

# Board of Education Regular Meeting

Tuesday, September 14, 2021 6:30 PM

Virtual Meeting <https://www.youtube.com/c/MiddletownStream>, 311 Hunting Hill Avenue, Middletown, CT 06457

I. Call to Order	<b>Speaker (s)</b> : Deborah Cain
II. Salute to the Flag	<b>Speaker (s)</b> : Deborah Cain
III. Adoption of Agenda	<b>Speaker (s)</b> : Deborah Cain
IV. District Highlights	<b>Speaker (s)</b> : Deborah Cain
A. Strategic Planners Middletown 2024	<b>Speaker (s)</b> : Dr. Michael Conner
V. Public Session	<b>Speaker (s)</b> : Deborah Cain
VI. Communications	<b>Speaker (s)</b> : Deborah Cain
A. Report of Student Representative	<b>Speaker (s)</b> : Pilar Brooks
VII. Consent Agenda	<b>Speaker (s)</b> : Deborah Cain
A. Minutes of August 31, 2021 BOE Special Meeting	<b>Speaker (s)</b> : Deborah Cain
B. Grants Status Report	<b>Speaker (s)</b> : Natalie Forbes
C. ARP ESSER Exec. Summary	<b>Speaker (s)</b> : Natalie Forbes
D. Spring 2021 Sports BOE Report	<b>Speaker (s)</b> : Elisha DeJesus
E. DECA Power Trip College & Career Conference	<b>Speaker (s)</b> : David Reynolds
F. DECA Sports and Entertainment Management Conference	<b>Speaker (s)</b> : David Reynolds
G. DECA International Career Development Conference	<b>Speaker (s)</b> : David Reynolds
VIII. Department Reports	<b>Speaker (s)</b> : Deborah Cain
A. Financial Report	<b>Speaker (s)</b> : C Bourne / C Walcott
1. Action on Line Item Transfer Report	<b>Speaker (s)</b> : C Bourne / C Walcott
B. Facilities Department	<b>Speaker (s)</b> : Peter Staye
C. Personnel Report	<b>Speaker (s)</b> : Geen Thazhampallath
D. Transportation Report	<b>Speaker (s)</b> : Mark Langton
IX. Superintendent's Report	<b>Speaker (s)</b> : Michael Conner
A. Overview of Middletown 2024 (2nd Overview)	<b>Speaker (s)</b> : Michael Conner
B. Review of Summer Programming and 2021-2022 School Year	<b>Speaker (s)</b> : Dr. Michael Conner

## X. Committees

A. Budget Committee	<b>Speaker (s) :</b> Sean King
B. Curriculum Committee	<b>Speaker (s) :</b> Lisa Loomis
C. Facilities Committee	<b>Speaker (s) :</b> Deborah Cain
D. Policy Committee	<b>Speaker (s) :</b> Justin Taylor
E. SRO Exploratory Committee	<b>Speaker (s) :</b> Deborah Cain
F. New Middle School Building Committee	<b>Speaker (s) :</b> Anita Dempsey White
<b>XI. Action Items</b>	<b>Speaker (s) :</b> Deborah Cain
A. Approve and accept <i>Middletown 2024: Elevating Innovation, Creativity, and Equity Strategic Operating Plan</i>	
B. Establish a committee to update 1. the MOU between MPS and MPD and 2. data reporting and oversight	<b>Speaker (s) :</b> Deborah Cain
C. Policy #3313 - REVIEW/DELETE - Relations with Vendors	<b>Speaker (s) :</b> Justin Taylor
D. Policy #3313.1 - REVIEW/DELETE - Local Purchasing	<b>Speaker (s) :</b> Justin Taylor
E. Policy #3320 - REPLACE - Purchasing Procedures	<b>Speaker (s) :</b> Justin Taylor
F. Policy #3520.13 - REVIEW/DELETE - Student Data Protection and Privacy/Cloud-Based Issues	<b>Speaker (s) :</b> Justin Taylor
G. Policy #4010 - NEW POLICY - Hiring of Certified Staff	<b>Speaker (s) :</b> Justin Taylor
H. Policy #4020 - NEW POLICY - Hiring of Non-Certified Staff	<b>Speaker (s) :</b> Justin Taylor
I. Policy #4111.3 - REPLACE - Minority Recruitment Plan	<b>Speaker (s) :</b> Justin Taylor
J. Policy #4112.4 - DELETE - Health Examinations	<b>Speaker (s) :</b> Justin Taylor
K. Policy #4112.52 - READOPT - Criminal History Record Information	<b>Speaker (s) :</b> Justin Taylor
L. Policy #4112.6 - REVIEW/DELETE - Personnel Records	<b>Speaker (s) :</b> Justin Taylor
M. Policy #4112.8 - REPLACE - Nepotism; Employment Relatives	<b>Speaker (s) :</b> Justin Taylor
N. Policy #4117.4 - DELETE - Non-renewal/Suspension	<b>Speaker (s) :</b> Justin Taylor
O. Policy #4138 - READOPT - Non-School Employment	<b>Speaker (s) :</b> Justin Taylor
P. Policy #4147 - DELETE - Employee Safety	<b>Speaker (s) :</b> Justin Taylor
Q. Policy #4148 - DELETE - Employee Protection	<b>Speaker (s) :</b> Justin Taylor
R. Policy #4212.42 - DELETE - Drug and Alcohol Testing for School Bus Drivers	<b>Speaker (s) :</b> Justin Taylor
S. Policy #5125 - REPLACE - Student Records, Confidentiality - Directory Information	<b>Speaker (s) :</b> Justin Taylor
<b>XII. Future Agenda Items</b>	<b>Speaker (s) :</b> Deborah Cain

XIII. **Adjournment**

**Speaker (s) :** Deborah  
Cain

## **Board of Education Special Meeting**

August 31, 2021 6:30 PM

Virtual Meeting

Board Members Present: Chairwoman Deborah Cain, Anita Dempsey-White, Dina Ford, Lisa Loomis, Jonathan Pulino, Delita Rose Daniels, Christopher Sugar and Justin Taylor

Others Present: Superintendent of Schools Dr. Michael Conner, Chief Academic Officer Dr. Alberto Vazquez Matos, Chief of School Operations and Communications Marco Gaylord, Chief of Administration Christine Bourne, Chief of Talent and Performance Management Geen Thazhampallath, Director of Performance Management & Strategic Processes Jennifer Cannata, Director of Information Technology Michael Skott, Director of Facilities Peter Staye, Assistant to the Superintendent and Board of Education Joyce Carey and 3 visitors.

### **I. CALL TO ORDER**

Board Chair Deborah Cain called the meeting to order at 6:31 PM.

### **II. District Highlight**

Dr. Conner welcomed the board members back to begin the school year.

#### **A. Remote Pilot Knowledge Test (Unmanned Aircraft General-Small (UAG))**

Dr. Conner introduced student James Wilson. James was able to attain his drone license this summer. It was a rigorous assessment that James was required to take. James thanked Mr. Pelletier for helping him study. They covered the rigorous curriculum and James was able to pass with flying colors.

### **III. Superintendent's Report**

#### **A. Unveiling of Middletown 2024: Elevating Innovation, Creativity, and Equity Strategic Operating Plan**

Dr. Conner shared the process of developing the new Strategic Operating Plan. The first draft was sent to the Board of Education members on August 1. Dr. Conner shared some of the short term wins from Middletown 2021 which was sunsetted this June. Those include the Aerospace Program at MHS, the Innovation Center at Beman, MK5LI model, Head Start at Snow School and many more. He reviewed the timeline of Middletown of 2024. Through crowdsourcing 1406 stakeholders were able to participate. The disruptive equity framework was explained. The Strategic Operating Plan Theory of Action has very bold language. The language in each goal states what the district will do. The strategies show the steps that the district will take to achieve each goal. Each goal and strategy was reviewed. Each strategy directly correlates to an aspect of the disruptive equity framework.

Ms. Rose Daniels thanked the team for all of the work that went into the Strategic Operating Plan. She asked about the starting points for strategies. Dr. Conner shared that there is an unspecific definition of success. Baseline numbers will come from the 20-21 school year. Ms. Rose Daniels wants every student to know the resources and importance of the opportunities available to them.

Chair Cain also thanked the team. She asked for clarification on the DaVinci pathway. It is the year one path that will be an introduction to the Aerospace and Manufacturing pathway. She asked what is in place to measure the quality gap for teaching and learning. Dr. Vazquez Matos shared that we follow CT guidelines. Teachers will be able to collaborate and share best practices to co- create student learning for achievement. There will be a district wide coaching model for support for teachers. Ms. Cannata explained that the model is constantly in motion and can be adjusted as needed.

Ms. Cain asked if there will be a place for parents and students to provide feedback. Dr. Conner shared that through the crowdsourcing platform, Superintendent's Youth Council and with our Communication Director all stakeholders will be provided a place and time for feedback.

Mr. Taylor thanked the team for their work on the plan. He asked about the pathway from middle to high school and if partnerships were developed to support the pathways. Dr. Conner shared an example of a student from elementary to high school and the partnerships that they are in conversation with.

### **B. COVID 19 Protocols and Guidelines**

Dr. Conner introduced Kevin Elak and Marco Gaylord. Governor Lamont issued an Executive Order that all individuals in schools will be required to wear a mask. All employees are required to receive their first dose of the vaccine by September 27. 94% of staff are currently fully vaccinated. Masks will also be required to be worn on the bus. Temperature scanning will remain when entering the building. Social distancing will be in place. Desk shields will only be used during meal times or if social distancing is not feasible. Mask and movement breaks will be held outside. CIAC and City of Middletown guidance will be followed for sports and clubs. An FAQ sheet will go out to parents following this meeting.

Dr. Loomis asked if we will be cohorting and supplying seating charts to administrators. Mr. Gaylord stated that cohorting will continue.

Chair Cain asked about the precautions in the cafeteria. Mr. Gaylord stated students will use shields and lunch waves will be added to provide social distancing.

Mr. Elak stressed that social distance is now 3 feet for social distancing. This is a change from last year's guidance of 6 feet. Mr. Gaylord shared that Binax Now testing will remain available to students and staff at the schools.

### **C. School Supply Funds**

Dr. Conner introduced Christine Bourne, Chief of Administration. Ms. Bourne acknowledged that teachers are posting wish lists online. Ms. Bourne explained that the district does supply all necessary supplies for each student. There is over \$400,000 allocated for basic supplies. Teachers can contact their principals or Ms. Bourne if they need assistance getting supplies. Each year funds are returned unused. Art kits, robotic supplies and specialized seating was purchased last year. Ms. Cannata reviewed the process for ordering at the school level.

### **IV. Beman Middle School Update**

Dr. Conner shared that Ms. Gonzalez will be leaving Middletown Public Schools. An interim will be announced on September 7. The building opening will be successful. Dr. Conner acknowledged the work and time that Mr. Gaylord has put into Beman Middle School. Mr. Gaylord thanked Peter Staye, the entire facilities department and O & G for their hard work. Parking lots are being completed, the bus loop is being finalized and tours will begin for students and families this weekend. Families will need to register online. Mr. Geary and Ms. Gonzalez have helped organize the tours. The school will provide the Open House for parents at the end of September. The theater seats and stage will be completed by the end of September. The school will be ready for our students.

### **V. ADJOURNMENT**

**MOTION:** Move to adjourn at 8:12PM passed with a motion by Dr. Loomis and a second by Ms. Ford—unanimous vote.

Respectfully Submitted,

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Anita Dempsey-White  
Secretary

ADW/jc

**GRANTS REPORT****9/10/21**

The following grants were confirmed this month:

Grant Title	Funder	SY22	SY21
IDEA Part B 611 (Public)	CSDE	1,285,400	1,285,400
IDEA Part B 611 (Non Public)	CSDE	82,244	82,244
Fresh Fruit & Vegetables Start Up (FH, Mac, Spencer)	CSDE	3,638	0
IDEA Part B 619 (Public)	CSDE	38,150	38,150
School Readiness Supplemental	OEC	3,137.50	0
FRC (Farm Hill)	CSDE	101,650	101,530
ASTE VoAg Operations	CSDE	343,440	277,480
School Readiness (Snow)	CSDE	270,000	270,000
Club Support at MHS/BMS	United Way	3,500	3,000
Haas Foundation (Aerospace)	HAAS	8,000	0
Women's Initiative (Back to School Backpacks)	United Way	1,000	0
FFA Living to Serve (VoAg)	FFA	3,000	3,000
Adult Ed CoOp	CoOp partners	475,982	475,982

Preliminary Notification of Awards for 2021-22SY for Title I, II, III & IV indicate that funding will be very similar to the 2020-21 SY. Grant applications will be prepared, reviewed, and submitted through October 2021 and it is anticipated that applications will be approved by December 2021/January 2022.

The District has been allocated \$5,621,835 in Alliance Grant Funding in the 2021-22 SY. The grant application is in process.

A Letter of Intent was submitted to the Fund for Greater Hartford, a private Foundation for ongoing support for the Bridge to Brilliance program. If invited to apply for funding, we will submit a grant before the close of the 2021 year.

Respectfully submitted,

Natalie Forbes, Director of Innovation & Grants

EXECUTIVE SUMMARY  
SY22 ARP ESSER GRANT

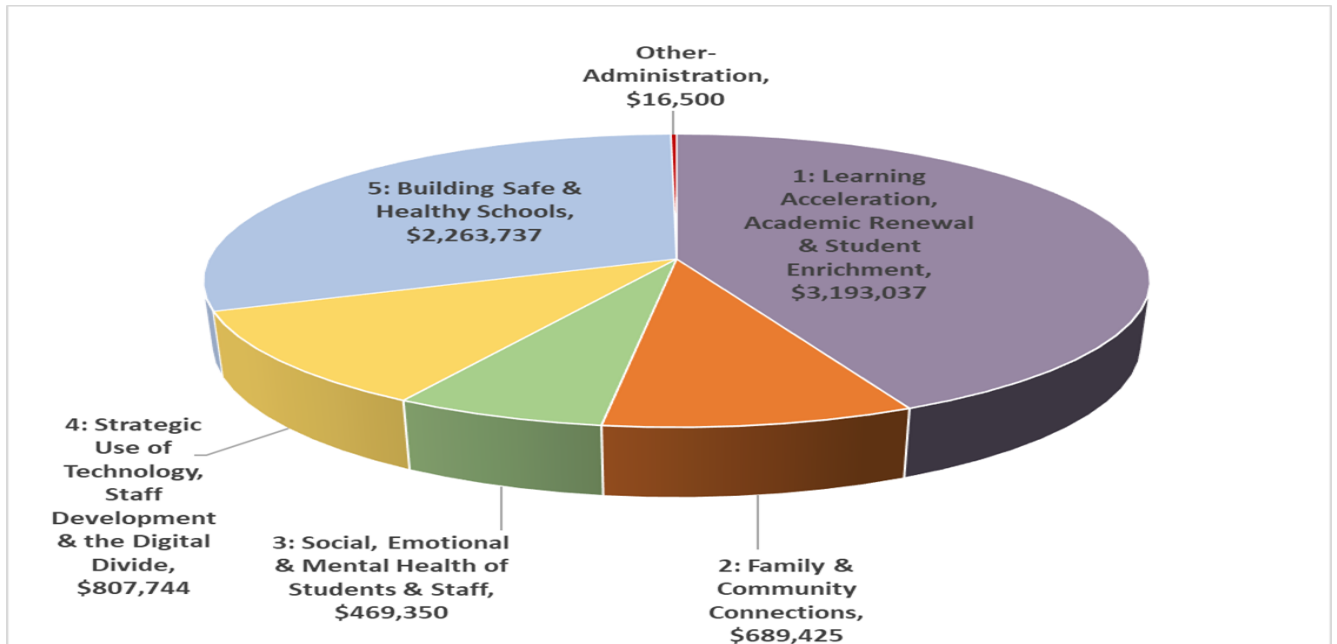
The district submitted the 2021-22 American Rescue Act: Elementary and Secondary School Emergency Relief Fund grant to the CT State Department of Education (CSDE) for review. It is anticipated that the award will be finalized in late September. Middletown was allocated \$7,439,793 under the plan.

