

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Trumbull Board of Education Policy Committee  
Long Hill Administration Building  
January 13, 2015 5:30 p.m.  
**AGENDA**

- I. PRELIMINARY BUSINESS**
  - A. Call to Order/Introduction
  - B. Correspondence
  - C. Public Comment
  
- II. CONSENT AGENDA**
  - A. Approval/Minutes-Regular Meeting—December 17, 2014
  
- III. REPORTS**
  - A. Board of Education Meeting Updates—R. Seaman
  
- IV. POLICY REVIEW/DISCUSSION**
  - A. Interscholastic Athletic Tryouts (M. King)  
Policy Code: 5151
  
  - B. Attendance Policy Grades K-8 (Dr. McGrath)  
Policy Code: 5113.1
  
  - C. Reporting to Parents (Dr. McGrath)  
Policy Code: 5124
  
  - D. Field Trips (P. Frillici)  
Policy Code: 6153
  
  - E. Audit Committee of the Board of Education (L. Chory)  
Policy Code: 9133
  
  - F. Electronic Monitoring of the Workplace (P. Frillici)  
Policy Code: 4118.4
  
  - G. Non- Discrimination in the Instruction (Dr. McGrath)  
Policy Code: 6121.200
  
  - H. Non-Discrimination in the Classroom (Dr. McGrath)  
Policy Code: 6121.300
  
  - I. Affirmative Action (Dr. McGrath)  
Policy Code: 4000.100
  
  - J. Non-Discrimination in Employment (Dr. McGrath)  
Policy Code: 4111.100
  
  - K. Civility and Decorum (R. Seaman)  
Policy Code: 1316.1

**Trumbull Public Schools**  
**Trumbull, Connecticut**  
**Trumbull Board of Education Policy Committee**  
Regular Meeting – December 17, 2014  
Long Hill Administration Building Conference Room

The Trumbull Board of Education Policy Committee convened in the Long Hill Administration Building for a Regular Meeting.

**Members present:**

Loretta Chory, BOE member  
Dr. Linda Paslov, Central Office Administration  
Rosemary Seaman, Chair, BOE member  
Patricia Frillici, TAA Rep  
Jennifer Mottolese, Parent Rep  
Cindy Katske, Community Rep  
Mary Pierson, Community Rep

**Members absent:**

Bryan Woodward, Parent Rep  
Jane Kluspes, TEA Representative  
Tiffany Monteiro, Student Rep

Kristine Kelty Murano, Parent Rep  
Daniel Netting, Student Rep  
Rita Ciarmella, Admin. Assistant

Guests: Michael King, Athletic Director  
Marc Guarino, Trumbull High Principal

**Agenda Item I—Preliminary Business**

- A. Introduction—The meeting was called to order at 5:34 p.m. Mrs. Chory conveyed that she would no longer be the Chair of this Committee and Rosemary Seaman will take over as Chair.
- B. Correspondence—There was no correspondence.
- C. Public Participation—There were no public comments.

**Agenda Item II—Consent Agenda**

- A. Approval/Minutes 11/19/14 meeting—It was moved (Chory) seconded (Frillici) to approve the minutes as presented. Vote: Unanimous in favor.

**Agenda Item III—Reports**

- A. Board Meetings—Mrs. Chory shared the Board met on December 2 and 4 to review the proposed BOE budget for the 2015-16 school year. No policies were included in the agendas for those meetings. It was noted that the Board will vote on the 2015-16 Budget that is forwarded to the First Selectman at their January 6, 2015 meeting. At this time, it was noted that the January Policy Committee meeting is being changed to Tuesday, January 13. A reminder will be sent to members.

**Agenda Item IV—Policy Review/Discussion**

- A. Pay to Participate, Policy Code 5138—Discussion ensued regarding the waiver of pay to participate fees. Athletic Director Michael King shared that more clarity as to what types of financial information is needed should be included on the waiver form when applying for financial hardship, i.e. pay stub, income tax return, etc. It was decided that

the Superintendent should be consulted for adding wording regarding financial information to be included on waiver form. This wording will be shared with the Committee before the January 6, 2015 Board meeting where this policy will be presented for a second reading and approval.

- B. Interscholastic Athletics, Policy Code 5150—Considerable discussion ensued regarding the certification of health insurance and waiver of liability for students participating in athletic activities. Discussion included assisting families without insurance, the timeframe from when an application is made for Husky insurance and an approval is received, and the need for applying for financial hardship if denied Husky Insurance. It was noted that student athletes are covered under the BOE insurance policy even if they don't have primary insurance and would be allowed to play while awaiting health insurance or financial hardship approval. This policy will be presented to the Board for a second reading and approval at their meeting on January 6, 2015.
- C. Interscholastic Athletic Tryouts, Policy Code 5151— Mrs. Seaman shared that THS Principal Marc Guarino was in attendance, along with Mr. King. Mr. Guarino reviewed proposed language changes. A brief discussion ensued. This policy will be presented to the Board for a second reading and approval at their meeting on January 6, 2015.
- D. Assisted Feeding, Policy Code 5141.28—Mrs. Ciarmella shared that she and Dr. Paslov had a conversation with PPS Director Pauline Smith who has spoken with the Board attorney regarding this policy. The attorney is advising that this policy be rescinded as it is not needed and could lead to unwanted litigation. It is the attorney's position that students needing assisted feeding should be handled through their Individual Education Plan (IEP). The Board Attorney will provide an opinion letter on this issue. This policy is continued for discussion at the next meeting.
- E. Attendance Grades K-8, Policy Code 5113.1—Dr. Paslov conveyed that she had met with elementary and middle school principals on this policy. She reviewed changes to the policy. Considerable discussion ensued regarding what is considered an excused versus an unexcused absence and how vacation absences are handled. It was noted that there was parent discussion regarding vacation absences on social media and the lack of consistency among schools on how vacation absences are handled—some parents receive letters and others do not. Also discussed were having student absences recorded on report cards, differentiating excused and unexcused absences, and the use of the Infinite Campus parent portal to view this information. This policy will be presented to the Board for a first reading at one of their meetings in January.
- F. Reporting to Parents/Guardians, Policy Code 5124—Dr. Paslov reviewed the changes to the policy to reflect new reporting periods and the inclusion of preschool report cards. Several minor wording changes were made during the review. Discussion ensued regarding the policy statement and the timing of dissemination of IEP goals for students with disabilities. It was noted that Dr. McGrath be consulted for further clarification. This policy is continued for discussion at the next meeting.

