

In accordance with federal law, the Madison Board of Education (the “Board”) adopts, in consultation with parents, the following provisions related to student privacy.

I. Definitions

- A. *"Invasive physical examination"* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- B. *"Parent"* includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- C. *"Personally identifiable information"* includes, but is not limited to,
1. the student's name;
 2. the name of the student's parent or other family members;
 3. the address of the student or student's family;
 4. a personal identifier, such as the student's social security number, student number, or biometric record;
 5. 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
 6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.
- D. *"Personal information"* means individually identifiable information including—
1. a student's or parent's first and last name;
 2. a home or other physical address (including a street name and the name of a city or town);
 3. a telephone number; or

4. a Social Security identification number.
- E. "Survey" includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*).

II. Student Surveys

- A. Surveys Funded in Whole or in Part by the U.S. Department of Education:
 1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.
 2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. religious practices, affiliations, or beliefs of the student or of the student's parent; or
 - h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
 3. If a student is *not required* to submit to a survey, analysis, or evaluation that reveals information concerning any of the topics in Section II.A.2 above, the administration shall provide parents with notice of the district's intent to distribute such survey and, upon written request, shall permit the parent or student (if an adult or emancipated minor) to opt out of participation.

B. Surveys Funded by Sources Other than the U.S. Department of Education:

1. Third Party Surveys

- a. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.
- b. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.
- c. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

2. Confidential Topic Surveys

- a. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):
 - i) political affiliations or beliefs of the student or the student's parent,
 - ii) mental or psychological problems of the student or the student's family,
 - iii) sex behavior or attitudes,
 - iv) illegal, anti-social, self-incriminating, or demeaning behavior,
 - v) critical appraisals of other individuals with whom respondents have close family relationships,
 - vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
 - vii) religious practices, affiliations, or beliefs of the student or of the student's parent,
 - viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).

- b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.
- c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.
- d. Student responses to any Confidential Topic Survey that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.
- e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

III. Collection of Personal Information

- A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.
- C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.
- D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.

E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. college or other post-secondary education recruitment, or military recruitment*;
2. book clubs, magazines, and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by elementary schools and secondary schools;
4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
5. the sale by students of products or services to raise funds for school-related or education-related activities;
6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. **Non-Emergency Invasive Physical Examinations and Screenings**

A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:

1. they are required as a condition of attendance;
2. they are administered by the school and scheduled by the school in advance;
3. they are not necessary to protect the immediate health and safety of the students;
and
4. they are not required by state law.

B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated

minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described above, except for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s)/ screening(s).

- C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

Student Privacy Policy Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Legal References:

Family Educational Rights and Privacy Act (FERPA), U.S.C. § 1232g; 34 CFR Part 99

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

UNITED STATES DEPARTMENT OF EDUCATION, STUDENT PRIVACY POLICY OFFICE, Protection of Pupil Rights Amendment (PPRA), SPPO-21-01 (issued November 24, 2020), *available at* https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508_0.pdf

First Reading: March 5, 2024

RESCIND**Students**

**#5180.2
Research**

All requests for the utilization of students in research projects, special studies, and surveys not part of the regular educational program must have prior parent and Superintendent approval and Board of Education notification.

Date of Adoption: April 2, 1996

Public Meetings and Executive Session

1. Public Meetings

- A. All meetings of the Madison Board of Education (the "Board") for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §§ 1-225 and 1-200(6).
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from Board meetings that are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
- (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
 - (2) Strategy and negotiations with respect to pending claims or pending litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party

46 until such claims or litigation have been finally adjudicated or
47 otherwise settled.

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49 (3) Matters concerning security strategy or the deployment of security
50 personnel, or devices affecting public security.

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52 (4) Discussion of the selection of a site or the lease, sale or purchase of
53 real estate when publicity regarding such site, lease, sale, purchase
54 or construction would adversely impact the price until such time as
55 all of the property has been acquired or all proceedings or
56 transactions concerning same have been terminated or abandoned.

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58 (5) Discussion of any matter which would result in the disclosure of
59 public records or the information contained therein described in
60 Conn. Gen. Stat. §1-210(b).

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64 Legal References:

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66 Connecticut General Statutes

67 1-200 Definitions (Public Agency; Meeting; Caucus; Person;
68 Public Records or Files; Executive Sessions)
69 1-210 Access to public records. Exempt records
70 1-225 Meetings of government agencies to be public.
71 Recording of votes. Schedule and agenda of certain
72 meetings to be filed and posted on web sites.
73 Notice of special meetings. Executive sessions
74 1-231 Executive sessions

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77 First Reading: March 5, 2024

#9530**Executive Sessions / Open Meetings**

All meetings shall be open to the public except for executive sessions, as allowed by law.