ARP ESSER funds must support the development of bold, high-impact plans to transform schools to address the substantial disruptions to student learning, interpersonal interactions, and social-emotional well-being.

ARP ESSER Funds Priorities include:

- Academic Supports, Learning Loss, Learning Acceleration and Recovery, Summer Learning
- Family and Community Connections
- School Safety and Social-Emotional Well-being of the “Whole Student” and of our School Staff and Educators
- Hybrid Learning, Staff Development, and the Digital Divide
- Education technology
- Healthy buildings
- Other

The pie chart below shows the proposed distribution of funds across grant priorities.



*Funding Requested: \$7,439,793*

SUBMITTED BY: NATALIE FORBES, DIRECTOR OF INNOVATION & GRANTS

## **Athletic Department End of Season Report – Spring 2020-21 (COVID-19)**

This report is an overview of each sport, the number of participants, the cost to run the program, an academic review of the spring sports season and the clubs and activities in place.

The report shows that participation in sports decreased due to the Covid-19 pandemic and middle school sports being canceled.

From an operating perspective, expenses increased from last year due to having a full Spring sports season as compared to last year when everything was canceled because of the Covid-19 pandemic and middle school sports being canceled.

I am happy to report we had a total of **108** (65%) varsity student-athletes receive All-Academic recognition (which is a GPA of 87.5 or higher during the 3rd marking period). Our two scholar athletes for the Spring season were Senior Boys Track & Field member, Jacob Reilly with a 98.75 GPA and Senior Boys lacrosse manager, Aria Sinnapen with a 99.5 GPA.

Additionally, we had 28 Winter varsity student-athletes selected to the All-CCC South Conference team, along with 1 All-State selections.

The Spring 2021 Sports Season was canceled due to Covid-19. However, Spring MHS Head Coaches were paid 20% of their stipend, MHS Asst. Coaches and WWMS Coaches were paid 10% of their stipend. Our operating expenses were as high as they were because we had already purchased equipment for each of our spring programs before the season was canceled.

The Jim Bransfield Legacy Award was created to honor Jim Bransfield and all he did for our community and our student-athletes. This award is awarded to the “12 season student athlete.” This years recipients are:

- *Sean Ahern - BXC, B. I. Track, B.O. Track*
- *Marshall Alleyne - BXC, BSwim, BLax*
- *Nicolas Carlson - BXC, BITrack, BO.Track*
- *Amelia Colombo - G. Soccer, G.Bball/G.I. Track, G. Tennis/Ultimate Frisbee*
- *Thomas Cunningham - BXC, B. Bball/B. Swim/Dive, B. O.Track*
- *Alex Debo - BXC, B.I. Track, B.O.Track*

- *Trevor Drescher - B.Soccer/BXC, B. Swim/Dive, B.O.Track*
- *Rachel Getek - Fall Crew/Cheer, Winter Cheer, G. Lacrosse*
- *Mitchell Hart - BXC, B.I. Track, Baseball/BO. Track*
- *Justin Karpel - BXC, B.I. Track, B.O. Track*
- *Camille Kennedy - GXC, B. Bball, G.O. Track*
- *Alyssa Lecky - Fall Crew/Cheer, Winter Cheer/G.I. Track, G.O. Track*
- *Eric Meyer - B. Soccer/BXC, BSwim/I. Track, B.O. Track*
- *Jacob O'Reilly - BXC/Football, B.Bball, B.I. Track, Baseball/B.O. Track*
- *Mikayla Souza - Fall Cheer, Winter Cheer, G. Lacrosse*
- *Nicolas Turri - Fall Crew, BSwim, Crew*
- *Talia Ventrelli - Fall Dance, Winter Dance, G. Lacrosse*

## High School Sports Narratives

### High School Softball: Sal Morello

The team showed steady improvement throughout the season. The girls worked collaboratively to build a positive culture with team good chemistry. The highlights of the season when we had to come back from behind on a few occasions. The team showed perseverance and competed all season long.

### High School Baseball: Josh Cofield

After missing last year, both myself and the student-athletes were excited for this year and enjoyed being back on the field. Even though our record was not what we hoped, I feel the kids had a great season considering circumstances and I feel they did learn valuable lessons and were happy to be playing baseball. We will use what we learned this year to continue to improve for next season as we had a lot of kids playing that will be returning next year.

### High School Girls Tennis: Tish Ehnot

The Girls Tennis team finished the 2021 season at 4-8. Three of our losses were 3-4 close scored matches. We played with a roster of 10 some beginners and we were able to compete every match. We had 2 conference wins and 2 out of conference wins. Our #1 Singles player qualified for a State Invitational Open bid to be played in June. Both our #1,#2 singles players should be expected to be named All-Conference.

### High School Boys Tennis: Rick Privott

Covid hit our tennis program hard this season as our numbers were down to the bare minimum. We had only 10 Student-Athletes come out for the team. A complete match for a team requires 10 participants so as you can see we could not afford to lose anyone. Due to various circumstances we were forced to forfeit points in all but one match. We finished the season with a 1-14 record. We had two young men make All Conference, Jonathan Baldwin and Nathan Robillard.

### High School Boys Outdoor Track & Field: Jenn Price

The boys track and field team finished their CCC season with an exciting win at the CCC Championship meet. They ended up with a 14-0 season and had 10 All Conference Athletes. The 2021 team was small, but had a contingent of seniors who displayed leadership and work ethic and it paid off. We are looking forward to the Class L State meet coming up.

### High School Girls Outdoor Track & Field: James White

We had a good season. We finished 4th in the conference. We finished our season 7-7. I will have to say the highlight of the season is when Arden Phoenix in her first year at the discus event finished second at conference and placed 4th at Class L States. We had four student athletes make the All-Conference Team and outstanding thirteen student athletes made all academics. I am beyond proud of the entire Outdoor Track and Field team for their hard work this season!

### High School Boys Golf: Matthew Harris

The boys golf team had a successful season full of lots of growth and new faces. A small team previously, grew to 14 hard working athletes. They ended the season with a 13-1 record. MHS Boys Golf was named Divisional Champions and earned their way into the CIAC State Tournament. I couldn't be prouder of these young men.

### High School Ultimate Frisbee: Trevor Charles

The Ultimate team certainly made the most of this spring season despite the COVID restrictions and limitations. The varsity went undefeated finishing 10-0 and winning the CT State tournament in front of a huge crowd at Xavier. Not to be outdone, the JV team made impressive gains moving from the bottom of the Division 3 state bracket to beat Xavier JV in a tightly contested match to win their division. The varsity program was ranked number 1 in the country for a number of weeks throughout the spring, restraining its reputation as one of the perennial powerhouse programs in the nation.

### High School Boys Lacrosse: Weventz Valery

The Middletown Blue Dragon Boys lacrosse team, in their third season of play, showed dragon pride and resilience in a tough 3-9-conference performance. Led by seniors Marshall Alleyne, William Allocco, Liam Ardito, Jake Bowen, and Aaron Mierz, the dragons were super thrilled to have had the opportunity to step on the field this season. We were extremely competitive in every game we played and often had our chances to win. We, as a team, will continue to get better and grow lacrosse at Middletown High School.

### High School Girls Lacrosse: Darrin Getek

The Girls Lacrosse TEAM had their best season as a Varsity sport with a 5-9 record despite some challenges. At the beginning of the season, we set 5 ambitious goals and accomplished 4 of them. The TEAM scored 122 goals, averaged 8 goals per game, had an above average 53% save percentage and came 1 win short of reaching the state tournament. The foundation that was established by Coach Murdock and this season's Seniors as well as the strong skill set from our Juniors, Sophomores and Freshmen paved the way for our success. We cannot thank the outgoing Seniors enough for their contributions and appreciate all of their hard work!

### High School Spring Crew: Scot Peaslee

The MHS Crew Team had a successful season. Boys and Girls Novice boats went undefeated. Boys Varsity had a draw for a season & Girls Varsity came in second in their most races. We have a very strong team moving into next season.

## SPRING TEAM RECORDS

### MHS

	Wins	Losses	Ties
Baseball	5	13	
Softball	2	15	
Girls Track	7	7	
Boys Track	14	0	
Boys Tennis	1	14	
Girls Tennis	4	8	
Girls Crew	n/a	n/a	
Boys Crew	1	1	
Boys Golf	13	1	
Girls Golf	n/a	n/a	
Ultimate Frisbee	10	0	
Boys Lacrosse	3	9	
Girls Lacrosse	4	8	
Unified Track	n/a	n/a	

### WWMS

COVID-19: INTRAMURALS PROVIDED

Baseball  
Softball  
B/G Track & Field

## Academic Review---2021 Spring Sports Season

All student-athletes in grades 9-12 were reviewed for compliance to Middletown High School's eligibility policy. In accordance with district policy, third marking period grades served as the criteria in the review process. Student-athletes who had met CIAC eligibility standards but had received one or more failing grades were subject to the review process.

Team-by team results of the Academic Review process are summarized in the following table:

	Number Of Student Athletes Subject To Academic Review	Number Of Student Athletes Meeting MHS Criteria For Continuing Participation	Number Of Student Athletes Who Failed To Meet MHS Criteria For Continuing Participation
Baseball	3	3	0
Softball	4	4	0
Boy's Track	6	5	1
Girl's Track	0	0	0
Boy's Tennis	0	0	0
Girl's Tennis	0	0	0
Boy's Golf	0	0	0
Girl's Golf	0	0	0
Boys Crew	0	0	0
Girls Crew	3	2	1
Ultimate Frisbee	2	2	0
Boys Lacrosse	3	3	0
Girls Lacrosse	1	1	0
Unified	0	0	0
<b>Total</b>	22	20	2

**Middletown Public Schools  
SPRING 2021  
Participation**

**HIGH SCHOOL**

<b><u>SPORT</u></b>	<b>SIXTH</b>		<b>SEVENTH</b>		<b>EIGHTH</b>		<b>TOTAL</b>		<b>NINTH</b>		<b>TENTH</b>		<b>ELEVENTH</b>		<b>TWELFTH</b>		<b>TOTALS</b>		<b>GRAND TOTAL</b>	
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2021	202
	Baseball			n/a	6	n/a	4	n/a	10	11	8	11	10	7	12	5	9	34	39	55
Softball			n/a	2	n/a	4	n/a	6	8	1	11	10	18	1	9	4	46	16	46	26
Boys Tennis									4	4	8	6	3	9	6	3	21	22	21	22
Girls Tennis									2	5	9	3	4	8	1	4	16	20	16	20
Boys Track			n/a	n/a	n/a	n/a	n/a	n/a	19	7	21	34	6	33	17	7	63	81	107	81
Girls Track			n/a	n/a	n/a	n/a	n/a	n/a	9	9	16	18	15	13	7	11	47	51	110	51
Crew - Male									6	8	3	7	5	2	9	1	23	18	23	18
Crew - Female									17	6	7	10	6	2	8	4	38	22	38	22
Golf - Male									1	7	2	2	2	3	1	2	6	14	6	14
Golf - Female									1	0	2	0	2	0	1	0	6	0	6	0
Ulti. Frisbee-Male									12	7	6	7	5	4	15	4	38	22	38	22
Ulti. Frisbee - Female									1	3	4	1	3	2	1	2	9	8	9	8
Unified-Male	n/a	n/a	0	0	0	0	n/a	0	1	1	1	3	1	0	1	2	4	6	4	6
Unified-Female	n/a	n/a	0	0	0	0	n/a	0	2	1	0	4	4	1	0	3	6	9	6	9
Intramurals-Male	32	n/a	0	0	0	0	32	n/a										n/a	32	n/a
Intramurals-Female	17	n/a	0	0	0	0	17	n/a										n/a	17	n/a
Lacrosse - Male									7	8	10	5	8	7	4	7	29	27	29	27
Lacrosse Female									3	5	14	5	2	15	2	2	21	27	21	27
<b>TOTALS</b>	<b>49</b>	<b>n/a</b>	<b>52</b>	<b>8</b>	<b>86</b>	<b>8</b>	<b>187</b>	<b>16</b>	<b>102</b>	<b>82</b>	<b>119</b>	<b>121</b>	<b>85</b>	<b>116</b>	<b>82</b>	<b>74</b>	<b>388</b>	<b>393</b>	<b>575</b>	<b>402</b>

**2020-21 SPRING ATHLETICS  
EXPENSES**

<u>SPORT</u>	<u>*OPERATING EXPENSES</u>		<u>GENERATED INCOME</u>		<u>Number of Coaches</u>		<u>Total Salaries</u>	
	<u>2019-20</u>	<u>2020-21</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2019-20</u> 20%/10%	<u>2020-21</u>
	Baseball	\$ 684	\$3,972	-0-	0	3	3	\$1,715.80
Middle School Baseball	\$ 252	\$2,498			1	1	\$ 354.50	\$3,104.00
Softball	\$1,026	\$3,686	0	0	2	2	\$1,361.30	\$8,664.00
Middle School Softball	\$ 252	\$2,648			1	2	\$ 354.50	\$3,104.00
Boys Tennis	\$ 258	\$1,291			1	2	\$ 978.20	\$4,940.00
Girls Tennis	\$ 258	\$2,580			1	2	\$ 978.20	\$4,940.00
Boys Track	\$ 77	\$8,051			3	3	\$1,715.80	\$12,244.00
Middle School Track - Boys	-0-	\$1,699			1	1	\$ 354.50	\$3,104.00
Girls Track	\$ 77	\$4,695			**2	2	\$1,006.80	\$8,664.00
Middle School Track - Girls	-0-	\$1,699			0	1	-0-	0
Boys/Girls Head Crew	\$ 401	\$906			****0	1	-0-	\$6,876.00
Boys/Girls Asst. Crew	\$ 401	\$906			****1	1.5	\$ 489.10	\$7,590.72
Boys Golf	\$1,913	\$489			1	1	\$ 978.20	\$4,940.00
Girls Golf	\$1,913	0			1	1	\$ 978.20	0
Ultimate Frisbee	\$ 100	\$929	-0-	0	2	2	\$1,361.30	\$8,664.00
Unified Sports	-0-	0			1	1	\$ 103.00	\$1,040.00
Lacrosse - Boys	\$ 703	\$2,870	-0-	0	**1	2	-0-	\$8,520.00
Lacrosse - Girls	\$ 491	\$1,040	-0-	0	2	1	\$1,332.70	\$4,940.00
Athletic Trainer	-0-	0			1	1	\$8,250.00	\$24,000.00
***Miscellaneous	\$3,393	\$8,800						
Intramurals	n/a	n/a	n/a		1	0	\$ 269.70	0
Total Operating Expense	\$12,129	\$48,850						
Transportation	-0-	\$28,768						
<b>TOTALS</b>	<b>\$12,129</b>	<b>\$78,567</b>	<b>-0-</b>	<b>0</b>	<b>26</b>	<b>30.5</b>	<b>\$22,581.80</b>	<b>\$140,550.41</b>

\*Operating Expenses- Includes officials, uniforms, equipment, supplies and game personnel. \*\*coaches filed for unemployment so weren't paid stipend.

\*\*\*Miscellaneous: includes awards, administrative supplies, office supplies, dues & fees.