- G. Field Trips, Policy Code 6153—Mrs. Frillici shared that this policy needs to be updated to address all types of field trips—day, overnight/extended trips in the United States and extended trips to foreign countries. She conveyed that she has reviewed sample policies from the Connecticut Association of Boards of Education (CABE) and area districts including Westport. She noted that the policies contained separate guidelines for day trips, overnight trips in the US and extended trips outside the country. These guidelines include the roles and responsibilities of chaperones, and disciplinary and medical components. This policy is continued for discussion at the next meeting.
- H. Audit Committee of the Board of Education, Policy Code 9133—Mrs. Chory reviewed the need for proposed Audit Committee and a policy to address such. She conveyed that she is working on language for the policy. This policy is continued for discussion at the next meeting.
- I. Electronic Monitoring in the Workplace, Policy Code 4118.4—Mrs. Frillici reported that this policy, written for employees, needs to be updated to reflect current State Statutes. She shared information that is now required to be posted in all buildings and stated that this information needs to be included in the policy. Mrs. Frillici also conveyed that state law also impacts several other policies including *Staff Possession/Use of Wireless Communication Devices, Staff Internet/Network Use, and Security*. Discussion ensued regarding the impact on visitors and school volunteers and FERPA law. It was noted that *Volunteers and Visitors to Schools* policies should also be reviewed. Mrs. Seaman asked Mrs. Pierson who is familiar with HIPPA law to review these policies. This policy is continued for discussion at the next meeting.
- J. Non-Discrimination in Instruction, Policy Code 6121.200—Dr. Paslov reviewed the policy overview for this and policies contained in Agenda Items K, L, and M. She conveyed that these policies should be updated to reflect changes in State and Federal guidelines which include additions to protected classes of persons. These policies are continued for discussion at the next meeting.
- K. Non-Discrimination in the Classroom, Policy Code 6121.300—See Agenda Item J.
- L. Affirmative Action, Policy Code 4000.100—See Agenda Item J.
- M. Non-Discrimination in Employment, Policy Code 4111.100—See Agenda Item J.
- N. Civility and Decorum, Policy Code 1316.1—Mrs. Seaman reviewed the overview for this proposed new policy. She noted that the policy would be in conjunction with Town of Trumbull' initiative to promote civility throughout the municipality. This policy is continued for discussion at the next meeting.

Adjournment The next meeting for PAC will take place Tuesday, January 13, 2015 at 5:30 p.m. The meeting adjourned at 7:08 p.m.

Second Reading—?

**Policy Committee changes consist of strikethroughs with new wording bolded and highlighted in green**

**Board changes highlighted in yellow**

## INTERSCHOLASTIC ATHLETIC TRYOUTS

### Policy Statement

It is the policy of the Trumbull Board of Education to encourage students to participate in the Trumbull Public Schools' athletic programs. Coaches will consider as many students as possible for a team without compromising the safety of their sport. Coaches must consider time, space, facilities, equipment, and other factors that will place limitations on the most effective squad size for any particular sport.

Adopted: 07/11/06

Revised: 3/12/13

**Regulations**

1. Tryout guidelines and evaluation criteria will be formulated by the head coach in consultation with assistant coaches.

The coach shall provide the following information to all candidates for the team and the athletic director:

- Length of tryout period
  - ~~Criteria used to select the team~~
  - ~~Number of participants to be selected~~
  - Practice commitments should a student make the team
  - Game commitments
  - Eligibility regulations
  - Extracurricular participation policy
2. The student must submit a physical form and completed emergency card to the school nurse. The school nurse will complete their portion of the emergency card and submit it to the Athletic Director prior to tryouts.
  3. Trumbull Public Schools carries insurance to protect all interscholastic athletes. This insurance is SECONDARY to a student's primary health insurance. Students participating in tryouts for interscholastic sports must be covered by primary health insurance. As part of the online registration process, parents/guardians must read and accept the Certificate of Insurance/Waiver of Liability for Students Participating in All Athletic Activities and Waiver of Liability for Students Participating in All Athletic Activities forms for a student to be eligible to try out for an interscholastic sport.
  4. A student is not permitted to participate in tryouts while serving an out of school suspension or expulsion.
  5. Tryouts are open and available to students who meet the eligibility criteria as described in the Interscholastic Athletic policy.
  6. Tryouts should be structured so that they are fair and equitable for all candidates.
  7. A minimum evaluation period of three days is required. Team selections will be made after this evaluation period.

