

Policy Committee Meeting
Tuesday, February 27, 2024 4:00 PM

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

Meeting Agenda

I. Policies for Rescission:

- 5100.9.6 Maintenance and Development of Athletic Programs
- 5110.3.1 Police in Schools
- 5142.4 School Resource Officer
- 5120.9.5 Automobile Use and Parking
- 5140 School and Community Service
- 9470 School Attorney / Legal Services
- 9480 Consultants to the Board

II. Policies for Review:

- NEW – Student Privacy (5000s)
 - *then Rescind* 5180.2 Research
- 9530 Executive Sessions / Open Meetings
- 9820.1 Board Member Conferences, Conventions, and Workshops
- 9840 Board Member Compensation and Expenses
- NEW – Code of Ethics and Professional Responsibility for Personnel (4000s)

III. Public Comment

IV. Adjournment

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

Policy Summary
Feb. 27, 2024

Rescind

5100.9.6 Maintenance and Development of Athletic Programs

This policy is not mandatory and may be repealed. If the Board wishes to maintain these procedures concerning athletic programs, we recommend administrative review to ensure that this process continues to be implemented.

5110.3.1 Police in Schools

This policy is not mandatory and may be repealed. If the Board wishes to maintain the policy, recommend review and consideration in light of the current MOU with the police department concerning SROs and police involvement in the schools. Further recommend legal review to ensure separation between school and police questioning of students and compliance with confidentiality laws.

5142.4 School Resource Officer

This policy is not mandatory and may be repealed. By statute, the relationship between the Board and SRO must be provided for by written agreement and, unless the police agree in the written agreement, they cannot be bound by this policy. If the Board wishes to maintain this policy, we recommend legal review and review to ensure that it complies with the existing MOU with the police.

5120.9.5 Automobile Use and Parking

This policy is not mandatory and may be repealed. However, we understand that the Board may wish to maintain some regulation over this topic. We recommend comprehensive review of the policy to ensure it is still being implemented and is consistent with other policies (ex: Student Transportation, specifically the maximum walking distance). This topic concerns the day-to-day operations of the high school and, given the specificity and detail required, the topic is more suited to regulations or handbooks that can be revised as needed.

5140 School and Community Service

This policy is not mandatory and may be repealed. However, we understand that the Board may have an interest in retaining this policy. We recommend that the policy be reviewed for internal compliance and continued implementation.

9470 School Attorney / Legal Services

This bylaw is not required and we recommend repeal. We further recommend review to ensure that the process of engaging counsel conforms with the district's business policies regarding requests for proposals, etc.

9480 Consultants to the Board

This policy is not required and we recommend repeal. We further recommend review to ensure that the process of hiring consultants conforms with the district's business policies regarding requests for proposals, etc.

Review

NEW – Student Privacy (5000s)

Shipman & Goodwin recommends the District adopt this model policy which addresses the requirements of Protection of Pupil Rights Amendment (PPRA).

then Rescind

5180.2 Research

Recommend repeal because this policy is unnecessary and overlaps with the requirements of the PPRA, which is addressed in the Student Privacy policy.

9530 Executive Sessions / Open Meetings

We recommend repeal and replacement with our model bylaw, Public Meetings and Executive Session, for consistency and legal compliance.

9820.1 Board Member Conferences, Conventions, and Workshops

This bylaw is not required and Shipman recommends repeal however the Board expressed an interest in keeping the policy.

9840 Board Member Compensation and Expenses

We recommend repealing this bylaw and adopting our model bylaw, Reimbursement of Board Member Expenses, for consistency.

NEW – Code of Ethics and Professional Responsibility for Personnel (4000s)

The board repealed a 5000s policy regulating gifts to employees and expressed interest in adopting a more comprehensive policy in the appropriate series. This policy would need to be shared with local bargaining units in advance of Board adoption. We are bringing this to the committee first to ensure there is interest.

Maintenance and Development of Athletic Programs

A. Purpose of Programs

The Madison Public Schools' Department of Athletics provides progressive interscholastic, club and intramural opportunities that are complementary to the central academic mission of the school district. These activities are considered student privileges. Through its commitment to athletics, the Madison Public Schools supports its belief that there are many important and enduring lessons to be learned from involvement in athletics.