Executive sessions of the Board of Education may be held upon the affirmative vote of two-thirds (2/3) of the members present and voting, taken at a public meeting and stating the reason(s) for the executive session.

Executive sessions may be considered for the following reasons:

1. Discussion concerning appointment, employment, evaluation, performance, health or dismissal of a public officer or employee; *(The individual has the opportunity to request that such discussion be held at a public meeting)*
2. Strategy and negotiations with respect to pending claims and litigation;
3. Matters concerning security;
4. Discussion of site selection or lease, sale or purchase of real estate where publicity may cause an increased price;
5. Discussion of any matter which would result in the disclosure of exempt records or information contained therein as described in the Connecticut General Statutes, Section 1-19(b).

Attendance at executive session shall be limited to members of the Madison Board of Education, the Superintendent and other persons invited by the Board to present information pertinent to matters before the Board.

The Board of Education is required to maintain minutes of the executive session. The minutes shall indicate all persons who are in attendance, except job applicants who attend for the purpose of interview by the Board.

Legal Reference: Connecticut General Statutes
Sec., 1-18a (e), 1-21 (a), 1-21g (a)

Date of Adoption: 2/7/72
1st Revision: 6/19/90
2nd Revision: 1/3/95

#9820.1

Board Member Conferences, Conventions, and Workshops

Attendance at ~~meetings~~ professional development events, ~~such as conferences and conventions~~, directly or indirectly related to education or to school matters, should be encouraged for the values that they have to the school system and to the professional growth of Board members. ~~Board members will report to the Board their findings following their attendance at such meetings.~~ The Board Chairperson and the Superintendent of Schools will notify the Board members ~~of all such scheduled meetings. Included among such activities~~ of such events including ~~are~~ conferences, workshops, local, state and national conventions, and district-sponsored meetings. Toward this end, the Board will:

- ~~establish a calendar of such events and require the Board secretary to maintain the calendar and keep the Board informed on upcoming events;~~
- ~~decide which meetings are most promising and~~ approve Board members' attendance at them such events;
- designate members who will represent the Board at such meeting events;
- provide funds in the budget to cover professional development event expenses;
- reimburse Board members for out-of-pocket expenses as may be legally permitted; and
- require Board members to report to the Board as a whole within a reasonable period of time following their return to the district.

Legal References: Connecticut Education Laws
 Sec. 10-220; 10-221 Powers and Duties of the Board of Education
 ~~Sec. 10-157 Appointment of Superintendent of Schools~~
 ~~Sec. 9-185 Municipal Officers Boards of Education~~
 ~~Sec. 10-248 Payment of School Expenses~~
 Conn. Gen. Stat. § 10-225 Salaries of secretary and attendance officers
 Conn. Gen. Stat. § 10-232 Restrictions on employment of members of board of education

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Reimbursement of Board Member Expenses

1. Remuneration

- A. A member of the Madison Board of Education (the “Board”) shall receive no compensation for carrying out Board services.

2. Reimbursement

- A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable and necessary expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
- B. All Board members that receive prior authorization for reimbursement of a Board expense are expected to account for all expenditures incurred in connection with the performance of their Board duties.
- C. Receipts in general are required for:
- (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
 - (2) Meals -- Reasonable expenditures are allowed for meals. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
 - (3) Taxi, Uber/Lyft or Bus Fare
 - (4) Parking Fees or Toll Charges (when applicable)
 - (5) Mileage – The Board may reimburse for mileage costs incurred for travel for Board business other than for regular and special Board meetings and subcommittee meetings, when approved in advance, and in accordance with IRS standard reimbursement rates.
 - (6) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

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48 Legal Reference

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50 Conn. Gen. Stat. § 10-225 Salaries of secretary and attendance officers

51 Conn. Gen. Stat. § 10-232 Restrictions on employment of members of board
52 of education

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55 First Reading: March 5, 2024

#9840**Board Member Compensation and Expenses**

Remuneration:

Board members shall receive no compensation for their services.

Reimbursement:**1. Educational Conferences**

Board members authorized to attend educational conferences out of state shall be reimbursed for reasonable expenditure upon submitting vouchers and supporting documentation. Board members must have approval in advance from the Board of Education.

2. Reimbursement of Expenses

Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures incurred in connection with the performances of their official Board duties. Board members must have approval in advance from the Board of Education.

Date of Adoption: 6/19/90
1st Revision: 1/3/95