Team selection is based on criteria formulated by the head coach in consultation with assistant coaches and the Athletic Director **including but not limited to:**

- Sport specific skills
  - Athletic abilities
  - Attitude
8. If a student is going to miss tryouts due to extenuating circumstances, e.g. religious reasons, extended sports season, sickness, injury, or another compelling reason, he or she must have prior approval of the coach and the Athletic Director to try out at another time.

Regulations

9. **With approval of the Athletic Director**, the results of tryouts must be announced in a timely fashion. ~~and~~ Empathy should be shown to all candidates. A team roster ~~may~~ **will** be posted **communicated**; cut lists ~~are~~ **will** not to be posted. ~~. Coaches are encouraged to meet with student participants to discuss the results of tryouts.~~ Students that did not make the team may request a meeting with the coach to discuss the results of their tryouts. ~~Upon request,~~ coaches ~~must~~ **will be available** to meet with students who did not make the team.
10. If a coach foresees or experiences difficulties as a result of squad cuts, he or she must discuss the situation with the Athletic Director.

References

- Connecticut General Statutes Sec. 10-204a and 10-206
- CIAC Handbook
- Trumbull Public Schools Coach's Manual
- Trumbull Board of Education Policies:
  - Interscholastic Athletic Policy, Policy Code: 5150
  - Protected Prayer, Policy Code: 6115.1
  - Standard of Conduct, Policy Code: 5131
  - Sexual Harassment of Students, Policy Code: 5131.4
  - Hazing, Policy Code: 5131.91
  - Bullying, Policy Code: 5131.911
  - Student Absences and Procedures Grades K-8, Policy Code: 5113.1
  - High School Attendance/Loss of Credit, Policy Code: 5113
  - Drug and Alcohol, Policy Code: 6164.11
  - Student No Smoking and Tobacco Products Use, Policy Code 5116
  - Administration of Medication by School Personnel, Policy Code: 5141.21
  - Public Conduct at School Activities, Policy Code: 1316

First Reading ??? Policy Committee changes consist of strikethroughs with new wording **bolded** and highlighted in green.

## ATTENDANCE POLICY GRADES K-8

### Policy Statement

The Trumbull Board of Education ~~firmly~~ believes that regular school attendance is essential for an effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity.

Regular school attendance ~~the keystone for potential achievement for each student~~, is both encouraged and mandated. ~~Excessive absences inhibit both successful learning and the ability to complete course requirements.~~ **The primary responsibility for adherence to regular attendance rests with the student's parents/guardians and the individual student. Appropriate legal action will be taken against parents/guardians whose children fail to abide by the Connecticut Compulsory Attendance Law.**

The Connecticut General Statutes requires students over ~~seven~~ **five** and under ~~sixteen~~ **eighteen** years of age to attend school on a regular basis. ~~except when excused for illness and other good reasons. Since the primary responsibility for adherence to regular attendance rests with the individual student and the student's parents, appropriate legal action will be taken against parents whose children fail to abide by the Connecticut Compulsory Attendance Law.~~

The Trumbull Public Schools recognizes that students may occasionally miss school for entirely legitimate reasons. These reasons, when documented by a ~~parent or guardian, are usually considered "excused absences".~~ **Students will not be unduly penalized for such absences. parent/guardian/school administration/physician, will be reviewed and may be considered "excused absences."**

Absences that occur for no legitimate reason will be considered "unexcused" and will warrant appropriate follow-up action by the school.

The Board of Education strongly believes that family vacations should not take place when school is in session. ~~Should such a vacation occur during school time, such vacation will be deemed an "unavoidable" absence on the part of the child.~~



## 5113.1/Attendance Grades K-8

The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A “truant” means a child enrolled in a grade from kindergarten through eight who has four unexcused absences in one month, or ten unexcused absences in one year. A “habitual truant” means any such child who has 20 unexcused absences within a school year.

### Regulations

1. Each school will record **and** maintain ~~and distribute to staff~~ all student attendance and tardiness information.
2. Following a student’s absence, a written note from the parent/guardian must be presented to the homeroom teacher upon his/her return; otherwise, the absence will be considered unexcused.
3. Each school will keep close contact with parents of students having difficulty with attendance and shall make parents aware of the importance of regular school attendance. Both the home and school should work cooperatively to achieve this end.
4. Each school will determine if an absence is excused **or** unexcused. ~~or unavoidable.~~
5. When an excused absence occurs, the student will be given sufficient opportunity and assistance to make up any missed work. Excused absences may include days missed for personal illness, death in the family, religious observances, appointments with health professionals that cannot be made outside of the regular school hours, school sponsored trips and court appearances, suspension, emergency family situations, failure of sending town to provide transportation, or any other reason which the principal deems valid.
6. Students returning to school after a hospitalization must present an explanatory note from the physician regarding the hospitalization. The note should also state in detail any physical limitations, treatment programs, or medication changes. A change in his/her IEP or medical care plan may be required upon re-entry to school. Therefore, a full disclosure by the student’s physician is necessary to ensure the well being of the student.
7. Parents of students who receive an unexcused absence will receive a letter describing ~~and admonishing~~ such absence, with a copy of the letter placed in the child’s permanent record file.

Also, a conference will be held as soon as possible with the parent, student and the principal or his/her designee for any student who is absent for an unexcused reason. In addition, there will be consideration of referral to the school **SAT Early Intervention Team (EIT)**. ~~or the Middle School Team.~~

Regulations cont'd.