B. Current Athletic Activity Evaluation System

The Madison Board of Education understands the needs and interests of students may change over time. With this in mind, the Board of Education requires the Director of Athletic Programs to assess existing athletic programs by using an objective and streamlined method.

This method will include, but is not limited to the evaluation of the following categories:

<u>Category</u>	<u>Considerations</u>
1. Gender Equity	Title IX considerations
2. Facilities	Burden on available facilities
3. Existing Programs	Financial data and participation rates
4. Administration	Administrative support and supervision
5. Capital Expenses	One time capital or periodic capital outlays
6. Availability of competition	Reasonable creation of a competitive schedule
7. Annual expenses	Annual budget expenditures
8. Student Interest	Ability to attract student participation
9. Community Support	Overall financial support and attendance
10. Level of competitiveness	Potential to meet desired level of success

This evaluation process will be a function and primary duty of the Athletic Advisory Council. The Chairman of the Council shall lead the members of the Athletic Advisory Council to implement this evaluation system and assessment cycle.

The Council does not set or execute policy, but serves to influence policy development and the administration of athletic programs. First and foremost, the Athletics Advisory Council exists to help the Madison Public Schools to maintain a focus on the mission, goals, and objectives of the athletic program and the athletic, academic and social development of student-athletes.

C. New Program Implementation

The Madison Board of Education recognizes that the needs and interests of students may foster support for new athletic activities. Students, staff or parents wishing to recommend a new athletic program must submit a proposal in writing to the Director of Athletic Programs. All proposals for the addition or expansion of the athletic program shall be received by the Director of Athletic Programs and reviewed initially by the School Building Principal and the Superintendent of Schools in the context of the annual budget process. Proposals for such new or expanded programs must be received by October 1 each year for consideration in the upcoming year's budget.

Through the annual budget process, the Madison Board of Education requires the Director of Athletics to recommend the implementation of new sports activities with the expectation that the Board shall review said recommendation in the context of the operational budget for the next fiscal year. All new sports programs recommended through the budget process will be designated to begin as either an intramural or club sport activity. A new sports program must first serve at least one sports season as an intramural or club program before receiving consideration to move to varsity status.

Following the first season of a new sports activity (intramural or club), the Athletic Advisory Council will evaluate the new program to determine its future status. The

Council will use the categories listed in the Current Athletic Activity Evaluation System and other categories as deemed appropriate to evaluate the activity and make recommendations regarding the future status of the program. Any recommendation from the Athletic Advisory Council proposing eligibility as a varsity program shall be forwarded to the Madison Board of Education for action in the context of the next budget cycle.

The result of this process shall be informed decision-making based upon constructive dialogue and consensus for the entire school system and community.

Sources: Almany, David, *Athletic Activity Evaluation System: A System for the Evaluation of Current and Proposed High School Athletic Programs*, D & L Enterprises, Licking, Missouri, 1998

Madison Public Schools – *Department of Athletics, Student-Athlete / Parents Handbook*, 2007-2008

National Interscholastic Athletic Administrators Association, *Athletic Administration: A Comprehensive Guide*, National Federation of High Schools, Kansas City, Missouri, 1998.

Date of Adoption: October 3, 2000

Date of Revision: December 18, 2007

**#5110.3.1
Police in Schools**

Schools are responsible for students during school hours which includes protecting each student's constitutional rights, assuring due process in questioning and arrest, and protecting students from any form of illegal coercion.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. In cases involving students age 16 or younger, the student's parents will be present during the questioning. The school principal, or his/her designee, will also be present.
3. In cases involving students age 17 or older, an attempt will be made to notify the student's parents so that they may be present during the questioning. The school principal or his/her designee, will be present.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes, however, they may be permitted to question students in the schools when the procedures outlined above are observed.