\*\*\*\* 5 positions but only 2.5 filled for Assistant Crew Coach for Girls/Boys Crew Coach

**2020-21 EXTRACURRICULAR ACTIVITIES PARTICIPATION REPORT**

<u>Club - Stipend Positions</u>	<u>Advisor</u>	<u>Ninth</u>		<u>Tenth</u>		<u>Eleventh</u>		<u>Twelfth</u>		<u>TOTAL</u>	
		2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Fall Dance Club	M. Bishop	6	3	1	4	4	1	9	4	20	12
Key Club	N. Charles	3	6	2	8	4	9	4	8	13	31
Senior Class Advisor	L. Pszczolkowski	0	0	0	0	0	0	19	5	19	5
Yearbook	J. Price	1	4	5	4	7	0	8	7	21	15
Flag Corps, color Guard	A. Garusola	0	0	3	1	2	6	0	2	5	9
National Honor Society	N. Faulkenberry	0	0	0	0	0	60	43	69	43	129
Freshman Class Advisor	J. Mickiewicz	7	3	0	0	0	0	0	0	7	3
Future Teachers of America	K. Hamilton	0	0	0	1	4	0	0	4	4	5
Junior Class Advisor	J. Price	0	0	0	0	21	4	0	0	21	4
Drama Club/Music Club	J. Kellogg	16	5	13	13	18	18	11	21	58	57
Sophomore Class Advisor	P. Elnot	0	0	5	6	0	0	0	0	5	6
School Newspaper	N/A	0	0	8	0	8	0	15	0	31	0
Math Team	N/A	0	0	0	0	0	0	0	0	0	0
Future Business Leaders	S. Latif	0	0	4	1	2	4	2	0	8	5
Student Council	H. Warner	5	1	2	5	9	2	10	9	26	17
Gay/Straight Alliance	T. Charles	0	6	6	3	7	3	0	8	13	20
Model UN/Debate Team	D. Lowry	4	7	14	8	7	8	5	2	30	25
Tri-M	S. Zak	0	0	7	10	19	11	13	12	39	33
Pride Crew	R. D'Amato	0	0	0	0	55	46	38	70	93	116
Fall Crew Club	N/A	12	0	16	0	6	0	9	0	43	0
Drumline/Percussion	A. DiPersio	3	3	3	3	5	2	7	5	18	13
Minority Student Coalition	L. Rocha/K. Negron	7	4	10	2	2	3	1	6	20	15
Robotics	S. Faulkenberry	4	0	26	8	17	4	4	15	41	27
Blue Tube	L. Pszczolkowski	1	0	1	1	3	9	14	3	19	13
Co-Curricular (**)	R. Isaacson/M. Kingsbury/										
**FFA	S. Russell/A. Thomson	26	32	32	21	26	32	22	23	106	108
**Band	K. Rodriguez	30	23	27	32	26	29	25	42	108	126

**Vocals	S. Zak	9	8	3	6	8	8	3	13	23	35		
**DECA	D. Reynolds	0	0	0	0	93	99	86	89	179	188		
* Class committees operate as needed on a drop in basis. The numbers fluctuate between 4-30.													
Total number of students participating				99		180		194		537			
<b>Unpaid Activities</b>													
AndSometimesY	D. Frankel	1	0	6	0	6	0	1	0	14	0		
Environmental Club	P. Simpkins	0	3	0	2	15	2	0	7	15	14		
Dragon Watch	M. Molski	4	2	13	3	22	4	3	15	43	24		
Pre-Med Club	J. Texiera	0	3	0	6	0	3	0	9	0	21		
Total number of students participating				80		100		224		168		573	

### Keigwin & Woodrow Wilson Middle School

Club Stipend Positions	Advisor	Sixth		SEVENTH		EIGHTH		TOTAL	
		2020	2021	2020	2021	2020	2021	2020	2021
Student Council (WWMS)	J. Geary	0	0	13	11	21	20	34	31
Drama Club (WWMS)		0	0	4	15	17	3	21	18
National Jr. Honor Society (WWMS)	N/A	0	0	0	0	57	0	57	0
Science Olympiad (WWMS)	Ashley Glorioso	0	0	0	1	0	4	0	5
Yearbook (WWMS)	S. Blackmon	0	0	18	10	4	0	22	10
Musical(WWMS)		0	0	0	15	0	3	0	18
Student Council (KG)	M. McEachern	26	26	0	0	0	0	26	26
Drama (KG)	J. Westbrook	33	20	0	0	0	0	33	20
Total number of students participating		59	46	35	51	99	26	193	123

	<u>2020</u>	<u>2021</u>							
Grand Total of Students Participating (KG, WWMS & MHS)	193	696							

## Monthly Club / Activity Report - Sample

Instructions: Complete at month-end and e-mail as an attachment to Robin in the Athletic Office at [wilsonr@mpsct.org](mailto:wilsonr@mpsct.org). Your stipend is based upon the following criteria: 100 Hours per Calendar Year

Advisor: Sample

Name of Activity / Club Drama Club

	Date	Activity	Place	Start Time	Duration	# of Students
1.	9/11/08	Drama Club Meeting	Chorus Room	2:10	1 hour	58
2.	9/18/08	Auditions for Fall Show	Chorus Room	2:10	1 hour	16
3.	9/19/08	Auditions for Fall Show	Chorus Room	2:10	1 hour	12
4.	9/23/08	Rehearsal	Room 325	2:10	2 hours	10
5.	9/24/08	Rehearsal	Black box Theatre	2:10	2 hours	10
6.	9/25/08	Rehearsal	Black box Theatre	2:10	2 hours	10
7.	9/29/08	Rehearsal	Black box Theatre	2:10	2 hours	10
8.	9/30/08	Rehearsal	Black box Theatre	2:10	2 hours	10
9.						
10.						
11.						
12.						
	Total Monthly Duration				13 hours	

Below, list the dates you will meet in the upcoming month:

Date	Location	Time
Almost Daily	Black box Theatre	2 hours

# SAMPLE

<b>MIDDLETOWN PUBLIC SCHOOLS ACTIVITIES ELIGIBILITY ROSTER</b>			
		ACTIVITY/CLUB _____ DATE: _____ ADVISOR: _____	
<b>SENIORS (Alphabetically)</b>		<b>JUNIORS (Alphabetically)</b>	
<u>NAME</u>	M/F	<u>NAME</u>	M/F
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	
<b>SOPHOMORES (Alphabetically)</b>		<b>FRESHMEN (Alphabetically)</b>	
<u>NAME</u>	Gend er M/F	<u>NAME</u>	Gend er M/F
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	

## *Spring Coaches*

Baseball		Josh Cofield	<b>Head</b>
		Emilio Magnano	Asst.
		Nevin Sanchez	Asst.
	WWMS	Mike Angeli	
Softball		Sal Morello	<b>Head</b>
		Karen Clark	Asst.
	WWMS	Shannon Tamosaitis	
Boys Track & Field		Jennifer Price	<b>Head</b>
		Lori Canaday	Asst.
		Corey Gordon	Asst.
	WWMS	Shawn Murdock	
Girls Track & Field		James White	<b>Head</b>
		Rob Weston	Asst.
		n/a	Asst.
	WWMS	n/a	
Boys Tennis		Rick Privott	<b>Head</b>
Girls Tennis		Tish Ehnot	<b>Head</b>
Boys Golf		Matt Harris	<b>Head</b>
Ultimate Frisbee		Trevor Charles	<b>Head</b>
		Daniel Kinney	Asst.
Unified Sports		Cindy Culp	<b>Head</b>
Girls Golf		Roberta Downer	<b>Head</b>
Boys/Girls Crew		Scot Peaslee	<b>Head</b>
		Holly Doherty	Asst.

**Instruction**  
**Field Trips and Community Service**

**OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM**

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be typewritten and ALL items filled in or marked N/A.

Name of School: **Middletown High School** Date of Request: **6/9/2021**

Name of Club or Activity: **DECA and this co-curricular activity perfectly aligns with curriculum**

Trip To: **Boston, MA** Purpose: **DECA Power Trip College & Career Conference**

Number of Students Participating: **20**

Number of students eligible to go on the field trip: **Approximately 191**

Dates of Trip: From: **11/18/21** To: **11/21/21** # of school days missed: **2**

Names of Teachers and Chaperones:

1. <b>David Reynolds</b>
2. <b>Vivian Sheen</b>

Number of Non-Chaperone Adults going on trip: **0**

Transportation: **Bus** Van Train Plane Car Other

Are fund-raising activities planned: **Yes** If so, describe: **School Store/Online/Butter Braids**

Amount of money raised through fundraisers: **\$1000 + potential grant funds**

Lodging: **Hotel/Motel** Camp Private Home

Insurance Arrangements for Staff and Students: **DECA/District**

Cost per Student: **\$450** Cost per Teacher and/or Chaperone: **\$500**

Cost per Nurse: **\$0** Cost per Paraprofessional: **\$0**  
(if necessary) (if necessary)

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

- a. **N/A**
- b.
- c.
- d. Other

Name of teacher making request: **David Reynolds**

Approved by Department Head at secondary level: **David Reynolds**

Approved by Principal: **Colleen Weiner**

Authorized by Associate Superintendent:

*[Handwritten signatures and initials]*  
*Ar. G. Vagg* *McKus* *9/13/21*

Superintendent Approval \_\_\_\_\_ Date: \_\_\_\_\_

## The Ultimate DECA Power Trip



### Description

The "Ultimate DECA Power Trip" is a weekend conference (students will miss two school days, Thursday and Friday) in Boston, M.A., in which students will network with professionals and other DECA students from around North America, attend educational seminars and activities related to college and career preparation and attend an opening and closing session with inspirational speakers. On Saturday, when the students are at their seminars and activities, the chaperones will be at professional development, at the same venue, related to preparing students for college and careers.

I am requesting to take a small group, up to 20 students (which will be approximately 10 seniors and 10 juniors) via bus or train (we typically take a charter bus with other DECA chapters to keep costs down). Students will be home by 7pm Sunday afternoon which is not late and will not impact attending school on Monday. This will be our 9th year attending.

The cost of the conference, without spending cash included, is approximately \$450. This will be defrayed by our planned fund-raising activities and possible grant funds. Students will room four to a room where possible to reduce costs. I will aid students financially that need assistance and will also allow students to pay in installments in order to make this educational opportunity as available as possible to all students in an equitable fashion.

With regards to equity, Middletown DECA has always been as diverse as it has been successful. The demographics of the overall DECA membership, its student leadership, and those that participate in these conferences mirror that of Middletown High School.

Middletown DECA is one of the City of Middletown's largest and most successful student organizations that prepares our young people for college and careers, with a long-standing tradition of student excellence and this educational conference is a critical piece of the program. For ten consecutive years our program has been recognized by DECA Inc. and the US Army as a top international chapter and it is the reigning #1 ranked Marketing program by the State of Connecticut Department of Education (four years running). Please approve this request.

Thank you in advance!





## CLASSROOM CONNECTION

This conference will reinforce 21st Century Skills. Through participating in interactive sessions, DECA members will be able to:

### ■ FINANCIAL, ECONOMIC, BUSINESS + ENTREPRENEURIAL LITERACY

- Make appropriate personal economic choices
- Understand the role of the economy in society
- Use entrepreneurial skills to enhance workplace productivity and career options

### ■ CREATIVITY + INNOVATIONS

- Use a wide range of idea creation techniques
- Create new and worthwhile ideas

### ■ CRITICAL THINKING + PROBLEM SOLVING

- Interpret information and draw conclusions based on the best analysis

### ■ COMMUNICATION + COLLABORATION

- Demonstrate ability to work effectively and respectfully with diverse teams

### ■ LEADERSHIP + RESPONSIBILITY

- Use interpersonal and problem-solving skills to influence and guide others toward a goal
- Demonstrate integrity and ethical behavior in using influence and power
- Act responsibly with the interests of the larger community in mind



## KEYNOTE SPEAKERS

Feel the energy when 1,400 DECA members come together for energetic, educational general sessions filled with dazzling lights, upbeat music and a powerful message.



**EDDIE SLOWIKOWSKI**  
OPENING SESSION

Three minutes and 58 seconds. That is the amount of time it took Eddie Slowikowski to run the mile. Whether it's as a Gold Medal winner for the USA Track & Field Team, a three-time NCAA All-American, or the world's most dynamic professional speaker, Eddie knows a thing or two about peak performance. He has always had the can-do spirit of an entrepreneur, in all walks of life. Throughout all the accomplishments and medals, Eddie sought to enrich his life with service and empowerment for himself and others. Through month-long service projects in Central America and helping the homeless in the city of Chicago, Eddie widened his world-view beyond the life of sports. One thing is for sure: with Eddie Slowikowski, you'll learn how to energize your performance to get the best out of your ability.



**DR. LAYMON HICKS**  
CLOSING SESSION

Dr. Laymon Hicks puts it all on the table. As a teenager, he battled feelings of abandonment, was lured by peer pressure into becoming a bully and descended into depression. Realizing that real motivation comes from within, Dr. Laymon was able to go from troubled youth, to graduating high school with a 4.0 grade point average and obtaining a doctorate by the age of 29. His story is moving, his words are empowering and his message is practical. As he shares his "frustrations, flops and faults", he'll leave you wanting more, needing to do better and believing you deserve better.



# LEARNING LABS

DECA's Learning Labs will engage DECA members and focus on important elements of preparing for college and careers. With this schedule, all DECA members will experience a learning lab related to preparing for college, choosing a career pathway, developing your DECA chapter and becoming a better competitor.



Become a champion in the Competitive Excellence Experience and participate in one role-play event, which will take place during one learning lab block. Members must pre-register to participate.

<b>8:30 - 9:15</b> COLLEGE	Preparing for College	Choosing a College + Major	Financing College	College Success 101	Making the Most of College
<b>9:30 - 10:15</b> CAREER	Marketing	Sports Marketing	Hospitality	Entrepreneurship	Entertainment Marketing
<b>10:30 - 11:15</b> CAREER	Marketing	Sports Marketing	Hospitality	Entrepreneurship	Entertainment Marketing
<b>11:30 - 12:45</b>	LUNCH ON YOUR OWN				
<b>1:00 - 1:45</b> CAREER	Marketing	Sports Marketing	Hospitality	Entrepreneurship	Entertainment Marketing
<b>2:00 - 2:45</b> CHAPTER	DECA Diamond Fundraising Model	Content is King: Social Media for Your Chapter	I AM DECA: Telling Your DECA Story	Chapter Competition Success System	DECA Leadership Styles
<b>3:00 - 3:45</b> COMPETE	Rockin' the Role-Play and Exam	From the Judge's Perspective	Making an Awesome Written Event	Tips and Tricks for Presentation Design	Dress for Success and Professionalism

*\*Sessions may vary depending as speakers are confirmed.*

**Instruction**  
**Field Trips and Community Service**

**OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM**

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Name of School: **Middletown High School** Date of Request: **6/9/2021**

Name of Club or Activity: **DECA and this co-curricular activity perfectly aligns with curriculum**

Trip To: **Orlando, FL** Purpose: **DECA Sports and Entertainment Management Conference**

Number of Students Participating: **10**

Number of students eligible to go on the field trip: **Approximately 191**

Dates of Trip: From: **2/1/22** To: **2/6/22** # of school days missed: **4**

Names of Teachers and Chaperones:

**I. David Reynolds**

Number of Non-Chaperone Adults going on trip: **0**

Transportation: **Bus** Van Train Plane Car Other

Are fund-raising activities planned: **Yes** If so, describe: **School Store/Online/Butter Braids**

Amount of money raised through fundraisers: **\$1000 + potential grant funds**

Lodging: Hotel/Motel Camp Private Home


Insurance Arrangements for Staff and Students: **DECA/District**


Cost per Student: **\$900** Cost per Teacher and/or Chaperone: **\$900**

Cost per Nurse: **\$0** Cost per Paraprofessional: **\$0**  
(if necessary) (if necessary)

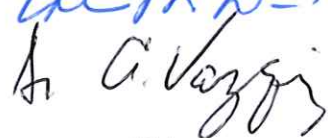
If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

a. **N/A** b. c. d. Other

Name of teacher making request: **David Reynolds** 

Approved by Department Head at secondary level: **David Reynolds** 

Approved by Principal: **Colleen Weiner** 

Authorized by Associate Superintendent:  **McKa** **9/25/21**

Superintendent Approval \_\_\_\_\_ Date: \_\_\_\_\_

## DECA Sports and Entertainment Conference



### Description

The DECA Sports and Entertainment Conference is a conference in Orlando, F.L., in which students will network with professionals and other DECA students from around North America, attend educational seminars and activities related to college and career preparation and attend an opening and closing session with inspirational speakers. When the students are at their seminars and activities, the chaperones will be at professional development, at the same venue, related to preparing students for college and careers.