8. A referral to the school's Individual Education Plan (IEP) Team for appropriate action recommended for identified special education students will be made following the established procedures of the Pupil Personnel Services Department, if the situation so warrants. This procedure will also be used in cases of truancy.
9. Following an "unavoidable" absence for a vacation, students will be allowed reasonable time as determined by the teacher to make up those assignments prescribed by the teacher. It is important to note that teachers are not required to provide tutoring for such make-up work. If special help or tutoring is needed as a result of this elective absence, any cost incurred is the responsibility of the parents, not the school system.

Although students are not directly penalized for such unavoidable absences, an excessive number of such absences, in conjunction with other excused or unexcused absences, can have a cumulative effect that could result in a student's inability to meet necessary course requirements.

Appeal

~~Students, or the parent/legal guardian if the student is a minor, who believe they have been penalized unjustly for unexcused absences may request an appeal hearing. Such requests should be made in writing to the building principal.~~

~~The Appeals Committee shall consist of the building principal, two teachers, one guidance counselor or school psychologist and the Assistant Superintendent of Instruction. They shall meet within ten (10) days of receipt of the student/parent request for such appeals hearing. The majority decision of the committee will be binding. If the parent and/or student wish to appeal the decision, s/he may do so to the Superintendent. This appeal is to be made within five (5) days of the receipt of the Appeals Committee decision. The Superintendent will hear such request within ten (10) school days. The decision of the Superintendent will be final and binding.~~

Truancy

1. A meeting to review and evaluate the reasons for the student being truant with the appropriate school staff and the parent (or other person having control) will be held within ten (10) school days after the student's fourth unexcused absence in one month or tenth unexcused absence in one school year.

## 5113.1/Attendance Grades K-8

### Regulations cont'd.

2. Whenever a student enrolled in school in grades K-8 fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent (or other person having control of the student) is aware of the child's absence, a reasonable effort to notify, by telephone and/or certified letter, the parent (or such other person) shall be made by the school personnel ~~or volunteers under the direction of the school personnel~~. Persons who, in good faith, give or fail to give notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceedings which results from such notice or failure to give such notice.
3. An Individual Education Plan (IEP) Team meeting will be convened to determine the appropriateness of a special education evaluation of the truant student.
4. The school system will coordinate services with community agencies and referrals of truant students to agencies providing child and family services.
5. The Superintendent may file a written complaint with the Superior Court, Juvenile Matters for a Family with a Service Needs when a student is truant (~~Appendix A~~).
6. The Board of Education shall annually report to the **Connecticut** State Department of Education on a school by school basis, the number of students enrolled in grades K to 8, inclusive, in schools under its jurisdiction who are habitual truants.

In accordance with State Statute, all Fairfield County Schools shall make truancy referrals to the Superior Court (Juvenile Division) by November 30 and February 28 of each year.

Adopted: 07/09/85  
Revised: 1988, 2/92,  
02/23/93, 11/22/94  
This Page Amended: 6/93, 12/97

### Reference

- Connecticut General Statutes, Section 10-184, 10-185 and **10-186**, Section 10-198a, Section 46b-149, **Section 10-210**,
- State of Connecticut Department of Education manual on "Attendance, Homework, Promotion and Retention, 1984"
- Public Act 91-303; An Act Concerning Revisions to the Education Statutes
- Trumbull Board of Education policies
  - Homebound and Hospitalized Instruction, Policy Code: 6173
  - Standard of Conduct, Policy Code 5131
  - Concussion and Head Injuries, Policy Code 5141.7
  - Protected Prayer, Policy Code 6115.1

~~Page Four (revised 12-21-92)~~  
~~Instructions for Referral Form~~  
~~DRAFT—10/22/91~~

**EVALUATIONS 30**

30. **PROVIDE DOCUMENTATION THAT AN EVALUATION HAS BEEN CONDUCTED** – An educational evaluation assessing the appropriateness of the child's educational program shall have been completed for the child prior to court referral. The date(s) of the evaluation(s), and the types of evaluations shall be documented here. NOTE: Upon the filing of a petition (NOT A COMPLAINT), the court will order an educational evaluation performed by the school if such an evaluation has not been performed within the preceding year. The school will have to arrange such an evaluation and the costs will be borne by the local or regional school district or private school.

**REFERRAL AUTHORIZATION 31-33**

31. **SIGNED** – Signature of Superintendent or private school administrator is required to authorize referral. Only a Superintendent or private school administrator may sign this form.
32. **PRINT OR TYPE NAME OF PERSON SIGNING** – Printed or typed name of Superintendent or private school administrator.
33. **DATE SIGNED** – Date form is signed.

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **5000** ~~I—Instruction~~  
CATEGORY: **STUDENTS** ~~IK—Academic~~  
~~—Achievement~~  
POLICY CODE: ~~IKA—~~**Reporting to**  
**5124 Parents/Guardians**

**First Reading—January 6, 2015**

Policy Committee changes consist of strikethroughs with new wording **bolded** and highlighted in green.

**REPORTING TO PARENTS/GUARDIANS**

**Policy Statement**

**It is the policy of the Trumbull Board of Education to periodically reporting** to parents/guardians on ~~pupil~~ **student** academic, social **and** emotional growth and development. ~~is the responsibility of the Trumbull Public School System.~~

Adopted: 11/07/79

Revised: 04/04/00

**Regulations**

A. **Elementary Schools and Pre-school**

Formal reporting shall be accomplished for all ~~children~~ **students** in pre-kindergarten through grade five.