(c.f. 1350 Relations with Law Enforcement Agencies)
(c.f. 5090.8.1 Search and Seizure)
(c.f. 5090.8.1.2 Vehicle Searches on School Grounds)
(c.f. 5142.4 School Resource Officer)

Date of Adoption: June 4, 1996
Technical Revision: February 11, 2014

#5120.9.5**Automobile Use and Parking**

Upperclassmen in the high school will have permission to drive to school, subject to availability of parking spaces in school parking lots and provided that the following minimum requirements have been met:

- parental consent in written form has been received;
- possession of a valid Connecticut driver's license has been shown to school administration;
- insurance coverage is confirmed by school administration;
- and student has reviewed student handbook regulations.

Students enrolled in ninth, tenth and eleventh grades may apply for special permission to obtain parking privileges. Requests for special permission are to be considered only when the above minimum requirements have been met and there is evidence of need as determined by the building principal.

The building principal will have authorization to give special consideration to students who have special needs as a result of (student / family) medical, or school-related considerations. A minimum of special permits may be used to accommodate students who have short-term special needs.

A reasonable charge may be assessed by the building principal to recover costs involved in providing parking permits, applications, and related expenses.

In order to reduce parking congestion at school, students living more than one and one-half miles from the assigned school will be provided bus transportation by the school system.

Students enrolled in grades lower than ninth grade are not authorized to drive cars to school. Exceptions will not be granted. Parking space will be available for motorcycles and bicycles.

Juniors accumulating more than five (5) tardies per trimester will lose the privilege of applying for a permit Senior year.

Regular review of valid parking permits will be completed by the building principal (or assigned staff member).

Parking privileges may be terminated, without benefit of refund, for:

- students whose status no longer qualifies them for a permit –
- students who are suspended from school
- students who operate vehicles in a reckless or unsafe manner
- student who are chronically tardy
- failure to abide by the automobile agreement
- failure to display a valid parking permit
- selling or transferring permits without authorization
- parking in faculty spaces, visitor and other unauthorized areas
- accumulating five (5) tardies to school
- leaving school grounds
- accumulating three (3) or more parking tickets
- any other behavior judged as being unsafe or inappropriate

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

Regulations will be enforced by the Madison Department of Police Services.

The school and Board of Education will not assume responsibility for the safe keeping of vehicles.

Date of Adoption: September 3, 1996

Date of Revision: August 16, 2005

#5140**School And Community Service**

The Board of Education recognizes the social and scholastic benefits derived from student participation in various community-sponsored activities. However, neither an individual nor the school as a whole shall be permitted to use school time for working on community-sponsored projects unless such an undertaking is deemed to contribute to the educational program. The administration has the responsibility to develop procedures for community groups to request student involvement during school hours, as well as guidelines for the consideration of such a request.

The Board is committed to preparing its high school students for active participation in community affairs in keeping with Madison's tradition of volunteerism. The student community service programs are implemented to provide service opportunities for students and to encourage students to develop projects in their areas of interest.

The program should have, as a primary objective, the development of commitment to community service among high school students. Therefore, students will receive the kind of training and support which will prepare them to be valuable helpers in their community. The program should be designed to be a collaborative effort between the schools and the community.

A supervising teacher(s) should be selected by his/her respective principals or designee for their ability to encourage students to volunteer, support students in their community service activities, solve problems where needed and, most importantly, ensure that students begin to understand that they are needed helpers and valued assets in their community.

#5140 (continued)

Opportunities for student community service may be found in, but not limited to, the following areas:

- after-school tutorial volunteers at own or nearby school
- children's centers
- in-school peer counseling
- religious volunteer
- recreation volunteer
- neighborhood organizations
- libraries
- Town Hall office volunteers
- League of Women voting-related activities (non-partisan)
- hospital helpers
- clinics
- convalescent home visits
- Big Brothers/Big Sisters
- Summer Day Camps (summers only)
- adaptive recreation programs
- Safe Rides
- non-partisan civic activities

The Superintendent is authorized to establish regulations providing for course work for community service in accordance with Section 10-221a[a] of the *Connecticut General Statutes*.

Date of Adoption: June 4, 1996

#5142.4**School Resource Officer**

It is understood and agreed that the Board of Education, School officials, the Board of Police Commissioners, and Police Department officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the schools:

1. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
2. To encourage SROs to attend extra-curricular activities held at schools, when possible;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and/or use of weapons on campus, the sale and/or distribution of controlled substances, and riots;
4. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school; and
5. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.
6. To be involved in the development of District and school safety/crisis plans.
7. To abide by Board of Education policies and to perform various duties developed by the Superintendent.

School Resource Officer Joint Committee (SROJC)

The SROJC is an advisory and review committee composed of at least two members each of the Madison BOE and BPC. In addition, the School Superintendent, Police Chief, and at least one SRO will be members. Together, the SROJC will periodically review and evaluate the School Resource Officer Program. Two times per academic year (according to a schedule set by the BOE), the SRJOC will report on their review and make recommendations.

Agreement for Services

The Board of Education will execute the role of School Resource Officer via a separate agreement with the Madison Board of Police Commissioners for the purpose of determining term, termination, and funding. Any such executed agreement will reference and be governed by this policy (5142.4).

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

Adopted: February 11, 2014

#9470**School Attorney / Legal Services**

The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as School District Attorney(s). The primary function of the School District Attorney(s) is to provide professional legal representation for the Board and the Superintendent in questions related to their official duties.

The Attorney (s) shall:

- represent the Board of Education in legal proceedings;
- give an opinion on all legal questions referred by the Board of Education or the Superintendent;
- attend all Board of Education meetings, conferences, and other meetings as requested by the Board or Superintendent
- fulfill such other legal duties as the Madison Board of Education may assign.

The performance of the School District Attorney(s) shall be subject to evaluation on a continuing basis by the Board of Education and the Superintendent.

Date of Adoption: 3/21/89
1st Revision: 1/3/95
2nd Revision: 6/7/11

#9480**Consultants to the Board**

The Board of Education may enlist the services of consultants to provide specialized advice or assistance to the school system concerning educational, management or administrative matters where it is felt an additional opinion or opinions are appropriate.

The Board encourages the use of consultants when they can provide valuable and necessary specialized services not normally required on a continuing basis and which cannot be provided by district personnel because of limitations of time, experience, or knowledge.

Any proposed contracts with consultants will be submitted to the Board for approval, and will be accompanied by figures showing the estimated cost of the consulting project to the district. Where appropriate, bids for consulting services will be sought but the Board will have ultimate discretion with respect to selection.

Consultants who serve this district will exercise no authority over the work of the employees of the district, but will act only as advisor in the field in which they are qualified to offer assistance.

Date of Adoption: 3/7/95

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

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 until such claims or litigation have been finally adjudicated or otherwise settled.
 - (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.

- 46 (4) Discussion of the selection of a site or the lease, sale or purchase of real estate
47 when publicity regarding such site, lease, sale, purchase or construction would
48 adversely impact the price until such time as all of the property has been acquired
49 or all proceedings or transactions concerning same have been terminated or
50 abandoned.
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- 52 (5) Discussion of any matter which would result in the disclosure of public records or
53 the information contained therein described in Conn. Gen. Stat. §1-210(b).
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57 Legal References:
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59 Connecticut General Statutes

- 60 1-200 Definitions (Public Agency; Meeting; Caucus; Person;
61 Public Records or Files; Executive Sessions)
62 1-210 Access to public records. Exempt records
63 1-225 Meetings of government agencies to be public.
64 Recording of votes. Schedule and agenda of certain
65 meetings to be filed and posted on web sites.
66 Notice of special meetings. Executive sessions
67 1-231 Executive sessions
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#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

Date of Adoption: 1/3/95

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 [*specific meal amounts may be noted here*]. 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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#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

#4###

Code of Ethics and Professional Responsibility for Personnel

The Madison Board of Education (the “Board”) requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board’s policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.
11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee’s official duties, that would tend to impair the employee’s independent judgment or action in the performance of the employee’s professional duties, and/or that would erode the public’s trust in the employee’s ability to fulfill their professional duties.
12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public’s trust in the employee’s ability to fulfill their professional duties.

13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of their duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Legal References:

Regulations of Connecticut State Agencies, § 10-145d-400a Code of Professional Responsibility for Teachers; Connecticut Code of Professional

Regulations of Connecticut State Agencies, § 10-145d-400b, Code of Professional Responsibility for School Administrators