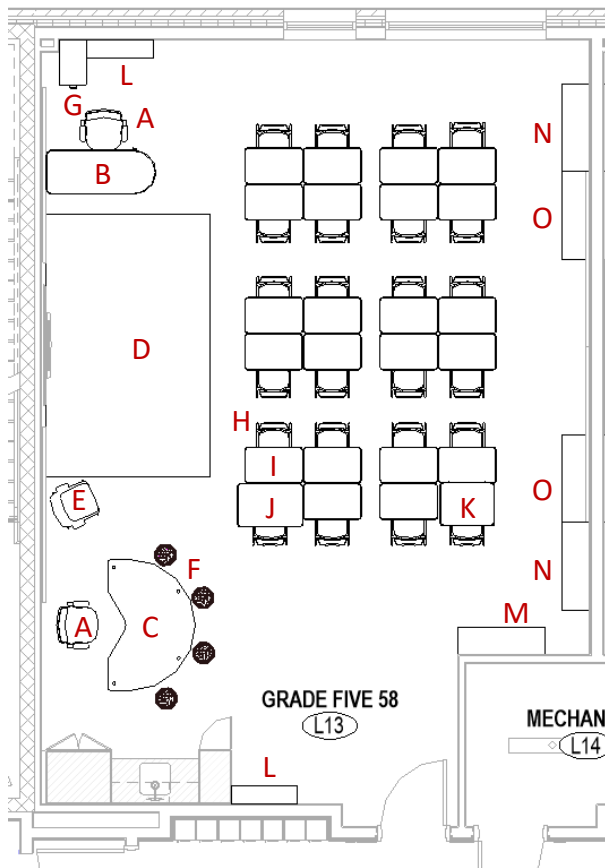
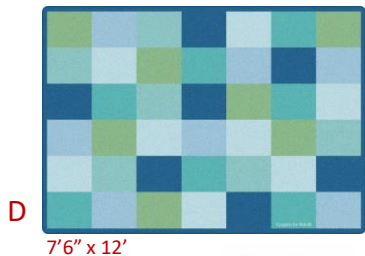






NOTE: ROOMS M29 & M32 FURNITURE LAYOUTS DIFFER PER DISCUSSION.

NECK RIVER ELEMENTARY SCHOOL (PK-5)



Sample notations from later working group session



APPROVED WITH CANTILEVER

### NOTES:

- Cantilever base (left image) for K to 5<sup>th</sup> grade
- 4 Leg base (right images) for Pre-K **OK**
- Both chair types stack 4 high & are a stable sit on desk
- If preferred, we can have all chairs be the 4 legs

**DON'T WANT THIS**



### Product Features

Model	Description	D x W x H
11877	14" Flavors Cantilever Chair	18" x 19" x 14"
11878	16" Flavors Cantilever Chair	18" x 19" x 16"
11879	18" Flavors Cantilever Chair	21" x 19" x 18"
F	Felt Glide Option (No upcharge)	

### Product Features

Model	Description	D x W x H
11849	18" Flavors Stack Chair	20.5" x 19.5" x 18"
11848	16" Flavors Stack Chair	18" x 17.5" x 16"
11847	14" Flavors Stack Chair	17" x 17.5" x 14"
11846	12" Flavors Stack Chair	14.5" x 15" x 12"
11845	10" Flavors Stack Chair	13.5" x 15" x 10"
11844	8" Flavors Stack Chair	13.5" x 15" x 8"
S	Steel Glide Option	
F	Felt Glide Option	

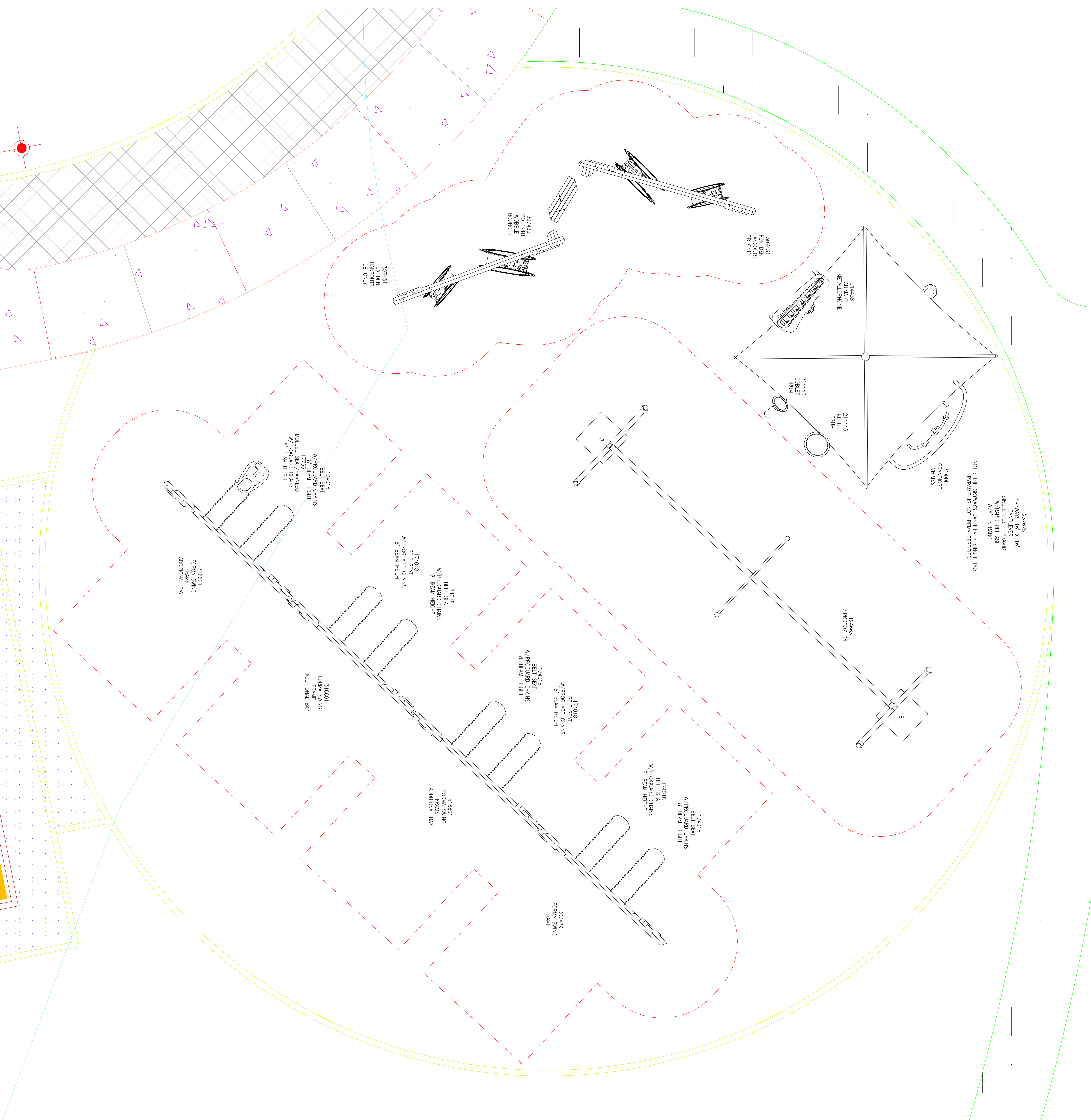
AV / IT

Name	Number	Level
CAFETERIA	L01	LOWER LEVEL
STAIR	L02	LOWER LEVEL
PLATFORM / INSTRUMENTAL MUSIC	L03	LOWER LEVEL
PASSAGE	L03.1	LOWER LEVEL
PLATFORM STORAGE	L03.2	LOWER LEVEL
TOILET	L04	LOWER LEVEL
EMR	L05	LOWER LEVEL
SERVERY	L06	LOWER LEVEL
DISH PIT	L06.2	LOWER LEVEL
DRY STORAGE	L06.3	LOWER LEVEL
WALK-IN FREEZER	L06.4	LOWER LEVEL
WALK-IN COOLER	L06.5	LOWER LEVEL
CORRIDOR	L07	LOWER LEVEL
SHIPPING & RECEIVING	L08	LOWER LEVEL
ELECTRICAL	L08.1	LOWER LEVEL
EMERGENCY ELEC	L08.2	LOWER LEVEL
FIRE PUMP	L08.3	LOWER LEVEL
CUSTODIAN OFFICE	L09	LOWER LEVEL
GYMNASIUM	L10	LOWER LEVEL
PE OFFICE	L11	LOWER LEVEL
PE STORAGE	L12	LOWER LEVEL
GRADE FIVE 58	L13	LOWER LEVEL
MECHANICAL	L14	LOWER LEVEL
GRADE FIVE 57	L15	LOWER LEVEL
GRADE FIVE 56	L16	LOWER LEVEL
MECHANICAL	L17	LOWER LEVEL
GRADE FIVE 55	L18	LOWER LEVEL
GRADE FOUR / FIVE 54	L19	LOWER LEVEL
INSTRUCTIONAL STORAGE 53	L20	LOWER LEVEL
BREAK OUT 52	L21	LOWER LEVEL
MATH COACH 51	L22	LOWER LEVEL
CORRIDOR	L23	LOWER LEVEL
GRADE FOUR 49	L24	LOWER LEVEL

T-XX Promethean Board	T-XX Promethean Board Mount	T-XX Mitel Phone	T-XX Aruba WAP	T-XX Aruba Net. Switches
			2	
1	1	1	1	
		1		
			1	
		1		
			4	
		1		
1	1	1	1	
1	1	1	1	
1	1	1	1	
1	1	1	1	
1	1	1	1	
1	1	1		
1	1	1	1	

PLAYGROUND





NOTE: THE SWINGS CANTILEVER SINGLE POST FRAME IS NOT PEAK CERTIFIED

# Sample Renderings



MADISON ELEMENTARY SCHOOL

MEO24836 • 10.28.2024



# Sample Renderings



MADISON ELEMENTARY SCHOOL

MEO24836 • 10.28.2024



# Sample Renderings



MADISON ELEMENTARY SCHOOL

MEO24836 • 10.28.2024



# Sample Renderings



MADISON ELEMENTARY SCHOOL

MEO24836 • 10.28.2024



# Sample Renderings



MADISON ELEMENTARY SCHOOL

MEO24836 • 10.28.2024



# Sample Renderings



MADISON ELEMENTARY SCHOOL

MEO24836 • 10.28.2024



TIMELINE

# Timeline: FFE/AV/IT Approvals

Approval of Scope/Drawings to Submit to State & Bid

-SBC & BOE: End of November / December

State Review (PCR meeting)

-December / January

Bidding / Contract Award

-SBC & BOS: January / February



**Madison**  
*Connecticut*

**Tecton**  
ARCHITECTS

**Thank you!**

# Appendix - Full FFE Slides

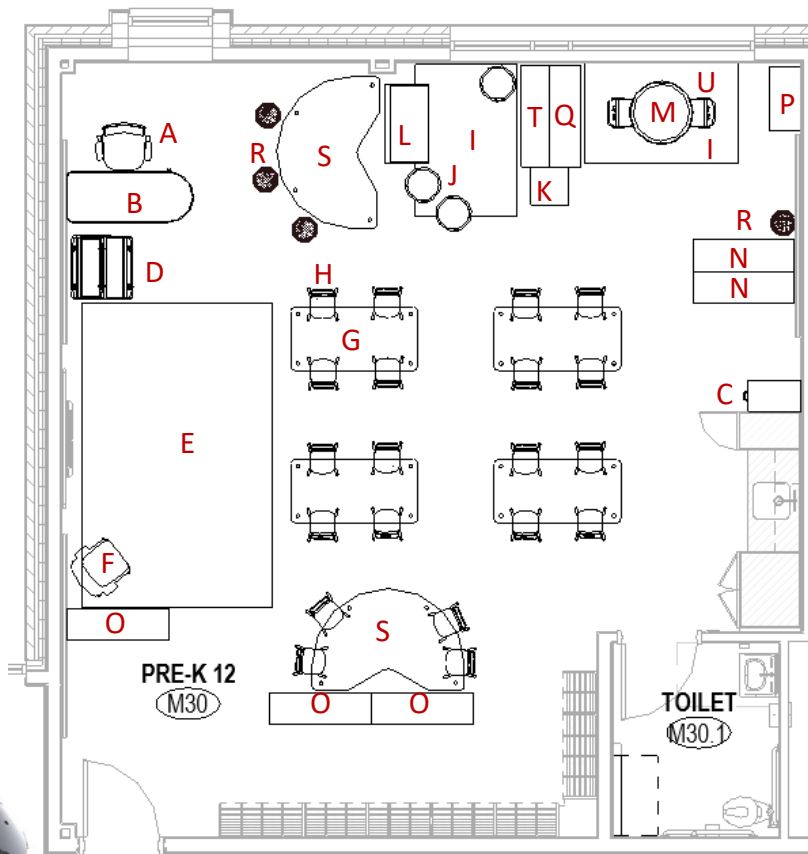
## Current Design as of 11/5/24



**Tecton**  
ARCHITECTS

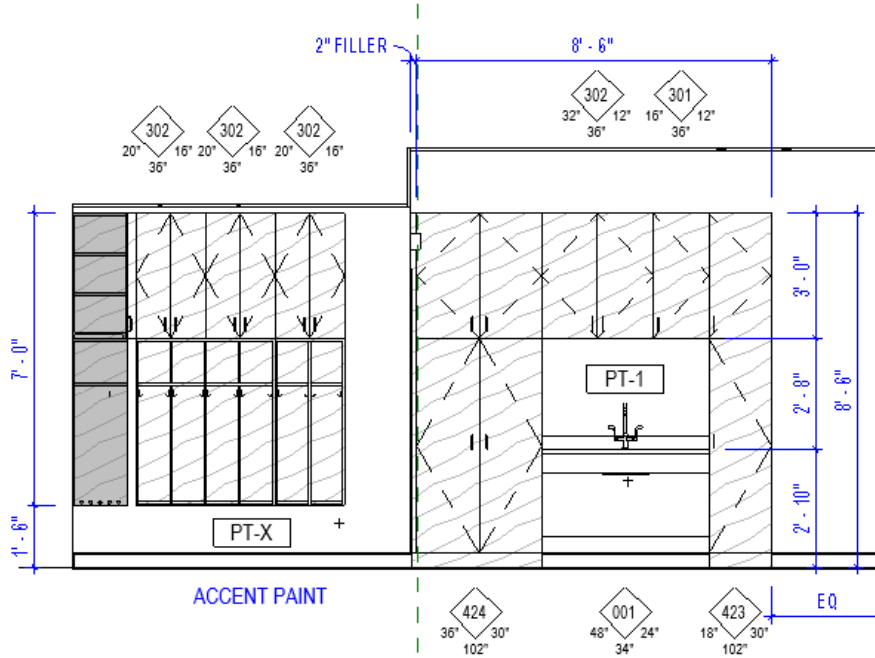
# CLASSROOMS







NOTE: ROOMS M29 & M32 FURNITURE LAYOUTS DIFFER PER DISCUSSION.


NECK RIVER ELEMENTARY SCHOOL (PK-5)





# KINDERGARTEN | PROPOSED LAYOUT

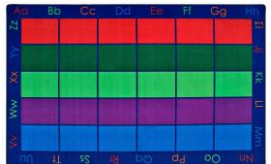
**A** 


**B** 


**C** 


**D**  12" H


**E** 


**F**  7'6" x 12'


**G** 


**H**  14" H


**I** 


**J** 


**K** 


**L** 


**M** 


**N** 


**O** 

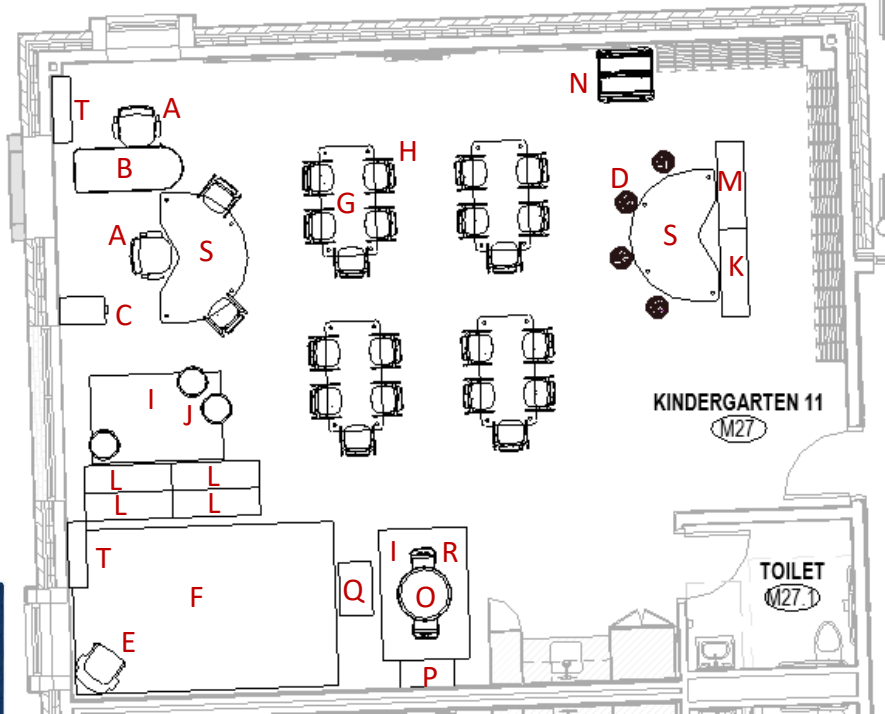
**P** 

**Q** 

**R**  12" H

**S**  NO CASTERS

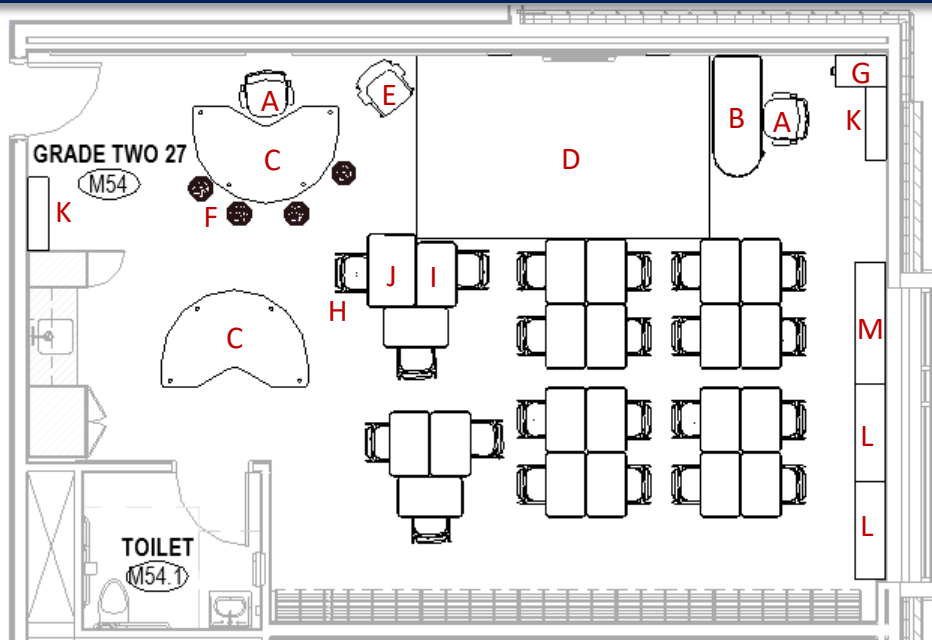
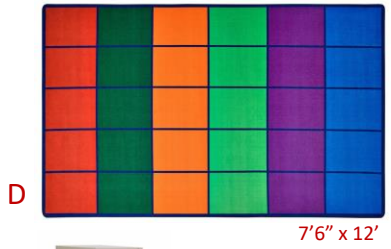
**T** 

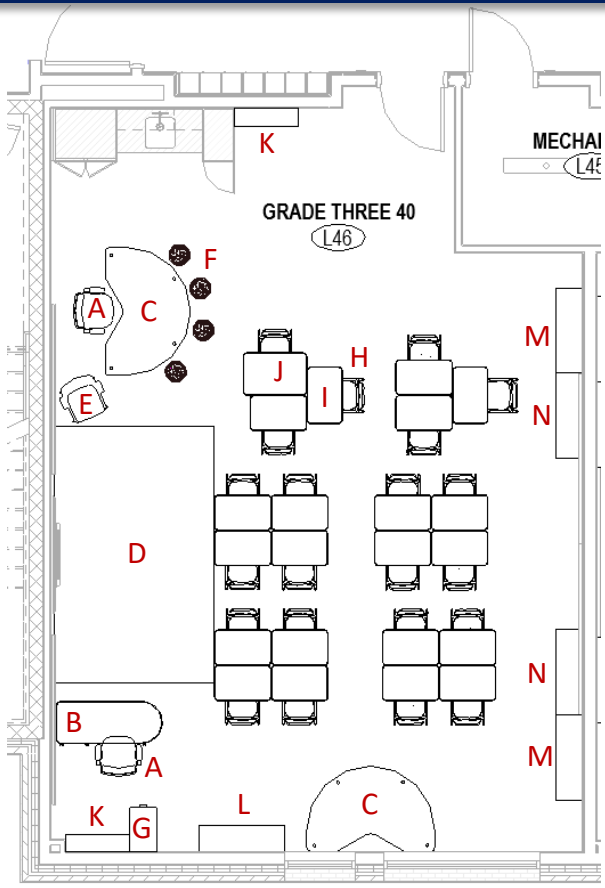


**KINDERGARTEN 11**  
(M27)

**TOILET**  
(M27)

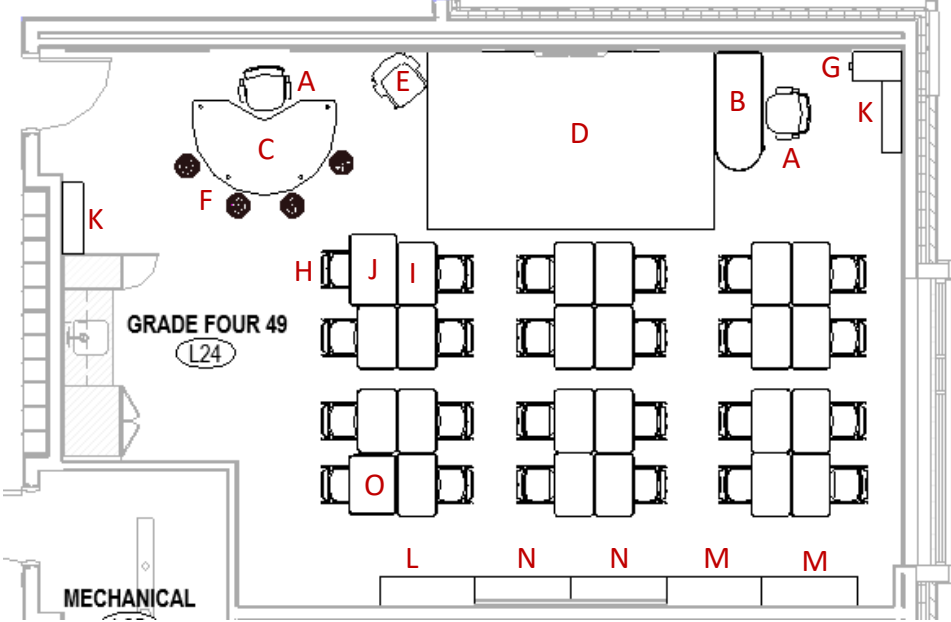
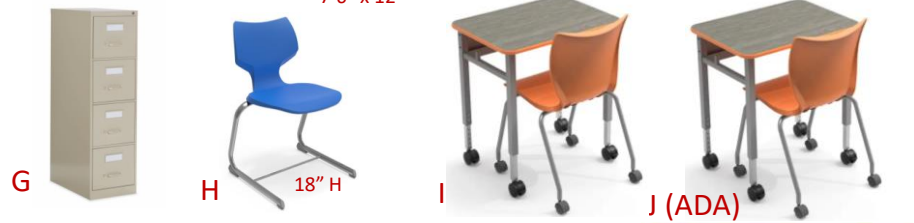


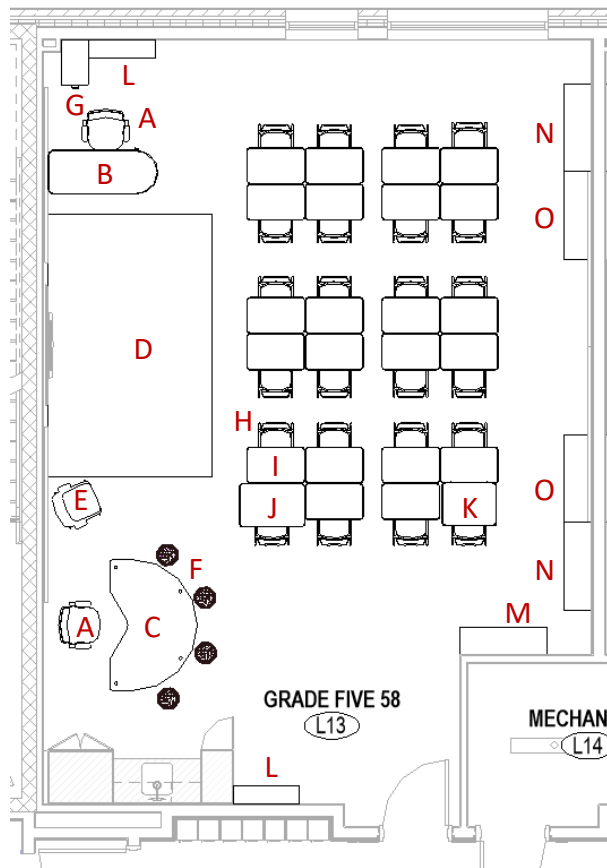
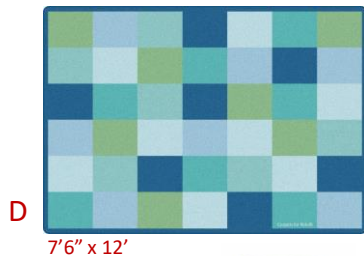




NOTE: BOOKCASE/TUB STORAGE LAYOUT VARIES DEPENDING ON TACKBOARD LOCATIONS.