1. Report cards will be ~~issued~~ **published** at the following times: **December, March and June**  
Kindergarten ~~January and June~~  
Grade One ~~January, April and June~~  
Grades 2-5 ~~November, January, April and June~~
2. ~~Progress reports may be issued in grades 3-4, 5 during the months of October, December, March and May. These reports are required when a sudden drop in student performance occurs.~~
3. Parent/**guardian**—teacher conferences will be ~~held~~ **offered** each year during the month of November ~~December after~~ **before** the first report card is **published**. For students in grade one, a written conference form will be provided to the parent at this time. Kindergarten students also receive a written conference form at this time, although they do not receive report cards until January. **An additional parent/guardian-teacher conference will be offered each year during the month of March.**
4. Additional parent/**guardian**—teacher conferences may be scheduled at any time during the school year by either the parent/**guardian** or the teacher.
5. A parent/**guardian**—teacher conference is required as soon as retention becomes a consideration. The conference will focus on criteria for promotion and related guidelines as outlined by Board Policy **IKE 5123**. This, and any subsequent conference and related reports and timelines will follow the same guidelines.

B. **Secondary Schools**

Formal reporting for middle school and high school ~~pupils~~ **students** shall be accomplished as follows:

1. Parent/**guardian**—teacher conferences will be ~~held~~ **offered** each year during the months of November and **February/March**. **Additional parent/guardian—teacher conferences may be scheduled at any time during the school year by either the parent/guardian or the teacher.**
2. ~~Progress reports may be issued during the months of October, December, March, and May. These reports are required when a sudden drop in student performance occurs.~~ **Reporting of progress is delivered through a parent portal in the student information system.**

Regulations cont'd

3. Report cards will be ~~issued~~ **published** during the ~~months of November, January, April, and June~~ following times:  
**Grades 6 through 8 – December, March and June**  
**Grades 9 through 12 – November, January, April and June**
4. ~~Additional parent teacher conferences may be scheduled at any time during the school year by either the parent or the teacher.~~
5. ~~It is expected that each pupil in grades six, seven, and eight will pass language arts, social studies, mathematics and science, and will demonstrate satisfactory efforts in all other related subjects. If a student fails any academic subject, s/he should be considered for retention and/or remediation.~~
6. ~~When it becomes apparent that a student may not meet the requirements for promotion or graduation, a parent conference is required. That conference will focus on the criteria for promotion and related guidelines as outlined by Board Policies IKE. A report summarizing that conference will be sent to the student's parent and a copy is retained by the school.~~

C. Identified – Students with Disabilities, Pre-K-12

A report of progress toward the measurable annual goals and objectives in each student's Individualized Educational Plan (IEP) will be sent to parents/guardians **as required by the IEP**. ~~often as the district reports progress to parents of students who do not have disabilities.~~ Progress toward goals and objectives is reported on all goal pages of the State approved IEP form using the progress reporting provided on that form. ~~The goal pages will be sent to the parents at the same time that report cards are sent as described in A and B Above.~~

Progress on IEP goals and objectives ~~will~~ **may** be conveyed to parents/guardians at conferences **scheduled with special education teachers**, as indicated in A and B above. **All students with IEPs will have their goals and objectives reviewed at their annual PPT.**

~~Consistent with B-3, above, interim reports of progress toward IEP goals and objectives (in November, January, April, and June) are required for secondary students if the student is at risk of failing.~~

~~If a special education student is not progressing satisfactorily toward his/her goals/objectives, the PPT should convene to address this concern, determine if any changes or interventions would be recommended, and plan accordingly following State and Federal procedures and formats.~~

D. Preschool

~~Report cards are not issued to preschool students.~~

Regulations cont'd.

~~Formal reporting of the progress of preschool students shall be accomplished during parent-teacher conferences during the month of November. Additional parent-teacher conferences may be scheduled during the school year by the parent or teacher.~~

~~A report of progress toward the measurable annual goals and objectives of preschool students with disabilities will be provided to parents as often as the district reports progress to parents of kindergarten students who do not have disabilities.~~

~~Progress on IEP goals and objectives will be conveyed to parents at conferences as indicated in A above.~~

~~If a special education preschool student is not progressing satisfactorily toward his/her goals/objectives, the PPT should convene to address this concern, determine if any changes or interventions would be recommended, and plan accordingly following State and Federal procedures and formats.~~

Revised: 04/04/00

References

IDEA Reauthorization 1997  
CT State PA 10-111—Parent-Teacher Conferences

Trumbull Board of Education Policies:  
~~IKE Promotion/Retention/Acceleration~~  
Promotion/ Retention/Acceleration/ Grade K-8, Policy Code 5123  
Trumbull High School Performance Standards/ Requirements for  
Graduation, Policy Code 5123.1



Draft A 1/13/15

## NON-DISCRIMINATION IN INSTRUCTION

### Policy Statement

The Trumbull Board of Education will accept the responsibility for achieving and maintaining the objective of equity among its pupils. It will not discriminate against any pupil on the **basis of race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to, intellectual disability, and past/present history of mental disorder, physical disability or learning disability) genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws.** and/or disability in the organization and application of the educational programs and services it operates.

In addition, the Trumbull Board of Education and the Superintendent will affirm their commitment to the following:

1. The promotion of positive attitudes that respect the diversity of our society through curriculum development.
2. The development and encouragement of respect among students and within the school community.
3. The use of curriculum to teach students and staff programs which emphasize developing positive attitudes toward relations with people of diverse backgrounds or capability.
4. The use of educational materials and consulting sources to continue to promote learning and appreciation of people's similarities and differences through Cultural Diversity Education.