I am requesting to take a small group, up to 10 students, via air travel.

The cost of the conference, without spending cash included, is approximately \$900. This will be defrayed by our planned fund-raising activities and possible grant funds. Students will room four to a room where possible to reduce costs. I will aid students financially that need assistance and will also allow students to pay in installments in order to make this educational opportunity as available as possible to all students in an equitable fashion.

With regards to equity, Middletown DECA has always been as diverse as it has been successful. The demographics of the overall DECA membership, its student leadership, and those that participate in these conferences mirror that of Middletown High School.

Middletown DECA is one of the City of Middletown's largest and most successful student organizations that prepares our young people for college and careers, with a long-standing tradition of student excellence and this educational conference is a critical piece of the program. For ten consecutive years our program has been recognized by DECA Inc. and the US Army as a top international chapter and it is the reigning #1 ranked Marketing program by the State of Connecticut Department of Education (four years running). Please approve this request.

Thank you in advance!



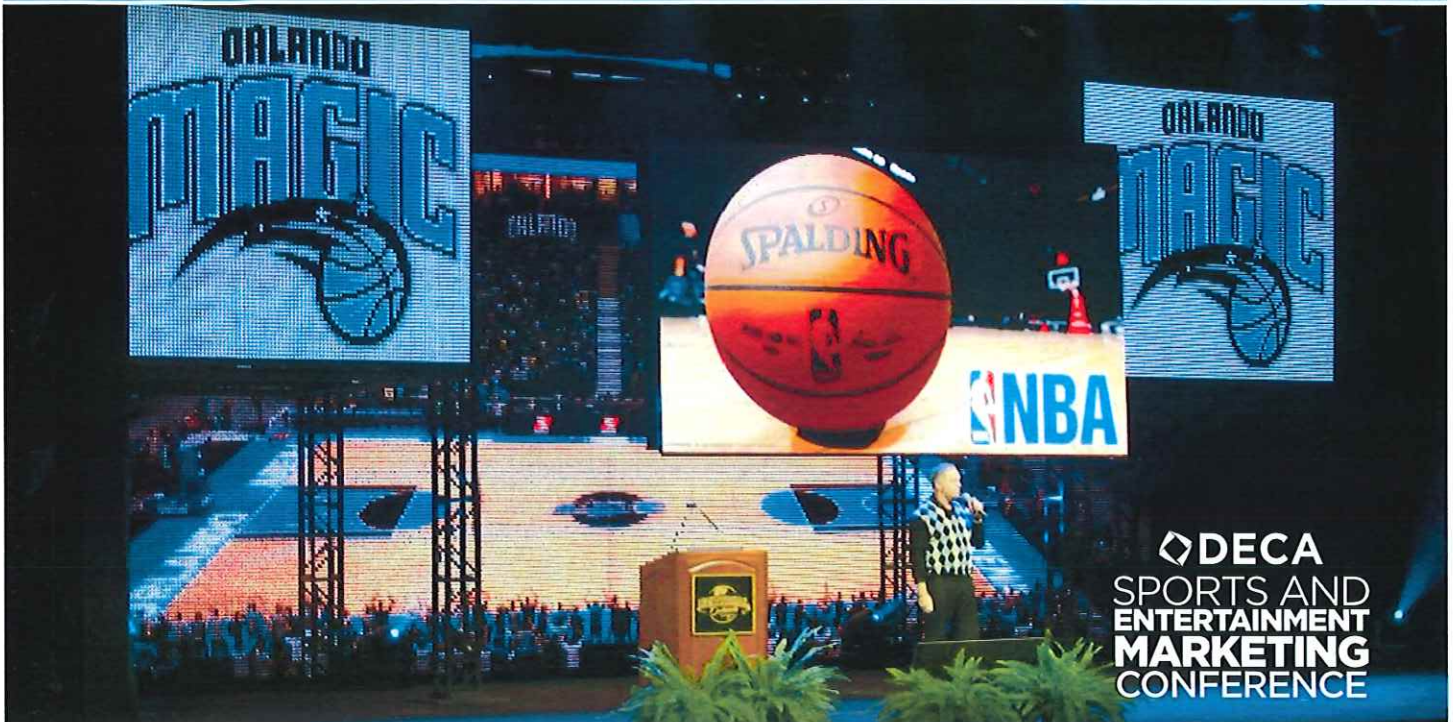
# DECA SPORTS AND ENTERTAINMENT MARKETING CONFERENCE

REGISTRATION GUIDE



LEARN MORE AT [DECA.ORG/SEM](https://www.deca.org/sem)

 DECA



## EXPERIENCE THE ADRENALINE RUSH

From a sell-out crowd of loyal fans waiting for the opening kickoff to a high-profile entertainer eager to take the stage for an encore presentation, sports and entertainment marketing provides a rush for those interested in these career areas.

When it comes to learning from the professionals in these popular industries, DECA's Sports and Entertainment Marketing Conference cannot be rivaled. Known as one of the world's premier locations for family entertainment and home to world-class professional and college sports, Orlando provides the perfect backdrop for this dynamic conference experience. Students will have an insider's perspective as the theme parks become the living classroom to complement the lessons from conference speakers.

## CLASSROOM CONNECTION

This conference will reinforce concepts taught in classes that include sports and entertainment marketing. Universal Orlando® Resort and Florida sports executives will share information with students to help them:

- Describe the nature of target marketing in sports/entertainment marketing
- Describe pricing issues associated with sports/entertainment products
- Explain advertising media used in the sports/entertainment industries
- Explain the use of licensing in sports/entertainment marketing
- Explain career opportunities in sports/entertainment marketing
- Explain the need for sports/entertainment marketing information
- Identify "out-of-the-box" sales promotion ideas for sports/entertainment events
- Identify ways to segment sports/entertainment markets
- Measure economic impact of sports/entertainment events

*National Curriculum Standards for Business Administration*

**Instruction**  
**Field Trips and Community Service**

**OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM**

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Name of School: **Middletown High School** Date of Request: **6/9/2021**

Name of Club or Activity: **DECA - This is a co-curricular event and aligns perfectly with curriculum**

Trip To: **Aflanta, GA** Purpose: **DECA International Career Development Conference**

Number of Students Participating: **40**

Number of students eligible to go on the field trip: **Approximately 191**

Dates of Trip: From: **4/22/22** To: **4/27/22** # of school days missed: **4**

Names of Teachers and Chaperones:

<b>1. David Reynolds</b>
<b>2. Lee Schwartzman</b>
<b>3. Vivian Sheen</b>
<b>4. Samuel Faulkenberry</b>

Number of Non-Chaperone Adults going on trip: **0**

Transportation: **Bus** **Van** **Train** **Plane** **Car** **Other**

Are fund-raising activities planned: **Yes** If so, describe: **School Store/Online/Butter Braids**

Amount of money raised through fundraisers: **\$1000**

Lodging: **Hotel/Motel** **Camp** **Private Home**


Insurance Arrangements for Staff and Students: **DECA/District**


Cost per Student: **\$1200** Cost per Teacher and/or Chaperone: **\$1200**

Cost per Nurse: **\$0** Cost per Paraprofessional: **\$0**  
(if necessary) (if necessary)

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

- a. **N/A**
- b.
- c.
- d. **Other**

Name of teacher making request: **David Reynolds** 

Approved by Department Head at secondary level: **David Reynolds** 

Approved by Principal: **Colleen Weiner**

*Colleen Weiner*

Authorized by Associate Superintendent:

*A. C. Vazgiz* *metus*

*9/13/21*

Superintendent Approval \_\_\_\_\_

Date: \_\_\_\_\_

## **DECA International Career Development Conference**

Middletown DECA has competed at the International Career Development Conference for the past 40 years. This year the conference will be held in Atlanta, GA from April 22 through April 27, 2022. Approximately 20,000 attendees from 10 nations are expected to attend and compete.

The purpose of this conference is to enable students to engage in competitive events and educational academies that will extend their skills for college, curriculum and careers and more specifically marketing, management, finance and hospitality. DECA competitive events are rigorous learning activities designed to evaluate the student's achievement of these skills through performance indicators. Students will take lengthy, comprehensive written tests and perform multiple oral presentations in a marketing-related area. Not only have students spent hundreds of hours preparing for their state competition but will spend hours preparing for the Internationals as well.

Over the past ten years, Middletown DECA has had over 400 state winners and multiple international winners. In a typical year, at the Connecticut State Conference, Middletown DECA earns 50 awards in the competitive events which is head and shoulders above any other school. Moreover, Middletown DECA has been recognized by DECA as a top chapter internationally for the past ten years, for achievement by Governor Rell, and many years by the Middletown Common Council. At the last physically-attended International Conference 21 marketing students from Middletown received international certificates of merit for placing in the top twenty percent, six students were international finalists (top 20 worldwide), two students were top 10 worldwide, and six students won best in their group internationally for presentations and two students won international medals for best test score.

Middletown DECA has been ranked #1 by the State of Connecticut for Marketing education for four consecutive years and our Career and Technical Education department has been ranked #1 for two consecutive years. These types of conferences have a direct impact on student achievement and post-secondary and career success.

The cost of the conference is approximately \$1200.00 per student which includes transportation and lodging. All arrangements will be made in conjunction with Connecticut DECA which is affiliated with the State Department of Education. David Reynolds, Coordinator of Career and Technical Education and DECA advisor will chaperone this trip along with three other certified teachers. It is mandated by National and Connecticut DECA that if eight or more students attend the International Conference an additional chaperone will be needed because of liability issues.

DECA students who place in the top three in their specific categories, at our state conference, are invited to compete at the international conference. Scholarship money from prominent business colleges are available and awarded to MHS DECA students who attend the international conference. Students will miss a total of four days of school while attending this trip. A few weeks prior to the conference Mr. Reynolds meets with parents and students to discuss all rules and procedures to assure a safe conference. At this meeting, all students are instructed to make appointments with their teachers for all class and homework missed. This missed work will be due no later than the Monday prior to the trip. Many students have chosen to bring select work with them on the trip to complete during the flight or other times.

With regards to equity, Middletown DECA has always been as diverse as it has been successful. The demographics of the overall DECA membership, its student leadership, and those students that participate in these conferences, closely mirror that of Middletown High School. In fact, there was zero achievement gap on the 2017 state Marketing exam (an exam our students earned #1 on).

With regards to finances, many students have the cost of their conference lowered/defrayed not only by fund-raising but also based on financial need. Middletown DECA works very hard to ensure equitable access and that no student is denied attendance for financial hurdles.

In conclusion, please approve this student conference. The experience is one of the most rewarding yet most rigorous learning experiences a student can get.





# DECA

## INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 20,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement.

DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21<sup>st</sup> Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21<sup>st</sup> Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice.

Thousands of DECA advisors and educators participate in administering DECA's Competitive Events Program and Emerging Leader Series while also participating in professional learning activities.

## CLASSROOM CONNECTION

DECA's International Career Development Conference supports educational initiatives.

- Career Clusters<sup>®</sup>
- National Curriculum Standards
- 21<sup>st</sup> Century Skills
- Common Core State Standards
- Project-based Learning
- Personal Financial Literacy



The National Association of Secondary School Principals has placed this program on the NASSP National Advisory List of Contests and Activities for 2019-2020.

# CONFERENCE FACTS



**14,000**

finalists from 55 chartered associations vying for international honors in DECA's Competitive Events Program.



**3,000**

DECA members engaging in leadership development activities preparing to be college and career ready.



**1,000**

business leaders who will serve as judges for international competition.



**100+**

exhibitors from a wide variety of colleges and businesses.



**2,000**

DECA advisors coaching their students and attending Advisor Professional Learning.



**MUSIC CITY CENTER**

201 Fifth Avenue South  
Nashville, TN 37208  
nashvillemusiccitycenter.com  
615-401-1400



#DECAICDC



Visit [decadirect.org](http://decadirect.org) for previews and highlights.



Join the event at [bit.ly/decaicdc20](http://bit.ly/decaicdc20)

Date Range: 21-Jul-2021 to 09-Sep-2021 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 37878      Date: 01-Sep-2021						
From 1010-920-2210-600-53220-00000	AD ED: IN SVC-PROF MTG/DEV	950.00		950.00	300.00	
To 1010-920-2210-600-58100-00000	AD ED: MEMBERSHIP/DUES	475.00		475.00		300.00
Transfer \$300 from 53220 in-service prof. meetings to 58100 membership/dues to cover expenses for CAACE membership dues for MAE SY21-22.						
Total Transfer for Adult Education					300.00	300.00
Journal#: 37849      Date: 10-Aug-2021						
From 1010-002-2410-000-56121-00000	BIELEFIELD: COPY PAPER	6,000.00		6,000.00	3,000.00	
To 1010-002-2410-000-56120-00000	BIELEFIELD: ADMIN SUPPL	3,500.00		3,500.00		3,000.00
For many needed supplies to start the year. Dry erase markers, folders, notebooks, composition books, sticky notes, pencils, crayons, scissors, etc.						
Total Transfer for Bielefield School					3,000.00	3,000.00
Journal#: 37857      Date: 13-Aug-2021						
From 1010-940-2700-000-55100-00000	STU TRANSP: PUPIL TRANS REG	3,150,636.00		3,150,636.00	3,342.00	
From 1010-940-2700-000-55190-00000	STU TRANSP: HOMELESS	70,000.00		70,000.00	5,000.00	
From 1010-940-2700-200-56265-00000	STU TRANS: GASOLINE*SPECIAL TRANS	43,200.00		43,200.00	5,000.00	
To 1010-940-2700-000-55010-00000	STUDENT TRANSP: PURCH SVCS					13,342.00
To cover cost of Trapeze Software: VEO Now, Now School, Wheresthebus Parent app.						
Total Transfer for Central Office					13,342.00	13,342.00
Journal#: 37820      Date: 21-Jul-2021						
From 1010-960-2213-000-53220-00000	CURR: IN SVC-PROF MTG/DEV [ALL SCHL]	23,500.00		23,500.00	1,340.00	
To 1010-960-2213-000-58100-00000	CURR: MEMBERSHIP/DUES [ALL SCHL]	567.00		567.00		1,340.00
To support CAO memberships: CAPSS, ASCD, AASA & ALAS						
Total Transfer for CURRICULUM					1,340.00	1,340.00
*** Grand Total To Transfer					17,982.00	17,982.00

**MIDDLETOWN BOARD OF EDUCATION  
POLICY COMMITTEE**

Meeting Minutes

Tuesday, June 15, 2021

Virtual Meeting 5:30 P.M.

**Board of Education Policy Committee Members participating:**

Justin Taylor

Sean King

**Also participating:**

Marco Gaylord, Chief of Operations

Dr. Conner, Superintendent

Christine Bourne, Chief of Administration

Cody Altieri, Administrative Assistant

Jennifer Cannata, Principal, Moody School

Colleen Fitzpatrick, Principal, Snow School

**The Virtual Meeting was called to order by Justin Taylor at 5:32 P.M.**

Justin turned the meeting over to Marco Gaylord.

**Policy #3313 - REVIEW/DELETE - Relations with Vendors**

*Attorney Notes:* Recommend repeal as Model Purchasing Policy covers it.