NECK RIVER ELEMENTARY SCHOOL (PK-5)







**Tecton**  
ARCHITECTS

# MEDIA & STEAM





A



B

18" H



C



18" H

D



E

60" H



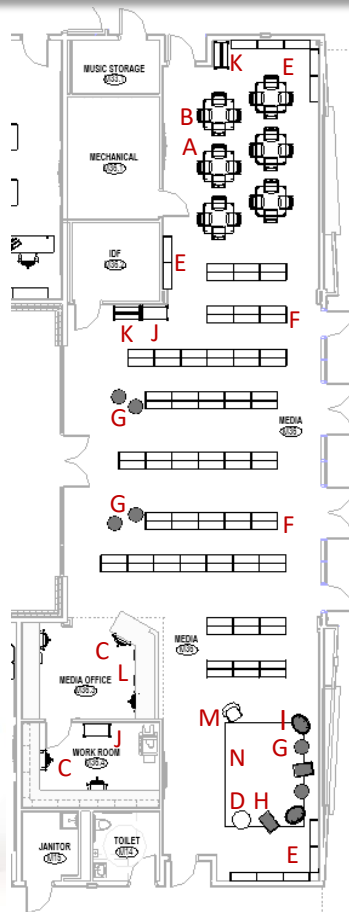
F

48" H,  
mobile



18" H

G



14.5" H

H



18" H

I



J



K

GRAY DIVIDERS  
NOT INCLUDED



L

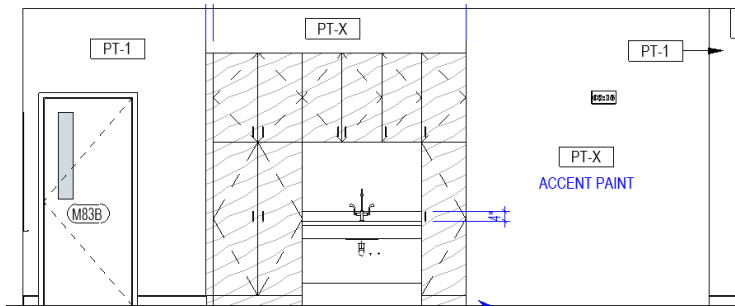
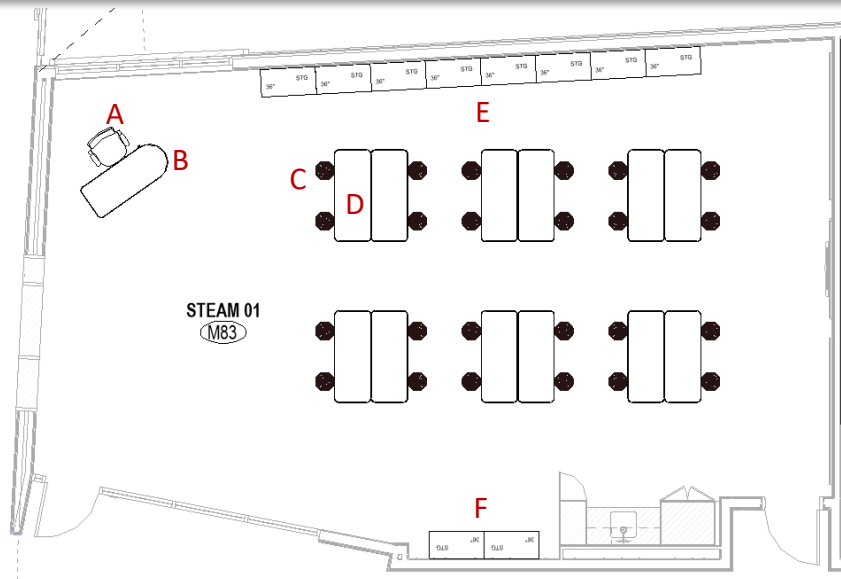


M



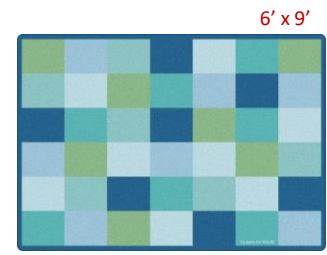
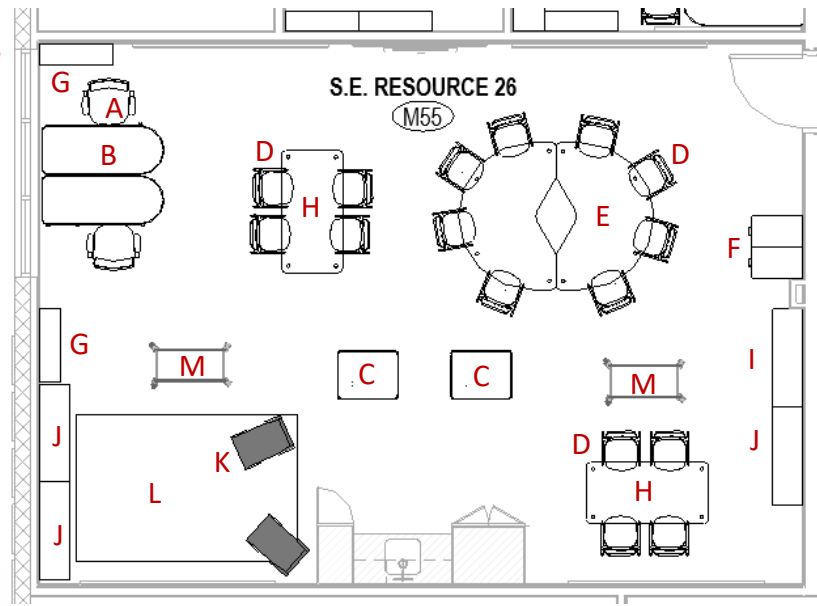
9' x 12'

N

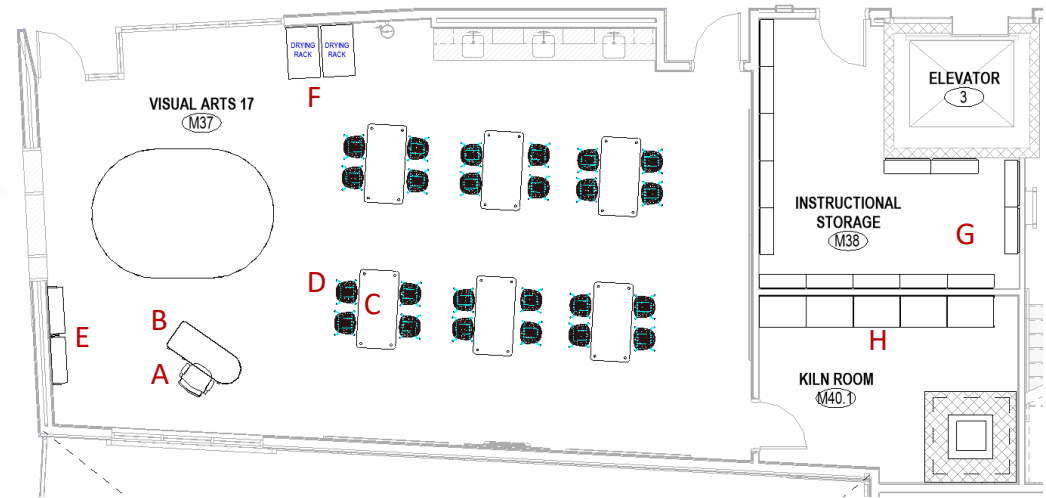
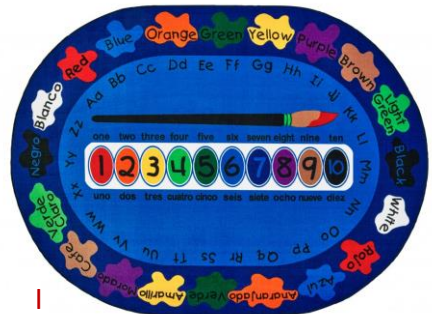
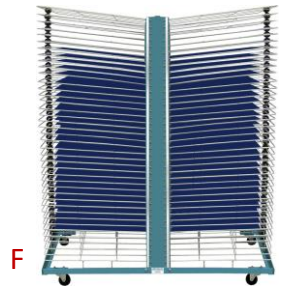




# SPECIALTY & BACK OF HOUSE SPACES



# VISUAL ARTS, KILN ROOM & INSTRUCTIONAL STORAGE | PROPOSED LAYOUT



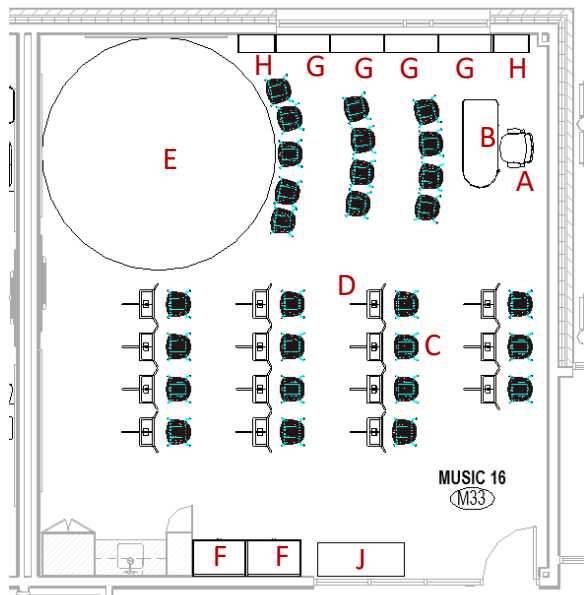
# MUSIC & MUSIC STORAGE | PROPOSED LAYOUT



B



A



F



G



C

18" H



D

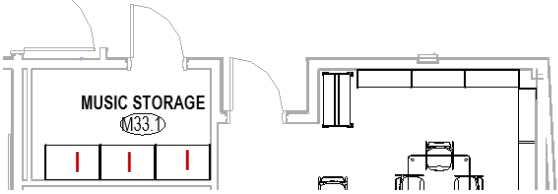


E

13 1/2" dia.



J



H



I

# INSTRUMENTAL MUSIC, PLATFORM STORAGE | PROPOSED LAYOUT



A



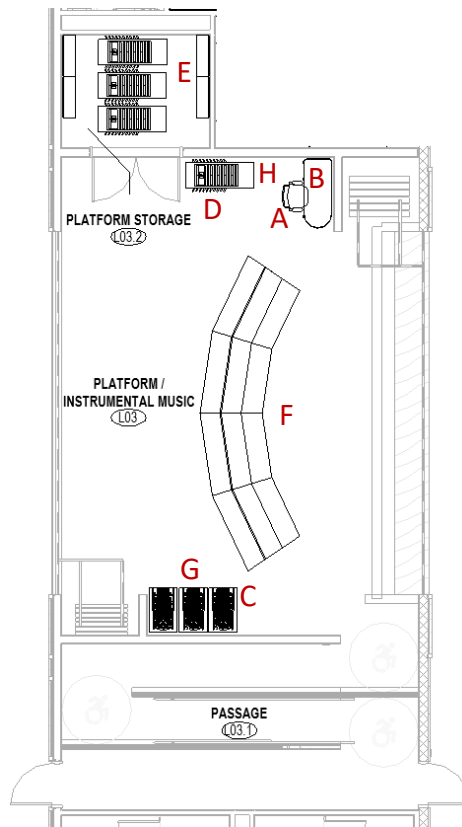
B



C  
16" H  
(48) total



D  
(40) total



E



F  
FITS 12 PEOPLE



G



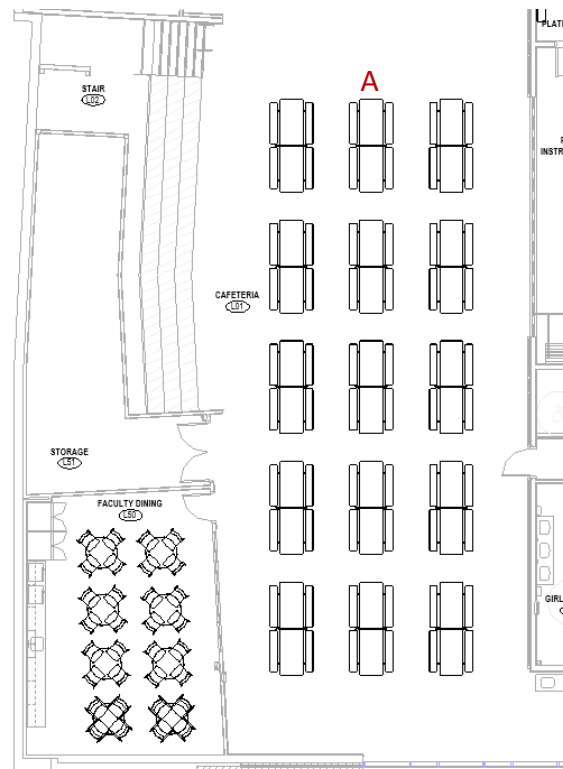
H



A

**NOTE:**

- Each table seats 10-14 seats per table
- Max of 210 available
- To accommodate ADA requirements 5% of total seats need to be ADA accessible
- (10) tables will have (1) ADA space





A



B

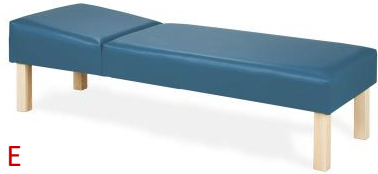
16" H



C



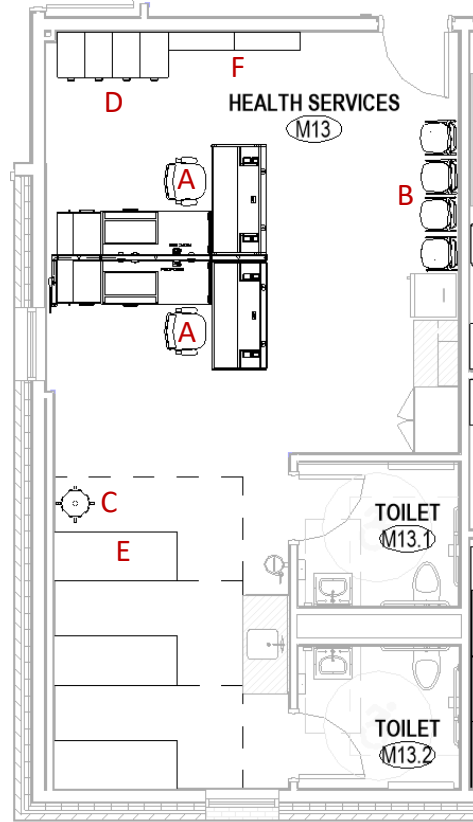
D



E



F



TACKABLE SURFACE

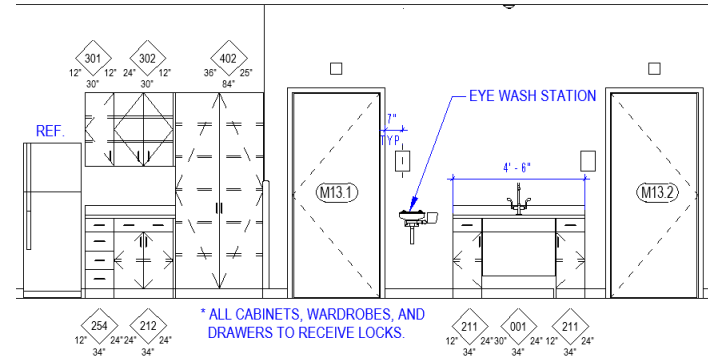
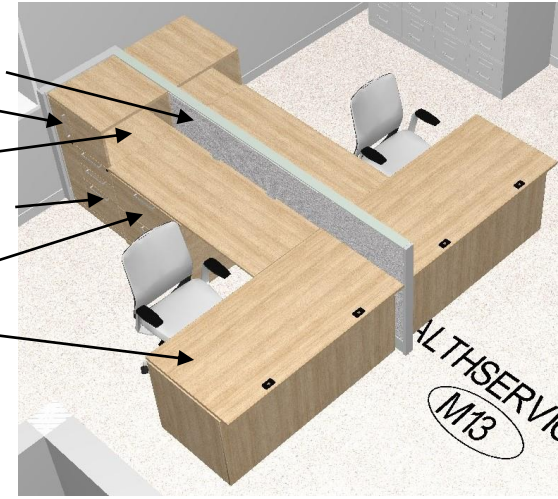
WARDROBE

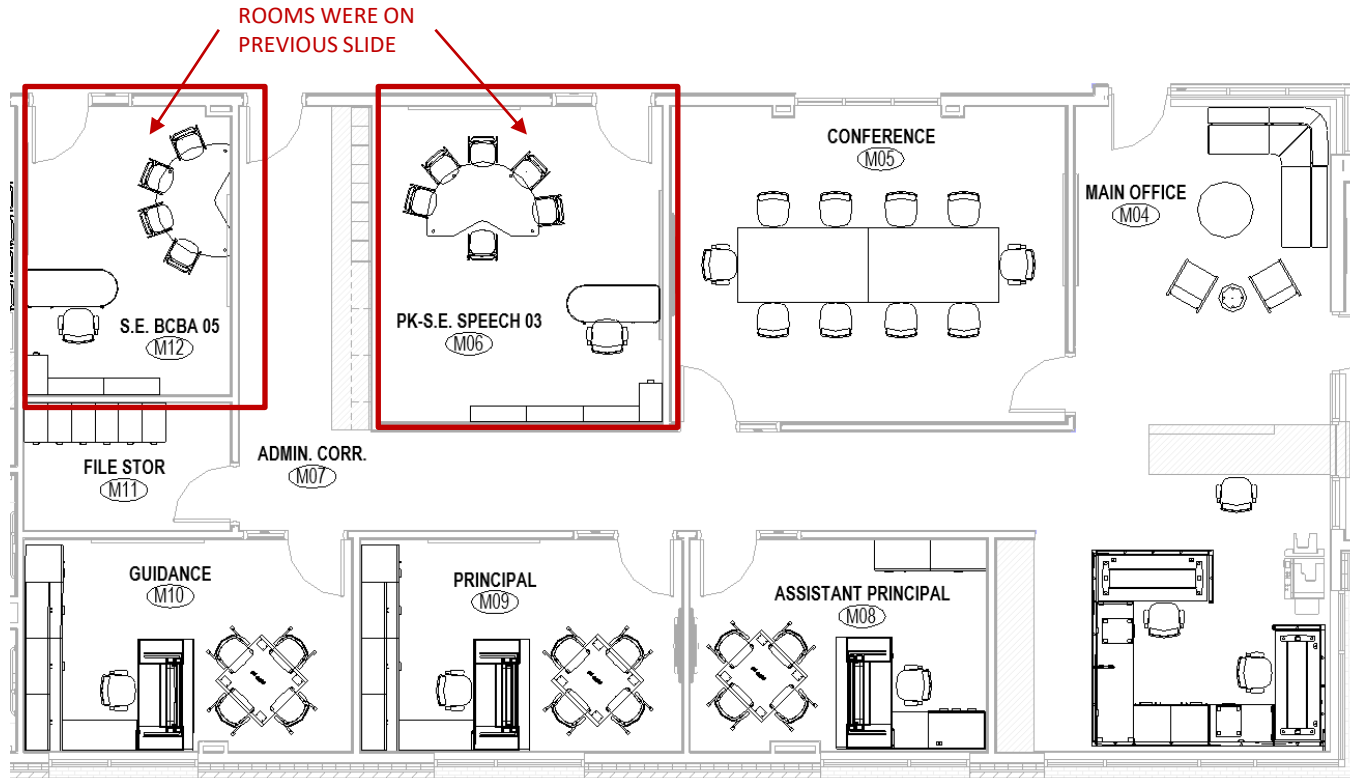
OPEN SHELF

PEDESTAL (B/B/F)

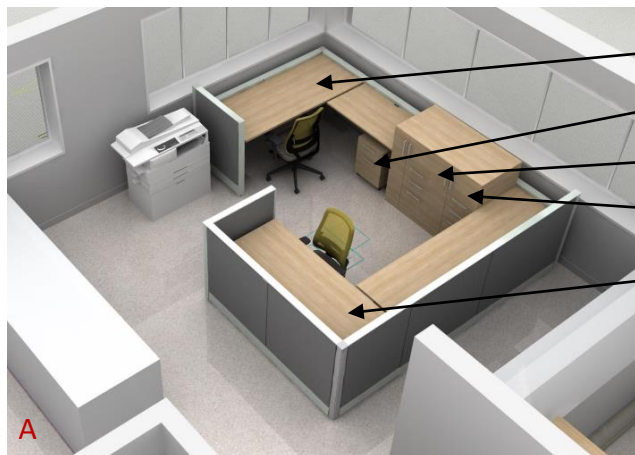
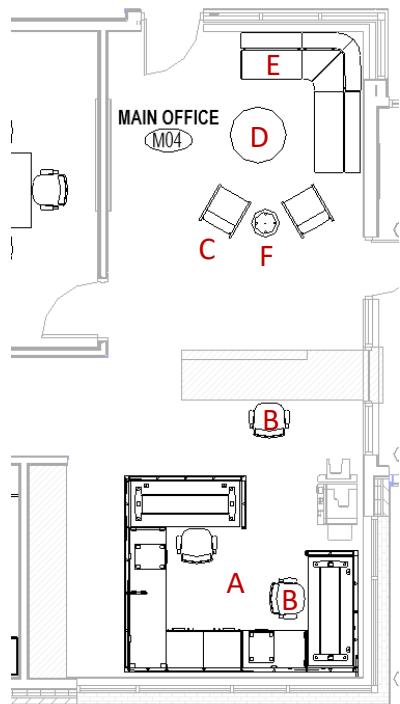
LATERAL FILE

SIT-STAND DESK

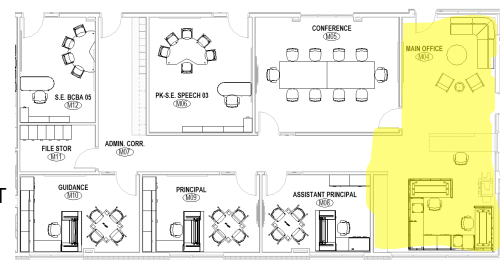




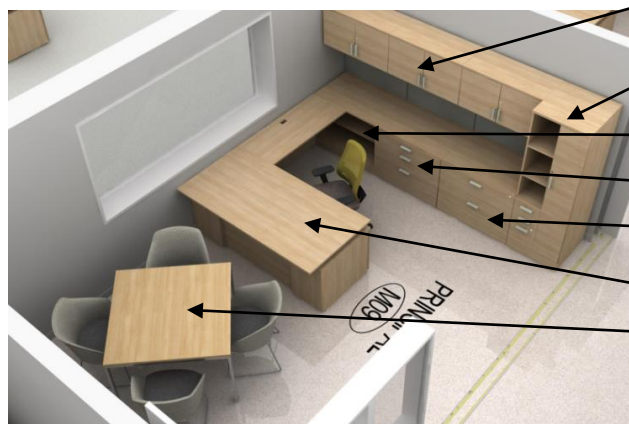
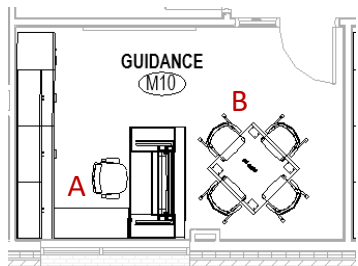
# MAIN OFFICE - RECEPTION | PROPOSED LAYOUT



- SIT-STAND DESK
- MOBILE PEDESTAL (B/B/F)
- WARDROBE
- STORAGE CABINET WITH B/B/F
- SIT-STAND DESK



NOTE: IMAGES ARE FOR REFERENCE ONLY.



OVERHEAD STORAGE

BOOKSHELF,  
B/B/F,  
WARDROBE

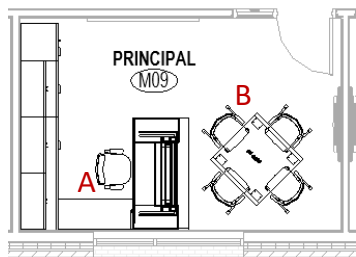
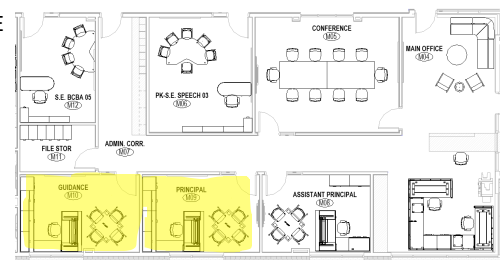
BOOKSHELF

PEDESTAL (B/B/F)

LATERAL FILE

SIT-STAND DESK WITH BOX/BOX/FILE

SQUARE GUEST TABLE

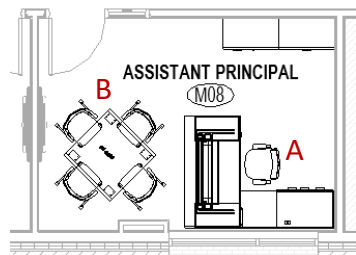
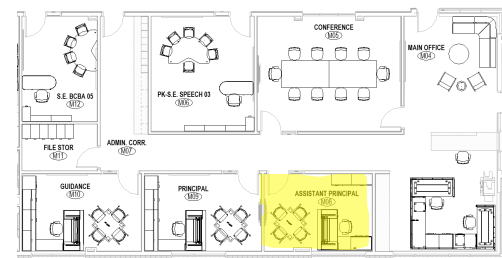


A

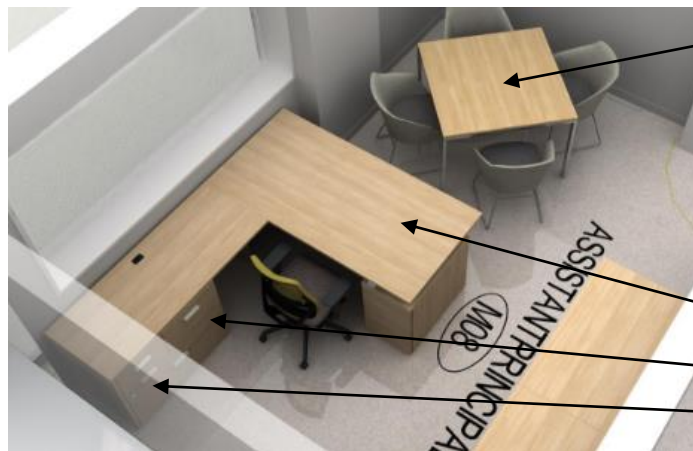


B

NOTE: IMAGES ARE FOR REFERENCE ONLY.



NOTE: IMAGES ARE FOR REFERENCE ONLY.



SQUARE GUEST TABLE

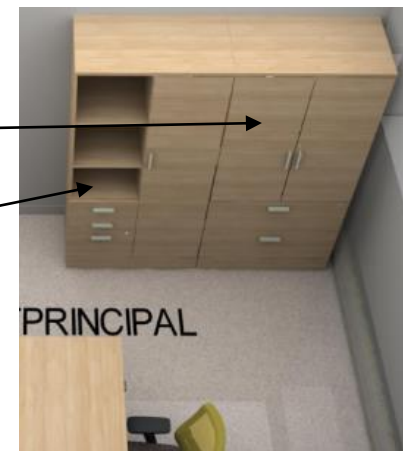
STORAGE WITH LATERAL FILE

BOOKSHELF, B/B/F, WARDROBE

SIT-STAND DESK WITH BOX/BOX/FILE

LATERAL FILE

PEDESTAL (B/B/F)





# MADISON PUBLIC SCHOOLS

10 Campus Drive  
P.O. Drawer 71  
Madison, CT 06443  
[www.madison.k12.ct.us](http://www.madison.k12.ct.us)

TO: Madison Board of Education

FROM: Craig A. Cooke, Ph.D.; Superintendent of Schools

SUBJECT: Moving Returned 2023-2024 Funds into the BOE Nonlapsing Education Fund

The Board approved the creation of a Nonlapsing Education Fund in August 2024. At the close of each fiscal year, the Board has the ability to deposit two percent of its annual operating budget into a nonlapsing account per C.G.S.A. § 10-248a\*. As confirmed through the audit process, the total amount of 2023-2024 education dollars be moved into the Nonlapsing Education Fund is \$141,189.

Per state statute, the Board has total authority to deposit these funds as part of the budget closeout process. Recommendations for expending these funds would be brought to the BOE Finance Committee and ultimately the full BOE for approval. The Superintendent's office would then provide both the Board of Selectmen and the Board of Finance a listing of the approved expenditures. Please reach out to me with any questions.

*\*C.G.S.A. § 10-248a*

*§ 10-248a. Unexpended education funds account*

*Effective: May 21, 2024*

*For the fiscal year ending June 30, 2024, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, a local board of education may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education, provided (1) such deposited amount does not exceed two per cent of the total budgeted appropriation for education for such prior fiscal year, (2) each expenditure from such account shall be made only for educational purposes, and (3) each such expenditure shall be authorized by the local board of education for such town.*

## MADISON PUBLIC SCHOOLS LINE ITEM TRANSFERS 11.12.24

JOURNAL	LINE	SOURCE	EFF DATE	ORG	OBJECT	ACCOUNT NAME	COMMENT	INCR/DECR	AMOUNT
160	1	BUA	10/04/2024	SE23021B	51110	CERTIFIED TEACHERS	STAFF MEMBER ON LEAVE	DECR	31,620
160	2	BUA	10/04/2024	GE40010B	51210	SUBSTITUTES	STAFF MEMBER ON LEAVE	INCR	31,620
519	1	BUA	10/16/2024	SE23021B	51110	CERTIFIED TEACHERS	Staff on Extended Leave/Sub	DECR	44,602
519	2	BUA	10/16/2024	GE40010B	51210	SUBSTITUTES	Staff on Extended Leave/Sub	INCR	44,602
893	1	BUA	10/25/2024	GE11223B	51110	CERTIFIED TEACHERS	Long-Term Sub Coverage Music	DECR	22,792
893	2	BUA	10/25/2024	GE40010B	51210	SUBSTITUTES	Long-Term Sub Coverage Music	INCR	22,792

## 2024-2025 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 11.12.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS/ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51000	51000 NEW STAFF AREA I	(274,658)	274,658					0.00
51108	51108 AP TESTING	15,000		15,000			15,000	0.00
51109	51109 11TH COURSE STIPENDS	8,798	16,000	24,798			24,798	0.00
51110	51110 TEACHERS	25,064,317	(427,902)	24,636,415	4,988,618	19,492,076	155,722	99.40
51111	51111 ADMINISTRATORS	2,331,443	6,079	2,337,523	836,013	1,489,383	12,126	99.50
51112	51112 EPED	289,184	823	290,007		284,520	5,487	98.10
51113	51113 CO CURRICULAR	554,481		554,481		260,364	294,117	47.00
51114	51114 EARLY RETIREMENT	18,268		18,268			18,268	0.00
51116	51116 DIRECTORS / MANAGERS	411,133		411,133	239,689	169,144	2,300	99.40
51120	51120 OFFICE STAFF	1,547,687	(10,905)	1,536,783	433,467	1,064,005	39,311	97.40
51121	51121 INSTRUCTIONAL PARAPROFES	1,856,773		1,856,773	372,415	1,405,575	78,783	95.80
51122	51122 CUSTODIANS	1,845,990		1,845,990	325,340	1,488,671	31,979	98.30
51123	51123 MEDIA / TECH PARAPROFESS	311,597	(180)	311,417	72,227	230,578	8,612	97.20
51124	51124 SECURITY / SUSPENSION	666,220	10,905	677,124	333,051	343,610	464	99.90
51126	51126 SCHOOL HEALTH SERVICES	387,029	180	387,209	87,913	298,248	1,048	99.70
51128	51128 ATHLETIC TRAINER	58,491		58,491	13,926	44,565		100.00
51129	51129 ATTENDANCE INCENTIVE	14,500		14,500			14,500	0.00
51130	51130 THERAPISTS / OCCUP & PHY	465,605		465,605	93,121	372,484		100.00
51210	51210 SUBSTITUTE TEACHERS	620,000	118,342	738,342	178,382	252,067	307,893	58.30
51212	51212 SUBS / SCHOOL HEALTH SER	16,320		16,320	4,148		12,172	25.40
51221	51221 CLASSIFIED SUBS	14,000		14,000	2,752		11,248	19.70
51320	51320 OVERTIME	70,644		70,644	45,854		24,789	64.90
51321	51321 CUSTODIAL/CASUAL LABOR	93,806		93,806	21,954		71,852	23.40
52130	52130 LIFE INSURANCE	49,200		49,200	15,192	32,194	1,814	96.30
52200	52200 SOCIAL SECURITY	646,970		646,970	247,160		399,810	38.20
52201	52201 MEDICARE	552,868		552,868			552,868	0.00
52202	52202 FSA ADMINISTRATION	1,750		1,750	324	569	857	51.00
52300	52300 PENSION-DEF BENEFIT	1,099,475		1,099,475	797,093		302,382	72.50
52301	52301 PENSION-DEF CONTRIBUTION	63,000		63,000	22,778		40,222	36.20
52500	52500 UNEMPLOYMENT	25,000		25,000	99		24,901	0.40
52600	52600 WORKER'S COMP	234,037	(1,000)	233,037	224,532		8,505	96.40
52700	52700 DISABILITY INSURANCE	76,000	(176)	75,824	19,550	41,347	14,927	80.30

## 2024-2025 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 11.12.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS/ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53000	53000 UNBUDGETED EXPENSE	75,000		75,000	75,000			100.00
53101	53101 LABOR & LEGAL SVCES	120,000		120,000	7,546		112,455	6.30
53222	53222 EVALUATION SERVICES	142,125	354	142,479	5,929	14,600	121,950	14.40
53224	53224 STAFF DEVELOPMENT	245,815	(6,000)	239,815	62,523	28,890	148,402	20.10
53225	53225 NEASC ACCREDITATION SERV	19,960	(354)	19,606	4,385	114	15,107	22.90
53230	53230 STUDENT SUPPORT SERVICES	54,000		54,000	6,822		47,178	12.60
53231	53231 ADULT EDUCATION	46,000		46,000	42,000		4,000	91.30
53300	53300 PROF / TECH SVCES	1,411,887	37,600	1,449,487	662,049	555,228	232,210	84.00
53305	53305 PROF TECH MEDICAL	31,783	(1,597)	30,186	6,942	839	22,405	25.80
54210	54210 DISPOSAL / RECYCLING	113,200		113,200	30,320	75,640	7,239	93.60
54220	54220 SNOW REMOVAL	64,946		64,946		9,500	55,446	14.60
54300	54300 REPAIRS & MAINT	569,767	2,655	572,422	258,829	65,719	247,875	56.70
54307	54307 TECH / INFRASTRUCTURE	42,000		42,000			42,000	0.00
54309	54309 EMERGENCY MAINTENANCE	50,000		50,000			50,000	0.00
54310	54310 KITCHEN MAINTENANCE	13,401		13,401	3,188	1,323	8,890	33.70
54313	54313 TREATMENT PLANT REPAIRS	29,000		29,000	4,132	329	24,539	15.40
54320	54320 REPAIR / CONTRACTS	36,500		36,500	1,860	7,465	27,175	25.50
54330	54330 ALARM SERVICES	12,372		12,372	5,743		6,629	46.40
54340	54340 TELEPHONE MAINTENANCE	14,024		14,024	3,534		10,490	25.20
54420	54420 RENTAL AGREEMENTS	17,886		17,886	1,399	14,191	2,296	87.20
54600	54600 TREE SERVICES	8,828		8,828			8,828	0.00
54900	54900 PURCHASE SVCES	155		155			155	0.00
55110	55110 STUDENT ACTIV TRANS	20,008		20,008		188	19,820	0.90
55111	55111 REGULAR TRANSPORTATION	2,127,000		2,127,000	287,866		1,839,134	13.50
55113	55113 FUEL / TRANSPORTATION	315,000		315,000	48,927	11,073	255,000	19.00
55114	55114 SCHOOL CHOICE TRANSPORT	73,500		73,500	8,459		65,041	11.50
55120	55120 SPED TRANSPORTATION	1,424,240		1,424,240	321,665	405,831	696,744	51.10
55201	55201 GENERAL INSURANCE	335,127		335,127	333,405	1,291	432	99.90
55203	55203 STUDENT INSURANCE	15,500		15,500	15,500			100.00
55301	55301 TELECOMMUNICATIONS	152,084		152,084	43,916	93,997	14,171	90.70
55302	55302 POSTAGE	20,159		20,159	7,779	3,267	9,113	54.80
55303	55303 REPORTS/PUBLIC RELATIONS	4,650		4,650			4,650	0.00

## 2024-2025 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 11.12.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL	TRNFRS/ADJSMT	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	% USED
		APPROP		BUDGET			BUDGET	
55500	55500 PRINTING & BINDING	47,114		47,114	9,065	18,837	19,212	59.20
55501	55501 PRINTING / INSTRU SUPPLI	30,276	(388)	29,888	7,806	5,027	17,055	42.90
55608	55608 TUITION / TYPICALS	(70,000)		(70,000)	(7,440)		(62,560)	10.60
55610	55610 EXT PLACEMENTS / PUBLIC	729,620		729,620	360,233	341,828	27,559	96.20
55630	55630 EXT PLACEMENTS / PRIVATE	1,864,584		1,864,584	635,421	1,532,484	(303,321)	116.30
55640	55640 SCHOOL CHOICE TUITION	76,000		76,000			76,000	0.00
55641	55641 EXTENDED YEAR SERVICES /	130,529		130,529	125,805	900	3,824	97.10
55643	55643 EXT PLACEMENT/ GENERAL E	10,000		10,000			10,000	0.00
55801	55801 TRAVEL (STAFF)	26,731		26,731	5,979	4,154	16,598	37.90
55802	55802 TRAVEL (BOE)	320		320			320	0.00
55900	55900 MISC PURCH SERVICES	10,850		10,850	2,640	7,680	530	95.10
56101	56101 OFFICE SUPPLIES	38,372	(116)	38,256	9,774	639	27,843	27.20
56110	56110 INSTRUCTIONAL SUPPLIES	452,847	(12,297)	440,550	200,766	23,421	216,364	50.90
56111	56111 FAB LAB INSTRUCTIONAL SU	20,000		20,000	7,270	2,937	9,793	51.00
56120	56120 INSTRUCTIONAL SOFTWARE	54,366		54,366	35,374	6,961	12,031	77.90
56130	56130 CUSTODIAL SUPPLIES	127,132		127,132	95,390	2,191	29,551	76.80
56131	56131 MAINTENANCE SUPPLIES	78,000		78,000	28,194	6,866	42,940	44.90
56140	56140 FIELDS MAINTENANCE	112,900		112,900	37,094	23,521	52,285	53.70
56206	56206 GAS SERVICES	328,814		328,814	27,768		301,046	8.40
56207	56207 HEATING FUEL	10,944		10,944			10,944	0.00
56210	56210 WATER	52,362		52,362	1,697		50,665	3.20
56220	56220 ELECTRICITY	823,964		823,964	369,374		454,590	44.80
56260	56260 EQUIPMENT MAINTENANCE	21,672		21,672	3,683		17,989	17.00
56410	56410 TEXTBOOKS & REPLACEMENT	31,455	(101)	31,354	5,311	717	25,326	19.20
56411	56411 TEXTBOOKS / NEW	36,500		36,500			36,500	0.00
56420	56420 AWARDS	4,000		4,000			4,000	0.00
56421	56421 MEDIA SUPPLIES	33,447		33,447	3,985	9,044	20,417	39.00
56422	56422 PERIODICALS	24,763		24,763	15,398	3,521	5,844	76.40
56423	56423 PRINT COLLECTION	78,589	(2,477)	76,112	21,100		55,012	27.70
56550	56550 STAFF UNIFORMS	5,258	1,523	6,781	5,244	1,537		100.00
56551	56551 UNIFORMS / STUDENT GROUP	31,000		31,000	5,685	24,315	1,000	96.80
56900	56900 SUPPLIES	43,000	(2,893)	40,107	7,374	2,475	30,258	24.60

## 2024-2025 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 11.12.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL	TRNFRS/ADJSMT	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	% USED
		APPROP		BUDGET			BUDGET	
56902	56902 PROGRAM SUPPLIES	25,000		25,000			25,000	0.00
57301	57301 EQUIPMENT	208,134	(1,734)	206,400	59,641	36,039	110,719	46.40
57302	57302 OS SOFTWARE	338,637		338,637	207,132		131,505	61.20
57303	57303 EQUIP - LEASE/PURCHASE	39,120		39,120	32,710		6,410	83.60
57304	57304 COMPUTER HARDWARE	557,800		557,800	386,186	4,718	166,895	70.10
57400	57400 PUBLIC SAFETY	6,623		6,623	4,313		2,310	65.10
58100	58100 DUES, FEES & MEMBSHPS	92,262	(1,000)	91,262	59,335	6,000	25,927	71.60
<b>Grand Total</b>		<b>53,273,830</b>		<b>53,273,830</b>	<b>14,394,620</b>	<b>30,624,697</b>	<b>8,254,513</b>	<b>84.40</b>

# October 2024 Personnel Report

<b>Madison Board of Education</b>			
<b>BOE Meeting Date:</b>		<b>Reporting Period:</b>	10/1-10/31/24
<b>New Hires / Reappointments</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Location</b>
Garret	Nesta	Tech Support Specialist	District
<b>Reassignments / Transfers</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Location</b>
<b>Retirements / Resignations / Separations</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Location</b>

It is the policy of the Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the Madison Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board, subject to the conditions and limitations established by law. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities as well as the District website. The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

**I. Definitions:**

The following definitions apply for purposes of this policy:

A. **Discrimination:** Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual’s actual or perceived membership in a Protected Class.

B. **Harassment:** Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual’s ability to participate in or benefit from the services, activities, or opportunities offered by the District.

Although not an exhaustive list, the following are examples of the types of prohibited conduct that may be considered Protected Class harassment and can lead to a hostile environment, ~~and are therefore prohibited by this policy:~~

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to ~~include~~ involve intent to harm, be directed ~~at~~ toward a specific target person, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District’s Title IX Coordinator.

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

C.D. Sexual orientation: Sexual orientation refers to a person’s identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

E.D. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force, and Space Force and any reserve component thereof, including the Connecticut National Guard. “Qualifying condition” means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed

84 to provide health care services at a United States Department of Veterans Affairs facility, (B) an  
85 experience of military sexual trauma disclosed to an individual licensed to provide health care  
86 services at a United States Department of Veterans Affairs facility, or (C) a determination that  
87 sexual orientation, gender identity or gender expression was more likely than not the primary  
88 reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat.  
89 §§ 27-103(c), (d).

90  
91 E. Race: The term “race” is inclusive of historically-associated ethnic traits, including  
92 but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is  
93 not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists,  
94 Bantu knots, afros and afro puffs.

95 F. Domestic violence: Domestic violence means (1) a continuous threat of present physical  
96 pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. §  
97 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-  
98 181d, of such family or household member; (3) a pattern of threatening, including but not limited  
99 to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household  
100 member or a third party that intimidates such family or household member; or (4) coercive control  
101 of such family or household member, which is a pattern of behavior that in purpose or effect  
102 unreasonably interferes with a person's free will and personal liberty. “Coercive control” includes,  
103 but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or  
104 household member from friends, relatives or other sources of support; (b) depriving the family or  
105 household member of basic necessities; (c) controlling, regulating or monitoring the family or  
106 household member's movements, communications, daily behavior, finances, economic resources  
107 or access to services; (d) compelling the family or household member by force, threat or  
108 intimidation, including, but not limited to, threats based on actual or suspected immigration status,  
109 to (i) engage in conduct from which such family or household member has a right to abstain, or  
110 (ii) abstain from conduct that such family or household member has a right to pursue; (e)  
111 committing or threatening to commit cruelty to animals that intimidates the family or household  
112 member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened  
113 acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

114

**II. Alleged Discrimination/Harassment of Students or Employees:**

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #4116.1 Prohibition of Sex Discrimination, Including Sex-Based Harassment (Personnel), or Policy #5120.5 Prohibition of Sex Discrimination, Including Sex-Based Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy #4118.14 Section 504/ADA (Personnel), or Board Policy #5200 Section 504/ADA (Students).

**Alleged Discrimination/Harassment of Community Members on the Basis of Sex:**

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

**Alleged Discrimination/Harassment of Community Members on the Basis of Disability:**

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

**H.III. Reporting:**

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any individual who believes an individual has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern

158 in writing in accordance with the Board’s complaint procedures included in the Board’s  
159 Administrative Regulations Regarding Non-Discrimination. These regulations accompany Board  
160 Policy #1370 Community/Non-Discrimination and are available online at  
161 <https://www.madison.k12.ct.us/board-of-education/policies> or upon request from the main office  
162 of any district school.

163  
164 ~~If a complaint involves allegations of discrimination or harassment based on sex, gender identity~~  
165 ~~or expression, sexual orientation, or pregnancy, such complaints will be handled in accordance~~  
166 ~~with other appropriate policies (e.g., Policy #4116.1, Sex Discrimination/Harassment in the~~  
167 ~~Workplace; Policy #5120.4.2.4, Sex Discrimination and Sexual Harassment; Policy #4118.14,~~  
168 ~~Section 504/ADA, and Policy #5200, Section 504/ADA).~~

169 ~~In the event reported conduct allegedly violates more than one policy, the Board will coordinate~~  
170 ~~any investigation in compliance with the applicable policies.~~

171  
172 In addition to reporting to District officials in accordance with this policy, individuals also may  
173 file a complaint with the following agencies:

174  
175 Office for Civil Rights, U.S. Department of Education (“OCR”):

176  
177 Office for Civil Rights, Boston Office  
178 U.S. Department of Education  
179 8th Floor  
180 5 Post Office Square  
181 Boston, MA 02109- 3921  
182 (617-289-0111)  
183 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

184  
185 Connecticut Commission on Human Rights and Opportunities:

186  
187 Connecticut Commission on Human Rights and Opportunities  
188 450 Columbus Blvd.  
189 Hartford, CT 06103-1835  
190 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

191  
192 Equal Employment Opportunity Commission (employees only):

193  
194 Equal Employment Opportunity Commission, Boston Area Office  
195 John F. Kennedy Federal Building  
196 475 Government Center  
197 Boston, MA 02203  
198 (800-669-4000)

199  
200 Anyone who has questions or concerns about this policy, and/or who may wish to request or  
201 discuss accommodations based on religion, and/or would like a copy of the Board’s complaint  
202 procedures or complaint forms related to claims of discrimination or harassment, may contact:

203  
204 **Office of the Superintendent**  
205 **10 Campus Drive**  
206 **Madison, CT 06443**  
207 **(203) 245-6322**  
208

209 Anyone who has questions or concerns about the Board’s policies regarding discrimination or  
210 harassment on the basis of gender/sex, gender identity or expression, sexual orientation or  
211 pregnancy may contact the Board’s Title IX Coordinator:

212  
213 **Director of Special Education**  
214 **10 Campus Drive**  
215 **Madison, CT 06443**  
216 **(203) 245-6341**  
217

218 Anyone who has questions or concerns about the Board’s policies regarding discrimination or  
219 harassment on the basis of disability, and/or who may wish to request or discuss  
220 accommodations for a disability, may contact the Board’s Section 504/ADA Coordinator:

221  
222 **Director of Special Education**  
223 **10 Campus Drive**  
224 **Madison, CT 06443**  
225 **(203) 245-6341**  
226

227 **Legal References:**

- 228  
229 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
230 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
231 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
232 Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
233 Americans with Disabilities Act, 42 U.S.C. § 12101  
234 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
235 Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined  
236 Connecticut General Statutes § 46a-58, Deprivation of rights  
237 Connecticut General Statutes § 27-103  
238 Connecticut General Statutes § 46a-51, Definitions  
239 Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-  
240 60

241 Connecticut General Statutes § 46a-81a, Sexual orientation discrimination:  
242 Definitions  
243 Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:  
244 Employment  
245 Connecticut General Statutes § 46b-1, Family relations matters and domestic  
246 violence defined

247 Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination Statutes”

248  
249 ~~Public Act No. 22-82, “An Act Concerning Online Dating Operators, the~~  
250 ~~Creation of a Grant Program to Reduce Occurrences of Online Abuse and~~  
251 ~~the Provision of Domestic Violence Training and Protections for Victims~~  
252 ~~of Domestic Violence”~~

253  
254  
255  
256

257 Date Adopted: March 16, 2021  
258 Date of Revision: October 12, 2021

259  
260 Date of Revision: October 17, 2023

261  
262 First Reading: November 12, 2024

263

**ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION  
COMPLAINTS (COMMUNITY MEMBERS)**

It is the policy of the Madison Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited, whether by students, Board employees, Board members or third parties subject to the control of the Board subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Students, Board employees, Board members and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class harassment or discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

~~It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.~~ Although not an exhaustive list, the following are examples of the prohibited types of conduct that may be considered Protected Class harassment and can lead to a hostile environment, ~~and are therefore prohibited:~~

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;

- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to ~~include~~ involve intent to harm, be directed ~~at~~ toward a specific ~~target~~ person, or involve repeated incidents.

**Alleged Discrimination/Harassment of Students or Employees:**

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability- based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #4116.1 Prohibition of Sex Discrimination, Including Sex-Based Harassment (Personnel), or Policy #5120.5 Prohibition of Sex Discrimination, Including Sex-Based Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy #4118.14 Section 504/ADA (Personnel), or Board Policy #5200 Section 504/ADA (Students).

**Alleged Discrimination/Harassment of Community Members on the Basis of Sex:**

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District’s Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

**Alleged Discrimination/Harassment of Community Members on the Basis of Disability:**

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District’s Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

**Reporting to District Officials**

93 It is the policy of the Board to provide for the prompt and equitable resolution of complaints  
94 alleging Protected Class discrimination or harassment. The District will investigate both formal  
95 and informal complaints of discrimination, harassment, or retaliation.

96  
97 Any individual who believes an individual has experienced Protected Class discrimination or  
98 harassment or an act of retaliation or reprisal in violation of Board policy should report such  
99 concern in writing in accordance with the Board's complaint procedures included in these  
100 Administrative Regulations Regarding Non-Discrimination/Community.

101  
~~102 If a complaint involves allegations of discrimination or harassment based on sex, gender identity~~  
~~103 or expression, sexual orientation, disability, or pregnancy, such complaints will be handled in~~  
~~104 accordance with the procedures set forth in other Board policies (e.g., Policy #4116.1, Sex~~  
~~105 Discrimination/Harassment in the Workplace (Personnel); Policy #5120.4.2.4, Sex Discrimination~~  
~~106 and Sexual Harassment (Students); Policy #4118.14, Section 504/ADA (Personnel), and Policy~~  
~~107 #5200, Section 504/ADA) (Students)).~~

### 108 Complaint Procedure

109  
110 Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence.  
111 Timely reporting of complaints facilitates the investigation and resolution of such complaints. The  
112 District will investigate such complaints promptly and equitably, and will take corrective action  
113 when allegations are verified.  
114

115  
~~116 The District will not tolerate any reprisals or retaliation that occur as a result of the good faith~~  
~~117 reporting of charges of Protected Class harassment or discrimination. Any such reprisals or~~  
~~118 retaliation will result in disciplinary action against the retaliator, and other corrective actions as~~  
~~119 appropriate.~~

120  
~~121 The District will periodically provide staff development for District administrators and~~  
~~122 periodically distribute this policy and implementing administrative regulations to staff and students~~  
~~123 in an effort to maintain an environment free of harassment and discrimination.~~

124  
125 As soon as an individual feels that they, or another individual has been subjected to Protected Class  
126 discrimination or harassment they should make a written complaint to the Superintendent, or  
127 designee.  
128

129 ~~Complaints pertaining to the Superintendent should be filed with the Board Chair. Complaints~~  
130 ~~pertaining to any Board members other than the Board Chair should be filed with the Board Chair.~~  
131 ~~Complaints pertaining to the Board Chair should be filed with the Board Vice Chair. In all cases,~~  
132 ~~the individual receiving the complaint shall take appropriate steps to cause the matter to be~~  
133 ~~investigated in a manner consistent with the Board's non-discrimination policy and regulation. If~~  
134 ~~any party to the complaint involving the Superintendent or a Board member is not satisfied with~~  
135 ~~the findings and conclusions of the investigation, within (30) calendar days of receiving the~~  
136 ~~findings, such party may present the complaint and written outcome to the Board Chair, who will~~  
137 ~~take appropriate steps, such as retaining an independent investigator different from the investigator~~

138 ~~who investigated the complaint, to cause the matter to be reviewed in a manner consistent with the~~  
139 ~~Board's non-discrimination policy and regulation.~~

140  
141 The individual who is alleged to have experienced Protected Class discrimination/harassment  
142 (the "complainant") and any individual accused of Protected Class discrimination/harassment (  
143 the "respondent") (if applicable) will be provided a copy of the Board's policy and regulation  
144 and made aware of the individual's rights under this policy and regulation. In the event the  
145 reported conduct allegedly violates more than one policy, the Board will coordinate an  
146 investigation in compliance with the applicable policies, laws and regulations.

147 ~~Superintendent or designee receives a complaint alleging discrimination or harassment on the basis~~  
148 ~~of sex, gender identity or expression, sexual orientation, or pregnancy, the Superintendent or~~  
149 ~~designee shall follow the procedures identified in the appropriate Board policies (e.g., Policy~~  
150 ~~#4116.1, Sex Discrimination/Harassment in the Workplace (Personnel); Policy #5120.4.2.4, Sex~~  
151 ~~Discrimination and Sexual Harassment (Students); Policy #4118.14, Section 504/ADA~~  
152 ~~(Personnel), and Policy #5200, Section 504/ADA) (Students)),~~

153  
154 The complaint should state the:

- 155  
156 A. Name of the complainant,  
157  
158 B. Date of the complaint,  
159  
160 C. Date(s) of the alleged harassment/discrimination,  
161  
162 D. Name(s) of the harasser(s) or discriminator(s),  
163  
164 E. Location where such harassment/discrimination occurred,  
165  
166 F. Names of any witness(es) to the harassment/discrimination,  
167  
168 G. Detailed statement of the circumstances constituting the alleged  
169 harassment/discrimination; and  
170  
171 H. Proposed remedy.

172  
173 Any individual who makes an oral complaint of harassment or discrimination will be provided a  
174 copy of this regulation and will be requested to make a written complaint pursuant to the above  
175 procedure. If an individual is unable to make a written complaint, the employee receiving the oral  
176 complaint will either reduce the complaint to writing, ~~or~~ assist the individual with completing the  
177 written complaint form, or request the assistance of a District administrator to do so.

178  
179 All complaints received by employees are to be forwarded immediately to the Superintendent or  
180 Superintendent's designee. Upon receipt of a complaint alleging harassment or discrimination  
181 under this complaint procedure, the Superintendent ~~or designee~~ shall promptly investigate the  
182 complaint, or designate a District administrator or other trained individual to do so. During the  
183 course of the investigation, the investigator shall interview or consult with all individuals

184 reasonably believed to have relevant information, including the complainant, the reporter (if  
185 different from the complainant), the ~~alleged harasser/discriminator~~ (“respondent”) and any  
186 witnesses to the conduct. Complaints will be investigated promptly within the time frames  
187 identified below. Time frames may be extended as needed given the complexity of the  
188 investigation, availability of individuals with relevant information and/or other extenuating  
189 circumstances. Confidentiality will be maintained by all persons involved in the investigation to  
190 the extent possible, as determined by the investigator.

191  
192 Upon receipt of a written complaint of discrimination or harassment, the investigator should:

- 193  
194 1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days  
195 (provided that such time frame may be reasonably extended based on the availability of  
196 necessary witnesses and/or participants, the complexity of the investigation, and/or other  
197 extenuating circumstances) to discuss the nature of the complaint, discuss the availability of  
198 interim measures, identify individuals the complainant or respondent believes has relevant  
199 information, and obtain any relevant documents the complainant or respondent may have;  
200
- 201 2. Provide the complainant and respondent (if applicable) with a copy of the Board’s non-  
202 discrimination policy and accompanying regulations;  
203  
204
- 205 3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis  
206 for the complaint, including, as applicable, conducting interviews with the parties to the  
207 complaint and any relevant witnesses or other individuals deemed relevant to the complaint;  
208
- 209 4. Review any records, notes, statements, or other documents relevant to the complaint;  
210
- 211 5. Maintain confidentiality to the extent practicable throughout the investigative process, in  
212 accordance with state and federal law;  
213
- 214 6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence  
215 gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the  
216 discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged  
217 in discrimination or harassment, a broad statement of consequences imposed (to the extent  
218 permitted by state and federal confidentiality requirements) (i.e.g. “Consequences were  
219 imposed.”).
- 220  
221 7. Communicate the outcome of the investigation in writing to the complainant and respondent  
222 (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty  
223 (30) business days (provided that such time frame may be reasonably extended based on the  
224 availability of necessary witnesses and/or participants, the complexity of the investigation,  
225 and/or other extenuating circumstances) from the date the complaint was received by the  
226 Superintendent’s office. The complainant and respondent (if any) shall be notified of any  
227 extension of the investigation timeline. The written notice shall include a finding whether the  
228 complaint was substantiated and if so, shall identify, to the extent possible, how the District

will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed time frames cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary ~~(see sub paragraph 6);~~
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps designed to avoid continuing discrimination or harassment;
10. ~~Outcome~~ After receiving the written notice of the outcome, parties shall have ten (10) school days to submit a formal written statement of appeal, if they so choose. If a complainant or respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent requesting challenging the outcome of the investigation and explaining the basis for appeal. Upon receipt of within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal, who may be the Superintendent or designee. The decisionmaker(s) for the appeal will provide the appealing party's written statement to the non-appealing party. The non-appealing 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, the outcome of the investigation. The decisionmaker(s) for the appeal shall review the evidence and the information presented by the parties and determine if further action and/or investigation is warranted. Such action may include consultation with a designated the investigator(s) and the parties, a (if applicable), complainant, and respondent (if any) and, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions the written outcome. Generally, a party's disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within thirty (30) school days of business days (provided that such time frame may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review receipt of all written statements for the parties.

**Complaint Procedure for Superintendent/Board Member Complaints:**

Any district administrator or Board member who receives a complaint of discrimination, harassment or retaliation of a community member by a Board Member and/or the Superintendent shall forward the complaint promptly to the Director of Human Resources. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair

275 of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the  
276 Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps  
277 to cause the matter to be investigated in a manner consistent with the procedures described  
278 above.

279 If a complainant or a respondent is not satisfied with the findings and conclusions of an  
280 investigation in which the Superintendent or a member of the Board is the respondent, within  
281 (30) calendar days of receiving the findings such party may present the complaint and written  
282 outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair),  
283 who will take appropriate steps to cause the matter to be reviewed in a manner consistent with  
284 the Board’s non-discrimination policy and regulation. Such steps may include retention of an  
285 investigator different from the investigator who investigated the complaint.

287  
288 **Remedial Action:**

289 If the District makes a finding of discrimination, harassment or retaliation, the District will take  
290 appropriate remedial action designed to eliminate the discriminatory/harassing conduct, prevent  
291 its recurrence, and address its effects on the complainant and any other affected individuals.

292 Examples of appropriate action may include:

- 293 (a) Interventions for the individual who engaged in the discrimination/harassment, such  
294 as parent/guardian or supervisor notification, discipline, counseling, or training.
- 295 (b) Interventions for the complainant, such as counseling, academic support, and  
296 information on how to report further incidents of discrimination.
- 297 (c) Separating the complainant and the individual who engaged in the  
298 discrimination/harassment, provided the separation does not penalize the  
299 complainant.
- 300 (d) Follow-up inquiries with the complainant and witnesses to ensure that the  
301 discriminatory/harassing conduct has stopped and that they have not experienced any  
302 retaliation.
- 303 (e) Training or other interventions for the larger school community to ensure that  
304 students, staff, and parents understand the types of behavior that constitute  
305 discrimination/harassment, that the District does not tolerate it, and how to report it.

306  
307 **Staff Development:**

308  
309 The District will periodically provide staff development for District administrators and  
310 periodically distribute the Board’s Non-Discrimination policies and the implementing  
311 administrative regulations to staff, students and parents in an effort to maintain an environment  
312 free of discrimination and harassment.

313  
314 **Reporting to State and Federal Agencies:**

315  
316 In addition to reporting to District officials in accordance with this policy, individuals also may  
317 file a complaint with the following agencies:

318  
319 Office for Civil Rights, U.S. Department of Education (“OCR”):

320 A complainant alleging discrimination or harassment may file a formal complaint with:

321  
322 Boston Office, Office for Civil Rights  
323 U.S. Department of Education  
324 8<sup>th</sup> Floor, 5 Post Office Square  
325 Boston, MA 02109-3921  
326 (617) 289-0111

327  
328 ~~A complainant may also file a complaint with the:~~  
329 ~~Connecticut Commission on Human Rights and Opportunities~~  
330 ~~450 Columbus Blvd.,~~  
331 ~~Hartford, CT 06103-1835~~  
332 ~~(860) 541-3400~~

333  
334 ~~An employee alleging discrimination or harassment related to their employment may also file a~~  
335 ~~complaint with:~~

336  
337  
338 Equal Employment Opportunity Commission  
339 Boston Area Office  
340 John F. Kennedy Federal Building  
341 475 Government Center  
342 Boston, MA 02203  
343 (800) 669-4000

344  
345 Anyone who has questions or concerns about these regulations, and/or who may wish to  
346 request or discuss accommodations based on religion, may contact:

347  
348 **Office of the Superintendent**  
349 **10 Campus Drive**  
350 **Madison, CT 06443**  
351 **(203) 245-6322**

352  
353 Anyone who has questions or concerns about the Board's policies regarding  
354 discrimination or harassment on the basis of gender/sex, gender identity or expression, ~~or~~ sexual  
355 orientation, or pregnancy may contact the Board's Title IX Coordinator:

356  
357 **Director of Special Education**  
358 **10 Campus Drive**  
359 **Madison, CT 06443**  
360 **(203) 245-6341**

361  
362 Anyone who has questions or concerns about the Board's policies regarding  
363 discrimination or harassment on the basis of disability, and/or who may wish to request or  
364 discuss accommodations for a disability, may contact the Board's Section 504/ADA  
365 Coordinator:  
366

367            **Director of Special Education**  
368            **10 Campus Drive**  
369            **Madison, CT 06443**  
370            **(203) 245-6341**  
371

Family and Medical Leave

PURPOSE

The purpose of this policy is to apprise employees of their rights, and establish guidelines for leaves taken by employees of the Madison Board of Education (the "Board"), under the federal Family and Medical Leave Act of 1993 ("FMLA") and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

ELIGIBILITY

An employee who holds a certification under Chapter 166 of the Connecticut General Statutes (i.e. a certified employee) who has ~~Employees other than school paraprofessionals who have~~ been employed by the Board for at least twelve (12) months, and who has ~~ve~~ worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, ~~is~~are eligible for unpaid leave under the FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee who does not hold a certification under Chapter 166 of the Connecticut General Statutes (i.e. a noncertified employee)~~A school paraprofessional in an educational setting~~ is eligible for the leave described in this policy if ~~the paraprofessional~~such employee has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.

~~Full-time instructional employees meet the 1,250 hours of service requirement unless the Board can demonstrate that the full-time instructional employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.~~

DEFINITIONS

**Genetic information:** For purposes of this policy, "genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Instructional employee:** For purposes of this policy, an "instructional employee" is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary

47 personnel such as counselors, psychologists, curriculum specialists, cafeteria workers,  
48 maintenance workers, bus drivers, or other primarily non-instructional employees.

49  
50 ~~**Paraprofessional:** For purposes of this policy, a “paraprofessional” means a school employee~~  
51 ~~who performs duties that are instructional in nature or deliver either direct or indirect services to~~  
52 ~~students and/or parents and serves in a position for which a teacher has ultimate responsibility~~  
53 ~~for the design and implementation of educational programs and services. This definition is only~~  
54 ~~used for the purpose of calculating eligibility for the leave described in this policy at the 950~~  
55 ~~hour threshold.~~

56  
57 **REASONS FOR LEAVE**

58  
59 Leaves under the FMLA and applicable state law may be taken for the following reasons:

- 60  
61 • incapacity due to pregnancy, prenatal medical care or child birth; or
- 62  
63 • to care for the employee's newborn child; or
- 64  
65 • the placement of a child with the employee by adoption or for foster care; or
- 66  
67 • to care for the employee's spouse, child or parent who has a serious health
- 68 condition; or
- 69  
70 • to care for the employee's own serious health condition that renders the employee
- 71 unable to perform the functions of the employee’s position; or
- 72  
73 • to serve as an organ or bone marrow donor; or
- 74  
75 • to care for an injured or ill servicemember (see below – Length of Leave – for
- 76 further information); or
- 77  
78 • a qualifying exigency arising out of a family member’s military service, including
- 79 one or more of the following reasons (note – more detailed information on the
- 80 following categories is available from the Human Resources office):
- 81  
82 • short-notice deployment;
- 83  
84 • military events and related activities;
- 85  
86 • childcare and school activities;
- 87  
88 • financial and legal arrangements;
- 89  
90 • counseling;
- 91  
92 • rest and recuperation;

- 93
- 94 • post-deployment activities;
- 95
- 96 • parental care leave for military member's parent who is incapable of self-
- 97 care and care is necessitated by the military member's covered active
- 98 duty;
- 99
- 100 • additional activities that arise out of the active duty or call to active duty
- 101 status of a covered military member, provided that the Board and the
- 102 employee agree that such leave qualifies as an exigency, and agree to both
- 103 the timing and the duration of such leave.
- 104

105 ***LENGTH OF LEAVE***

106

107 (a) Basic FMLA Leave Entitlement

108

109 If a leave is requested for one of the above-listed reasons, each eligible employee may take up to

110 a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

111

112 The 12-month entitlement period for family or medical leave is measured on the basis of a

113 "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

114

115 (b) Leave to Care for an Injured or Ill Servicemember

116

117 In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six

118 (26) workweeks of FMLA leave during a 12-month period to care for (i) a servicemember who is

119 the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness

120 in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or

121 illness prior to beginning active duty that was aggravated by service in the line of duty on active

122 duty in the Armed Forces; or (ii) a covered veteran with a serious injury or illness who is the

123 employee's spouse, parent, child or next of kin.

124

125 For servicemembers, the injury or illness must render the servicemember medically unable to

126 perform the duties of office, grade, rank or rating. This provision applies to servicemembers

127 who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who

128 are on the temporary disability retired list, for a serious injury or illness.

129

130 For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy

131 for a serious injury or illness and must have been (1) a member of the Armed Forces (including

132 the National Guard or Reserves); (2) discharged or released under conditions that were other than

133 dishonorable; and (3) discharged within the five-year period before the eligible employee first

134 takes FMLA military caregiver leave to care for the veteran.<sup>1</sup>

---

<sup>1</sup> The employee's first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note - special rules may apply to calculating the five-year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five-year calculation.

135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179

For covered veterans, serious injury or illness means any of the following:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

When combined with any other type of FMLA-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

**TYPES OF LEAVE AND CONDITIONS**

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA.

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

180 Intermittent or reduced schedule leave may be taken (a) when medically necessary for an  
181 employee's or covered family member's serious health condition, or for a covered service  
182 member's serious illness or injury, and (b) the need for leave can be best accommodated through  
183 an intermittent or reduced schedule leave. In addition, FMLA leave may be taken intermittently  
184 or on a reduced schedule basis (1) due to a qualifying exigency; or (2) to effectuate the  
185 placement of a child for adoption or foster care before the placement of the child in the home.  
186

187 If foreseeable intermittent or reduced schedule leave is medically required based upon planned  
188 medical treatment of the employee or a family member or a covered service member, including  
189 during a period of recovery from an employee's or family member's serious health condition or a  
190 serious injury or illness of a covered service member, the Board may, in its sole discretion,  
191 temporarily transfer the employee to another job with equivalent pay and benefits that better  
192 accommodates the type of leave requested. Also, special arrangements may be required of an  
193 instructional employee who needs to take intermittent or reduced-schedule leave which will  
194 involve absence for more than twenty (20) percent of the work days in the period over which the  
195 leave will extend (for example, more than five days over a five-week period), if the leave is to  
196 care for a family member with a serious health condition, to care for a covered service member  
197 with a serious injury or illness, or for the employee's own serious health condition, which is  
198 foreseeable based on planned medical treatment. In such situations, the Board may require the  
199 instructional employee to transfer temporarily to another job or take leave for a particular  
200 duration, not to exceed the duration of the planned medical treatment.  
201

202 (b) Both Spouses Working for the Same Employer  
203

204 If both spouses are eligible employees of the Board and request leave for the birth, placement of  
205 a child by adoption or for foster care, or to care for a parent with a serious health condition, they  
206 only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-  
207 month entitlement period. If either spouse (or both) uses a portion of the total 12-week  
208 entitlement for one of the purposes in the preceding sentence, each is entitled to the difference  
209 between the amount the employee has taken individually and the 12 weeks for FMLA leave for  
210 their own or their spouse's serious health condition in the 12-month entitlement periods.  
211

212 (c) Leave Taken by Instructional Employees Near the End of an  
213 Academic Term  
214

215 If a leave taken by an instructional employee for any reason begins more than five (5) weeks  
216 before the end of an academic term, the Board may require that instructional employee to  
217 continue the leave until the end of the term if the leave will last at least three (3) weeks and the  
218 instructional employee would return to work during the three-week period before the end of the  
219 term.  
220

221 If the instructional employee begins a leave during the five-week period preceding the end of an  
222 academic term for a reason other than the instructional employee's own serious health condition,  
223 the Board may require the instructional employee to continue taking leave until the end of the  
224 term if the leave will last more than two (2) weeks and the instructional employee would return  
225 to work during the two-week period before the end of the term.

226  
227 If the instructional employee begins a leave during the three-week period preceding the end of an  
228 academic term for a reason other than the instructional employee's own serious health condition,  
229 the Board may require the instructional employee to continue taking leave until the end of the  
230 term if the leave will last more than five (5) working days.

231  
232

233 ***REQUESTS FOR LEAVE***

234

235 (a) Foreseeable Leave

236

237 An employee must notify the Human Resources Department of the need for a family or medical  
238 leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable  
239 based on the expected birth of the employee's child, placement of a child with the employee for  
240 adoption or foster care, planned medical treatment for the employee's or family member's  
241 serious health condition, or the planned medical treatment for a serious injury or illness of a  
242 covered service member. If 30 days-notice is not practicable, then the employee must provide  
243 notice as soon as practicable under the circumstances, usually the same day or the next business  
244 day after the employee becomes aware of the need for FMLA leave.

245

246 (b) Qualifying Exigency.

247

248 An employee must provide notice as soon as practicable if the foreseeable leave is for a  
249 qualifying exigency, regardless of how far in advance such leave is foreseeable.

250

251 (c) Unforeseeable Leave.

252

253 When the employee's need for leave is not foreseeable, an employee must provide notice as  
254 practicable under the circumstances.

255

256 ***SCHEDULING PLANNED MEDICAL TREATMENT***

257

258 When planning medical treatment for foreseeable FMLA leave, an employee must consult with  
259 the Human Resources Department and make a reasonable effort to schedule the treatment so as  
260 not to disrupt unduly the Board's operations, subject to the approval of the health care provider.  
261 Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned  
262 medical treatment, the employee must make a reasonable effort to schedule the treatment so as  
263 not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the  
264 Human Resources Department prior to scheduling the treatment in order to work out a treatment  
265 schedule that best suits the needs of the Board and the employee. The Board and the employee  
266 shall attempt to work out a schedule for leave that meets the employee's needs without unduly  
267 disrupting the Board's operations, subject to the approval of the health care provider as to any  
268 modification of the treatment schedule.

269

270 ***REQUIRED CERTIFICATIONS/DOCUMENTATION***

271  
272 For leaves taken for any FMLA-qualifying reason, an employee must submit a completed  
273 certification form supporting the need for leave. The appropriate form will be provided to the  
274 employee. The employee must submit a complete and sufficient certification form as required  
275 within fifteen (15) calendar days of receiving the request for the completed certification. If it is  
276 not practicable for the employee to provide the completed form by the due date despite the  
277 employee's diligent, good faith efforts, the employee must inform the Human Resources  
278 Department of the reason(s) for delay and what efforts the employee undertook to obtain the  
279 required certification. FMLA-protected leave may be delayed or denied if the employee does not  
280 provide a complete and sufficient certification as required. Depending on the reason for leave,  
281 an employee may be required to submit medical certification from the employee's health care  
282 provider, medical certification the employee's family member's health care provider, and/or  
283 other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In  
284 certain circumstances and under certain conditions, employees may also be required to obtain  
285 second or third medical opinions and/or recertifications, in accordance with applicable law.  
286

287 If an employee takes leave for the employee's own serious health condition (except on an  
288 intermittent or reduced-schedule basis), prior to returning to work the employee must provide a  
289 medical fitness-for-duty certification that the employee is able to resume work and the health  
290 condition that created the need for the leave no longer renders the employee unable to perform  
291 the essential functions of the job. This certification must be submitted to the Human Resources  
292 Department. If the employee is unable to perform one or more of the essential functions of the  
293 employee's position, the Board will determine whether the employee is eligible for additional  
294 FMLA leave (if such leave has not been exhausted) or whether an accommodation is appropriate,  
295 in accordance with the Americans with Disabilities Act.  
296

297 In connection with the Board's request for medical information, employees must be aware that  
298 the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other  
299 entities covered by Title II of GINA from requesting or requiring genetic information of an  
300 individual or family member of the individual, except as specifically allowed by this law. To  
301 comply with this law, the Board requests that employees not provide any genetic information  
302 when responding to a request for medical information.  
303

### 304 ***USE OF PAID LEAVE***

305  
306 Paid leave, which has been accrued in accordance with applicable law, the relevant collective  
307 bargaining agreement (if any), and/or Board policy will be substituted for any unpaid portions of  
308 family or medical leave taken for any reason that is also a qualifying reason for using such  
309 accrued paid leave. In such instance, the employee's accrued paid leave and FMLA-qualifying  
310 leave will run concurrently. The employee must satisfy any procedural requirements applicable  
311 to the use of paid leave, but only in connection with the receipt of such payment.~~Accrued paid~~  
312 ~~personal leave and accrued paid vacation will be substituted (in that order) for any unpaid~~  
313 ~~portions of family or medical leave taken for any reason. However, where the leave is for the~~  
314 ~~employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid~~  
315 ~~portions of family or medical leave prior to the substitution of accrued paid personal and accrued~~

316 ~~paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the~~  
317 ~~amount of paid leave that is substituted.~~

318  
319 In addition, in cases involving absences due to a Workers' Compensation injury that also  
320 qualifies as an FMLA serious health condition, and if the employee (and the employee's  
321 collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the  
322 employee's available accrued paid leave in increments as a supplement to the Workers'  
323 Compensation weekly benefit in an appropriate amount so that the employee can maintain the  
324 employee's regular weekly income level.

325  
326 ***MEDICAL INSURANCE AND OTHER BENEFITS***

327  
328 During ~~approved~~ family or medical leaves of absence approved pursuant to this policy, the Board  
329 will continue to pay its portion of medical insurance premiums for the period of unpaid family or  
330 medical leave. The employee must continue to pay the employee's share of the premium, and  
331 failure to do so may result in loss of coverage. If the employee does not return to work after  
332 expiration of the leave, the employee will be required to reimburse the Board for payment of  
333 medical insurance premiums during the family or medical leave, unless the employee does not  
334 return because of a serious health condition or circumstances beyond the employee's control.

335  
336  
337 ***REINSTATEMENT***

338  
339 Except for circumstances unrelated to the taking of a family or medical leave pursuant to this  
340 policy, and unless an exception applies, an employee who returns to work following the  
341 expiration of a family or medical leave is entitled to return to the job such employee held prior to  
342 the leave or to an equivalent position with equivalent pay and benefits.

343  
344  
345 ***ADDITIONAL INFORMATION***

346  
347 Questions regarding family or medical leave may be directed to the Superintendent or designee.  
348 An employee may file a complaint with the U.S. Department of Labor or may bring a private  
349 lawsuit against an employer. FMLA does not affect any federal or state law prohibiting  
350 discrimination, or supersede any state or local law or collective bargaining agreement that  
351 provides greater family or medical leave rights.

352  
353 Legal References:

354 Connecticut General Statutes:

355 Conn. Gen. Stat. § 31-51rr Family and medical leave benefits for employees  
356 of political subdivisions

357  
358 Regs. Conn. State Agencies 31-51rr-1, et seq.

359  
360 Public Act 24-41, "An Act Concerning Educator Certification, Teachers, Paraeducators  
361 and Mandated Reporter Requirements"

362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377

United States Code:  
Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended  
29 CFR Part 825.100 et seq.  
Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.  
29 CFR 1635.1 et seq.  
Date of Adoption: October 17, 2023  
First Reading: November 12, 2024

**Non-Discrimination**

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

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board is prohibited. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. The Board will not discriminate against any employee or applicant for employment solely on the basis of the individual’s erased criminal history record information, as defined in Conn. Gen. Stat. § 46a-80a.

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

**I. Definitions:**

The following definitions apply for purposes of this policy:

34 A. Discrimination

35 With respect to employees, it is illegal for employers to treat employees differently in relation to hiring,  
36 discharging, compensating, or providing the terms, conditions, and privileges of employment because of  
37 such employee’s actual or perceived membership in a Protected Class.

38  
39 B. Harassment

40 Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy.  
41 Harassment is unwelcome conduct that is based on an employee’s actual or perceived membership in a  
42 Protected Class. Harassment constitutes unlawful discrimination when 1) enduring the offensive conduct  
43 becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create  
44 a work environment that a reasonable person would consider intimidating, hostile, or abusive.

45  
46 Although not an exhaustive list, the following are examples of the types of conduct that may be  
47 considered Protected Class harassment and can lead to an intimidating, hostile, or abusive environment,  
48 and are therefore prohibited by this policy:

- 49
- 50 • objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated  
51 with any Protected Class membership, including but not limited to epithets relating to  
52 sex, sexual orientation, and/or gender identity or expression);
  - 53 • other words or phrases commonly considered demeaning or degrading on the basis of  
54 Protected Class membership;
  - 55 • display of images or symbols commonly associated with discrimination against  
56 individuals on the basis of their membership in a Protected Class;
  - 57 • graphic, written or electronic communications that are harmful or humiliating based on  
58 Protected Class membership;
  - 59 • physical, written, electronic or verbal threats based on Protected Class membership.

60  
61 Harassment does not have to include involve intent to harm, be directed toward a specific person target,  
62 or involve repeated incidents.

64 Sexual harassment is a form of harassment that is prohibited by law and Board Policy 4116.1 Prohibition  
65 of Sex Discrimination, Including Sex-based and Sexual Harassment. For more information regarding  
66 harassment based on sex, sexual orientation, pregnancy,<sup>7</sup> or gender identity or expression, contact the  
67 District’s Title IX Coordinator.

68 C. Genetic information

69 The information about genes, gene products, or inherited characteristics that may derive from an individual  
70 or a family member. “Genetic information” may also include an individual’s family medical history, the  
71 results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s  
72 family member sought or received genetic services, and genetic information of a fetus carried by an  
73 individual or an individual’s family member or an embryo lawfully held by an individual or family  
74 member receiving assistive reproductive services.

75 D. Veteran

76 A “veteran” is any person honorably discharged from, or released with an other than honorable discharge  
77 based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps,  
78 Coast Guard and Air Force and Space Force and any reserve component thereof, including the Connecticut  
79 National Guard. “Qualifying condition” means (A) a diagnosis of post-traumatic stress disorder or  
80 traumatic brain injury made by an individual licensed to provide health care services at a United States  
81 Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an  
82 individual licensed to provide health care services at a United States Department of Veterans Affairs  
83 facility, or (C) a determination that sexual orientation, gender identity, or gender expression was more  
84 likely than not the primary reason for an other than honorable discharge, as determined in accordance with  
85 Conn. Gen. Stat. §§ 27-103(c), (d).

86 E. Gender identity or expression

87 Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether  
88 or not that gender-related identity, appearance or behavior is different from that traditionally associated  
89 with the person's physiology or assigned sex at birth, which gender-related identity can be shown by  
90 providing evidence including, but not limited to, medical history, care or treatment of the gender-related  
91 identity, consistent and uniform assertion of the gender-related identity or any other evidence that the  
92 gender-related identity is sincerely held, part of a person's core identity or not being asserted for an  
93 improper purpose.

94 F. Sexual orientation

95 Sexual orientation refers to a person’s identity in relation to the gender or genders to which they are  
96 romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have  
97 previously expressed, or (ii) is perceived by another person to hold.  
98

99 F.G. Race

100 The term race is inclusive of historically-associated ethnic traits, including but not limited to, hair texture  
101 and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and  
102 hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

103 G.H. Domestic violence

104 The term domestic violence means (1) a continuous threat of present physical pain or physical injury  
105 against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including  
106 but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household  
107 member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in  
108 Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such  
109 family or household member; or (4) coercive control of such family or household member, which is a  
110 pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and  
111 personal liberty. “Coercive control” includes, but is not limited to, unreasonably engaging in any of the  
112 following: (a) isolating the family or household member from friends, relatives or other sources of  
113 support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or  
114 monitoring the family or household member's movements, communications, daily behavior, finances,  
115 economic resources or access to services; (d) compelling the family or household member by force,  
116 threat or intimidation, including, but not limited to, threats based on actual or suspected immigration  
117 status, to (i) engage in conduct from which such family or household member has a right to abstain, or  
118 (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or  
119 threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced  
120 sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct,  
121 threats based on a person's sexuality or threats to release sexual images.  
122

123 **II. Reporting:**  
124

125 It is the policy of the Board to provide for the prompt and equitable resolution of complaints  
126 alleging Protected Class discrimination or harassment. The District will investigate both formal and  
127 informal complaints of discrimination, harassment or retaliation.

128

129 Any employee who believes an employee has experienced Protected Class discrimination or harassment  
130 or an act of retaliation or reprisal in violation of this policy should report such concern in writing in  
131 accordance with the Board’s complaint procedures included in the Board’s Administrative Regulations  
132 Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy #4118.1 and are  
133 available online at <https://www.madison.k12.ct.us/board-of-education/policies> or upon request from the  
134 main office of any district school. Employees are encouraged to report incidents of alleged Protected  
135 Class discrimination, harassment, or retaliation immediately.

136

137 If a complaint involves allegations of discrimination or harassment based on sex, gender identity or  
138 expression, sexual orientation, or pregnancy, such complaints will be handled under other appropriate  
139 policies (e.g., Policy #4116.1, Prohibition of Sex Discrimination, including Sex-based –and– Sexual  
140 Harassment and Policy #4118.14, Americans with Disabilities Act/Section 504).

141

142 In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates  
143 more than one policy, the Board will coordinate any investigation in compliance with the applicable  
144 policies.

145

146 District employees are required to report incidents of alleged student-to-student and employee-to-student  
147 discrimination, harassment or retaliation that may be based on a Protected Class, when District employees  
148 witness or of which they have received reports or information, whether such incidents are verbal or  
149 physical or amount to discrimination, harassment or retaliation in other forms. Reports should be made to  
150 any District administrator.

151

152 **Remedial Action:**

153

154 If the District makes a finding of discrimination, harassment or retaliation, the District will take  
155 remedial action designed to:

156

- 157 A. eliminate the discriminatory/harassing/retaliatory conduct,
- 158 B. prevent its recurrence, and
- 159 C. address its effects on the complainant and any other affected individuals.

160

161 Examples of appropriate action may include, but are not limited to:

162

- 163 A. In the case of a student respondent, interventions for the individual who engaged in the
- 164 discrimination/harassment may include, but are not limited to, discipline (including but not
- 165 limited to suspension and/or expulsion), educational interventions, exclusion from extra-
- 166 curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- 167 B. In the case of an employee respondent, interventions for the individual who engaged in the
- 168 discrimination/harassment may include, but are not limited to, supervisor notification, discipline
- 169 (including possible termination of employment), training, and/or referral to appropriate state or
- 170 local agencies;
- 171 C. In the case of respondent who is otherwise associated with the school community, interventions
- 172 for the individual who engaged in the discrimination/harassment may include, but are not limited
- 173 to, exclusion from school property and/or activities and/or referral to appropriate state or local
- 174 agencies;
- 175 D. Follow-up inquiries with the complainant and witnesses to ensure that the
- 176 discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- 177 E. Supports for the complainant; and
- 178 F. Training or other interventions for the larger school community designed to ensure that students,
- 179 staff, parents, Board members and other individuals within the school community understand the
- 180 types of behavior that constitute discrimination/harassment, that the District does not tolerate it,
- 181 and how to report it.
- 182

183 In addition to reporting to the Board, any employee also may file a complaint with the following:

184  
185 Office for Civil Rights, Boston Office  
186 U.S. Department of Education  
187 8th Floor  
188 5 Post Office Square  
189 Boston, MA 02109- 3921  
190 (617) 289-0111  
191 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

192  
193 Equal Employment Opportunity Commission:

194  
195 Equal Employment Opportunity Commission, Boston Area Office  
196 John F. Kennedy Federal Building  
197 475 Government Center  
198 Boston, MA 02203  
199 (800-669-4000)

200  
201  
202 Connecticut Commission on Human Rights and Opportunities  
203 450 Columbus Blvd.  
204 Hartford, CT 06103-1835  
205 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

207 Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss  
208 accommodations based on religion, and/or who would like a copy of the Board’s complaint procedures  
209 or complaint forms related to claims of discrimination or harassment, may contact:

210  
211 **Office of the Superintendent**  
212 **10 Campus Drive**  
213 **Madison, CT 06443**  
214 **(203) 245-6322**  
215

216 Anyone who has questions or concerns about the Board’s policies regarding discrimination or  
217 harassment on the basis of gender/sex, gender identify or sexual orientation may contact the Board’s  
218 Title IX Coordinator:

219  
220 **Director of Special Education**  
221 **10 Campus Drive**  
222 **Madison, CT 06443**  
223 **(203) 245-6341**  
224

225 Anyone who has questions or concerns about the Board’s policies regarding discrimination or  
226 harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a  
227 disability, may contact the Board’s Section 504/ADA Coordinator:

228  
229 **Director of Special Education**  
230 **10 Campus Drive**  
231 **Madison, CT 06443**  
232 **(203) 245-6341**  
233

234 Legal References:

235  
236 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
237 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
238 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
239 Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
240 Americans with Disabilities Act, 42 U.S.C. § 12101  
241 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
242 Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110-233, 42  
243 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.  
244

245  
246 Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined  
247 Connecticut General Statutes § 46a-51, Definitions

248 Connecticut General Statutes § 10-153, Discrimination on the basis of sex, gender  
249 indemnity or expression or marital status prohibited  
250 Connecticut General Statutes § 27-103  
251 Connecticut General Statutes § 31-51i  
252 Connecticut General Statutes § 46a-58, Deprivation of rights  
253 Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60  
254 Connecticut General Statutes § 46a-80a  
255 Connecticut General Statutes § 46a-81a Sexual orientation discrimination: Definitions  
256 Connecticut General Statutes § 46a-81c, Sexual orientation discrimination: Employment-  
257 Connecticut General Statutes § 46b-1, Family relations matters and domestic violence  
258 defined

259  
260 Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination Statutes”

261 ~~Public Act No. 22-82, “An Act Concerning Online Dating Operators, the Creation of a~~  
262 ~~Grant Program to Reduce Occurrences of Online Abuse and the Provision of Domestic~~  
263 ~~Violence Training and Protections for Victims of Domestic Violence”~~

264  
265  
266  
267  
268  
269

270 Date Adopted: March 16, 2021  
271 Date of Revision: October 12, 2021  
272  
273 Date of Revision: October 17, 2023

274  
275 First Reading: November 12, 2024

**Regulation #4118.1  
Non-Discrimination**

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

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class whether by students, Board employees, Board members or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

The Board will not discriminate against any employee or applicant for employment solely on the basis of the individual’s erased criminal history record information, as defined in Conn. Gen. Stat. § 46a-80a.

The Board prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. Any such reprisals or retaliation may result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

~~It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.~~

Although not an exhaustive list, the following are examples of the types of conduct that may be considered Protected Class harassment and can lead to a hostile environment, and are therefore prohibited:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;

- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to ~~include~~involve intent to harm, be directed ~~toward~~at a specific ~~target~~person, or involve repeated incidents.

**Reporting to District Officials:**

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

Any employee who believes an employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing in accordance with the Board’s complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Personnel.

If a complaint involves allegations of discrimination or harassment based on sex, gender identity or expression, sexual orientation, or pregnancy, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Policy #4116.1 Prohibition of Sex Discrimination, including Sex-based Harassment (Personnel) ~~and Policy #4118.14 Disabilities (Personnel)~~).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy #4118.14 Section 504/ADA (Personnel)).

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

**Mandatory Staff Reporting for Student Incidents**

Board employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when Board employees witness such incidents or when Board employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. Reports should be made to any District administrator.

**Complaint Procedure**

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will

investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

~~The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. The Board further prohibits reprisal or retaliation against any individual who participates in the investigation of reports of alleged Protected Class harassment/discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.~~

~~The District will periodically provide staff development for District administrators and periodically distribute this policy and implementing administrative regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.~~

### Complaint Procedure

As soon as an individual feels that they, or another employee has been subjected to discrimination or harassment the individual should make a written complaint to the Superintendent or designee.

~~Complaints pertaining to the Superintendent should be filed with the Board Chair. Complaints pertaining to any Board members other than the Board Chair should be filed with the Board Chair. Complaints pertaining to the Board Chair should be filed with the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the Board's non-discrimination policy and regulation. If any party to the complaint is not satisfied with the findings and conclusions of the investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair, who will take appropriate steps, such as retaining an independent investigator different from the investigator who investigated the complaint, to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation.~~

The individual who is alleged to have experienced Protected Class discrimination/harassment (the "complainant") and any individual accused of Protected Class discrimination/harassment (the "respondent") (if applicable) will be provided a copy of the Board's policy and regulation and made aware of the individual's rights under this policy and regulation. In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on sex, gender identity or expression, sexual orientation, or pregnancy, the Superintendent or designee shall follow the procedures identified in Board Policy #4116.1 Prohibition of Sex Discrimination, Including Sex-Based/Harassment (Personnel and Policy #4118.14 Disabilities (Personnel)). In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on disability, the Superintendent or designee shall follow the procedures identified in Board Policy #4118.14 Americans With Disabilities Act/Section 504.

The complaint should state the:

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

- 140 C. Date(s) of the alleged harassment/discrimination,
- 141
- 142 D. Name(s) of the harasser(s) or discriminator(s),
- 143
- 144 E. Location where such harassment/discrimination occurred,
- 145
- 146 F. Names of any witness(es) to the harassment/discrimination,
- 147
- 148 G. Detailed statement of the circumstances constituting the alleged
- 149 harassment/discrimination; and
- 150
- 151 H. Proposed remedy.
- 152

153 Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of  
154 this regulation and will be requested to make a written complaint pursuant to the above procedure. If an  
155 individual is unable to make a written complaint, the employee receiving the oral complaint will either  
156 reduce the complaint to writing, ~~or~~ assist the individual with completing the written complaint form or  
157 request that a District administrator assist the individual.

158  
159 All complaints received by staff members are to be forwarded immediately to the Superintendent or  
160 designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint  
161 procedure, the Superintendent or designee shall promptly investigate the complaint, or designate a District  
162 administrator or other trained individual to do so. During the course of the investigation, the investigator  
163 shall interview or consult with all individuals reasonably believed to have relevant information, including  
164 the complainant, the reporter (if different from the complainant), the “respondent”, and any witnesses to  
165 the conduct. Complaints will be investigated promptly within the time frames identified below. Time  
166 frames may be extended as needed given the complexity of the investigation, availability of individuals  
167 with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by  
168 all persons involved in the investigation to the extent possible, as determined by the investigator.

169  
170 Upon receipt of a written complaint of discrimination or harassment, the investigator should:

- 171
- 172 1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days
- 173 (provided that such timeframe may be reasonably extended based on the availability of necessary
- 174 witnesses and/or participants, the complexity of the investigation, and/or other extenuating
- 175 circumstances) to discuss the nature of the complaint, discuss the availability of interim
- 176 measures, identify individuals the complainant or respondent believes has relevant information,
- 177 and obtain any relevant documents the complainant or respondent may have;
- 178
- 179 2. Provide the complainant and respondent (if applicable) with a copy of the Board’s non-
- 180 discrimination policy and accompanying regulations;
- 181
- 182
- 183 3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis
- 184 for the complaint, including, as applicable, conducting interviews with individuals with the

185 parties to the complaint and any relevant witnesses or other information and review of  
186 documents deemed relevant to the complaint;

- 187
- 188 4. Review any records, notes, statements, or other documents relevant to the complaint;
- 189
- 190
- 191 5. Maintain confidentiality to the extent practicable throughout the investigative process, in  
192 accordance with state and federal law;
- 193
- 194 6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence  
195 gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the  
196 discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in  
197 discrimination or harassment, a broad statement of consequences imposed (to the extent  
198 permitted by state and federal confidentiality requirements) (i.e. “Consequences were  
199 imposed.”).
- 200
- 201 7. Communicate the outcome of the investigation in writing to the complainant and respondent (if  
202 any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30)  
203 business days (provided that such timeframe may be reasonably extended based on the  
204 availability of necessary witnesses and/or participants, the complexity of the investigation,  
205 and/or other extenuating circumstances) from the date the complaint was received by the  
206 Superintendent’s office. The complainant and respondent (if any) shall be notified of such  
207 extension. The written notice shall include a finding whether the complaint was substantiated  
208 and if so, shall identify, to the extent possible, how the District will remedy the discrimination  
209 or harassment, adhering to the requirements of state and federal law;
- 210
- 211 8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as  
212 quickly as possible given the availability of employees and/or other individuals who may have  
213 information relevant to the complaint. If fixed time frames cannot be met, the complainant and  
214 respondent (if any) will receive notice and interim measures may be implemented as necessary  
215 ~~(see sub-paragraph 6)~~;
- 216
- 217 9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including,  
218 but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination  
219 or harassment. Corrective action should include steps designed to avoid continuing  
220 discrimination or harassment;
- 221
- 222 10. After receiving the written notice of the outcome, parties shall have ten (10) school days to  
223 submit a formal written statement of appeal, if they so choose. If a complainant or a respondent  
224 is not satisfied with the findings and conclusions of the investigation, such party may present  
225 the complaint and written outcome to the Superintendent challenging the outcome of the  
226 investigation and explaining the basis for appeal. Upon receipt of within thirty (30) calendar  
227 days of receiving the findings. Upon review of a written request from the party requesting an  
228 appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal, who may be the  
229 Superintendent or designee. The decisionmaker(s) for the appeal will provide the appealing  
230 party’s written statement to the non-appealing party. The non-appealing party will then have ten

231 (10) school days to submit to the decision-maker(s) for the appeal a written statement in support  
232 of, or challenging, the outcome of the investigation. The decisionmaker(s) for the appeal shall  
233 review the evidence and the information presented by the parties ~~review the investigative results~~  
234 ~~of the investigator~~ and determine if further action and/or investigation is warranted. Such action  
235 may include consultation with ~~a designated~~the investigator(s) (if applicable), complainant, and  
236 ~~respondent (if any)~~ and ~~the parties, a~~ meeting with appropriate individuals to attempt to resolve  
237 the complaint, or a decision affirming or overruling ~~the written outcome. Generally, a party's~~  
238 ~~disagreement with the outcome of the investigation, alone, will not be basis for further action.~~  
239 The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the  
240 ~~appeal to the parties~~a designated investigator's conclusions or findings (if applicable). The  
241 Superintendent shall provide written notice to the complainant and respondent (if any) of the  
242 ~~proposed actions~~ within thirty (30) business days (provided that such timeframe may be  
243 ~~reasonably extended based on the availability of necessary witnesses and/or participants, the~~  
244 ~~complexity of the investigation, and/or other extenuating circumstances) following the receipt~~  
245 ~~of the written request for review~~ school days of receipt of all written statements from the parties.

246  
247 **Complaint Procedure for Superintendent/Board Members Complaints:**

248  
249 Any District administrator or Board member who receives a complaint of discrimination, harassment or  
250 retaliation of any employee by a Board Member or by the Superintendent shall forward the complaint  
251 promptly to the Director of Human Resources. Complaints pertaining to the Superintendent or Board of  
252 Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to  
253 the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the  
254 complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with  
255 the procedures described above.

256  
257 If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in  
258 which the Superintendent or a member of the Board is the respondent, within (30) calendar days of  
259 receiving the findings such party may present the complaint and written outcome to the Board Chair (or,  
260 if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause  
261 the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and  
262 regulation. Such steps may include retention of an investigator different from the investigator who  
263 investigated the complaint.

264  
265 **Remedial Action:**

266  
267 If the District makes a finding of discrimination, harassment or retaliation, the District will take  
268 appropriate remedial action designed to 1) eliminate the discriminatory/harassing conduct, 2) prevent its  
269 recurrence, and 3) address its effects on the complainant and any other affected individuals. Examples  
270 of appropriate action may include:

271 ~~(a)~~

- 272 A. In the case of a student respondent, interventions for the individual who engaged in the  
273 discrimination/harassment may include, but are not limited to, discipline (including but not  
274 limited to suspension and/or expulsion), educational interventions, exclusion from extra-  
275 curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;

276 B. In the case of an employee respondent, interventions for the individual who engaged in the  
277 discrimination/harassment may include, but are not limited to, supervisor notification, discipline  
278 (including possible termination of employment), training, and/or referral to appropriate state or  
279 local agencies;

280 C. In the case of respondent who is otherwise associated with the school community, interventions  
281 for the individual who engaged in the discrimination/harassment may include, but are not limited  
282 to, exclusion from school property and/or activities and/or referral to appropriate state or local  
283 agencies;

284 ~~Interventions for the individual who engaged in the discrimination/harassment, such as~~  
285 ~~supervisor notification, discipline, or training.~~

286  
287 ~~D.(b)~~ Follow-up inquiries with the complainant and witnesses to ensure that the  
288 discriminatory/harassing conduct has stopped and that they have not experienced any  
289 retaliation.

290 ~~E.(e)~~ Training or other interventions for the larger school community to ensure that students,  
291 staff, and parents understand the types of behavior that constitute discrimination/harassment,  
292 that the District does not tolerate it, and how to report it.

293  
294 **Staff Development:**

295  
296 The District will periodically provide staff development for District administrators and periodically  
297 distribute the Board’s Non-Discrimination policies and the implementing administrative regulations to  
298 staff and students in an effort to maintain an environment free of discrimination and harassment.  
299

300  
301 In addition to reporting to the Board, any employee also may file a complaint with the following:

302  
303 Office for Civil Rights, Boston Office  
304 U.S. Department of Education  
305 8th Floor  
306 5 Post Office Square  
307 Boston, MA 02109- 3921  
308 (617-289-0111)  
309 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>  
310

311 Equal Employment Opportunity Commission:

312  
313 Equal Employment Opportunity Commission, Boston Area Office  
314 John F. Kennedy Federal Building  
315 475 Government Center  
316 Boston, MA 02203  
317 (800-669-4000)  
318

319 Connecticut Commission on Human Rights and Opportunities:

320  
321 Connecticut Commission on Human Rights and Opportunities

322 450 Columbus Blvd.  
323 Hartford, CT 06103-1835  
324 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)  
325

326 Anyone who has questions or concerns about these regulations, and/or who may wish to request or  
327 discuss accommodations based on religion, may contact:

328  
329 **Office of the Superintendent**  
330 **10 Campus Drive**  
331 **Madison, CT 06443**  
332 **(203) 245-6322**  
333

334 Anyone who has questions or concerns about the Board's policies regarding discrimination or  
335 harassment on the basis of gender/sex, gender identity or expression, pregnancy or sexual orientation  
336 may contact the Board's Title IX Coordinator:

337  
338 **Director of Special Education**  
339 **10 Campus Drive**  
340 **Madison, CT 06443**  
341 **(203) 245-6341**  
342

343 Anyone who has questions or concerns about the Board's policies regarding discrimination or  
344 harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a  
345 disability, may contact the Board's Section 504/ADA Coordinator:

346  
347 **Director of Special Education**  
348 **10 Campus Drive**  
349 **Madison, CT 06443**  
350 **(203) 245-6341**  
351

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, genetic information, veteran status, or status as a victim of domestic violence)

Name of the Reporter:

Name of the complainant/victim:

Reporter's Relationship to complainant/victim:

Date of the complaint

Date of the alleged discrimination/harassment

Name or names of the alleged discriminator(s) or harasser(s)

Location where such discrimination/harassment occurred

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

Detailed statement of the circumstances constituting the alleged discrimination or harassment

Proposed remedy

#4118.14

---

**Americans with Disabilities Act/Section 504**

---

1  
2  
3  
4 Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against  
5 individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of  
6 the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against  
7 individuals with a disability by state and local governments. To be protected under Section 504 and the  
8 ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment  
9 that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3)  
10 be regarded as having such an impairment.

11  
12 In order to fulfill its obligation under Section 504/ADA, the Board of Education (the “Board”)  
13 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel,  
14 students, parents/guardians and members of the public who participate in school sponsored programs. In  
15 this regard, the Board prohibits discrimination against any person with a disability in any of the services,  
16 programs or activities of the school system.

17  
18 Employees who are interested in requesting or discussing reasonable accommodations for a disability  
19 should contact [the Section 504/ADA Coordinator](#):

20  
21 **Director of Special Education**  
22 **10 Campus Drive**  
23 **Madison, CT 06443**  
24 **202-245-6341**  
25

26 Any employee may file an internal grievance/complaint regarding discrimination on the basis of  
27 disability by or within the District by utilizing the grievance/complaint procedures outlined in the  
28 Board’s Administrative Regulations Regarding Employees and Section 504 of Rehabilitation Act of  
29 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for  
30 Civil Rights, U.S. Department of Education (“OCR”):

31  
32 Office for Civil Rights, Boston Office  
33 U.S. Department of Education  
34 8<sup>th</sup> Floor  
35 5 Post Office Square  
36 Boston, MA 02109- 3921

37 (617) 289-0111

38

39 Employees may also file a complaint regarding employment discrimination on the basis of disability  
40 with:

41

42 Equal Employment Opportunity Commission

43 Boston Area Office

44 John F. Kennedy Federal Building

45 15 New Sudbury Street, Room 475

46 Boston, MA 02203 -0506

47 (800) 669-4000

48

49 Employees may also file a complaint with:

50

51 Connecticut Commission on Human Rights and Opportunities

52 450 Columbus Blvd.

53 Hartford, CT 06103-1835

54 (800) 477-5737

55

56 Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns  
57 about this policy, should contact the Director of Special Education, the Section 504/ADA Coordinator  
58 for the Madison Public Schools, at 203-245-6341.

59

60

61 Legal References:

62

63 29 U.S.C. §§ 705, 794

64 34 C.F.R. Part 104

65 42 U.S.C. § 12101 et seq.

66 28 C.F.R. Part 35

67

68

69 Date of Adoption: June 19, 1990

70 Date of Revision: October 3, 2006

71 Date of Revision: December 15, 2020

72

73 First Reading: November 12, 2024

Regulation #4118.14  
Americans with Disabilities Act/Section 504

**Madison Board of Education Section 504/ADA Grievance/Complaint  
Procedures Regarding Discrimination Against Employees**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

**I. Definitions**

**Major life activities:** include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

**Mitigating Measures:** include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

**Physical or Mental Impairment:** (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine or (b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

**II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability**

A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that ~~he/she has~~they have been discriminated against on the basis of disability may submit a written complaint to the ~~district's designated~~ Section 504/ADA Coordinator (See contact info below) within thirty (30) school days of the alleged occurrence.

A.B. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If a complaint is filed relating to alleged discrimination occurring more than thirty (30) school days after the alleged occurrence, the ability of the District to investigate the allegations may be limited by the passage of time. Therefore, complaints received after thirty (30) school days of the alleged occurrence shall be investigated to the extent possible, given the passage of time and the impact on available information, witnesses and memory. If the complaint is made verbally, the individual taking the complaint will reduce it to writing. Individuals wishing to make a complaint about discrimination against students on the basis of disability should be referred to the district's Section 504/ADA policies and regulations regarding students.

C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The ~~D~~istrict will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting or complaint of disability-based

66 discrimination or as a result of an individual’s participation or cooperating in the  
67 investigation of a complaint. The ~~D~~istrict will take necessary actions to prevent retaliation  
68 as a result of filing a complaint or the participation in an investigation of a complaint.  
69

70 ~~A.D.~~ If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should  
71 be submitted directly to the Superintendent who may conduct the investigation or appoint a  
72 designee to conduct the investigation in accordance with these procedures. If the  
73 Superintendent is the subject of the complaint, the District Board shall designate an  
74 appropriate party to conduct the investigation in accordance with these procedures.  
75

76 ~~B.~~ E. Complaints will be investigated promptly within timeframes identified below. Timeframes  
77 may be extended as needed given the complexity of the investigation, availability of individuals with  
78 relevant information and other extenuating circumstances. Confidentiality will be maintained by all  
79 persons involved in the investigation to the extent possible.

80  
81 F. The complaint should contain the following information:

- 82 1. The name of the complainant;
- 83 2. The date of the complaint;
- 84 3. The date(s) of the alleged discrimination;
- 85 4. The names of any witnesses or individuals relevant the complaint;
- 86 5. A detailed statement describing the circumstances in which the alleged  
87 discrimination occurred; and  
88
- 89 6. The remedy requested.

90  
91 However, all complaints will be investigated to the extent possible, even if such information is  
92 not included in the complaint. In such circumstances, additional  
93 information may be requested by the investigator as part of the investigation process.

94  
95 G. Upon receipt of the complaint, the individual investigating the complaint shall:

- 96 1. Provide a copy of the written complaint to the Superintendent of Schools;
- 97
- 98
- 99 2. Meet with the complainant within ten (10) school days to discuss the nature of the complaint,  
100 identify individuals the complainant believes have relevant information, and obtain any  
101 relevant documents the complainant may have;

- 103           3. Provide the complainant with a copy of the applicable Board Section 504/ADA Policy and  
104           these administrative regulations;
- 105
- 106 ~~3.~~ 4. Consider whether and which interim measures might be appropriate for an alleged victim and  
107 the respondent pending the outcome of the District’s investigation;
- 108
- 109
- 110 ~~4.~~ 5. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis  
111 for the complaint, including conducting interviews with individuals with information and review of  
112 documents relevant to the complaint;
- 113
- 114 ~~2.~~ 6. Maintain confidentiality to the extent practicable throughout the investigative process in  
115 accordance with state and federal law;
- 116
- 117 ~~3.~~ 7. Communicate the outcome of the investigation in writing to the complainant, and to any  
118 individual properly identified as a party to the complaint (to the extent permitted by state and federal  
119 confidentiality requirements), within fifteen (15) school days from the date the complaint was received  
120 by the Section 504/ADA Coordinator or Superintendent. The investigator may extend this deadline for  
121 no more than fifteen (15) additional school days if needed to complete the investigation. The  
122 complainant shall be notified of such extension. The written notice shall include a finding whether the  
123 complaint was substantiated and if so, shall identify how the district will remedy any identified  
124 violations of Section 504/ADA;
- 125
- 126 ~~4.~~ 8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as  
127 quickly as possible given the availability of staff and/or other individuals who may have information  
128 relevant to the complaint. If fixed timeframes cannot be met, complainant will receive notice and  
129 interim measures may be implemented as necessary (see sub-paragraph 6);
- 130
- 131 ~~5.~~ 9. Ensure that appropriate corrective action is taken whenever allegations are verified. When  
132 allegations are verified, ensure that measures to remedy the effects of the discrimination are  
133 appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid  
134 continuing discrimination.

135  
136 6. 10. In the event the investigator concludes that there is no violation of Section 504/ADA, the  
137 District may attempt to resolve the complainant's ongoing concerns, if possible.

138  
139 ~~G. If the complainant is not satisfied with the findings and conclusions of the investigation, the~~  
140 ~~complainant may present the complaint and written outcome to the Superintendent for review~~  
141 ~~and reconsideration within thirty (30) calendar days of receiving the findings. This process~~  
142 ~~provides an opportunity for the complainant to bring information to the Superintendent's~~  
143 ~~attention that would change the outcome of the investigation. In submitting the complaint and~~  
144 ~~written outcome for review, the complainant must explain why he/she believes the factual~~  
145 ~~information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal~~  
146 ~~standard was not applied, and how this information would change the investigator's~~  
147 ~~determination in the case. Failure to provide all such information may result in the denial of the~~  
148 ~~review.~~

149 H. After receiving the written notice of the outcome, parties shall have ten (10) school days to  
150 submit a formal written statement of appeal, if they so choose, to the Superintendent of Schools  
151 challenging the outcome of the investigation and explaining the basis for appeal.

152  
153 ~~Upon review of a written request from the complainant, the Superintendent shall review~~  
154 ~~the investigative results of the investigator and determine if further action and/or~~  
155 ~~investigation is warranted. Such action may include consultation with the investigator~~  
156 ~~and complainant, a meeting with appropriate individuals to attempt to resolve the~~  
157 ~~complaint or a decision affirming or overruling the investigator's conclusions or findings.~~  
158 ~~The Superintendent shall provide written notice to the complainant of his/her decision~~  
159 ~~within ten (10) school days following the receipt of the written request for review. Upon~~  
160 ~~receipt of an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal,~~  
161 ~~who may be the Superintendent or designee. The decisionmaker(s) for the appeal will~~  
162 ~~provide the appealing party's written statement to the non-appealing party. The non-~~  
163 ~~appealing party will then have ten (10) school days to submit to the decision-maker(s) for~~  
164 ~~the appeal a written statement in support of, or challenging, the outcome of the~~  
165 ~~investigation.~~

166  
167 The decisionmaker(s) for the appeal shall review the evidence and the information  
168 presented by the parties and determine if further action and/or investigation is warranted.  
169 Such action may include consultation with the investigator(s) and the parties, a meeting  
170 with appropriate individuals to attempt to resolve the complaint, or a decision affirming  
171 or overruling the written outcome. Generally, a party's disagreement with the outcome of  
172 the investigation, alone, will not be basis for further action. The decisionmaker(s) for the  
173 appeal will attempt to issue written notice of the outcome of the appeal to the parties  
174 within thirty (30) school days of receipt of all written statements from the parties.

175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214

**III. The Section 504/ADA Coordinator for this district is:**

**Director of Special Education  
10 Campus Drive  
Madison, CT 06443  
203-245-6341**

**IV. Complaints to Federal or State Agencies**

At any time, the complainant has the right to file a formal complaint with:

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

Employees may also file a complaint regarding employment discrimination on the basis of disability with:

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

**OR**

Connecticut Commission on Human Rights and Opportunities,  
25 Sigourney Street,  
Hartford, CT 06106  
(800) 477-5737

**SECTION 504/ADA DISCRIMINATION  
GRIEVANCE/COMPLAINT FORM FOR NON-STUDENTS**

(This form is intended to be used if an individual has grievance/complaint under Section 504/ADA alleging discrimination on the basis of a disability).

215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260

1. Name of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

2. Contact Information for Complainant:  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Home Tel. #)  
\_\_\_\_\_  
(Cell # or Work #)

3. Name of Covered Individual: \_\_\_\_\_

4. Address of Covered Individual (if different from above):  
\_\_\_\_\_  
\_\_\_\_\_

5. Relationship to School (e.g., position, visitor, parent) (if applicable):  
\_\_\_\_\_

6. Please describe the nature of your complaint:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Proposed resolution or corrective action you wish to see taken with regard to the stated issues:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Board of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board is prohibited. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

The Board ~~further~~ prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

**I. Definitions:**

The following definitions apply for purposes of this policy:

A. Discrimination:

35  
36 With respect to students, unlawful discrimination occurs when a student is denied participation in, or the  
37 benefits of, a program or activity of the Board because of such student’s actual or perceived membership  
38 in a Protected Class.

39  
40 B. Harassment:

41  
42 Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy.  
43 Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when  
44 the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s  
45 ability to participate in or benefit from the services, activities, or opportunities offered by the District.

46  
47 Although not an exhaustive list, the following are examples of the types of conduct that may be  
48 considered Protected Class harassment and can lead to a hostile environment, and are therefore  
49 prohibited by this policy:

- 50  
51
- 52 • objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated  
53 with any Protected Class membership, including but not limited to epithets relating to  
sex, sexual orientation, and/or gender identity or expression);
  - 54 • other words or phrases commonly considered demeaning or degrading on the basis of  
55 Protected Class membership;
  - 56 • display of images or symbols commonly associated with discrimination against  
57 individuals on the basis of their membership in a Protected Class;
  - 58 • graphic, written or electronic communications that are harmful, or humiliating based on  
59 Protected Class membership; or
  - 60 • physical, written, electronic or verbal threats based on Protected Class membership.
- 61

62 Harassment does not have to ~~include~~ involve intent to harm, be directed ~~at~~ toward a specific ~~target person~~,  
63 or involve repeated incidents.

64  
65 Sexual harassment is a form of harassment that is prohibited by law and Board Policy 5120. 4.2.4 Title  
66 ~~IX of the Education Amendments of 1972—Prohibition of Sex Discrimination, Including Sex-based and~~

67 ~~Sexual~~ Harassment. For more information regarding harassment based on sex, sexual orientation,  
68 pregnancy, or gender identity or expression, contact the District’s Title IX Coordinator.

69  
70 C. Veteran:

71 A veteran is any person honorably discharged from, released under honorable conditions from or released  
72 with an other than honorable discharge based on a qualifying condition from active service in, the United  
73 States Army, Navy, Marine Corps, Coast Guard and Air Force and Space Force and any reserve  
74 component thereof, including the Connecticut National Guard. “Qualifying condition” means (A) a  
75 diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to  
76 provide health care services at a United States Department of Veterans Affairs facility, (B) an experience  
77 of military sexual trauma disclosed to an individual licensed to provide  
78 health care services at a United States Department of Veterans Affairs facility, or (C) a determination  
79 that sexual orientation, gender identity or gender expression was more likely than not the primary reason  
80 for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c),  
81 (d).

82  
83 D. Gender identity or expression:

84 Gender identity or expression refers to a person’s gender-related identity, appearance or behavior, whether  
85 or not that gender-related identity, appearance or behavior is different from that traditionally associated  
86 with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by  
87 providing evidence including, but not limited to, medical history, care or treatment of the gender-related  
88 identity, consistent and uniform assertion of the gender-related identity or any other evidence that the  
89 gender-related identity is sincerely held, part of a person's core identity or not being asserted for an  
90 improper purpose.

91 E. ~~Sexual Orientation~~orientation:

92  
93 Sexual orientation refers to a person’s identity in relation to the gender or genders to which they  
94 are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have  
95 previously expressed, or (ii) is perceived by another person to hold.

96  
97 E.F. Race

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

F.G. Domestic Violence:

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. “Coercive control” includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

**II. Reporting:**

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing in accordance with the Board’s complaint procedures included in the

131 Board’s Administrative Regulations Regarding Non-Discrimination/Students. These regulations  
132 accompany Board Policy #5020.1 and are available online at [https://www.madison.k12.ct.us/board-of-](https://www.madison.k12.ct.us/board-of-education/policies)  
133 [education/policies](https://www.madison.k12.ct.us/board-of-education/policies) or upon request from the main office of any district school. Students are encouraged  
134 to immediately report concerns about Protected Class discrimination, harassment, or retaliation.

135  
136 Students may make verbal or written reports about Protected Class discrimination, harassment, or  
137 retaliation to any Board employee.  
138

139 If a complaint involves allegations of discrimination or harassment based on sex, gender identity or  
140 expression, sexual orientation, or pregnancy, such complaints will be handled in accordance with  
141 procedures set forth in Board Policy #5120.4.2.4,5 Prohibition of Sex Discrimination, Including Sex-based  
142 and Sexual Harassment. Complaints involving allegations of discrimination or harassment based on  
143 disability will be addressed in accordance with the procedures set forth in Board Policy #5200, Section  
144 504/ADA. In the event reported conducted allegedly violates more than one policy, the Board will  
145 coordinate any investigation in compliance with the applicable policies.

146  
147 District employees are required to report incidents of alleged student-to-student and staff-to-student  
148 discrimination, harassment or retaliation that may be based on a Protected Class that District employees  
149 witness or of which they have received reports or information, whether such incidents are verbal or  
150 physical or amount to discrimination, harassment or retaliation in other forms. Reports should be made to  
151 any District administrator.

152  
153 **Remedial Action:**  
154

155 If the District makes a finding of discrimination, harassment or retaliation of a student, the District  
156 will take remedial action designed to:

- 157  
158 A. eliminate the discriminatory/harassing/retaliatory conduct,  
159 B. prevent its recurrence, and  
160 C. address its effects on the complainant and any other affected individuals.  
161

162 Examples of appropriate action may include, but are not limited to:

- 163  
164 A. In the case of a student respondent, interventions for the individual who engaged in the  
165 discrimination/harassment may include, but are not limited to, discipline (including but not  
166 limited to suspension and/or expulsion), educational interventions, exclusion from extra-  
167 curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;

- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

~~Students found to have engaged in acts of discrimination or harassment that create a hostile environment based on a Protected Class may be disciplined, and such discipline may include, when circumstances warrant, suspension or expulsion.~~

District employees and administration will work with students and parents/guardians to prevent acts of discrimination, harassment and retaliation.

In addition to reporting to the Board, any student and/or parent/guardian also may file a complaint with the following agencies:

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

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

209  
210 Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss  
211 accommodations based on religion, and/or who would like a copy of the Board’s complaint procedures or  
212 complaint forms related to claims of discrimination, may contact:

213  
214 **Office of the Superintendent**  
215 **10 Campus Drive**  
216 **Madison, CT 06443**  
217 **(203) 245-6322**  
218

219 Anyone who has questions or concerns about the Board’s policies regarding discrimination or harassment  
220 on the basis of gender/sex, gender identity, or sexual orientation may contact the Board’s Title IX  
221 Coordinator:

222  
223 **Director of Special Education**  
224 **10 Campus Drive**  
225 **Madison, CT 06443**  
226 **(203) 245-6341**  
227

227 Anyone who has questions or concerns about the Board’s policies regarding discrimination or harassment  
228 on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may  
229 contact the Board’s Section 504/ADA Coordinator:

230  
231 **Director of Special Education**  
232 **10 Campus Drive**  
233 **Madison, CT 06443**  
234 **(203) 245-6341**

235 Legal References:

- 236  
237 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.  
238 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.  
239 Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.  
240 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.  
241 Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined  
242 Connecticut General Statutes § 46a-51, Definitions  
243 Connecticut General Statutes § 10-15c  
244 Connecticut General Statutes § 27-103  
245 Connecticut General Statutes § 46a-58, Deprivation of rights  
246 Connecticut General Statutes § 46a-81a, et seq.  
247 Connecticut General Statutes § 46b-1, Family relations matters and domestic violence  
248 defined

249  
250  
251  
252  
253  
254  
  
255  
256  
257  
258  
259  
260  
261

Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination Statutes”~~Public Act No. 22-82, “An Act Concerning Online Dating Operators, the Creation of a Grant Program to Reduce Occurrences of Online Abuse and the Provision of Domestic Violence Training and Protections of Victims of Domestic Violence”~~

Date Adopted: March 16, 2021  
Date Revised: October 12, 2021  
Date of Revision: October 17, 2023  
First Reading: November 12, 2024

**Regulation #5020.1  
Nondiscrimination**

**ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS  
(STUDENTS)**

The Madison Board of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board is prohibited

The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

~~Students, Board employees, Board members and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.~~

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. Any such reprisals or retaliation may result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

~~It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.~~

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Although not an exhaustive list, the following are examples of the type of conduct that may be considered Protected Class harassment and can lead to a hostile environment, and are therefore prohibited:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to ~~include~~ involve intent to harm, be directed ~~at~~ toward a specific person ~~target~~, or involve repeated incidents.

**Reporting to District Officials:**

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing in accordance with the Board’s complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Students. If a complaint involves allegations of discrimination or harassment based on sex, gender identity or expression, sexual orientation, pregnancy, such complaints will be handled in accordance with the procedures set forth in Board Policy #5120. ~~54.2.4. Title IX of the Education Amendments of 1972~~—Prohibition of Sex Discrimination, Including Sex-based and Sexual Harassment. Complaints involving allegations of discrimination or harassment based on disability will be addressed in accordance with the procedures set forth in Board Policy # 5200, Section 504/ADA (Students). In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Students are encouraged to immediately report any concerns about Protected Class discrimination, harassment, or retaliation.

**Mandatory Staff Reporting for Student Incidents:**

Board employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when Board employees witness such incidents or when Board employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. Reports should be made to any District administrator.

**Complaint Procedure**

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

93  
94 ~~The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of~~  
95 ~~charges of Protected Class Discrimination or harassment. The Board further prohibits reprisal or~~  
96 ~~retaliation against any individual who participates in the investigation of reports of alleged Protected Class~~  
97 ~~harassment/discrimination. Any such reprisals or retaliation will result in disciplinary action against the~~  
98 ~~retaliator, and other corrective actions as appropriate.~~

99  
100 ~~The District will periodically provide staff development for district administrators and periodically~~  
101 ~~distribute this policy and the implementing administrative regulations to employees and students in an~~  
102 ~~effort to maintain an environment free of harassment and discrimination.~~

#### 103 104 Complaint Procedure

105  
106 As soon as a student feels that they or another student has been subject to Protected Class discrimination  
107 or harassment, the individual should make a written complaint to the Superintendent or Superintendent's  
108 designee or to the building principal, or principal's designee. Students may make verbal or written reports  
109 about Protected Class discrimination, harassment, or retaliation to any Board employee. Board employees  
110 receiving such reports shall promptly forward them to any District administrator

111  
112 ~~Complaints pertaining to the Superintendent should be filed with the Board Chair. Complaints pertaining~~  
113 ~~to any Board members other than the board chair should be filed with the Board Vice Chair. In all cases,~~  
114 ~~the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated~~  
115 ~~in a manner consistent with the Board's non-discrimination policy and regulation. If any party to the~~  
116 ~~complaint involving the Superintendent or a Board member is not satisfied with the findings and~~  
117 ~~conclusions of the investigation, within (30) calendar days of receiving the findings, such party may~~  
118 ~~present the complaint and written outcome to the Board Chair, who will take appropriate steps, such as~~  
119 ~~retaining an independent investigator different from the investigator who investigated the complaint, to~~  
120 ~~cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and~~  
121 ~~regulation.~~

122  
123 The student and/or parent/guardian will be provided a copy of the Board's policy and regulation and made  
124 aware of the student's rights under this policy and regulation. In the event the principal or designee  
125 receives a complaint alleging discrimination or harassment based on sex, gender identity or expression,  
126 sexual orientation, or pregnancy, the principal or designee shall follow the procedures identified in Policy  
127 51020.54.2, Prohibition of Sex Discrimination, Including Sex-based and Sexual Harassment (Students).  
128 If the complaint alleging discrimination or harassment is based on disability, the Superintendent or  
129 designee shall follow the procedures identified in Board Policy #5200, Section 504/ADA (Students).

130 The complaint should state the:

- 131  
132 A. Name of the complainant/victim,
- 133  
134 B. Date of the complaint,
- 135

- 136 C. Date(s) of the alleged harassment/discrimination,
- 137
- 138 D. Name(s) of the harasser(s) or discriminator(s),
- 139
- 140 E. Location where such harassment/discrimination occurred,
- 141
- 142 F. Names of any witness(es) to the harassment/discrimination,
- 143
- 144 G. Detailed statement of the circumstances constituting the alleged
- 145 harassment/discrimination; and
- 146
- 147 H. Proposed remedy.
- 148

149 Any student and/or parent/guardian who makes an oral complaint of harassment or discrimination to any  
150 of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make  
151 a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the  
152 student) is unable to make a written complaint, the administrator receiving the oral complaint will either  
153 reduce the complaint to writing, ~~or~~ assist the student (individual acting on behalf of the student) in  
154 completing the written complaint form or ask a District administrator for assistance in doing so.

155  
156 All complaints are to be forwarded immediately to the Superintendent or designee. Upon receipt of a  
157 complaint alleging harassment or discrimination under this complaint procedure, the Superintendent shall  
158 designate a District administrator (or other trained individual) to promptly investigate the complaint.  
159 During the course of the investigation, the investigator shall interview or consult with all individuals  
160 reasonably believed to have relevant information, including the individual alleged to have experienced  
161 Protected Class discrimination and/or harassment (the “complainant”), the alleged harasser/discriminator  
162 (“respondent”) and any witnesses to the conduct. Complaints will be investigated promptly within the  
163 time frames identified below. Time frames may be extended as needed given the complexity of the  
164 investigation, availability of individuals with relevant information and/or other extenuating circumstances.  
165 Confidentiality will be maintained by all persons involved in the investigation to the extent possible to the  
166 extent consistent with principals of due process, as determined by the investigator.

167  
168 Upon receipt of a written complaint of discrimination or harassment, the investigator should:

- 169
- 170 1. Offer to meet with the complainant (and respondent, if applicable) within ten (10) business days
- 171 (provided that such time frame may be reasonably extended based on the availability of
- 172 necessary witnesses and/or participants, the complexity of the investigation, and/or other
- 173 extenuating circumstances) to discuss the nature of the complaint, discuss the availability of
- 174 interim measures, identify individuals the complainant or respondent believes has relevant
- 175 information, and obtain any relevant documents the complainant or respondent may have;
- 176
- 177 2. Provide the complainant (and respondent, if applicable) with a copy of the Board’s non-
- 178 discrimination policy and accompanying regulations;
- 179
- 180

- 181 3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis  
182 of the complaint, including, as applicable conducting interviews with the parties to the complaint  
183 and any relevant witnesses or other individuals deemed relevant to the complaint;  
184
- 185 4. Review any records, notes, statements, or other documents relevant to the complaint;  
186
- 187 5. Maintain confidentiality to the extent practicable throughout the investigative process, in  
188 accordance with state and federal law;  
189
- 190 6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence  
191 gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the  
192 discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in  
193 discrimination or harassment, a broad statement of consequences imposed (to the extent  
194 permitted by state and federal confidentiality requirements) (i.e. “Consequences were  
195 imposed.”).
- 196
- 197 7. Communicate the outcome of the investigation in writing to the complainant (and respondent, if  
198 applicable) (to the extent permitted by state and federal confidentiality requirements), within  
199 thirty (30) business days (provided that such time frame may be reasonably extended based on  
200 the availability of necessary witnesses and/or participants, the complexity of the investigation,  
201 and/or other extenuating circumstances) from the date the complaint was received by the  
202 Superintendent’s office. The complainant (and respondent, if applicable) shall be notified of any  
203 extension of the investigation timeline. The written notice shall include a finding whether the  
204 complaint was substantiated and if so, shall identify, to the extent possible, how the District will  
205 remedy the discrimination or harassment, adhering to the requirements of state and federal law;  
206
- 207 8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as  
208 quickly as possible given the availability of employees and/or other individuals who may have  
209 information relevant to the complaint. If fixed time frames cannot be met, the complainant (and  
210 respondent, if applicable) will receive notice and interim measures may be implemented as  
211 necessary ~~(see sub-paragraph 6)~~;  
212
- 213 9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including,  
214 but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination  
215 or harassment. Corrective action should include steps designed to avoid continuing  
216 discrimination or harassment;  
217
- 218 10. After receiving the written notice of the outcome, parties shall have ten (10) school days to  
219 submit a formal written statement of appeal, if they so choose, to the Superintendent challenging  
220 the outcome of the investigation and explaining the basis for appeal. Upon receipt of an appeal,  
221 the Superintendent shall appoint a decisionmaker(s) for the appeal, who may be the  
222 Superintendent or designee. The decisionmaker(s) for the appeal will provide the appealing  
223 party’s written statement to the non-appealing party. The non-appealing party will then have ten  
224 (10) school days to submit to the decision-maker(s) for the appeal a written statement in support  
225 of, or challenging, the outcome of the investigation. The decisionmaker(s) for the appeal shall review the  
226 evidence and the information presented by the parties ~~If a complainant or respondents not satisfied with the~~

~~findings and conclusions of the investigation, the complainant (and/or respondent, if applicable) may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant (and/or respondent, if applicable), the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator(s) and complainant (and/or respondent, if applicable) the parties, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the written outcome. Generally, a party's disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant (and respondent, if applicable) of the proposed actions within thirty (30) business days (provided that such time frame may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review school days of receipt of all written statements from the parties.~~

If the District makes a finding of discrimination, harassment or retaliation, the District will take appropriate remedial action designed to 1) eliminate the discriminatory/harassing conduct, 2) prevent its recurrence, and 3) address its effects on the complainant and any other affected individuals. Examples of appropriate action may include:

(a)

- ~~A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;~~
- ~~B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;~~
- ~~C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;~~
- ~~Interventions for the individual who engaged in the discrimination/harassment, such as parent/guardian notification, discipline, or counseling.~~
- ~~(b) Interventions for the complainant, such as counseling, academic support, and information on how to report further incidents of discrimination.~~
- ~~(c) Separating the complainant and the individual who engaged in the discrimination/harassment, provided the separation does not penalize the complainant.~~
- (d) Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation.
- (e) Training or other interventions for the larger school community to ensure that students, staff, and parents understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

273  
274 District staff members and administrators will work with students and parents/guardians to take steps  
275 designed to prevent acts of discrimination, harassment and retaliation.

276  
277 **Staff Development:**

278  
279 The District will periodically provide staff development for District administrators and periodically  
280 distribute the Board’s Non-Discrimination policies and the implementing administrative regulations to  
281 staff, students and parents in an effort to maintain an environment free of discrimination, harassment and  
282 retaliation.

283  
284 **Reporting to State and Federal Agencies:**

285  
286 Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S.  
287 Department of Education (“OCR”):

288  
289 Office for Civil Rights, Boston Office  
290 U.S. Department of Education  
291 8th Floor  
292 5 Post Office Square

293  
294 Boston, MA 02109- 3921  
295 (617-289-0111)  
296 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

297  
298 Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on  
299 Human Rights and Opportunities:

300  
301 Connecticut Commission on Human Rights and Opportunities  
302 450 Columbus Blvd.  
303 Hartford, CT 06103-1835  
304 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

305  
306 Anyone who has questions or concerns about these regulations,  
307 and/or who may wish to request or discuss accommodations based on religion, may contact:

308  
309 **Office of the Superintendent**  
310 **10 Campus Drive**  
311 **Madison, CT 06443**  
312 **(203) 245-6322**

313  
314 Anyone who has questions or concerns about the Board’s policies regarding discrimination or  
315 harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board’s  
316 Title IX Coordinator:

317  
318 **Director of Special Education**

319           **10 Campus Drive**  
320           **Madison, CT 06443**  
321           **(203) 245-6341**  
322

323   Anyone who has questions or concerns about the Board’s policies regarding discrimination or  
324   harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a  
325   disability, may contact the Board’s Section 504/ADA Coordinator:  
326

327           **Director of Special Education**  
328           **10 Campus Drive**  
329           **Madison, CT 06443**  
330           **(203) 245-6341**  
331

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

**(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, veteran status, or status as a victim of domestic violence)**

332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365

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

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

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

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

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

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

Detailed statement of the circumstances constituting the alleged discrimination or harassment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

---

**Americans with Disabilities Act/Section 504**

---

1  
2  
3  
4 Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals  
5 with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans  
6 with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a  
7 disability by state and local governments. To be protected under Section 504 and the ADA (“collectively,  
8 “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits  
9 one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having  
10 such an impairment.

11  
12 In order to fulfill its obligation under Section 504/ADA, the Madison Public Schools recognize a  
13 responsibility to avoid discrimination in policies and practices regarding its personnel, students,  
14 parents/guardians and members of the public who participate in school sponsored programs, which may  
15 require reasonable modifications to such policies and practices. In this regard, the Madison Public Schools  
16 prohibit discrimination against any person with a disability in any of the services, programs or activities  
17 of the school system.

18  
19 The District has specific responsibilities under Section 504 to identify, evaluate and provide an  
20 educational placement for students who have a physical or mental impairment that substantially limits a  
21 major life activity. The school district’s obligation includes providing access to a free appropriate public  
22 education (“FAPE”) for students determined to be eligible under Section 504/ADA. Under Section 504,  
23 FAPE is defined as the provision of regular or special education and related services that are designed to  
24 meet the individual educational needs of a student with a disability as adequately as the needs of students  
25 without disabilities are met, and that are provided without cost (except for fees similarly imposed on  
26 nondisabled students/parents).

27  
28 If a student’s parent/guardian disagrees with the decisions made by the professional staff of the school  
29 district with respect to the identification, evaluation or educational placement of their child, such  
30 parent/guardian has the right to request an impartial due process hearing.

32 In addition, a student or parent/guardian of a student may also file an internal grievance/complaint on  
33 these issues or any other type of discrimination on the basis of disability by or within the district by  
34 utilizing the grievance/complaint procedures outlined in the Board's Administrative Regulations  
35 Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with  
36 Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of  
37 Education ("OCR"):

38  
39 Office for Civil Rights, Boston Office  
40 U.S. Department of Education  
41 8<sup>th</sup> Floor  
42 5 Post Office Square  
43 Boston, MA 02109- 3921  
44 (617) 289-0111  
45

46 Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns  
47 about this policy, should contact the Director of Special Education, the Section 504/ADA Coordinator  
48 for the Madison Public Schools, at 203-245-6341.

49  
50 Legal References:

51  
52 29 U.S.C. §§ 705, 794  
53 34 C.F.R. Part 104  
54 42 U.S.C. § 12101 et seq.  
55 28 C.F.R. Part 35  
56

57 *Protecting Students with Disabilities, Frequently Asked Questions About Section 504 and the Education*  
58 *of Children with Disabilities*, Office for Civil Rights (March 17, 2011), available at  
59 <http://www.ed.gov/about/offices/list/ocr/504faq.html>  
60

61 *Dear Colleague Letter*, United States Department of Education, Office for Civil Rights (January 19,  
62 2012)  
63

64 [Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline Under](https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term)  
65 [Section 504 of the Rehabilitation Act of 1973](https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term), Office for Civil Rights (July 2022), available at  
66 [https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-](https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term)  
67 [guidance.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term](https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term)  
68

69 Date of Adoption: November 4, 1999  
70 Technical Revision: August 22, 2006  
71 Technical Revision: June 1, 2010  
72 Date of Revision: February 13, 2018  
73 Date Adopted: December 15, 2020

74 First Reading: February 7, 2023  
75 Second Reading: March 7, 2023  
76 Dated Adopted: March 7, 2023  
77  
78 First Reading: November 12, 2024

---

---

**Regulation #5200**  
**Americans with Disabilities Act/Section 504**

---

**Madison Board of Education Section 504/ADA Grievance/Complaint  
Procedures Regarding Discrimination Against Students on the Basis of Disability**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

**I. Definitions**

**Free appropriate public education (FAPE)** for purposes of Section 504, refers to the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, that are provided without cost (except for fees similarly imposed on nondisabled students/parents), and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

**Major life activities** include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

**Mitigating measures** include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

**Physical or mental impairment** is (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; (b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability; or (c) an impairment that is episodic or in remission if it would substantially limit a major life activity when active. Physical or mental impairment includes, but

47 is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic,  
48 visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple  
49 sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other  
50 specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus  
51 infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

52  
53 **II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability**

- 54  
55 A. Any eligible person, including any student, parent/guardian, staff member or other  
56 employee who feels that they have been discriminated against on the basis of disability  
57 (including differential treatment, harassment and retaliation) may submit a written  
58 complaint to the district’s designated Section 504/ADA Coordinator (*see* contact  
59 information below) for the Madison Public Schools (the “District”) within thirty (30)  
60 school days of the alleged occurrence. Complaints by students and/or parents/guardians  
61 alleging discrimination involving students will be investigated under these procedures;  
62 complaints by employees or other non-students will be investigated under the appropriate  
63 administrative regulation. ~~Administrative Regulation #4116.1 Sex Discrimination and~~  
64 ~~Sexual Harassment.~~  
65  
66 B. Timely reporting of complaints facilitates the prompt investigation and resolution of such  
67 complaints. If a complaint is filed relating to alleged discrimination occurring more than  
68 thirty (30) school days after the alleged occurrence, the Board’s ability to investigate the  
69 allegations may be limited by the passage of time. Therefore, complaints received after  
70 thirty (30) school days of the alleged occurrence shall be investigated to the extent possible,  
71 given the passage of time and the impact on available information, witnesses and memory.  
72 If a complaint is made verbally, the individual taking the complaint will reduce the  
73 complaint to writing.  
74  
75 C. At any time, when a complaint involves discrimination that is directly related to a claim  
76 regarding the identification, evaluation or educational placement of a student under Section  
77 504, the complainant may request that the Section 504/ADA Coordinator submit the  
78 complaint directly to an impartial hearing officer and request a due process hearing in  
79 accordance with Section III.D. Complaints regarding a student’s rights with respect to the  
80 student’s identification, evaluation or educational placement shall be addressed in  
81 accordance with the procedures set forth below in Section III.  
82  
83 D. Retaliation against any individual who complains pursuant to the Board’s policy and  
84 regulations listed herein is strictly prohibited. The District will not tolerate any retaliation  
85 that occurs as a result of the good faith reporting or complaint of disability-based  
86 discrimination or as a result of an individual’s participation or cooperation in the  
87 investigation of a complaint. The District will take necessary actions to prevent retaliation  
88 as a result of filing a complaint or the participation in an investigation of a complaint.  
89  
90 E. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should  
91 be submitted directly to the Superintendent who may conduct the investigation or appoint  
92 a designee to conduct the investigation in accordance with these procedures. If the

93 Superintendent is the subject of the complaint, the Board shall designate an appropriate  
94 party to conduct the investigation in accordance with these procedures.

95  
96 F. Complaints will be investigated promptly. Timeframes may be extended as needed given  
97 the complexity of the investigation, availability of individuals with relevant information  
98 and other extenuating circumstances. Confidentiality will be maintained by all persons  
99 involved in the investigation to the extent possible.

100  
101 G. If a disability discrimination complaint raises a concern about bullying behavior, the  
102 Section 504 Coordinator shall notify the Safe School Climate Specialist or designee who  
103 shall coordinate any bullying investigation with the Section 504 Coordinator, so as to  
104 ensure that any such bullying investigation complies with the requirements of applicable  
105 Board policies.

106  
107 H. The complaint should contain the following information:

- 108 1. The name of the complainant;
- 109 2. The date of the complaint;
- 110 3. The date(s) of the alleged discrimination;
- 111 4. The names of any witnesses or individuals relevant the complaint;
- 112 5. A detailed statement describing the circumstances in which the alleged  
113 discrimination occurred; and
- 114 6. The remedy requested.

115  
116  
117 However, all complaints will be investigated to the extent possible, even if such  
118 information is not included in the complaint. In such circumstances, additional information  
119 may be requested by the investigator as part of the investigation process.

120  
121 I. Upon receipt of the complaint, the individual investigating the complaint shall:

- 122 1. Provide a copy of the written complaint to the Superintendent of Schools;
- 123 2. Meet separately with the complainant and the respondent within ten (10) school days  
124 to discuss the nature of the complaint, identify individuals the complainant and  
125 respondent believe have relevant information, and obtain any relevant documents the  
126 complainant and respondent may have;
- 127 3. Provide the complainant and the respondent with a copy of the applicable Board  
128 Section 504/ADA Policy and these administrative regulations;
- 129 4. Consider whether and which interim measures might be appropriate for an alleged  
130 victim and the respondent pending the outcome of the District's investigation;
- 131 5. Conduct an investigation of the factual basis of the complaint that is adequate, reliable,  
132 and impartial, including conducting interviews with individuals with information and  
133 review of documents relevant to the complaint;
- 134 6. Maintain confidentiality to the extent practicable throughout the investigative process  
135 in accordance with state and federal law;
- 136 7. Communicate the outcome of the investigation in writing to the complainant, and to  
137 the respondent (to the extent permitted by state and federal confidentiality  
138

requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the District will remedy any identified violations of Section 504/ADA. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and the respondent shall be notified of any such extension-;

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, and no later than fifteen (15) school days after the start of the following school year. The complainant and the respondent will receive notice if the investigation has been impeded by the summer recess, and interim measures may be implemented as necessary (see sub-paragraph 4);
9. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination and prevent its recurrence are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination-;
10. In the event the investigator concludes that there is no violation of Section 504/ADA, the District may attempt to resolve the complainant's ongoing concerns, if possible.

J. ~~After receiving the written notice of the outcome, parties shall have ten (10) school days to submit a formal written statement of appeal, if they so choose, to the Superintendent of Schools challenging the outcome of the investigation and explaining the basis for appeal. If the complainant or the respondent is not satisfied with the findings and conclusions of the investigation, the dissatisfied party may request review and reconsideration of the conclusion of the complaint (an "Appeal") within thirty (30) days of receipt of the written outcome. In requesting an Appeal, the appealing party must submit the complaint, the written outcome of the complaint, and explain why the appealing party believes the factual information relied upon by the investigator was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the Appeal.~~

~~Upon review of an Appeal from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted, or shall appoint a designee to do so. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent or designee shall provide written notice to the appealing party and the other party of the Superintendent or designee's decision within ten (10) school days following the written request for review. When an Appeal is received during summer recess, the Superintendent or designee shall conduct the review as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year.~~

The Superintendent or designee's decision shall be final. Upon receipt of an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal, who may be the Superintendent or superintendent's designee. The decisionmaker(s) for the appeal will provide the appealing party's written statement to the non-appealing party. The non-appealing 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, the outcome of the investigation.

The decisionmaker(s) for the appeal shall review the evidence and the information presented by the parties and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator(s) and the parties, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the written outcome. Generally, a party's disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within thirty (30) school days of receipt of all written statements from the parties.

**III. Grievance/Complaint Resolution Procedures for Complaints Involving a Student's Identification, Evaluation or Educational Placement**

Complaints regarding a student's identification, evaluation or educational placement shall generally be handled using the procedures described below. **However, at any time, the complainant may request that the Section 504/ADA Coordinator submit the complaint directly to an impartial hearing officer, and request a hearing in accordance with the provisions of subsection D (below).**

**A. Submission of Complaint to Section 504/ADA Coordinator**

1. In order to facilitate the prompt investigation of complaints, any complaint regarding a student's identification, evaluation or educational placement under Section 504 should be forwarded to the District's Section 504/ADA Coordinator (*see* contact information below) within thirty (30) school days of the alleged date that the dispute regarding the student's identification, evaluation and/or education placement arose. Timely reporting of complaints facilitates the resolution of potential educational disputes.
2. The complaint concerning a student's identification, evaluation or educational placement should contain the following information:
  - a. Full name of the student, age, and grade level;
  - b. Name of parent(s);
  - c. Address and relevant contact information for parent/complainant;
  - d. Date of complaint;
  - e. Specific areas of disagreement relating to the student's identification, evaluation and/or placement; and

230 f. Remedy requested.  
231

232 However, all complaints will be investigated to the extent possible even if such information  
233 is not included in the written complaint. In such circumstances, additional information  
234 may be requested by the investigator as part of the investigation process.  
235

236 3. Complaints will be investigated promptly within timeframes identified below. Timeframes  
237 may be extended as needed given the complexity of the investigation, availability of  
238 individuals with relevant information and other extenuating circumstances.  
239

240 4. Upon receipt of the complaint, the Section 504/ADA Coordinator or the Coordinator's  
241 designee shall:

242 a. Forward a copy of the complaint to the Superintendent of Schools;  
243

244 b. Meet with the complainant within ten (10) school days to discuss the nature of the  
245 complainant's concerns and determine if an appropriate resolution can be reached, or  
246 whether interim measures may be appropriate. If a complaint is made during summer  
247 recess, the complaint will be reviewed and addressed as quickly as possible given the  
248 availability of staff and other individuals who may have information relevant to the  
249 complaint, and no later than ten (10) school days after the start of the following school  
250 year;  
251

252 c. If, following such a meeting, further investigation is deemed necessary, the Section  
253 504/ADA Coordinator or designee shall promptly investigate the factual basis for the  
254 complaint, consulting with any individuals reasonably believed to have relevant  
255 information, including the student and/or complainant; and  
256

257 d. Communicate the results of the investigation in writing to the complainant and any  
258 persons named as parties to the complaint (to the extent permitted by state and federal  
259 confidentiality requirements) within fifteen (15) school days from the date the  
260 complaint was received by the Section 504/ADA Coordinator or designee.  
261

262 e. In the event that the Section 504/ADA Coordinator or designee has a conflict of interest  
263 that prevents such individual from serving in this role, the complaint shall be forwarded  
264 to the Superintendent who shall appoint an investigator who does not have a conflict  
265 of interest.  
266

267 B. Review by Superintendent of Schools  
268

269 1. After receiving the written notice of the outcome, the Complainant shall have ten (10) school  
270 days to submit a formal written statement of appeal, if they so choose, to the Superintendent  
271 of Schools challenging the outcome of the investigation and explaining the basis for appeal.  
272 Upon receipt of an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal,  
273 who may be the Superintendent or designee. If the complainant is not satisfied with the findings  
274 and conclusions of the investigation, the dissatisfied party may present the complaint and

~~written outcome to the Superintendent for review and reconsideration (an “Appeal”) within thirty (30) calendar days of receiving the findings. This process provides an opportunity for the appealing party to bring information to the Superintendent’s attention that would change the outcome of the investigation. In submitting an Appeal, the appealing party must explain why they believe the factual information relied upon by the investigator was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this information would change the investigator’s determination in the case. Failure to provide all such information may result in the denial of the Appeal.~~

2. ~~The decisionmaker(s) for the appeal Upon review of a an Appeal from the appealing party, the Superintendent shall review the evidence and information presented by the parties ~~investigative results of the investigator~~ and determine if further action and/or investigation is warranted, ~~or appoint a designee to do so.~~ Such action may include consultation with the investigator(s) and ~~other relevant witnesses~~the parties, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the ~~investigator’s conclusions or findings.~~ ~~The Superintendent or designee shall provide written notice to the appealing party of the Superintendent’s or designee’s decision~~ written outcome. Generally, a party’s disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within ~~thirtyten (310)~~ thirtyten (310) school days ~~following the receipt of the Appeal, or if the Appeal is received during summer recess, as quickly as possible but no later than ten (10) school days after the start of the following school year~~ of receipt of all written statements from the parties.~~
3. If the complainant is not satisfied with the ~~Superintendent or designee’s~~ decisionmaker for the appeal’s decision or proposed resolution, such individual may request that the Superintendent submit the matter to a neutral mediator or to an impartial hearing officer. This request for mediation or a hearing should be made within fifteen (15) school days of the Superintendent or designee’s decision.

C. Mediation Procedures:

1. A parent/guardian or student aged 18 or older may request mediation with a neutral mediator to attempt to resolve a disagreement with the decisions made by the professional staff of the District with respect to the identification, evaluation or educational placement of the student.
2. A request for mediation regarding a student’s identification, evaluation or educational placement under Section 504 should be forwarded to the District’s Section 504/ADA Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student’s identification, evaluation, and/or education placement arose or within fifteen (15) school days of the Superintendent’s decision in reviewing a complaint handled through the grievance/complaint procedure described in Section III.B, above. Mediation shall only occur by mutual agreement of the parties.
3. The request for mediation concerning a disagreement relating to a student’s identification, evaluation or educational placement should contain the following information:

- 321 a. Full name of the student, age, and grade level;
- 322 b. Name of parent(s);
- 323 c. Address and relevant contact information for parent/complainant;
- 324 d. Date of complaint;
- 325 e. Specific areas of disagreement relating to the student’s identification, evaluation
- 326 and/or placement; and
- 327 f. Remedy requested.
- 328
- 329 4. Upon receipt of a request for mediation,
- 330
- 331 a. The Section 504/ADA Coordinator shall:
- 332 i. Forward a copy of the request for mediation to the Superintendent of Schools; and
- 333 ii. Inform the parent/guardian or student 18 years old or older as to whether the
- 334 District agrees to mediation in writing.
- 335
- 336 b. If the District agrees to mediation, the Board shall retain a neutral mediator who is
- 337 knowledgeable about the requirements of Section 504/ADA and has an understanding of a
- 338 free appropriate public education (“FAPE”) under Section 504 and the distinctions between
- 339 and among Section 504, the ADA and the Individuals with Disabilities Education Act
- 340 (“IDEA”).
- 341
- 342 c. If the District does not agree to mediation, the Section 504/ADA Coordinator shall inform
- 343 the parent/guardian or student aged 18 or older of their right to request an impartial hearing.
- 344
- 345 5. The mediator shall inform all parties involved of the date, time and place of the mediation and
- 346 of the right to have legal counsel or other representation at the complainant’s own expense, if
- 347 desired.
- 348
- 349 6. The mediator shall meet with the parties jointly, or separately, as determined by the mediator,
- 350 and shall facilitate a voluntary settlement of the dispute between the parties, if possible.
- 351
- 352 7. All statements, offers, or discussions and/or information shared during the mediation process,
- 353 but not available from other means, shall be confidential, and may not be used in a subsequent
- 354 hearing or other administrative or judicial proceeding related to the disagreement that is the
- 355 subject of the mediation.
- 356
- 357 8. If the parties are not able to reach a voluntary settlement of the dispute, the complainant may
- 358 request an impartial hearing, as described below.
- 359

360 D. Impartial Hearing Procedures:

361 An impartial due process hearing is available to a parent/guardian of a student, or a student aged 18

362 years of age or older, who disagrees with the decisions made by the professional staff of the District

363 with respect to the identification, evaluation or educational placement of the student, or otherwise

364 makes a claim of discrimination relating to the identification, evaluation or educational placement of

365 the student.

366

367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388  
389  
390  
391  
392  
393  
394  
395  
396  
397  
398  
399  
400  
401  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412

1. The request for a due process hearing concerning a disagreement relating to a student’s identification, evaluation or educational placement should contain the following information:
  - a. Full name of the student, age, and grade level;
  - b. Name of parent(s);
  - c. Address and relevant contact information for parent/complainant;
  - d. Date of complaint;
  - e. Specific areas of disagreement relating to the student’s identification, evaluation and/or placement; and
  - f. Remedy requested.
2. Upon receipt of a request for an impartial due process hearing, the Board shall retain an impartial hearing officer. The impartial hearing officer must be someone who is knowledgeable about the requirements of Section 504/ADA and has an understanding of a free appropriate public education (“FAPE”) under Section 504 and the distinctions between and among Section 504, the ADA and the (“IDEA”).
3. The impartial hearing office shall schedule a pre-hearing conference with the District and the parent(s) or student aged 18 years of age or older (and/or legal counsel for the student) to identify the issue(s) for hearing, set the hearing schedule and address other administrative matters related to the hearing, including the option for mediation.
4. The impartial hearing officer shall inform all parties involved of the date, time and place of the hearing and of the right to present witnesses, other evidence and to be represented by legal counsel at each party’s own expense, if desired.
5. The impartial hearing officer shall hear all aspects of the complainant’s complaint concerning the identification, evaluation or educational placement of the student and shall reach a decision within forty-five (45) school days of receipt of the request for hearing. The decision shall be presented in writing to the complainant and to the Section 504/ADA Coordinator. The impartial hearing officer’s decision shall be final.
6. An impartial hearing officer under Section 504 does not have jurisdiction to hear claims alleging discrimination, harassment or retaliation based on an individual’s disability unless such a claim is *directly related* to a claim regarding the identification, evaluation, or educational placement of a student under Section 504.
7. The time limits noted herein may be extended for good cause shown for reasons including, but not limited to, permitting more time for thorough review of the record, presentation of evidence or opportunity for resolution.

E. Drug/Alcohol Violations

If a student with a disability violates the Board’s policies relative to the use or possession of illegal drugs or alcohol, the Board may take disciplinary action against such student for the student’s illegal

413 use or possession of drugs or alcohol to the same extent that the Board would take disciplinary action  
414 against nondisabled students. Such disciplinary action is not subject to the complaint or due process  
415 procedures outlined above.

416  
417 **IV. The Section 504/ADA Coordinator for the District is:**

418  
419 **Director of Special Education**  
420 **10 Campus Drive**  
421 **Madison, CT 06443**  
422 **(203) 245-6341**

423  
424 **V. Complaints to Federal Agencies**

425  
426 At any time, the complainant has the right to file a formal complaint with the:

427  
428 U.S. Department of Education, Office for Civil Rights,  
429 8<sup>th</sup> Floor, 5 Post Office Square, Suite 900,  
430 Boston, MA 02109-0111  
431 (617) 289-0111  
432 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

433  
434  
435

---

---

---

MADISON PUBLIC SCHOOLS

**NOTICE OF PARENT/STUDENT RIGHTS  
UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973  
AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is a non-discrimination statute enacted by the United States Congress. Section 504 prohibits discrimination on the basis of disability by recipients of federal funds. Title II of the Americans with Disabilities Act (“ADA” or “Title II”) also prohibits discrimination on the basis of disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”) as an individual with a disability, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

Under Section 504, the Madison Public Schools (the “District”) has specific responsibilities to identify, evaluate and provide an educational placement for students with a disability. The District’s obligation includes providing such eligible students a free appropriate public education (“FAPE”). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees similarly imposed on nondisabled students/parents).

A student is eligible for regular or special education and related services under Section 504 if it is determined that the student has a mental or physical disability that substantially limits one or more major life activity such as (but not limited to): caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. A major life activity may also include the operation of a major bodily function, such as an individual’s immune, digestive, respiratory or circulatory systems.

A student can have a disability and be covered by Section 504/ADA even if the student does not qualify for, or receive, special education services under the IDEA.

The purpose of this notice is to provide parents/guardians and students 18 years of age or older with information regarding their rights under Section 504. Under Section 504, you have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the District’s education programs without discrimination based on your child’s disability;
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on your child’s disability;
4. To be notified of decisions and the basis for decisions regarding the identification, evaluation, and educational placement of your child under Section 504;

482  
483  
484  
485  
486  
487  
488  
489  
490  
491  
492  
493  
494  
495  
496  
497  
498  
499  
500  
501  
502  
503  
504  
505  
506  
507  
508  
509  
510  
511  
512  
513  
514  
515  
516  
517  
518  
519  
520  
521  
522  
523  
524  
525  
526  
527

5. If you suspect your child may have a disability, to request an evaluation, at no expense to you and to have an eligibility determination under Section 504 (and if eligible, placement decisions made) by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education (FAPE). This includes the right to receive regular or special education and related services that are designed to meet the individual needs of your child as adequately as the needs of students without disabilities are met;
7. For your child to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school, extra-curricular and school-related activities;
8. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
9. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
10. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
11. To examine or obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. To request changes in the educational program of your child, to have your request and related information considered by the team, a decision made by the team, and if denied, an explanation for the team's decision/determination;
13. To request an impartial due process hearing if you disagree with the District's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the District. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense;
14. To file a local grievance/complaint with the District's designated Section 504/ADA Coordinator to resolve complaints of discrimination including, but not limited to, claims of discrimination directly related to the identification, evaluation or placement of your child; and
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504/ADA Coordinator for this district is:

**Director of Special Education**  
**10 Campus Drive**  
**Madison, CT 06443**  
**(203) 245-6341**

528

529 For additional assistance regarding your rights under Section 504 and Title II of the Americans with  
530 Disabilities Act, you may contact:

531

532 Office for Civil Rights, Boston Office

533 U.S. Department of Education

534 8<sup>th</sup> Floor

535 5 Post Office Square

536 Boston, MA 02109-0111

537 (617) 289-0111.

538

539

OCT 24 2024



Donation (Cash / Property) to the Madison Public Schools

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. The school principal may approve gifts to a school that are valued at \$500 to \$1,000 and meet criteria established by the administrative regulations established in accordance with this policy. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

SUPERINTENDENT

Date Form Completed: 10/17/24

Organization / Individual Making Donation: DHS Gymnastics Booster Club

Address: 80 For 30 Willow Ln Madison, CT 06443 (Street, city, zip)

Phone #: 203 605-5240

Description of Donation / Gift and intended use: 7.5' x 12' gymnastics mat (20 cm thick)

Approximate Value: \$1783 + \$300 shipping = \$2083

Recipient(s) name: Daniel Hand High School Athletics

Acknowledgements: (optional)

In honor/memory of: [Signature]

Acknowledgement Contact: [Signature]

Acknowledgement Address: [Signature]

This request cannot be acted up on before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name/signature of the person who was consulted.

Signature of Person Consulted: Chris Farrell, AD / Kelly Smith, gymnastics coach

Are there conditions of use attached to the gift/donation: [ ] Yes [X] No

If yes, please explain conditions: [Blank line]

Are there installation, site preparation, labor, or equipment costs needed for installation, etc.? [ ] Yes [X] No

If yes, who is responsible for the costs? [Blank line]

What is the annual maintenance cost of the donation, if any? [ ] Yes [X] No

Are there any other additional costs to the District? [ ] Yes [X] No

Colleen Anderson, treasurer DHS Gymnastics Booster Club (Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: [Signature] Signature

10/24/24 Date

Accepted by Board of Education on: [Blank line] Date

Board of Education Regular Meeting  
Tuesday, October 22, 2024 7:30 PM

Meeting Room A, Town Campus / Zoom  
10 Campus Drive  
Madison, CT 06443

## **Subject to Approval**

## **Meeting Minutes**

*Video documentation of these proceedings can be found in the Meetings/Minutes section of the website.*

### I. Call to Order / Attendance

The regular meeting of the Board of Education was called to order at 7:30 p.m. by Chairman Seth Klaskin. Mr. Klaskin led the Pledge of Allegiance.

Present: Galen Cawley, Mary Ann Connelly (on Zoom), Seth Klaskin, Christine Maisano (on Zoom), Cathy Miller, Steven Pynn, Emily Rosenthal

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Peter Anderson, Facilities Director; Alina Britchi, DHHS Teacher; Anthony Salutari, DHHS Principal; Melanie Whitcher, DHHS Assistant Principal; Students

### II. School / Community Session

No members of the public spoke.

### III. Board of Education Student Representatives' Report

*Brooke Anderson and Grace Ackerman*

Grace shared that parent/teacher conferences took place recently and were well attended, DHHS recently marked Mental Health Awareness Day, and the PSAT went very well. Brooke shared that sports are now into the championship season, fan attendance and behavior continues to be very good, Halloween and Homecoming are around the corner, and Trimester 1 exams will take place before Thanksgiving break.

### IV. Superintendent's Report

*Craig A. Cooke, Ph.D.*

- Student Recognition - DHHS UConn ECE Cardboard Boat Race Champions: 2024 UConn ECE Cardboard Boat Race Champions attended the Board of Education meeting along with their teacher, Mrs. Britchi, to be recognized for their accomplishment and share with the Board what they learned from the experience. The race is an annual event for students in ECE courses across the state who are challenged to design and build boats out of only cardboard and duct tape and then race them against other schools at an event at Avery Point in Groton.
- 2025-2026 Budget Calendar & Guidelines – Dr. Cooke shared that the 2025-2026 Budget calendar is ready for Board approval. He reviewed the budget guidelines with the Board and reiterated that all departments and schools are being cognizant of the financial impacts of the reorganization when crafting their respective budgets.

- Ryerson & Jeffrey & TCLC Building Update – Following the reconfiguration, Dr. Cooke said the plan is to turn Ryerson, Jeffrey, and TCLC back over to the Town for disposal or alternative use. The Board will be asked to formally vote to turn the buildings over at a later date.
- CABA Board of Distinction Award – The Board has been recognized by CABA as a 2024 Board of Distinction.

#### V. Board Members' Comments

Mrs. Rosenthal remarked that it is always nice to have student speakers at the meeting. Mr. Klaskin congratulated the Board on the CABA award and congratulated Daniel Hand High School on being named a National Blue Ribbon School.

#### VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

No members of the public spoke.

#### VII. Board Committees / Liaison Updates (Ref. Bylaw #9450)

##### Curriculum and Student Development

*Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly*

No report.

##### Facilities Committee

*Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce*

No report.

##### Finance Committee

*Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal*

Mr. Cawley gave a report on the meeting that took place earlier in the evening which included a review of the budget calendar and guidelines as well as an update on end-of-year funds.

##### Personnel Committee

*Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly*

No report.

##### Policy Committee

*Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley*

Mr. Cawley gave a report on the following policies:

##### Policies for Review, Second Reading:

- 5070 Promotion/Acceleration/Retention
- 5120.4.2.4 Title IX of the Education Amendments of 1972 – Prohibitions of Sex Discrimination and Sexual Harassment
- 4116.1 Sexual Harassment

##### LEARN Liaison

*Mary Ann Connelly*

Mrs. Connelly gave a report on the latest LEARN meeting. She shared a large focus of the last meeting was the Multilingual Learner Bill of Rights.

VIII. Action Item: Motion to approve the 2025-2026 Budget Calendar

MOTION: by Rosenthal, seconded by Cawley to approve the 2025-2026 Budget Calendar.

AYES: Cawley, Connelly, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

IX. Action Item: Motion to approve the following policies: 5070 Promotion/Acceleration/Retention, 5120.4.2.4 Title IX of the Education Amendments of 1972 – Prohibitions of Sex Discrimination and Sexual Harassment, 4116.1 Sexual Harassment

MOTION: by Rosenthal, seconded by Pynn to approve the following policies: 5070 Promotion/Acceleration/Retention, 5120.4.2.4 Title IX of the Education Amendments of 1972 – Prohibitions of Sex Discrimination and Sexual Harassment, 4116.1 Sexual Harassment

AYES: Cawley, Connelly, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

X. Action Item: Motion to approve a donation from the Madison Foundation to Daniel Hand High School in the amount of \$3,000 for a 3D printer.

MOTION: by Miller, seconded by Connelly to approve a donation from the Madison Foundation to Daniel Hand High School in the amount of \$3,000 for a 3D printer.

AYES: Cawley, Connelly, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XI. Action Item: Motion to approve a donation from the Madison Foundation to the GAINS Club at Daniel Hand High School in the amount of \$3,600 to support students attending a 3-day STEM conference.

MOTION: by Rosenthal, seconded by Miller to approve a donation from the Madison Foundation to the GAINS Club at Daniel Hand High School in the amount of \$3,600 to support students attending a 3-day STEM conference.

AYES: Cawley, Connelly, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XII. Action Item: Motion to approve a donation from Blue Delta Energy to Daniel Hand High School in the amount of \$2,600 to support Luke Jacobsen's 3D printer project.

MOTION: by Rosenthal, seconded by Cawley to approve a donation from Blue Delta Energy to Daniel Hand High School in the amount of \$2,600 to support Luke Jacobsen's 3D printer project.

AYES: Cawley, Connelly, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XIII. Action Item: Motion to approve the minutes of the October 8, 2024 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Pynn, seconded by Rosenthal to approve the minutes of the October 8, 2024 Board of Education Meeting (Ref. Bylaw #9540.9).

AYES: Cawley, Connelly, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XIV. Future Agenda Items

XV. Adjournment

MOTION: by Miller, seconded by Rosenthal to adjourn at 8:09 p.m.

AYES: Cawley, Connelly, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:  
MOTION CARRIED: 7 – 0

The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at [ferranted@madisonct.org](mailto:ferranted@madisonct.org) at least five (5) business days prior to the meeting.