The Superintendent will be responsible for continually evaluating these instructional policies and practices and will report his/her findings annually to the Board, recommending modification of any aspects which do not comply as well as appropriate remedial action to eliminate the effects of any discrimination. The Superintendent will call upon the advice and counsel of members of the instructional staff to evaluate these instructional policies and practices. The Superintendent will provide a regulatory procedure for prompt and equitable resolution of complaints of discrimination.

The Superintendent will communicate this policy and its attendant regulation to students, parents/guardian and instructional personnel.

Adopted: 02/24/76

Approved Revision: 02/03/98, 04/29/03

Approved Revision: 02/10/04, 09/18/07

## **6121.2/Non-Discrimination in Instruction**

NOTE: Title VI (Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin).

Title IX (Education Amendments of 1972 prohibits discrimination in education programs or activities).

Section 504 (Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap).

United States Department of Education Office of Civil Rights

For appropriate person to contact, please refer to attached appendix.

**Regulations**

The Trumbull Board of Education affirms the right of all students to be protected from intimidation, discrimination, physical harm, and/or harassment. In addition, the Trumbull Board of Education and the Superintendent will be informed in writing of any offense. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes indecent, vulgar, or abusive epithets or gestures that are targeted at an individual or group. If an indecent, vulgar or abusive epithet is directed to the victim's race, color, ~~religious creed~~, **religion**, sex, age, national origin, ancestry, marital status, sexual orientation, **gender identity or expression**, disability (**including but not limited to, intellectual disability, and past/present history of mental disorder, physical disability or learning disability**) **genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws.** ~~and/or disability~~, this shall be evidence that the victim was chosen because of that characteristic.

**I. Selection of Instructional Materials**

**A. Library Media Center**

- The Media Specialist in each school is responsible for recommending to the building principal the selection of instructional materials used in the classroom.

**B. Classroom**

1. Elementary – Recommendation of selected instructional materials is made to the Superintendent by a committee composed of teacher representatives from the grade level for which these instructional materials are intended.
2. Secondary – Recommendation of selected instructional materials is made to the Superintendent by representatives from a department for which these instructional materials are intended.

**II. Review of Complaint Procedure (Procedure of Complaint)**

- A. All complaints of discrimination/harassment in instruction shall be filed in writing with the Superintendent for direction. A complaint shall be acknowledged, in writing, within three business days. The complaint shall be investigated and the complainant informed, in writing, of findings and recommendations within twenty business days of receipt.**

**Reference**

Section 10-15c, Discrimination in public schools prohibited, General Statutes of Connecticut as amended.

Title VI of the Civil Rights Act of 1964.

Title IX of the Educational Amendments of 1972.

Section 504 of the Rehabilitation Act of 1973.

Trumbull Board of Education Policy

Selection of Instructional Materials, Policy Code: IIA/KLB

**6121.2/Non-Discrimination in Instruction**

APPENDIX A

Title VI issues (Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin) can be reported to Dr. Michael McGrath, Assistant Superintendent, 452-4348.

Title IX issues (Education Amendments of 1972 prohibits discrimination in education programs or activities) can be reported to Dr. Gary Cialfi, Superintendent, 452-4301.

Section 504 Issues (Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap) can be reported to Pauline Smith, Director of Pupil Personnel and Special Services, 452-4352.

United Department of Education Office of Civil Rights  
33 Arch Street, Suite 900  
Boston, Massachusetts 02110-1491  
(617) 289-0111

Draft A 1/13/15

## NON-DISCRIMINATION IN THE CLASSROOM

### Policy Statement

The Trumbull Board of Education affirms the right of all students to be protected from intimidation, discrimination, physical harm, and/or harassment. It is the policy of the Trumbull Board of Education that harassment and discrimination of students based on race, color, ~~religious creed~~, **religion**, sex, age, national origin, ancestry, marital status, sexual orientation, **gender identity or expression**, disability (**including but not limited to, intellectual disability, and past/present history of mental disorder, physical disability or learning disability**) **genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws.** ~~and/or disability~~ will not be tolerated. It will not discriminate against any pupil in the organization and application of the educational programs and services it provides.

The Trumbull Board of Education and the Superintendent will be informed in writing of any offense. It shall be grounds for disciplinary action should a staff member fail to report harassment and/or discrimination. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes indecent, vulgar, or abusive epithet. If directed to the individual's race, color, ~~religious creed~~, **religion**, sex, age, national origin, ancestry, marital status, sexual orientation, **gender identity or expression**, disability (**including but not limited to, intellectual disability, and past/present history of mental disorder, physical disability or learning disability**) **genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws.** ~~and/or disability~~, this shall be evidence that the individual was specifically chosen because of that characteristic.

The Superintendent will annually notify all pupils, parents, and instructional staff of this policy and its attendant regulations and of the name, office address, and telephone number of principals, Superintendent and Director of Pupil Services who are responsible for administering this policy and its attendant regulations. It shall also be posted at each school.

Adopted: 01/13/98

Approved Revision: 04/29/03, 02/10/04  
02/07/08

NOTE: Title VI (Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin)  
Title IX (Education Amendments of 1972 prohibits discrimination in education programs or activities)  
Section 504 (Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap)  
United States Department of Education Office of Civil Rights  
For appropriate person to contact, please refer to attached appendix.

## 6121.2/Non-Discrimination in the Classroom

### Regulations

The Trumbull Board of Education and the Superintendent will affirm their commitment to the following:

1. accepting the responsibility for achieving and maintaining the objective of equity among its pupils by promoting positive attitudes and respect for the diversity within our community and our society.
2. providing programs, working in conjunction with Cultural Diversity Education, that will foster respect and consideration of our differences and similarities.
3. responsiveness on the part of the instructional staff to immediately address situations which they witness, or that are brought to their attention
4. providing counseling for those students that may require it.
5. providing a regulatory procedure for prompt and equitable resolution of complaints of discrimination, with final appeal to the Board of Education.