No questions

**The Policy Committee were all in favor and requested this Policy #3313 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #3313.1 - REVIEW/DELETE - Local Purchasing**

*Attorney Notes:* Recommend repeal as Model Purchasing Policy covers it.

Question about “broader” language from Mr. Taylor and if we should be developing a broader policy. Mr. Gaylord states that by adopting shipman’s and by already adopting the procurement policy that’s why that language is there. Ms. Fitzpatrick asks for clarification about the policy.

**The Policy Committee were all in favor and requested this Policy #3313.1 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #3320 - REPLACE - Purchasing Procedures**

*Attorney Notes:* Recommend repealing this policy and regulations and replacing it with the Model Policy Purchasing.

Mr. Gaylord states that the business office reviewed the policy and more specifically, the monetary amount. Worked in conjunction with Shipman and Goodwin. Mr. King suggests that we should clean up

the policy more and Cody said that he would do that with the help of Christine, Chris and Gwen. Marco asks if we should send an email when it's all set. Mr. Taylor said that it is unnecessary.

**The Policy Committee were all in favor and requested this REPLACEMENT Policy #3320 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #3520.13 - REVIEW/DELETE - Student Data Protection and Privacy/Could-Based Issues**

*Attorney Notes:* Recommend deletion as Model Student Records policy covers it.

No questions, delete

**The Policy Committee requested this Policy #3520.13 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #4010 - NEW POLICY - Hiring of Certified Staff**

*Attorney Notes:* Recommend adopting this policy to align with Shipman & Goodwin

Clarification to add in the proper language made by Mr. Taylor. Mr. Gaylord asks if it should be the Middletown Board of Education. We will review to ensure consistency.

**The Policy Committee requested this NEW Policy #4010 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #4020 - NEW POLICY - Hiring of Non-Certified Staff**

*Attorney Notes:* Recommend adopting this policy to align with Shipman & Goodwin

Mr. Gaylord states that we made a change by adding "the city of middletown" since currently the superintendent doesn't have pure authority of hiring non-certified staff. If the charter revision goes through for the November election, then we would have to make adjustments.

**The Policy Committee were all in favor and requested this NEW Policy #4020 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #4111.3 - REPLACE - Minority Recruitment Plan**

*Attorney Notes:* Recommend repeal and adoption of the Model Policy Plan for Minority Staff Recruitment, for consistency

Mr King King states he thinks we should defer to the advice of counsel due to the phrasing of certain words. He leans in favor of adopting what Shipman recommends.

**The Policy Committee were all in favor and requested this REPLACEMENT Policy #4111.3 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #4112.4 - DELETE - Health Examinations**

*Attorney Notes:* Recommend repeal of this policy because it is unnecessary

No questions

**The Policy Committee were all in favor and requested this Policy #4112.4 be brought forward for DELETION at the next Board of Education meeting for its first reading**

**Policy #4112.52 - READOPT - Criminal History Record Information**

*Attorney Notes:* Retain.

Get rid of italicized Middletown Public Schools within the policy for consistency

**The Policy Committee were all in favor and requested this Policy #4112.52 be brought forward for READOPTION to the next Board of Education meeting for its first reading.**

**Policy #4112.6 - REVIEW/DELETE - Personnel Records**

*Attorney Notes:* This policy is not mandatory and may be repealed, as all of the obligations identified are required by statute.

No questions, delete

**The Policy Committee requested this Policy #4112.6 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #4112.8 - REPLACE - Nepotism; Employment Relatives**

*Attorney Notes:* Recommend repeal and adoption of Model Policy Nepotism, for consistency.

No questions, replace

**The Policy Committee requested this REPLACEMENT Policy #4112.8 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #4117.4 - DELETE - Non-renewal/Suspension**

*Attorney Notes:* Recommend repeal of this policy because it is unnecessary.

No questions, delete

**The Policy Committee were all in favor and requested this Policy #4117.4 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #4131- DELETE - Staff Development - **TABLED****

*Attorney Notes:* This policy is not mandatory and may be repealed, as professional development obligations are addressed by statute and collective bargaining agreements.

Dr. Conner brings up legal requirements for professional development. Mr. Taylor asks if there is a broad statement made in professional development. Dr. Conner points out that a new house bill will be passed, and suggests we compare to see if it will support the language in the bill. Mr. Gaylord suggests that can move on with our deletion but we can revisit or add to the current policy #2112 that deals with professional development with administration. Dr. Conner suggests that once the bill is passed, we should be in alignment with it to ensure that all of our teachers have the foundational background around the science of reading. Mr. Taylor points out that the policy #2112 is in administration and the other is in personnel. Ms. Fitzpatrick agrees that we should have something to replace the current policy. Mr.

Gaylord states that we'll have the attorney do a review and we'll include any of the new state statutes or what comes out of the bill. Mr. Taylor clarifies that we will not be meeting during the summer.

**The Policy Committee were all in favor and requested this Policy #4131 be TABLED and brought back to the next Policy Committee meeting**

**Policy #4138 - READOPT - Non-School Employment**

*Attorney Notes:* This policy is not mandatory; however, the Board may wish to maintain the policy to provide clear rules concerning outside employment.

Mr. Taylor asks if there have been instances of waters getting muddy but states that if the attorney says the language is compliant then he is fine with it. Mr. Gaylord says there was at least one incident, or two, where an employee had another full time job. One was a science teacher and one was an admin. In both instances, they were trying to continue with having two full time jobs.

**The Policy Committee were all in favor and requested this Policy #4138 be brought forward for READOPTION to the next Board of Education meeting for its first reading.**

**Policy #4147 - DELETE - Employee Safety**

*Attorney Notes:* Recommend repeal, as this policy is not necessary and is not legally compliant.

No questions, delete

**The Policy Committee were all in favor and requested this Policy #4147 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #4148 - DELETE - Employee Protection**

*Attorney Notes:* Recommend repeal because this policy is not necessary.

No questions, delete

**The Policy Committee requested this Policy #4148 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #4212.42 - DELETE - Drug and Alcohol Testing for School Bus Drivers**

*Attorney Notes:* This policy may be repealed because its provisions are required by statute.

No questions, delete

**The Policy Committee were all in favor and requested this Policy #4212.42 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #5125 - REPLACE - Student Records, Confidentiality - Directory Information**

*Attorney Notes:* Recommend replace with Shipman and Goodwin's model policy. Must replace with Shipman's in order to delete policy #3520.13

No objections, and Mr. Taylor states that it is highly technical and relies on all kinds of statutes. Ms. Fitzpatrick agrees. Move forward

**The Policy Committee were all in favor and requested this REPLACEMENT Policy #5125 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #6146 - REVIEW - Graduation Requirements - TABLED**

*Attorney Notes:* Recommend revise to meet 2023 Graduation Standards

Mr. Gaylord states he needs to be in touch with Ms. Weiner and her team dealing with graduation requirements.

**The Policy Committee requested this Policy #6146 be be TABLED and brought back to the next Policy Committee meeting**

**Other**

No other items discussed. Mr. Taylor describes more meetings in fall. Dr. Conner thanks everyone for being a part of the community and the hard work in getting policies. Mr. Gaylord thanks Mr. Taylor for his leadership.

**ADJOURNMENT**

The meeting was adjourned at 6:28 P.M.

**The next virtual Policy Committee meeting is scheduled for September 21, 2021 with a time of 5:30 P.M.**

Respectfully submitted,  
Cody Altieri  
Administrative Assistant

## **SRO Exploratory Committee Meeting**

June 23, 2021

6:30-8:00pm

Via Zoom

Attendance: Cheryl Gonzalez, Lisa Loomis, Roger Hart, Dina Ford, Molly Aunger, Diana Martinez, Jon Pulino, Beverly Lawrence, Deb Cain, Bill Porter, Jennifer Cannata, Justin Carbonella, Roberta Downer, Delores Ford, Michael Timbro

### **AGENDA**

- I. Call to Order 6:32
- II. Approval of Minutes from 6/14 - Motion by Molly seconded by Roger
  - A. Friendly amendment by Sgt. Porter study by CT Voices for children found academic performance as measured by avg SBAC scores did not differ significantly based on the presence of SROs
- III. Review of Norms
- IV. Discussion of recommendations re: SRO program
  - A. Comments by Acting Chief Timbro: He's heard from many parents in support of the SRO program. Program is important for building relationships between youth and PD starting from an early age which has led to some instances of youth reporting crimes. He's willing to meet with students to hear concerns about the program. Program is fully funded by PD, which includes 6 salaries for 10 months plus events. He supports updating the MOU and reviewing the program as needed.
  - B. Sgt. Porter added they will continue to use the Right Response guidelines so as to minimize police involvement in disciplinary/non-police matters. The MPS and MPD have a unique relationship as a result of this program - administrators can easily reach out to him if/when needed.
  - C. Questions clarifying the process. Since most of the recommendations are not mutually exclusive, everyone will vote on each one. Members can vote yay as many times as they want.
  - D. Comments by Loomis:
    1. Systems vs. People. The current SROs have done a good job building relationships and being part of the community, but that shouldn't be confused with the system of armed police officers in schools
    2. Most school districts in CT, including Hartford where I work, do not have SROs, and of those that do, most assign them to middle and high schools, not elementary schools
    3. Parents have said they want SROs in high school to manage fights, but SROs, teachers, and admin report this is not their role. They report their

role is to support students through positive relationships, and I think social workers and psychologists are better suited for that work.

4. We heard opposing ideas about what school safety is and how to achieve it
  5. Parents have said they want SROs in schools to protect against external threats, but school safety research and experts report SROs are not an effective deterrent for school shootings. School shooters most likely to be suicidal student. National Association of School Psychologists (NASP) cautions against use of SROs. NASP and Every Town for Gun Safety recommend providing services to meet students' mental health needs as an effective deterrent to school shootings. We had a student report he had to wait 3 months for an appoint at MHS health center. Only resources saying SROs improve school safety are from law enforcement organizations
  6. Overwhelmingly, the adults we've heard from said they feel better with SROs in schools and the young people we've heard from said they felt worse with SROs in schools. Research suggests SROs create an illusion of increased school safety while contributing to environment of fear for students
  7. Adults say the program is working, but by what measure? What is the definition of success for this program?
  8. I believe SROs should be removed, but I will also vote for other reforms because there are some reforms we can find common ground on and some reforms are better than nothing
- E. Response by Sgt Porter:
1. There are just as many experts who say SROs increase school safety as those who say they do not
  2. The 3 month delay in mental health services an problem not related to the SRO program
  3. It's dangerous to publicly announce considering removing SROs
  4. He's voting to keep the program in all schools under an updated MOU
- F. Comments by Gonzalez:
1. Voting to keep program and update MOU, open to other reforms
  2. Adults said students felt afraid, not students
  3. Removing SROs won't increase mental health supports
- G. Comments by Aunger:
1. In favor of revamping the program. Voting to take time to do more research. We haven't heard from lots of students, and this wasn't the best forum to hear from students
- H. Comments by Pulino:
1. Working at summer school in Meriden - SROs there helped locate students who had run away.
  2. Agrees with increasing mental health supports
  3. Voting to keep program and update MOU
- I. Comments by Carbonella:
1. Voting to keep the program but in a youth-centered model
  2. Training has addressed youth through a police-lens
  3. MPS hasn't given people a chance to cultivate a youth-centered model, and this committee has not been the right venue for that. As a district we say we value student voice and agency, but we haven't done that in a meaningful way on this topic.

J. Comments by Martinez:

1. One parent complained about a demonstration of how to correctly use a condom and that safety resource was removed from MHS, but parent and student complaints about the SRO program overlooked. All the data showing that discipline disproportionately affects kids of color has no impact. What is the point of this committee if the voices that are historically ignored continue to be ignored?
2. Perception of safety is not the same as reality
3. There is no local data measuring the success of this program
4. If her employment contract says she needs to report yearly to prove the success of her work and she does not provide that reporting, she is in violation of that contract
5. Parents should be informed about programs that involve student interactions with police so they can opt out.

K. Comments by Hart:

1. Study that found presence of armed guards in schools led to higher fatalities flawed due to use of publicly available data and references armed guards, not SROs. SROs in Middletown work to prevent shootings by building relationships with students
2. Was originally leaning toward removing SROs but impressed with MPS program and oversight. Voting to keep and update MOU

L. Discussion between Porter and Martinez

1. Porter - there are ways for parents to complain about how an officer interacts with students and for parents to opt out of programs
2. Martinez - she did not know who to reach out to. Reached out to principal twice and never got a response. Parents can't opt out if they don't know about the program or the scope of the interaction

M. Comments by Carbonella:

1. This conversation has mostly been about should we keep or remove SROs when what is needed is a more nuanced, broader discussion about school culture. Where is the space for the development of a program that creates a safe school culture that may include but not be limited to SROs.
2. This program can't be all things to all people. We can't underestimate or undervalue the kids saying this program does not make them feel safe.
3. Auger agrees with need for such space/discussion

V. Vote on recommendations re: SRO program

A. Note that Colleen Weiner was absent from meeting but emailed a statement prior to. Her votes were added based on that email. Also not in attendance were all student representatives. Their voting preferences were not shared and therefore not recorded.

B. Recommendations and votes

1. Keep SRO program as is

yay	nay	abstain
	Molly A Jen C	

	Justin C Roberta D Delores F Cheryl G Roger H Beverly L Diana M Sgt. Porter (new agreement) Jon (new agreement) Colleen W Lisa L	
--	--	--

2. Keep program as is while more research is done (parent survey, student focus groups, etc)

yay	nay	abstain
Molly A Roberta D Delores F Cheryl G Jon P Lisa L	Jen C Justin C Roger H Beverly L Diana M Sgt Porter	

3. Keep SRO program but update MOU (see draft by Roger Hart) - specify policy related to hiring, removal, training, chain of command, roles & responsibilities

yay	nay	abstain
Molly A Jen C Justin C Roberta D Delores F Cheryl G Roger H Sgt Porter Jon P Lisa L Colleen W	Beverly L Diana M	

4. Keep SRO program but update data reporting and oversight practices

yay	nay	abstain

Molly A Jen C Justin C Roberta D Delores F Cheryl G Roger H Sgt. Porter Jon P Lisa L	Beverly L Diana M	
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5. Keep SRO program but expand training to include youth-centered child development, trauma informed practices, students w/ disabilities and mental health challenges, anti-racism and implicit bias

yay	nay	abstain
Molly A Justin C Roberta D Delores F Cheryl G Roger H Sgt. Porter Lisa L	Beverly L	Jen C Diana M

6. Keep SRO Program, expand training, limit scope of their programming and interaction, and allow parents to opt-in.

yay	nay	abstain
Molly A Justin C Roberta D Delores F Diana M Lisa L	Jen C Cheryl G Roger H Beverly L Sgt. Porter Jon P	

7. Keep SROs at middle and high school, but remove from elementary schools

yay	nay	abstain
Molly A Lisa L	Jen C Justin C Delores F	Roberta D

	Cheryl G Roger H Beverly L Diana M Sgt. Porter Jon P	
--	---	--

8. Phase out SRO program as SROs get cycled out

yay	nay	abstain
Beverly L Diana M Lisa L	Jen C Justin C Roberta D Delores F Cheryl G Roger H Sgt. Porter Jon P	Molly A

9. Phase out SRO program as SROs get cycled out and replace with mental health or restorative justice practitioners.

yay	nay*	abstain
Justin C Beverly L Diana M Lisa L	Jen C Roberta D Cheryl G Roger H Sgt. Porter Jon P	Molly A Delores F

\*Committee members voting nay expressed support for adding mental health supports but not phasing out SRO program.