### Complaint Resolution Procedure

Should a harassment/discrimination incident not be resolved within the classroom, the student has the right and responsibility to seek resolution.

1. Staff members must inform the principal of any discrimination or harassment incident that comes to their attention. If the incident involves conduct of a student directed towards another student, then the principal or designee must inform the parents of the students involved. Following communication with the students, parents, and/or staff involved, the principal shall determine appropriate actions to be taken. The principal will keep a written record of the incident. If, in the principal's judgment, the level of harassment is of such a high degree of severity that it merits suspension beyond (5) days or expulsion, then the principal must bring the case to the Superintendent for further action. (If the incident involves a teacher toward a student, then appropriate action will be taken by the principal based on Trumbull Board of Education Policy ~~GBCBA—Staff Conduct/Sexual Harassment~~)\*
2. If a student commits a second offense, a meeting of the principal and the parents must occur. The parents may request that the teacher and the Superintendent or his/her designee attend this meeting. The principal shall be responsible for discipline in this second case, after consultation with the Superintendent.

## 6121.2/Non-Discrimination in the Classroom

### Regulations cont'd.

3. If, after investigation, the principal has determined that a third offense has taken place, the student and the parent(s) shall be presented to the Board of Education for consideration of lengthy suspension, or expulsion. In all cases of harassment, the principal will be responsible for taking appropriate actions to protect the victim from further harassment.
4. All complaints of discrimination/harassment in the classroom shall be filed in writing with the Superintendent for direction. A complaint shall be acknowledged, in writing, within three business days. The complaint shall be investigated and the complainant informed, in writing, of findings and recommendations within twenty business days of receipt.
5. Counseling will be considered at all levels.
6. Confidentiality of complaints will be maintained except to the extent necessary to investigate. The investigation will be conducted on a "need to know" basis. Documentation generated in the course of the investigation shall be confidential.
7. A complainant may, if desired or if dissatisfied with the action taken at the local level, report the grievance directly to the Office for Civil Rights.

### Reference

#### Trumbull Board of Education Policies:

~~JFC~~—Standard of Conduct, Policy Code 5131

~~JFAB~~—Students' Rights and Responsibilities

~~JFCA~~—Sexual Harassment of Students, Policy Code 5131.4

~~\* GBCBA~~—Staff Conduct/Sexual Harassment

Sexual Harassment of Staff, Policy Code 4118.112

- Section 10-15c, Discrimination in public schools prohibited, General Statutes of Connecticut as amended.
- Title VI of the Civil Rights Act of 1964



**6121.2/Non-Discrimination in the Classroom**

**APPENDIX A**

**Title VI** issues (Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin) can be reported to Dr. Michael McGrath, Assistant Superintendent, 452-4358.

**Title IX** issues (Education Amendments of 1972 prohibits discrimination in education programs or activities) can be reported to Dr. Gary Cialfi, Superintendent, 452-4301.

**Section 504** Issues (Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap) can be reported to Pauline Smith, Director of Pupil Personnel and Special Services, 452-4352.

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TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: 4000  
CATEGORY: Personnel—Certified and  
Non-Certified  
POLICY CODE: 4000.1/Affirmative  
Action

Draft A 1/13/15

**AFFIRMATIVE ACTION**

**Policy Statement**

The Trumbull Board of Education will continue to take Affirmative Action to ensure that no persons are discriminated against in its employment on the basis of race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to, intellectual disability, and past/present history of mental disorder, physical disability or learning disability) genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws. and/or disability.

The Trumbull Board of Education recognizes that ensuring Equal Employment Opportunity is essential; however, it is not enough to guarantee the full and fair employment of minorities and other protected classes. Therefore, Affirmative Action is necessary because it requires the Trumbull Board of Education to make every reasonable effort to correct any major imbalances in its workforce. Special efforts will continue to be taken to ensure that full consideration has been given to all qualified minority and female employees and applicants.

This Policy Statement is based on both the spirit and the letter of state and federal anti-discrimination laws, regulations, and executive orders. Accordingly, care is taken to ensure that no person shall be excluded from participation in, be denied the benefits of, or otherwise be unlawfully discriminated against any of its programs because of minority status as exemplified in paragraph one. The Trumbull Board of Education will not knowingly use the services of, patronize, or otherwise deal with any business, contractor, subcontractor or agency that engages in acts of unlawful discrimination.

Adopted: 11/03/99  
Approved Revision: 04/29/03, 02/10/04  
Approved Revision: 09/18/07

NOTE: **Title VI** (Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin)  
**Title IX** (Education Amendments of 1972 prohibits discrimination in education programs or activities)  
United States Department of Education Office of Civil Rights

For appropriate person to contact, please refer to attached appendix.

**References**

- Guideline issued by the Equal Employment Opportunity Commission under Title VII
- Title VII of the Civil Rights Act of 1964
- Section 46a-60, Discriminatory Employment Practices Prohibited, General Statutes Connecticut as amended.
- Section 504 of the Rehabilitation Act of 1973.
- Title IX of the Educational Amendments of 1972.
- P.L.97-35 Section 558 © (d) & 34 CFR 22.60

**4000.1/Affirmative Action**

**APPENDIX A**

Title VI (Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin) call Dr. Michael McGrath, Assistant Superintendent, 452-4348.