10. Remove SROs from all schools

yay	nay	abstain
Beverly L Diana M Lisa L	Jen C Justin C Roberta D Delores F Cheryl G Roger H Sgt. Porter Jon P	Molly

11. Remove SROs from all schools and replace with mental health or restorative justice practitioners.

yay	nay*	abstain
Justin C Beverly L Diana M Lisa L	Jen C Roberta D Delores F Cheryl G Roger H Sgt. Porter Jon P	Molly A

\*Committee members voting nay expressed support for adding mental health supports but not removing SROs.

VI. Adjournment 8:18

# REVIEW/DELETE POLICY 3313

## Business

### Relations with Vendors

The Board of Education wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

No purchase will be made from a member of the Board of Education, nor from a member of the immediate household of a Board member, nor from any enterprise in which the Board members holds a substantial interest except for public utilities.

### Conflicts of Interest and Endorsements

The district will not purchase supplies or materials from a staff member of the school district, nor from a member of the household of the staff member unless the purchase follows the formal purchasing procedures.

Employees of the district will not endorse products or services in such a manner that will identify him/her as an employee of the district.

### Affirmative Action

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or expression, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

**Legal Reference:** Connecticut General Statutes  
4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities  
4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation  
46a-58 through 46a-81 re discriminatory practices  
Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act  
Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)  
Chapter 40 of the Code of Ethics, City of Middletown

Policy adopted: June 22, 2004  
Policy Revised: April 21, 2015

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**DELETE POLICY 3313.1**

**Business**

**Local Purchasing**

As a public agency the Board of Education is aware of its responsibility to spend its funds so as to obtain the greatest possible educational value for every dollar spent. The Board is encouraged to make its purchases locally whenever costs are within ten percent with those of outside vendors.

Legal Reference: City Ordinance Section 78

Policy adopted: May 16, 1995  
Policy revised: June 8, 2004  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Business**

**Purchasing Procedures**

**PURCHASING**

*[For Local Boards of Education]*

**[Note: Bidding and purchasing requirements may be affected by the provisions of Town charter. Moreover, in the event that a town charter contains a provision that addresses bidding requirements, such a provision may or may not actually bind the board of education. Prior to adopting Shipman & Goodwin LLP’s model policy, local boards of education should determine whether a provision of a town charter applies, and in the event that a charter provision which does apply, a local board of education should consult legal counsel to determine its applicability.]**

I. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definition

For the purposes of this policy:

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

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

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

## Business

### Purchasing Procedures

Further, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers' compensation insurance.

## II. COMPETITIVE BIDDING PROCESS

### A. Purchases Requiring Competitive Bidding Process **[\$25,000 or More]**

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$25,000 or more must be made by sealed competitive bid. ~~As set forth below, such purchases in the amount of at least [\$7,500 or amount set by the Board of Education], but less than [\$20,000 or amount set by the Board of Education], may be awarded by the Superintendent or his/her designee. Such purchases in the amount of [\$20,000 or amount set by the Board of Education] or more must be awarded by the Board.~~

### B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible.

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

### C. Advertising

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

D. Bid Openings and Awards

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

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

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. For contracts of at least [\$7,500 or amount set by the Board of Education], but less than [\$20,000 or amount set by the Board of Education], the Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. For contracts of [\$20,000 or amount set by the Board of Education] or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.

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

E. Bid Security

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

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F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"), and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

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

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

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

G. Rejection Of Bids

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

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

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H. Advisement Of Bid Award

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

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$1,000 but less than [\$7,500 or amount set by the Board of Education]. Purchases of goods or services which involve an expenditure of less than \$1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

B. Process For Obtaining Quotations

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

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

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil

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services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be less than [\$7,500 or amount set by the Board of Education] shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

**B. Informal Competitive Proposal Process (\$7,500 to \$19,999 [or range set by the Board of Education])**

Purchases of Special or Professional Services for at least [\$7,500 or amount set by the Board of Education] but less than [\$20,000 or amount set by the Board of Education] shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

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

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

**C. Formal Competitive Proposal Process ([\$20,000 or amount set by the Board of Education] or more)**

Request for Proposals for Purchases of Special or Professional Services for [\$20,000 or amount set by the Board of Education] or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract

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whenever possible. The award of any such contracts for [\$20,000 or amount set by the Board of Education] or more shall be approved by the Board.

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

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

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

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

V. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.

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- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.
- (8) Cooperative agreement with the local municipality.

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

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

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

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.326, as amended from time to time, to the extent it is required to do so.

**VII. AUDITS**

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

## REPLACE POLICY 3320

### Business

#### Purchasing Procedures

##### Legal References:

##### State Law:

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

##### Federal Law:

- 2 C.F.R. § 200.317 through 2 § C.F.R. 200.326.  
2 C.F.R. § 200.81 (definition of property).

Policy adopted:

May 16, 1995

MIDDLETOWN PUBLIC SCHOOLS

Policy readopted: June 8, 2004

Middletown, Connecticut

Policy revised: April 12, 2016

Policy replaced:

## **DELETE POLICY 3520.13(a)**

### **Business and Non-Instructional Operations**

#### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues**

The Board of Education (Board) may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.
2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The Board, on or after October 1, 2016, when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information and student generated content continues to be the property of and under the control of the Board. (They are not the property of, or under the control of a software or electronic service contractor.)
2. A description of the means by which the Board, students, their parents or legal guardians, may retain possession and control of student-generated content, and if applicable, means by which a student, parent or legal guardian of a student may transfer student-generated content to an electronic mail account.
3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.
4. A description of the procedures by which a student, parent or legal guardian, of a student may review personally identifiable information (PII) contained in the student's record, student information or student-generated content and correct erroneous information, if any in such student material.
5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records, student information, and student-generated content.

6. A description of the procedures that a contractor will follow for notifying a student, the parent or legal guardian of a student, parent, legal guardian of a student, and the Board, as soon as practical, but not later than forty-eight (48) hours after the contractor becomes aware of or suspects that any student record, student information, or student-generated content under the contractor's control has been subject to unauthorized access or suspected unauthorized access.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues** (continued)

7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon completion of the contracted services unless a student, parent or legal guardian of a student chooses to establish or maintain an electronic account with the contractor for the purpose of storing student-generated content.
8. A statement that the contractor and the Board shall ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.
9. A statement that Connecticut laws shall govern the rights and duties of the contractor and the Board.
10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.
11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

Any provision of a contract entered into between a contractor and the Board on or after October 1, 2016, that conflicts with the provisions listed above shall be void.

Any contract entered into on and after October 1, 2016, that does not include the provisions listed above shall be void, provided the Board has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract to include the required provisions.

Not later than five business days after executing a contract pursuant to this policy, the Board shall provide electronic notice to any student and the parent or legal guardian of a student affected by the contract. The notice shall (1) state that the contract has been executed and the date that such contract was executed, (2) provide a brief description of the contract and the purpose of the contract, and (3) state what student information, student records or student-generated content may be collected as a result of the contract. The Board shall post such notice and the contract on the Board's Internet website.

The Board expects that an operator shall implement and maintain reasonable security procedures and practices, in accordance with current industry standards to protect student information from unauthorized access, destruction use, modification and disclosure; and to delete any student information if a student or his/her parent/legal guardian or the Board requests the deletion of such student information.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues (continued)**

##### **Notice of Breach of Security/Data Breacher**

Upon notice of a breach of security by a contractor, the Board shall, within forty-eight (48) hours notify the students and the parents/legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The Board shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the Board of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the Board without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

##### **Definitions**

1. **“Contractor”** means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of a contract with a local or regional Board of Education.
2. **“Operator”** means the operator of an Internet website, online service, online application, or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.
3. **“Student”** means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to section 10-10a of the general statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.
4. **“Deidentified information”** means any information that has been altered to prevent the identification of an individual student.

5. **“Eligible student”** means a student who has reached 18 years of age.
6. **“Student-generated content”** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. “Student-generated content” does not include student responses to a standardized assessment.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues**

##### **Definitions (continued)**

7. **“Student records”** means any information directly related to a student that is maintained by the school district, the State Board of Education or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other district employee.

**“Student records”** does not mean any of the following:

- a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
  - b. Deidentified information, used to demonstrate the effectiveness of the contractor’s products in the marketing of such products.
  - c. Deidentified information, used for the development and improvement of the contractor’s products and services.
8. **“Online service”** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
9. **“Student information”** means personally identifiable information regarding a student that in any media or format that meets any of the following:
- a. Is created or provided by a student, or the student’s parent or legal guardian, to the operator in the course of the students’, parents’, or legal guardians’ use of the operators’ website, online service, or mobile application for school purposes.
  - b. Is created or provided by an employee or agent of the school, school district, local education agency, to an operator for school purposes.
  - c. Is gathered by an operator through the operation of the operator’s Internet website, online service, or mobile application and identifies a student including but not limited to information in the student’s educational record or email account, first and last name, home address, telephone number, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious

information, text messages, documents, student identifiers, search activity, photos, voice recordings, or geolocation information.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues**

##### **Definitions (continued)**

10. **“School purposes”** means purposes that customarily take place at the direction of a teacher, or school district or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration among students, school personnel, or parents/legal guardians. The Board, through this policy, places restrictions on an “operator” as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their site, service, or application.
11. **“Targeted advertising”** means presenting an advertisement to a student where the selection of the advertisement is based on student information, or inferred from the usage of the operator’s Internet website, online service or mobile application by such student.

The Board, through this policy, places restrictions on an “operator” as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their internet website, online service or mobile application:

1. Engage in targeted advertising on the operator’s site, service, or application, or on any other Internet website, online service or mobile application;
2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes;
3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information; or
4. Disclose student information, unless the disclosure is made (a) in furtherance of school purposes of the Internet website, online service or mobile application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy; (b) to ensure compliance with federal or state law; (c) in response to a judicial order; (d) to protect the safety of users or others, or the security of the Internet website, online service or mobile application; or (e) to an entity hired by the operator to provide services for the operator’s Internet website, online service or mobile

application, provided the operator contractually (i) prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator, (ii) prohibits the entity from disclosing student information provided by the operator to subsequent third parties, and (iii) requires the entity to comply with this policy.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues (continued)**

The Board recognizes that an operator may:

1. Use student information (1) to maintain, support, evaluate or diagnose the operator's Internet website, online service or mobile application, or (2) for adaptive learning purposes or customized student learning.
2. Use de-identified student information (1) to develop or improve the operator's Internet website, online service or mobile application, or other Internet websites, online services or mobile applications owned by the operator, or (2) to demonstrate or market the effectiveness of the operator's Internet website, online service or mobile application.
3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services or mobile applications designed for school purposes.

Nothing in this policy shall be construed to:

1. limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;
2. limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;
3. impose a duty upon a provider of an interactive computer service, as defined in 47 USC 230, as amended from time to time, to ensure compliance with this section by third-party information content providers, as defined in 47 USC 230, as amended from time to time;
4. impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;
5. limit an Internet service provider from providing a student, parent or legal guardian of a student or local or regional Board of Education with the ability to connect to the Internet;
6. prohibit an operator from advertising other Internet websites, online services or mobile applications that are used for school purposes to parents or legal guardians of students, provided such advertising does not result from the operator's use of student information;  
or
7. apply to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service or mobile application may be used to access

Internet websites, online services or mobile applications that are designed and marketed for school purposes.

The Board, upon determination that a request for directory information is related to school purposes, may disclose directory information to any person requesting such directory information. If the Board determines that a request for directory information is not related to school purposes, the Board shall not disclose such directory information.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues (continued)**

(cf. 3520.1 – Information Security Breach and Notification)

(cf. 3520.11 – Electronic Information Security)

(cf. 3520.12 – Data-Based Information Management System Confidentiality Policy)

(cf. 5125 – Student Records)

(cf. 5145.15 – Directory Information)

(cf. 6162.51 – Surveys of Students/Student Privacy)

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
7-109 Destruction of documents.  
10-15b Access of parent or guardians to student’s records.  
10-209 Records not to be public.  
11-8a Retention, destruction and transfer of documents  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56(e) Access to Records of Minors.  
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
P.A. 16-189 An Act concerning Student Privacy  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g).  
Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)  
Children’s Online Privacy Protection Act (COPPA) 15 U.S.C. §§6501 *et seq.* (2014)

Policy adopted: October 18, 2016

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Personnel**

**Hiring of Certified Staff**

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Middletown Public Schools. The Board of Education shall be responsible for the appointment of all building level and district-wide administrator positions. The Board of Education shall make such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, and in accordance with any applicable collective bargaining agreement.

The Superintendent of Schools shall be responsible for appointments to all other positions requiring a certificate issued by the State Board of Education.

Legal Reference:

Connecticut General Statutes §10-151

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Personnel**

**Hiring of Non-Certified Staff**

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Middletown Public Schools, subject to the provisions of any applicable collective bargaining agreement. The Superintendent of Schools or his/her designee and the City of Middletown shall be responsible for appointments to all positions of employment within the Middletown Public Schools which do not require a certificate issued by the State Board of Education.

Legal Reference:

Connecticut General Statutes § 10-220

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# REPLACE POLICY 4111.3

## Personnel

### **Equal Employment Opportunity/Minority Recruitment Plan for Minority Educator Recruitment**

In accordance with Sections 10-4a(3), 10-220(a), and 10-156ee of the Connecticut General Statutes, the Middletown Board of Education (the “Board”) has developed the following written plan for minority educator recruitment:

1. All recruiting sources will be informed in writing of the Board's non-discrimination policy.
2. The Board will develop contacts with local training and educational institutions, including those with high minority enrollments, to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
3. The Board will develop contacts with local minority community organizations to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
4. The Board will maintain, or expand, as appropriate, its help-wanted advertising to include print and/or broadcast media that is targeted to minorities.
5. The Board will participate in local job fairs, including those that are sponsored by minority community organizations or otherwise targeted toward minorities.
6. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan, including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.
7. The Board will review on an annual basis the effectiveness of this plan in increasing minority applicant flow and attracting qualified candidates for employment.

#### Legal References:

Connecticut General Statutes §10-4a (3) Educational interests of state identified  
Connecticut General Statutes §10-220(a) Duties of boards of education  
Connecticut General Statutes §10-156ee Duties re minority teacher recruitment

Policy adopted: October 10, 2017  
Policy revised: November 13, 2018  
Policy replaced:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **DELETE POLICY 4112.4**

### **Personnel – Certified and Non-Certified**

#### **Health Examination**

##### **Chest X-Ray or Intradermal Test**

All employees upon initial employment shall present evidence of having submitted to examination (chest x-ray, skin test, or other tests designated as acceptable by the health department) to determine that they are free of active tuberculosis prior to commencing service and every four (4) years thereafter or more often if directed by the Board of Education upon recommendation of the local health officer.

##### **Physical Examinations**

As necessary, the Superintendent may require a medical examination, to evaluate the employee's ability to perform assigned duties, of any certified employee whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind. Such additional medical examinations will be performed by a physician selected by the Superintendent, and the Board of Education will bear the costs of these examinations.

Policy adopted: June 22, 2004  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

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

### **Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures**

#### **Purpose**

The intent of the following policies is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. The *Middletown Public Schools* may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

#### **Scope**

The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location from the *Middletown Public Schools*. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

### **Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

### **Proper Access, Use, and Dissemination of CHRI**

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

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

### **Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures**

#### **Personnel Security Screening**

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI data. Agencies located within states having passed legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit fingerprint-based record check within 30 days of employment or assignment on all personnel with who have direct access to CJI, those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI, and any persons with access to physically secure locations or controlled areas containing CJI. Agencies located within states without this authorization or requirement are exempted from the fingerprint-based background check requirement until such time as appropriate legislation has been written into law.

#### **Security Awareness Training**

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

#### **Physical Security**

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. The *Middletown Public Schools* will maintain and keep current a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

#### **Media Protection**

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

## Personnel – Certified/Non-Certified

### Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures

#### Media Transport

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The agency shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

#### Media Sanitization and Disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by *Middletown Public Schools*.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) shredding using *Middletown Public Schools* issued shredders.
- 2) placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by *Middletown Public Schools* personnel throughout the entire process.
- 3) incineration using *Middletown Public Schools* incinerators or witnessed by *Middletown Public Schools* personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the *Middletown Public Schools* methods:

- 1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from *Middletown Public Schools*' control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

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

### **Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures**

#### **Account Management**

The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

#### **Remote Access**

The *Middletown Public Schools* shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJ. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet).

The *Middletown Public Schools* shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The *Middletown Public Schools* shall control all remote accesses through managed access control points. The *Middletown Public Schools* may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

#### **Personally Owned Information Systems**

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bring your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

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

### **Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures**

#### **Reporting Information Security Events**

The agency shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

#### **Policy Violation/Misuse Notification**

Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

Legal references:            Connecticut General Statutes  
   10-221d Criminal history records checks of school personnel. Fingerprinting.  
   Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19  
   Special Session, PA 09-1, PA 11-93 and PA 16-67)  
   29-17a Criminal history checks. Procedure. Fees.  
   PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel  
   Records  
   Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S.  
   Department of Justice, Federal Bureau of Investigation, Criminal Justice  
   Information Services Division, October 6, 2015.

CJIS security policy:

<https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>

Title 28 C.F.R. Part 20

Policy adopted:            March 13, 2017  
Policy readopted:

MIDDLETOWN PUBLIC SCHOOL  
Middletown, Connecticut

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

### **Personnel Records**

Personnel records shall be maintained securely and confidentially in the central office for all current employees and shall include information customarily kept in personnel files. Files also shall be maintained for past employees, including years of employment, salaries, and such other basic and essential information as the Superintendent of Schools shall require.

Requests for access to personnel files, except from an employee to see his or her own file, shall be referred to the Superintendent who shall determine whether disclosure of such records would legally constitute invasion of employee privacy. If the Superintendent believes disclosure is not an invasion of privacy, requested information shall be disclosed, but professional courtesy suggests the employee should be notified of such disclosure.

If the Superintendent determines disclosure would invade employee privacy, the employee/s and collective bargaining representatives if any, shall be notified in writing of the request. If the Superintendent does not receive a written objection, from the employee or bargaining representative, within seven business days from receipt of their notification, or if there is no evidence of receipt not later than nine business days from the date the notice was mailed, sent, posted, or otherwise given, requested records shall be disclosed. However, if an objection is received in a timely manner on the form prescribed, the Superintendent shall not disclose requested information unless directed to do so by the Freedom of Information Commission. Notwithstanding an objection filed by an employee's bargaining representative, the employee may subsequently approve disclosure of records by filing a written notice with the Superintendent.

Employee or bargaining representative objections to disclosure of records shall be made in writing on a form developed by the Superintendent including a signed statement by the employee or bargaining representative, under penalties of false statement, that to the best of respondent's knowledge, information, and belief, there is good grounds to support the objection and that the objection is not interposed for delay.

Records maintained or kept on file by the State Department of Education or the Board which are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

Notwithstanding earlier provisions of this policy, personnel evaluations of certified employees, except the Superintendent, are not public records subject to disclosure — unless the employee consents in writing to the release of such records.

Each employee's own file shall be available for his or her inspection at reasonable times, and, upon request, employees will be provided a copy of information contained in his or her file.

**POLICY 4112.6(b)**  
**4212.6**

**Personnel — Certified/Non-Certified**

**Personnel Records** (continued)

In accordance with federal law, (ESSA), the District shall notify parents at the beginning of each school year of their right to request information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school. The District will provide such information on request in a timely manner. The District shall also provide notification to the parent/guardian of a child who has been assigned or has been taught for four or more consecutive weeks by a teacher not meeting applicable state certification at the grade level and subject area in which the teacher has been assigned.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Legal Reference: Connecticut General Statutes

- 1-213 Agency administration. Disclosure of personnel, birth and tax records.
- 1-214 Objection to disclosure of personnel or medical files.
- 1-215 Record of arrest as public record.
- 1-206 Denial of access to public records or meetings.
- 10-151a Access of teacher to supervisory records and reports in personnel file.
- 10-151c Records of teacher performance and evaluation not public records. (as amended by PA 02-138 and PA 13-122)

The Americans with Disabilities Act

Section 1112(c)(6) The Every Student Succeeds Act (ESSA)

Section 1112(e)(1)(B) The Every Student Succeeds Act (ESSA)

Policy adopted: June 22, 2004  
Policy revised: June 27, 2017

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## Personnel

### Nepotism

*[A Board of Education Policy on nepotism is not required by law and is, therefore, a discretionary decision for the Board of Education. This model policy is provided for the Board's consideration. Pursuant to Conn. Gen Stat. §§ 7-148(c)(10)(B) and 7-148h, a municipality can adopt its own ethics code and establish a board or agency to investigate allegations of unethical conduct. If the Board wishes to adopt a nepotism policy, it should determine whether the town or municipality has adopted an ethics code and, if so, whether it contains any relevant provisions, such as an explicit ban on nepotism or a prohibition against municipal employees from using their positions to financially benefit relatives or immediate family members.]*

## NEPOTISM

### *Purpose*

It is the policy of the Middletown Board of Education (the “Board”) to recruit and hire qualified applicants for employment within the Middletown Public Schools (the “District”), while avoiding both nepotism and the appearance of nepotism.

### *Definitions*

“**Immediate family**” means a spouse, child, parent, sister, brother, half-sister or half-brother.

“**Relative**” means a sister-in-law, brother-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, step parent, aunt, uncle, niece, nephew, first cousin, grandparent, step child, foster child, grandchild or individual living in the same household.

“**Familial relationship**” means a relationship between a member of one’s immediate family or a relative, as defined within this policy.

### *Prohibitions on Hiring*

No relative or immediate family member of the Superintendent of Schools (“Superintendent”) shall be hired to any position of employment.

No immediate family member of a Board member or any other district-level administrator shall be hired to any position of employment.

**Personnel**

**Nepotism**

***Restrictions on Employment of Relatives***

No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative.

No employee may be involved in the process of screening for advancement in the application process, interviewing or hiring of his or her relatives.

Employees will not be hired, promoted, transferred or assigned to work in positions in the same school or work unit or department in which a relative is already employed, unless the Superintendent approves such an assignment in writing.

No administrator or supervisor shall supervise any of his or her relatives.

Employees will not be hired, promoted, transferred or assigned to work in positions in which they will have access to confidential information regarding a relative, such as, but not limited to, information regarding benefits selections, confidential medical information or personnel records that are not subject to public disclosure.

No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative.

***Restrictions on Employment of Immediate Family Members***

No employee may be involved in the process of screening for advancement in the application process, interviewing or hiring of an immediate family member.

Employees will not be hired, promoted, transferred or assigned to work in positions in the same school or work unit or department in which an immediate family member is already employed, unless the Superintendent approves such an assignment in writing.

No person who is a member of the immediate family of a building administrator or department supervisor may be nominated for or transferred or otherwise assigned to any position within that administrator's building or supervisor's department. No administrator or supervisor shall supervise any member of his or her immediate family.

**Personnel**

**Nepotism**

Employees will not be hired, promoted, transferred or assigned to work in positions in which they will have access to confidential information regarding an immediate family member, such as, but not limited to, information regarding benefits selections, confidential medical information or personnel records that are not subject to public disclosure.

***Disclosure Requirements***

A Board member or administrator who has an existing familial relationship with an employee, as defined above, or who has had a change in circumstances which creates a familial relationship with any employee of the District, shall declare such relationship to the Superintendent or Chair of the Board immediately.

If a change in circumstances creates a familial relationship between an employee and his or her supervisor, the Board, through its Superintendent, reserves the right to seek a transfer of any employee in order to resolve any concerns about the operations of the district with respect to nepotism or the appearance of nepotism. The Superintendent may also provide for the evaluation and/or supervision of the employee outside of the typical chain of command in order to resolve any concerns about nepotism or the appearance of nepotism.

A Board member or administrator who knows that his or her relative or immediate family member has applied for a position with the District shall declare such relationship to the Superintendent or the Chair of the Board as soon practicable.

In addition to the requirements set forth above regarding familial relationships, if a romantic relationship develops between an employee and (1) an administrator who has a supervisory or evaluative relationship with the employee, or (2) a member of the Board, the affected administrator or member of the Board shall declare such relationship to the Superintendent.

***Recusal***

A member of the Board should not vote on any action of the Board that will directly affect a relative or member of his or her immediate family.

***Discharge and Denial of Re-Employment***

No current employee will be discharged or denied re-employment pursuant to an applicable recall provision based on this policy.

**Personnel**

**Nepotism**

Policy adopted: September 19, 1995  
Policy readopted: June 22, 2004  
Policy revised: May 13, 2014

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## DELETE - POLICY 4117.4

### Personnel — Certified

#### Non-Renewal/Suspension

##### Non-Renewal

Prior to obtaining tenure, a certified employee's contract may be non-renewed provided that the employee is notified in writing prior to May 1<sup>st</sup> by the Superintendent. A teacher so notified may request not later than three calendar days a written statement of the reasons for non-renewal of the contract, and the district will furnish such a statement within four (4) calendar days of the receipt of the request. The teacher may also file with the Board of Education not later than (10) calendar days of receipt of the notice of non-renewal for a hearing before the Board or, if indicated in such request designated by the Board, before a single impartial hearing officer chosen by the teacher and the Superintendent. The hearing shall commence not later than fifteen calendar days after receipt of such request unless an extension, not to exceed fifteen calendar days, is mutually agreed upon.

A teacher who has not attained tenure shall not be entitled to a hearing concerning non-renewal if the reason for such non-renewal is either elimination of position or loss of position to another teacher. The Board shall rescind a non-renewal decision only if the Board finds such decision to be arbitrary and capricious.

##### Suspension

A certified employee may be suspended by the Board of Education for an alleged or actual violation of any of the reasons for termination in C.G.S. 10-151(c) or 10-151(d) when insufficient cause for dismissal is considered to exist, or may be suspended pending Board or legal action for dismissal of the employee on charges of violation of one or more of said causes for termination. The Superintendent may suspend an employee pending Board action when, in the opinion of the Superintendent, continuation of the employee in the position presents a clear danger to the students, staff, property or reputation of the district, or to the employee.

Legal Reference: Connecticut General Statutes

10-151(b) Employment of teachers, Definitions. Tenure, etc. (as amended by P.A. 12-116, An act concerning Educational Reform)

10-151(c) Employment of teachers. (as amended by P.A. 11-136, An Act Concerning Minor Revisions to the Education Statutes.)

PA 95-58 An Act Concerning Teacher Evaluations, Tenure and Dismissal.

PA 97-247 An Act Concerning Revisions to the Education Statutes.

*Shanbrom v. Orange Board of Education*, 2 Conn. L. Rpts. 396, 398 (1990)

Policy adopted: June 22, 2004  
Policy revised: September 9, 2014  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Personnel**

**Non-School Employment**

Outside employment of District employees may have the potential to materially affect the business operations of the District. Accordingly, it is the policy of the Board that outside employment not interfere with any employee's ability to perform the duties of his or her job with the School District. It is expected that any outside activity should be carried on in a business-like and ethical manner consistent with the Professional Code of Responsibility, employment contract and the City of Middletown Code of Ethics. Accordingly, employees of the School District may engage in outside employment only under the following conditions:

- A. The outside employment must not conflict with the employee's work schedules, duties or responsibilities or create a detrimental effect on the employee's work performance.
- B. The outside employment must not create a conflict of interest with the employee's job in the School District.
- C. The employment must not involve conducting any business during any hours of employment with the School District.
- D. Self-employment is considered outside employment and is subject to the same conditions set forth for other outside employment.

Legal References:

City of Middletown Code of Ethics  
CT Code of Professional Responsibility for Teachers  
CT Code of Professional Responsibility for Administrators

Policy adopted: September 19, 1995  
Policy readopted: June 22, 2004  
Policy deleted: September 9, 2014  
Policy adopted: January 13, 2015  
Policy readopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **Personnel — Certified and NonCertified**

### **Employee Safety**

#### **General**

Employees are entitled to work under safe conditions and shall be provided necessary training in safety techniques and precautions. The Superintendent of Schools and administrative staff shall maintain safe and healthy work places in each school and district facility with safe equipment and proper materials; safe methods and practices shall be developed and practiced by staff and students.

#### **Use of Physical Force**

Employees may use reasonable physical force as necessary to protect themselves from attack, to protect another person or property, to quiet a disturbance which threatens physical injury to others, or to obtain possession of weapons or other dangerous objects.

#### **Physical Assaults on Teachers, Administrators, Other School Personnel, and Students**

Employees shall report, as soon as possible, assaults on them in connection with their employment to their Principal or other immediate supervisor who shall further report such assault to the local police. The Principals or supervisor shall notify the Superintendent of the incident.

The employee may also, in his/her discretion, file a complaint with the local police.

The Superintendent shall maintain records of any assaults for required reports to the Commissioner of Education.

#### **Legal Protection of Employer**

As required by the general statutes, the Board of Education shall indemnify Board members and employees.

Legal Reference:      Connecticut General Statutes  
                                 10233g Boards to report school violence. Reports of principals to police authority.  
                                 10235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.  
                                 10236a Indemnification of educational personnel assaulted in the line of duty.  
                                 53a18 Use of reasonable physical force...

Policy adopted:      June 22, 2004  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

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

### **Employee Protection**

Employees are entitled to work under safe conditions and shall be provided necessary training in safety techniques and precautions. The Superintendent of Schools and administrative staff shall maintain safe and healthy work places in each school and district facility with safe equipment and proper materials; safe methods and practices shall be developed and practiced by staff and students.

An employee may use reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or in the control of a student.

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior and to local law enforcement agencies. Such notification shall be forwarded immediately to the superintendent who shall comply with any reasonable request from the employee for information in the possession of the superintendent relating to the incident or the persons involved and shall act in appropriate ways as liaison between the employee, the police and the courts.

The Superintendent shall maintain records of any assaults for required reports to the Commissioner of Education.

No school administrator shall interfere with the right of a teacher or other school employee to file a complaint with the local police authority in cases of threats of physical violence or actual physical violence against such teacher or employee.

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the board of education to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee, within the limits set by the law.

The Board of Education shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment.

Section 52-557b of the Connecticut General Statutes grants immunity from liability for emergency medical assistance to a person in need of it when the assistance is given by a teacher or other school personnel on the school grounds, in a school building or at a school function, provided that the teacher or other staff member has completed a course in first aid offered by the American Red Cross, the American Heart Association, the State Department of Health Services or any municipal health department, as certified by that agency. Such immunity extends to civil damages for any personal injuries which result from acts or omissions by the person giving the emergency care or first aid, which might constitute ordinary negligence. Such immunity does not apply to acts of omissions constituting gross, willful or wanton negligence.

## Personnel -- Certified/Non-Certified

### Employee Protection (continued)

#### Personal Liability for Off-Campus Activities

The Board of Education will grant the same support to principals and their designated representatives for legal protection against suit for personal liability for "off campus" activities as for the traditional "on campus" provided that

1. the activity has been granted prior approval by the board of education or its agent, the Superintendent of Schools.
2. the participating pupil has filed a written statement of permission from the parent or guardian.

Legal Reference: Connecticut General Statutes

10-233g. Boards to report school violence. Reports of principals to police authority. (as amended by 83-44)

10-235. Indemnification of teachers, board and commission members and employees in damage suits; expenses of litigation.

10-236a. Indemnification of educational personnel assaulted in the line of duty.

52-557b. Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

53a-18. Use of reasonable physical force or deadly physical force generally.