Title IX (Education Amendments of 1972 prohibits discrimination in education programs or activities) call Dr. Gary Cialfi, Superintendent, 452-4301.

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Draft A 1.13.15

## NON-DISCRIMINATION IN EMPLOYMENT

### Policy Statement

The Trumbull Board of Education is an equal opportunity employer. The Trumbull Board of Education will not discriminate in its employment on the basis of race, color, ~~religious creed,~~ **religion**, sex, age, national origin, ancestry, marital status, sexual orientation, **gender identity or expression**, disability (**including but not limited to, intellectual disability, and past/present history of mental disorder, physical disability or learning disability**) **genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws.** ~~and/or disability.~~ No qualified person shall be subjected to discrimination in employment under any program of the Trumbull Board of Education.

The Superintendent will continually evaluate employment policies and practices in terms of this policy and will report annually to the Board the results of such evaluation. When appropriate, the Superintendent will recommend any changes of policies and practices to eliminate the effects of any discrimination. In reviewing employment practices in terms of this policy, the Superintendent will call upon the advice and counsel of the Committee on Employment Policies.

The Board of Education shall establish regulations to ensure that the district recruit, employ, promote, and implement the hiring of qualified staff of diversity at all levels of employment. Recruitment methods to include, but not limited to: urban newspapers, national magazines, recruitment companies which specialize in minority educators, and to broaden and encourage internships to people of diversity.

The Superintendent will communicate the contents of this policy and its attendant regulations to employees and applicants for employment.

NOTE: Title VI (Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin).  
Title IX (Education Amendments of 1972 prohibits discrimination in education programs or activities).  
Section 504 (Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap).  
United States Department of Education Office of Civil Rights  
For appropriate person to contact, please refer to attached appendix.

Adopted: 2/24/76  
Approved Revision: 10/79, 10/81, 11/88  
4/93, 2/3/98, 04/29/03, 02/10/04,  
09/18/07

## **4111.1/Non-Discrimination in Employment**

### **Regulations**

1. The Assistant Superintendent has the responsibility for supervising this policy and regulations while all administrators and supervisors in the employ of the Board of Education have the responsibility for administering this policy and regulation.
2. The Assistant Superintendent will be responsible for including in any printed materials used in the recruitment or application phases of the process of hiring new employees the statement that the Trumbull Board of Education is an Equal Opportunity Employer. He/she shall distribute such material without discrimination on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, and past/present history of mental disorder and/or disability.
3. By means of newspaper ads and by posting in appropriate places in all buildings, the Superintendent will annually inform all employees and employee bargaining units about this policy, its attendant regulations, as well as the name, office address and telephone number of the administrator responsible for administering this policy and its attendant regulations.
4. The Assistant Superintendent shall, as needed, appoint and chair a Committee on Employment Policies. This Committee shall be comprised of no more than five (5) members which shall as reasonably as possible be representative of all employee categories including, but not limited to race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, and past/present history of mental disorder and/or disability. This committee shall review employment policies and practices in terms of this policy.
5. This Committee shall follow the established complaint procedure. The resolution of complaints is encouraged at the earliest stage.

### **Procedures**

1. Employees shall discuss the complaint with their immediate supervisors with the hope of resolving the matter. Supervisors may seek assistance from other sources, including central office administration.
2. If the employee is not satisfied with the proposed resolution of the matter by his/her supervisor, the employee shall file, in writing, a discrimination complaint with the Assistant Superintendent. As much as practical under the circumstances, complaints will be maintained confidentially on a need to know basis. A complaint shall be acknowledged, in writing, within three business days. It shall be investigated, and the complainant informed of the findings and recommendations, within twenty business days of receipt of the complaint. In the unusual circumstance when an investigation cannot be concluded within twenty business days, it shall be concluded as soon as possible.

### **4111.1/Non-Discrimination in Employment**

3. If a complainant is not satisfied with the findings and/or recommendations, he/she may request, within ten business days of the receipt of the decision of the Assistant Superintendent, a hearing before the Superintendent. Such request shall be in writing and shall state the reasons the complainant is not satisfied. The Superintendent shall meet with the complainant within ten business days of receipt of the complaint and shall respond, in writing, within ten business days of the hearing.
4. A complainant may, if desired, or if dissatisfied with action taken at the local level, report the grievance directly to the Office of Civil Rights.
5. At the conclusion of the investigation, all written complaints, investigating notes and other documents, other than any discipline dispensed, shall be maintained in a secure file, separate and apart from the personnel files of the parties involved.

#### **Reference**

- Trumbull Board of Education Policy:  
    Affirmative Action, Policy Code 4000.1  
    Sexual Harassment, Policy Code 4118.112
- Title VI of the Civil Rights Act of 1964.
- Guideline issued by the Equal Employment Opportunity Commission under Title VI.
- Section 46a-60, Discriminatory employment practices prohibited, General Statutes of Connecticut as amended.
- Section 504 of the Rehabilitation Act of 1973.
- Title IX of the Educational Amendments of 1972.
- P.L. 97-35 Section 558 (c) (d) & 34 CFR 200.60

**4111.1/Non-Discrimination in Employment**

**APPENDIX A**

Title VI issues (Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin) can be reported to Dr. Michael McGrath, Assistant Superintendent, 452-4348.

Title IX issues (Education Amendments of 1972 prohibits discrimination in education programs or activities) can be reported to Dr. Gary Cialfi, Superintendent, (203) 452-4301.

Section 504 Issues (Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap) can be reported to Pauline Smith, Director of Pupil Personnel and Special Services, 452-4352.

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