53a-19. Use of physical force in defense of person

Policy adopted: September 19, 1995  
Policy revised: June 22, 2004  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **DELETE POLICY 4212.42(a)**

### **Personnel – Non-Certified**

#### **Drug and Alcohol Testing and Training for School Bus Drivers**

The Middletown Public School district is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA) and applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers. The District shall adhere to federal and state law and regulations requiring a school bus driver's drug and alcohol testing program.

The Middletown Public School district contracting with a private service provider must ensure the provider has a drug and alcohol testing program fulfilling federal regulations, and state law pertaining to a required pre-employment and random drug testing program for drivers of school buses and school transportation vehicles (STVs) that carry ten or fewer students. Said provider will annually file with the Middletown Public School district a letter stating its compliance with the federal regulations and state law along with the relevant policy and procedures.

In addition to the above cited federal requirement, the Board of Education expects its school transportation carrier, by June 30, 2019, to provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction.

Beginning July 1, 2019, each carrier must provide the training to school bus drivers following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

Legal Reference: United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing

395 Hours of Service Drivers

*Holiday v. City of Modesto* (1991) 229 Cal. App. 3d. 528, 540.

*International Brotherhood of Teamsters v. Department of Transportation*

932 F. 2d 1292 (1991)

## **POLICY 4212.42(b)**

### **Personnel – Non-Certified**

#### **Drug and Alcohol Testing and Training for School Bus Drivers**

Legal Reference: (continued)

*American Trucking Association, Inc. v. Federal Highway Administration*,  
(1995) WL 136022 (4<sup>th</sup> circuit)

Connecticut General Statutes

10-212c Life-threatening food allergies and glycogen storage disease:  
Guidelines; district plans. (as amended by PA 18-185)

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics  
and forklift operators

17-276a Regulations re school bus operators and operators of student  
transportation vehicles; qualifications; training. Pre-employment drug test  
required for operators.

52-557b Immunity from liability for emergency medical assistance first  
aid or medication by injection. School personnel not required to  
administer or render. (as amended by PA 05-144, An Act Concerning the  
Emergency Use of Cartridge Injectors and PA 18-185, An Act Concerning  
Life-Threatening Food Allergies in Schools)

Policy adopted: February 14, 2006  
Policy revised: September 9, 2014  
Policy revised: December 11, 2018  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Students**

**Student Records, Confidentiality - Directory Information**

**CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS**

**I. POLICY**

The Board of Education (“Board”) complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

**II. DEFINITIONS**

- A. Access is defined as the right to inspect or review a student’s education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs -- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.
- C. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.
- D. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student’s identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
- E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not

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### Student Records, Confidentiality - Directory Information

limited to, the parent's name, address and/or e-mail address; the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

- F. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
- G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
- H. Education Records
  - 1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
  - 2. Education records do not include:
    - a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

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- b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
  - c) employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively to the student's capacity as an employee, and 3) are not made available for any other purpose;
  - d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;
  - e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
  - f) grades on peer-graded papers before they are collected and recorded by a teacher.
- I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

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### Student Records, Confidentiality - Directory Information

- [J. *If the district maintains a law enforcement unit, the district should include this definition within the policy.*

***Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.]***

- K. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.
- L. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.
- M. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.
- N. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a volunteer, contractor or consultant or other party who performs an institutional service or function for the District (such as an attorney, auditor, medical consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a

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### Student Records, Confidentiality - Directory Information

disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

- O. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

### III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

- A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the school district and will also be published in the school district's guide to Pupil Personnel **[or Special Education]** Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.
- C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters, institutions of higher education, or school choice programs, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

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**Student Records, Confidentiality - Directory Information**

**IV. CONFIDENTIALITY OF EDUCATION RECORDS**

- A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.
- E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

**V. ACCESS TO EDUCATION RECORDS**

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Article XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.

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### Student Records, Confidentiality - Directory Information

- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For **students requiring special education**, the Board will comply with a request to review and inspect the child's education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing or resolution session held in accordance with the IDEA; otherwise, the Board will comply with such request not later than ten (10) school days of such request.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of their child's (his/her) education records. The request for the free copy must be in writing and the Board will comply with the written request within ten (10) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the Board shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

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- H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's education records **only if** they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Article VII, below.
- I. Pursuant to the procedures set forth in Article VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.
- J. Non-custodial Parents:
1. Divorced Parents  

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.
  2. Incarcerated Parents  

Nothing in this policy shall be construed to limit a parent who is incarcerated from being entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if:

    - (a) such information is considered privileged under Conn. Gen. Stat. § 10-154a, regarding a communication made privately

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### Student Records, Confidentiality - Directory Information

and in confidence by a student to a professional employee in the course of the professional employee's employment concerning alcohol or drug abuse or any alcoholic or drug problem of such student;

- (b) such incarcerated parent has been convicted in Connecticut or any other state of sexual assault in violation of Conn. Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or
- (c) such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.

#### K. Unaccompanied Youth:

Notwithstanding anything in this policy to the contrary, an unaccompanied youth shall be entitled to knowledge of and have access to all educational, medical or similar records in the cumulative record of such unaccompanied youth maintained by the school district. For the purposes of this provision, the term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

#### L. Copies of Education Records/Fees:

1. The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The Board shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed **[50¢]** per page. ***[Please note that the district may or may not charge for copies, provided such fee is consistent with its policy for charging for copies of records for regular education students and provided that such fee does not effectively prohibit the parent/student from exercising their rights to access records].***
2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible

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### Student Records, Confidentiality - Directory Information

student from exercising the right to inspect and review the student's education records, the district shall:

- a. provide the parent or eligible student with a copy of the records requested, or
- b. make other arrangements for the parent or eligible student to inspect and review the requested records.

*[As noted above, a school district may charge a fee for all other copies of education records, provided that the imposition of a fee does not effectively prevent a parent and/or eligible student from exercising their rights to access records. If the district elects to charge a fee for copies beyond the one free copy of special education records, we suggest the following provision:*

*3. The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.]*

#### VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

- A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:
  1. the name of any individual, agency, or organization that requested or obtained access to the student's records;
  2. the date of the request for access;
  3. whether access was given;

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4. the purpose for which the party was granted access to the records;
  5. the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
  6. the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:
1. a parent or eligible student;
  2. a party seeking directory information;
  3. a party who has a signed and dated written consent from the parent and/or eligible student;
  4. school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
  5. persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in **a health and safety emergency**, the district must record:
1. the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
  2. the parties to whom the district disclosed the information.

## VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

## Students

### Student Records, Confidentiality - Directory Information

- A. The school system or its designated agent(s) may not permit release of education records or any information from such records that contain personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Article VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, video or audio recorded, person-to-person, statement over the telephone, on computer disk, e-mailed or electronic message, etc.) to any person other than those listed below, unless prior written consent has been obtained.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:
  1. School Officials:
    - a) The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
    - b) A contractor, consultant, volunteer, or other party to whom the district has outsourced institutional services or functions, provided that the party:
      - 1) performs an institutional service or function for which the district would otherwise use employees;
      - 2) is under the direct control of the district with respect to the use and maintenance of education records; and
      - 3) is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.

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### **Student Records, Confidentiality - Directory Information**

- c) The Board shall comply with the below Section I of this Article VII prior to the provision of student records, student information or student-generated content to any school official who is a consultant or operator, as those terms are defined in Section I.
3. Transfer Students:
- a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Article X.
  - b) When a student enrolls in a new public school district (including a public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.
  - c) Upon notification by the Department of Children and Families ("DCF") of a decision to change the school placement for a student attending district schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with Section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential education records for the student, including, but not limited to, the student's individualized education program ("IEP") and behavioral

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intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b above.

4. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs. These entities may make further disclosures of personally identifiable information that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, and (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under state law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's IEP and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests,

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administering student aid programs, or improving instruction, so long as:

- a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization,
  - b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and
  - c) the Board enters into a written agreement with the organization conducting the study that satisfies the requirements of 34 C.F.R. § 99.31(a)(6).
8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
  9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
  10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with
    - a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
    - b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
    - c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in 18 U.S.C. §§ 2331 and 2332b(g)(5)(B).

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11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Article VI.D, above.
14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the district under 42 U.S.C. § 14071 and applicable federal guidelines.
16. The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state

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and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if:

- a) the data collected will be protected to prevent the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture, and
  - b) any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.
17. The disclosure is to an agency caseworker or other representative of the DCF or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the education records or personally identifiable information contained in such records, except to an individual or entity engaged in addressing the student's educational needs and authorized by the agency or organization to receive such disclosure. Any disclosures made by the agency or organization must comply with applicable confidentiality laws for student education records.

#### **D. Directory Information**

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

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2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.
5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

**E. De-identified Records and Information**

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may

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allow the recipient to match information received from the same source, provided that:

- a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
- b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
- c) the record code is not based on a student’s social security number or other personal information.

**F. Disciplinary Records:**

Nothing in this policy shall prevent the school district from:

- 1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
- 2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

**H. Records of the Department of Children and Families (“DCF”)**

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1. Documents related to any DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the FERPA. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.
  2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.
- I. Except as set forth in Subsection I.5, below, the Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator.
1. The provisions of said contract shall comply with the requirements of Conn. Gen. Stat. §§ 10-234aa to 10-234dd.
  2. The district shall maintain and update an Internet web site with information relating to all contracts entered into pursuant to Subsection I, above. On or before September 1<sup>st</sup> of each school year, the Board shall electronically notify students and the parents or legal guardians of students of the address of such Internet website. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall post notice of such contract on the Board's website. The notice shall:
    - a. State that the contract has been executed and the date that such contract was executed;

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- b. Provide a brief description of the contract and the purpose of the contract; and
  - c. State what student information, student records or student-generated content may be collected as a result of the contract.
3. For purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than two business days after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns relative to breach of security shall be referred to *[Insert Name and Contact Information]*.
4. For purposes of this subsection, the following definitions are applicable:
  - a. Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.
  - b. Operator means any person who (a) operates an Internet web site, online service or mobile application with actual knowledge that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of such Internet web site, online service or mobile application, and (b) collects, maintains or uses student information.
  - c. School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and collaboration among students, school personnel or parents or legal guardians of students.

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- d. Student means a person who is a resident of the state and (a) enrolled in a preschool program participating in the state-wide public school information system, pursuant to Conn. Gen. Stat. § 10-10a; (b) enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board; (c) receiving special education and related services under an individualized education program; or (d) otherwise the responsibility of the Board.
  
- e. Student Information means personally identifiable information or material of a student in any media or format that is not publicly available and is any of the following:
  - 1) Created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;
  - 2) Created or provided by an employee or agent of the Board to an operator for school purposes;
  - 3) Gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.
  
- f. Student Record means any information directly related to a student that is maintained by the Board or any information acquired from a student through the use of educational software

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assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:

- 1) Improve educational products for adaptive learning purposes and customize student learning;
  - 2) Demonstrate the effectiveness of the contractor's products in the marketing of such products; and
  - 3) Develop and improve the consultant's or operator's products and services.
5. Notwithstanding anything in this Subsection to the contrary, the Board may use an operator's or consultant's services without entering into a contract as described above, if the use of an Internet web site, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 and such Internet website, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb, provided:
- a. Such Internet web site, online service or mobile application complies with FERPA and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time;
  - b. The Board can provide evidence that it has made a reasonable effort to:
    - 1) enter into a contract with such consultant or operator to use such Internet web site, online service or mobile application, in accordance with the provisions of Conn. Gen. Stat. § 10-234bb; and
    - 2) find an equivalent Internet web site, online service or mobile application operated by a consultant or an operator that complies with the provisions of Conn. Gen. Stat. § 10-234bb;

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- c. The consultant or operator complies with the provisions of Conn. Gen. Stat. § 10-234cc for such use; and
- d. The parent or legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, signs an agreement that:
  - 1) acknowledges such parent or legal guardian is aware that such Internet web site, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb; and
  - 2) authorizes the use of such Internet web site, online service or mobile application.
- e. The Board shall, upon the request of a parent or legal guardian of a child, provide the evidence described in Subsection 5.b, above.

**VIII. REDISCLOSURE OF EDUCATION RECORDS**

- A. The school district may disclose personally identifiable information from an education record only on the conditions that:
  - 1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
  - 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of Section A above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C above, and at least one of the following conditions is met.

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1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
  2. The original disclosure was to a state or local educational authority or federal official or agency as set forth in Article VII, Section C, and such state or local educational authority or federal official or agency has complied with the requirements of 34 C.F.R. § 99.32(b)(2).
  3. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C (10)).
  4. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
  5. The information is considered directory information.
- C. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**IX. AMENDMENT OF EDUCATION RECORDS**

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:
1. Request in writing that the school district amend the records;
  2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect

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with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.

- C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

## **X. HEARING RIGHTS AND PROCEDURES**

### **A. Rights**

1. Upon written request of a parent or eligible student to the Superintendent of Schools, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.
  - a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
  - b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

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**B. Procedures**

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

**XI. WAIVER OF RIGHTS**

A. A student who is an applicant for admission to an institution of post-secondary education, or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
2. The letters or statements are used only for the purpose for which they were originally intended.
3. The waiver is not required by the district as a condition of admission to or receipt of any other service or benefit from the district.

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- 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

**XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION**

- A. The following definitions shall apply to Article XII of this policy:

- 1. Confidential HIV-Related Information

“Confidential HIV-related information” means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual’s partners.

- 2. Health Care Provider

“Health Care Provider” means any physician, dentist, nurse, provider of services for the mentally ill or persons with intellectual disabilities, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

- 3. Protected Individual

“Protected individual” means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

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4. Release of confidential HIV-related information

“Release of confidential HIV-related information” means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

“School medical personnel” means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

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- C. Accessibility of Confidential HIV-related Information
  - 1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
    - a) the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
    - b) any person who secures a release of confidential HIV-related information;
    - c) a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
    - d) a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
    - e) a medical examiner to assist in determining cause of death; or
    - f) any person allowed access to such information by a court order.
- D. Procedures
  - 1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual, who is also a student, from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
  - 2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a

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student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
  4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
  5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
  6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.
- E. Disclosures Pursuant to a Release
1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general

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authorization for the release of medical or other information is NOT sufficient for this purpose.”

2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

**XIII. CHILD ABUSE REPORTING**

Nothing in this policy shall limit a mandated reporter’s responsibility to report suspected child abuse or neglect under the Board’s Child Abuse and Neglect Reporting Policy [reference policy number]

**1. XIV. RIGHT TO FILE A COMPLAINT**

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-8520

Legal References:

State Law:

- Conn. Gen. Stat. § 1-210 *et seq.*
- Conn. Gen. Stat. § 10-220h
- Conn. Gen. Stat. § 10-15b
- Conn. Gen. Stat. § 10-233d
- Conn. Gen. Stat. § 10-234aa
- Conn. Gen. Stat. § 10-234bb
- Conn. Gen. Stat. § 10-234cc
- Conn. Gen. Stat. § 10-234dd

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Conn. Gen. Stat. § 10-234ff  
Conn. Gen. Stat. § 10-234gg  
Conn. Gen. Stat. § 10-220d  
Conn. Gen. Stat. § 10-253  
Conn. Gen. Stat. § 17-16a  
Conn. Gen. Stat. § 17a-28  
Conn. Gen. Stat. § 17a-101k  
Conn. Gen. Stat. § 19a-581 *et seq.*  
Conn. Gen. Stat. § 46b-134

Regs. Conn. State Agencies § 10-76d-18

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

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

State Department of Education memorandum dated December 21, 2010, on school choice recruitment

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at <http://ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf>

#### Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

USA Patriot Act of 2001, Pub. L. No. 107-56

Every Student Succeeds Act, Pub. L. No. 114-95

Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 *et seq.*, as amended by Every Student Succeeds Act, Pub. L. No. 114-95.

34 C.F.R. §§ 99.1 - 99.67

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34 C.F.R. § 106.45

34 C.F.R. §§ 300.560 - 300.576

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Policy Adopted:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut