

# Board of Education Regular Meeting

Tuesday, October 3, 2023 7:30 PM

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

## I. Call to Order / Attendance

I.A. Pledge of Allegiance

## II. School / Community Session

II.A. Public Participation

## III. Board of Education Student Representatives' Report

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

## IV. Executive Session

IV.A. Action Item: Motion to enter into Executive Session to discuss the proposed Association of Madison Administrators collective bargaining agreement

IV.B. Action Item: Motion to return to Regular Session

## V. Superintendent's Report

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

- Recruitment Report
- Graduation Date - June 13, 2024
- October 1 Enrollment Report
- New School Naming Committee

## VI. Board Members' Comments

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

## VIII. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)

VIII.A. Line Item Transfers as of Sept. 29, 2023

VIII.B. Budget Expenditures as of Sept. 29, 2023

VIII.C. September Personnel Report

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

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

X.A. Curriculum and Student Development

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

X.B. Facilities Committee

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

X.C. Finance Committee

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

Emily Rosenthal

X.D. Personnel Committee

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

X.E. Policy Committee

Policies for Rescission, First Reading:

- 9220.6 - Board Candidates
- 9500 - School Board Meetings
- 9540.4 - Rules of Order
- 9400 - Organization of the School Board
- 9410 - Board Organizational Meeting

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

X.F. Policies for Review, First Reading:

- 1370 - Non-Discrimination
- 4118.1 - Non-Discrimination
- 5020.1 - Non-Discrimination
- 4030.5 - FMLA
- 4160 - Student Activity/Transportation Vehicles
- 4111.1 - Security Check/Fingerprinting
- 4112.8/4212.8 - Nepotism

X.G. LEARN Liaison

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

XI. **Action Item: Motion to approve the Association of Madison Administrators collective bargaining agreement (7/1/24 -6/30/27)**

XII. **Discuss possible renaming of Brown School.**

XIII. **Action Item: Motion to appoint members to the Ad-Hoc New Elementary School Naming Committee.**

XIV. **Action Item: Motion to adopt the following courses: Grade 6 Chorus, Music Technology, PreK ELA, and American Sign Language.**

XV. **Action Item: Motion to approve the disposal of used books and equipment.**

XVI. **Action Item: Motion to approve a donation from the Ryerson PTO in the amount of \$5,485 to Ryerson Elementary School for In-House Field Experiences.**

XVII. **Action Item: Motion to approve a donation from the Tiger Pride Football Association in the amount of \$8,150 to the Hand Football Team for Retro Football Jerseys and Pants. The donation is made in honor of Tiger Football Alumni.**

XVIII. **Action item: Motion to approve a donation from the DHHS Fencing Boosters in the amount of \$6000 to the DHHS Fencing Team for the purchase of wireless Piste boxes and relays.**

XIX. **Action Item: Motion to approve the minutes of the September 5, 2023 Board of Education Meeting (Ref. Bylaw #9540.9)**

XX. **Action Item: Motion to approve the minutes of the September 19, 2023 Board of Education**

meeting (Ref. Bylaw #9540.9)

XXI. Action Item: Motion to approve the summary of the September 26, 2023 Board of Education Retreat

XXII. Future Agenda Items

XXIII. Meetings / Dates of Importance (see attached)

XXIV. Adjournment

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

## MADISON PUBLIC SCHOOLS LINE ITEM TRANSFERS 10.3.23

JOURNAL	LINE	SOURCE	EFF DATE	ORG	OBJECT	ACCOUNT NAME	COMMENT	INCR/DECR	AMOUNT
	18	1 BUA	09/01/2023	SE31310D	51110	CERTIFIED TEACHERS	Add 0.5 Social Worker DHHS	INCR	48,062
	18	2 BUA	09/01/2023	GE10510B	51110	LANG ARTS INSTR SPECIALIST	Add 0.5 Social Worker DHHS	DECR	48,062
	165	1 BUA	09/07/2023	SE23040B	51110	CERTIFIED TEACHERS	Staff on Unpaid Leave	DECR	18,755
	165	2 BUA	09/07/2023	GE40010B	51210	SUBSTITUTES	Sub Coverage for Staff Leave	INCR	18,755
	455	1 BUA	09/14/2023	GE10440B	51110	CERTIFIED TEACHERS	Title I Grant Shortfall	INCR	23,030
	455	2 BUA	09/14/2023	GE16930B	51110	MIDDLE SCHOOL TEACHERS	Title I Grant Shortfall	DECR	23,030
	455	3 BUA	09/14/2023	GE10520B	51110	CERTIFIED TEACHERS	Title I Grant Shortfall	INCR	11,865
	455	4 BUA	09/14/2023	SE23030B	51110	CERTIFIED TEACHERS	Title I Grant Shortfall	DECR	11,865
	487	1 BUA	09/14/2023	SE22610B	55610	EXT PLACEMENT PUBLIC	Public to Prof/Tech	DECR	30,000
	487	2 BUA	09/14/2023	SE23010D	53300	PROF &TECH /IN-DISTRICT OT/PT	Public to Prof/Tech	INCR	30,000
	529	1 BUA	09/18/2023	GE11130B	51110	CERTIFIED TEACHERS	C. Vashel from 0.8 to 1.0 FTE	INCR	11,213
	529	2 BUA	09/18/2023	SE23023B	51110	CERTIFIED TEACHERS	C. Vashel from 0.8 to 1.0 FTE	DECR	11,213

## 2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 10.3.23

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS/ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51000	51000 NEW STAFF AREA I	(295,766)	295,766					0.00
51060	51060 REDUCTION/BUDGET	(63,800)	25,000	(38,800)	(38,800)			100.00
51108	51108 AP TESTING	15,000		15,000			15,000	0.00
51109	51109 11TH COURSE STIPENDS	8,000		8,000			8,000	0.00
51110	51110 TEACHERS	24,295,083	(378,666)	23,916,416	2,903,559	20,823,443	189,414	99.20
51111	51111 ADMINISTRATORS	2,217,361	13,911	2,231,272	624,293	1,597,930	9,049	99.60
51112	51112 EPED	285,782		285,782		272,035	13,747	95.20
51113	51113 CO CURRICULAR	537,368		537,368		127,156	410,212	23.70
51114	51114 EARLY RETIREMENT	0	6,104	6,104		6,104		100.00
51116	51116 DIRECTORS / MANAGERS	394,326	5,150	399,476	315,887	83,589		100.00
51120	51120 OFFICE STAFF	1,578,248	(42,273)	1,535,975	281,636	1,213,371	40,968	97.30
51121	51121 INSTRUCTIONAL PARAPROFES	1,937,762	(31,104)	1,906,658	192,372	1,570,682	143,604	92.50
51122	51122 CUSTODIANS	1,791,618		1,791,618	211,500	1,458,192	121,926	93.20
51123	51123 MEDIA / TECH PARAPROFESS	302,580		302,580	50,218	251,812	550	99.80
51124	51124 SECURITY / SUSPENSION	582,578	74,679	657,257	289,689	364,319	3,248	99.50
51126	51126 SCHOOL HEALTH SERVICES	383,593		383,593	46,951	321,337	15,306	96.00
51128	51128 ATHLETIC TRAINER	43,971	12,679	56,650	8,093	48,557		100.00
51129	51129 ATTENDANCE INCENTIVE	14,500		14,500			14,500	0.00
51130	51130 THERAPISTS / OCCUP & PHY	437,792	(14,944)	422,848	43,913	378,934		100.00
51210	51210 SUBSTITUTE TEACHERS	580,000	50,999	630,999	100,614	269,277	261,109	58.60
51212	51212 SUBS / SCHOOL HEALTH SER	16,320		16,320	1,302		15,019	8.00
51221	51221 CLASSIFIED SUBS	14,000		14,000	2,460		11,540	17.60
51320	51320 OVERTIME	70,644		70,644	27,163		43,481	38.50
51321	51321 CUSTODIAL/CASUAL LABOR	93,806		93,806	31,166		62,640	33.20
52130	52130 LIFE INSURANCE	48,700		48,700	11,214	3,900	33,587	31.00
52200	52200 SOCIAL SECURITY	627,012		627,012	166,620		460,392	26.60
52201	52201 MEDICARE	537,089		537,089			537,089	0.00
52202	52202 FSA ADMINISTRATION	1,750		1,750	686		1,064	39.20
52300	52300 PENSION-DEF BENEFIT	1,090,566		1,090,566	167,752		922,814	15.40
52301	52301 PENSION-DEF CONTRIBUTION	55,500		55,500	9,360		46,140	16.90
52500	52500 UNEMPLOYMENT	25,000		25,000			25,000	0.00
52600	52600 WORKER'S COMP	243,523		243,523	243,037		487	99.80
52700	52700 DISABILITY INSURANCE	77,850		77,850	17,754	6,099	53,997	30.60
53000	53000 UNBUDGETED EXPENSE	75,000		75,000			75,000	0.00
53101	53101 LABOR & LEGAL SVCES	110,000		110,000	18,853		91,147	17.10
53222	53222 EVALUATION SERVICES	142,125		142,125	10,088	5,500	126,537	11.00
53224	53224 STAFF DEVELOPMENT	253,315		253,315	69,301	40,119	143,895	43.20
53225	53225 NEASC ACCREDITATION SERV	4,816		4,816	4,470		346	92.80
53230	53230 STUDENT SUPPORT SERVICES	54,000		54,000	220		53,780	0.40
53231	53231 ADULT EDUCATION	46,000		46,000	42,000		4,000	91.30

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OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS/ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53300	53300 PROF / TECH SVCES	1,327,612	10,783	1,338,396	154,579	701,257	482,559	63.90
53305	53305 PROF TECH MEDICAL	29,670		29,670	25,626		4,045	86.40
54210	54210 DISPOSAL / RECYCLING	113,200		113,200	22,404	67,212	23,584	79.20
54220	54220 SNOW REMOVAL	64,946		64,946		9,500	55,446	14.60
54300	54300 REPAIRS & MAINT	573,767		573,767	258,809	87,259	227,699	60.30
54307	54307 TECH / INFRASTRUCTURE	42,000		42,000			42,000	0.00
54309	54309 EMERGENCY MAINTENANCE	50,000		50,000			50,000	0.00
54310	54310 KITCHEN MAINTENANCE	13,401		13,401	595	985	11,821	11.80
54313	54313 TREATMENT PLANT REPAIRS	29,000		29,000	2,411	1,140	25,449	12.20
54320	54320 REPAIR / CONTRACTS	36,500		36,500	2,600	1,600	32,300	11.50
54330	54330 ALARM SERVICES	12,372		12,372	6,352		6,020	51.30
54340	54340 TELEPHONE MAINTENANCE	14,024		14,024			14,024	0.00
54420	54420 RENTAL AGREEMENTS	35,621	(16,035)	19,586	1,532	13,833	4,221	78.40
54600	54600 TREE SERVICES	8,828		8,828			8,828	0.00
54900	54900 PURCHASE SVCES	155		155			155	0.00
55110	55110 STUDENT ACTIV TRANS	14,697	(388)	14,308			14,308	0.00
55111	55111 REGULAR TRANSPORTATION	2,075,000		2,075,000	37,492		2,037,508	1.80
55113	55113 FUEL / TRANSPORTATION	335,000		335,000	20,650	39,350	275,000	17.90
55114	55114 SCHOOL CHOICE TRANSPORT	71,750		71,750	608		71,142	0.80
55120	55120 SPED TRANSPORTATION	1,477,556		1,477,556	176,077	406,976	894,503	39.50
55201	55201 GENERAL INSURANCE	330,156		330,156	319,542		10,615	96.80
55203	55203 STUDENT INSURANCE	14,806		14,806	14,806			100.00
55301	55301 TELECOMMUNICATIONS	152,084		152,084	34,514	76,500	41,069	73.00
55302	55302 POSTAGE	20,159		20,159	8,673	5,220	6,266	68.90
55303	55303 REPORTS/PUBLIC RELATIONS	4,650		4,650			4,650	0.00
55500	55500 PRINTING & BINDING	47,069		47,069	14,727	15,927	16,415	65.10
55501	55501 PRINTING / INSTRU SUPPLI	32,276	901	33,177	5,268	6,200	21,710	34.60
55608	55608 TUITION / TYPICALS	(70,000)		(70,000)	(6,720)		(63,280)	9.60
55610	55610 EXT PLACEMENTS / PUBLIC	581,752	(30,000)	551,752	90,072	502,251	(40,570)	107.40
55630	55630 EXT PLACEMENTS / PRIVATE	1,784,041		1,784,041	492,788	1,709,796	(418,544)	123.50
55640	55640 SCHOOL CHOICE TUITION	76,000		76,000			76,000	0.00
55641	55641 EXTENDED YEAR SERVICES /	130,529		130,529	122,144		8,385	93.60
55643	55643 EXT PLACEMENT/ GENERAL E	10,000		10,000			10,000	0.00
55801	55801 TRAVEL (STAFF)	26,730		26,730	2,810	5,296	18,625	30.30
55802	55802 TRAVEL (BOE)	320		320			320	0.00
55900	55900 MISC PURCH SERVICES	10,850		10,850	1,520	8,880	450	95.90
56101	56101 OFFICE SUPPLIES	40,222		40,222	10,755	2,061	27,405	31.90
56110	56110 INSTRUCTIONAL SUPPLIES	412,050	14,453	426,503	200,411	49,398	176,694	58.60
56111	56111 FAB LAB INSTRUCTIONAL SU	20,000		20,000	30	1,049	18,921	5.40
56120	56120 INSTRUCTIONAL SOFTWARE	54,366	1,464	55,830	34,396	11,048	10,386	81.40

## 2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 10.3.23

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS/ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
56130	56130 CUSTODIAL SUPPLIES	112,132		112,132	42,131	3,328	66,672	40.50
56131	56131 MAINTENANCE SUPPLIES	78,000		78,000	15,835	11,001	51,165	34.40
56140	56140 FIELDS MAINTENANCE	112,900		112,900	34,064	14,147	64,690	42.70
56206	56206 GAS SERVICES	328,814		328,814	21,565	752	306,497	6.80
56207	56207 HEATING FUEL	10,944		10,944			10,944	0.00
56210	56210 WATER	44,374		44,374	3,011		41,363	6.80
56220	56220 ELECTRICITY	793,250		793,250	196,836		596,414	24.80
56260	56260 EQUIPMENT MAINTENANCE	21,672		21,672			21,672	0.00
56410	56410 TEXTBOOKS & REPLACEMENT	35,434		35,434	4,549	6,794	24,090	32.00
56411	56411 TEXTBOOKS / NEW	36,500	7,221	43,721	7,781	5,064	30,876	29.40
56420	56420 AWARDS	5,000		5,000			5,000	0.00
56421	56421 MEDIA SUPPLIES	33,666		33,666	3,560	7,704	22,402	33.50
56422	56422 PERIODICALS	24,813		24,813	3,631	12,413	8,769	64.70
56423	56423 PRINT COLLECTION	68,651	(23,651)	45,000	2,439		42,561	5.40
56550	56550 STAFF UNIFORMS	5,258		5,258	5,154		104	98.00
56551	56551 UNIFORMS / STUDENT GROUP	27,500		27,500	3,458	15,717	8,325	69.70
56900	56900 SUPPLIES	88,149	(5,131)	83,018	12,716	27,405	42,896	48.30
56902	56902 PROGRAM SUPPLIES		25,000	25,000	45		24,955	0.20
57301	57301 EQUIPMENT	174,567	(1,918)	172,649	23,711	10,395	138,544	19.80
57302	57302 OS SOFTWARE	322,740		322,740	194,694	6,346	121,699	62.30
57303	57303 EQUIP - LEASE/PURCHASE	39,120		39,120	32,729		6,391	83.70
57304	57304 COMPUTER HARDWARE	549,550		549,550	381,324	24,288	143,939	73.80
57400	57400 PUBLIC SAFETY	6,623		6,623			6,623	0.00
58100	58100 DUES, FEES & MEMBSHPS	84,501		84,501	54,468	6,080	23,953	71.70
<b>Grand Total</b>		<b>51,640,329</b>		<b>51,640,329</b>	<b>8,952,540</b>	<b>32,716,529</b>	<b>9,971,260</b>	<b>80.70</b>

Madison Board of Education			
<b>BOE Meeting Date:</b>	10/3/23	<b>Reporting Period:</b>	9/1 - 9/29/23
New Hires / Reappointments			
First Name	Last Name	Position	Location
Benjamin	Schreiber	Social Worker	DHHS
Michael	DeNegre	Special Education Teacher	Polson
Marisa	Camacho	Special Education Teacher	Polson
Alessandra	Carden	General Worker, Food Services	Polson
Jeanne	Cavanaugh	Special Assignment ParaEducator	Polson
Ava	Altschuler	Building Substitute	Polson
Jamie	Calderon	Building Substitute	DHHS
Taylor	Piggott	School Counselor	Ryerson
Danielle	Johnson	Special Assignment ParaEducator	Polson
Quincy	Small	Instructional ParaEducator	Ryerson
Jennie	Raymond	General Worker, Food Services	Polson
Roy	Schryver	Long-Term Substitute Music Teacher	Brown
Reassignments / Transfers			
First Name	Last Name	Position	Location
Susanna	Bakula	from General Worker to Cook Manager	Polson
Christopher	Raymond	from Night to Day Custodian	Facilities
Stella	Ridge	from Instructional Para to Building Sub	Jeffrey
Danielle	O'Neill	Special Assignment Para	From Brown to Polson
Catherine	Vashel	Math Intervention - from 0.8 to 1.0 FTE	Polson
Retirements / Resignations / Separations			
First Name	Last Name	Position	Location
Ronald	Fiorillo	Custodian	Facilities
Deborah	Eichler	Cook Manager	Polson



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5 It is the policy of the Board of Education (the “Board”) that any form of  
6 discrimination or harassment on the basis of race, religion, color, national origin,  
7 ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy,  
8 gender identity or expression, veteran status, status as a victim of domestic violence, or  
9 any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the  
10 Madison Public Schools (the “District”), whether by students, Board employees, Board  
11 members or third parties subject to the control of the Board. The Board’s prohibition of  
12 discrimination or harassment in its educational programs or activities expressly extends to  
13 academic, nonacademic and extracurricular activities, including athletics, school-  
14 sponsored activities as well as the district website. The Board further prohibits reprisal or  
15 retaliation against any individual who reports incidents in good faith that may be a  
16 violation of this policy, or who participates in the investigation of such reports.  
17

18 Discrimination and/or harassment against any individual on the basis of that  
19 individual’s association with someone in a Protected Class may also be considered a form  
20 of Protected Class discrimination and/or harassment, and is therefore prohibited by this  
21 policy.  
22

23 **I. Definitions:**

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25 The following definitions apply for purposes of this policy:  
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27 A. Discrimination: Discrimination in violation of this policy occurs when an  
28 individual is denied participation in, or the benefits of, a program or activity of the Board  
29 because of such individual’s actual or perceived membership in a Protected Class.  
30

31 B. Harassment: Harassment is a form of Protected Class discrimination that is  
32 prohibited by law and by this policy. Harassment constitutes unlawful discrimination  
33 when it creates a hostile environment, which occurs when the harassment is sufficiently  
34 severe, pervasive, or persistent so as to interfere with or limit an individual’s ability to  
35 participate in or benefit from the services, activities, or opportunities offered by the  
36 District.  
37

38 Although not an exhaustive list, the following are examples of the types of conduct that  
39 may be considered Protected Class harassment and can lead to a hostile environment, and  
40 are therefore prohibited by this policy:  
41

- 42 • objectively offensive racial, ethnic, or religious epithets (or epithets  
43 commonly associated with any Protected Class membership);
- 44 • other words or phrases considered demeaning or degrading on the basis of  
45 Protected Class membership;
- 46 • display of images or symbols commonly associated with discrimination  
47 against individuals on the basis of their membership in a Protected Class;

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

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

Sexual harassment is a form of harassment that is prohibited by law and Board policy.

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

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

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

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

83

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

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

## Community/School Relations

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107 [threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct,](#)  
108 [threats based on a person's sexuality or threats to release sexual images.](#)

109

110 **II.** Reporting:

111 [It is the policy of the Board to provide for the prompt and equitable resolution of](#)  
112 [complaints alleging Protected Class discrimination or harassment.](#)

113

114 Any individual who believes an individual has experienced Protected Class  
115 discrimination or harassment or an act of retaliation or reprisal in violation of this policy  
116 should report such concern in writing in accordance with the Board's complaint  
117 procedures included in the Board's Administrative Regulations Regarding Non-  
118 Discrimination. These regulations accompany Board Policy #1370 Community/Non-  
119 Discrimination and are available online at [https://www.madison.k12.ct.us/board-of-](https://www.madison.k12.ct.us/board-of-education/policies)  
120 [education/policies](https://www.madison.k12.ct.us/board-of-education/policies) or upon request from the main office of any district school.

121

122 If a complaint involves allegations of discrimination or harassment based on sex, gender  
123 identity or expression, sexual orientation, or pregnancy, such complaints will be handled  
124 in accordance with other appropriate policies (e.g., Policy #4116.1, Sex  
125 Discrimination/Harassment in the Workplace; Policy #5120.4.2.4, Sex Discrimination  
126 and Sexual Harassment; Policy #4118.14, Section 504/ADA, and Policy #5200, Section  
127 504/ADA).

128 [In the event reported conduct allegedly violates more than one policy, the Board will](#)  
129 [coordinate any investigation in compliance with the applicable policies.](#)

130

131 [In addition to reporting to District officials in accordance with this policy, individuals](#)  
132 [also may file a complaint with the following agencies:](#)

133

134 Office for Civil Rights, U.S. Department of Education ("OCR"):

135

136 Office for Civil Rights, Boston Office

137 U.S. Department of Education

138 8th Floor

139 5 Post Office Square

140 Boston, MA 02109- 3921

141 (617-289-0111)

142 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

## Community/School Relations

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143  
144 Connecticut Commission on Human Rights and Opportunities:  
145  
146 Connecticut Commission on Human Rights and Opportunities  
147 450 Columbus Blvd.  
148 Hartford, CT 06103-1835  
149 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)  
150

151 [Equal Employment Opportunity Commission \(employees only\):](#)  
152

153 [Equal Employment Opportunity Commission, Boston Area Office](#)  
154 [John F. Kennedy Federal Building](#)  
155 [475 Government Center](#)  
156 [Boston, MA 02203](#)  
157 [\(800-669-4000\)](#)  
158

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

163  
164 **Office of the Superintendent**  
165 **10 Campus Drive**  
166 **Madison, CT 06443**  
167 **(203) 245-6322**  
168

169 Anyone who has questions or concerns about the Board's policies regarding  
170 discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator:

171  
172 **Director of Special Education**  
173 **10 Campus Drive**  
174 **Madison, CT 06443**  
175 **(203) 245-6341**  
176

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

181  
182 **Director of Special Education**  
183 **10 Campus Drive**  
184 **Madison, CT 06443**

185           **(203) 245-6341**

186  
187 **Legal References:**

188  
189           Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
190           Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
191           Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
192           Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
193           Americans with Disabilities Act, 42 U.S.C. § 12101  
194           Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
195           Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined  
196                     Connecticut General Statutes § 46a-58, Deprivation of rights  
197           Connecticut General Statutes § 27-103  
198           Connecticut General Statutes § 46a-51, Definitions  
199           Connecticut Fair Employment Practices Act, Connecticut General Statutes  
200                     § 46a-60  
201           Connecticut General Statutes § 46a-81a, Sexual orientation discrimination:  
202                     Definitions  
203           Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:  
204                     Employment  
205           [Connecticut General Statutes § 46b-1, Family relations matters and](#)  
206           [domestic violence defined](#)  
207  
208           Public Act No. 22-82, “An Act [Concerning Online Dating Operators, the](#)  
209                     [Creation of a Grant Program to Reduce Occurrences of Online](#)  
210                     [Abuse and the Provision of Domestic Violence Training and](#)  
211                     [Protections for Victims of Domestic Violence](#)”  
212  
213  
214

215  
216   Date Adopted:           March 16, 2021  
217   Date of Revision:       October 12, 2021  
218  
219   First Reading:           October 3, 2023  
220

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

It is the policy of the Madison Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited, whether by students, Board employees, Board members or third parties subject to the control of the Board. Students, Board employees, Board members and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

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

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership; or
- physical, written, electronic or verbal threats based on Protected Class membership.

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

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

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

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

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

51

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

56

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

60

### 61 Complaint Procedure

62

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

66

67 Complaints pertaining to the Superintendent should be filed with the Board Chair. [Complaints](#)  
68 [pertaining to any Board members other than the Board Chair should be filed with the Board](#)  
69 [Chair. Complaints pertaining to the Board Chair should be filed with the Board Vice Chair. In](#)  
70 [all cases, the individual receiving the complaint shall take](#) appropriate steps to cause the  
71 matter to be investigated in a manner consistent with the Board's non-discrimination policy  
72 and regulation. If any party to the complaint involving the Superintendent or a Board member  
73 is not satisfied with the findings and conclusions of the investigation, within (30) calendar  
74 days of receiving the findings, such party may present the complaint and written outcome to  
75 the Board Chair, who will take appropriate steps, such as retaining an independent  
76 investigator different from the investigator who investigated the complaint, to cause the matter  
77 to be reviewed in a manner consistent with the Board's non-discrimination policy and  
78 regulation.

79

80 The individual who is alleged to have experienced Protected Class discrimination/harassment  
81 (the "complainant") and any individual accused of Protected Class discrimination/harassment  
82 ( the "respondent") (if applicable) will be provided a copy of the Board's policy and  
83 regulation and made aware of the individual's rights under this policy and regulation. In the  
84 event the Superintendent or designee receives a complaint alleging discrimination or  
85 harassment on the basis of sex, gender identity or expression, sexual orientation, or pregnancy,  
86 the Superintendent or designee shall follow the procedures identified in the appropriate Board  
87 policies (e.g., Policy #4116.1, Sex Discrimination/Harassment in the Workplace (Personnel);  
88 Policy #5120.4.2.4, Sex Discrimination and Sexual Harassment (Students); Policy #4118.14,  
89 Section 504/ADA (Personnel), and Policy #5200, Section 504/ADA) (Students)),

90 The complaint should state the:

91

92 A. Name of the complainant,

93

94 B. Date of the complaint,

95



- 96 C. Date(s) of the alleged harassment/discrimination,
- 97
- 98 D. Name(s) of the harasser(s) or discriminator(s),
- 99
- 100 E. Location where such harassment/discrimination occurred,
- 101
- 102 F. Names of any witness(es) to the harassment/discrimination,
- 103
- 104 G. Detailed statement of the circumstances constituting the alleged
- 105 harassment/discrimination; and
- 106
- 107 H. Proposed remedy.
- 108

109 Any individual who makes an oral complaint of harassment or discrimination will be provided  
110 a copy of this regulation and will be requested to make a written complaint pursuant to the  
111 above procedure. If an individual is unable to make a written complaint, the employee  
112 receiving the oral complaint will either reduce the complaint to writing or assist the individual  
113 with completing the written complaint form.

114  
115 All complaints received by employees are to be forwarded immediately to the Superintendent  
116 or designee. Upon receipt of a complaint alleging harassment or discrimination under this  
117 complaint procedure, the Superintendent or designee shall promptly investigate the complaint.  
118 During the course of the investigation, the investigator shall interview or consult with all  
119 individuals reasonably believed to have relevant information, including the complainant, the  
120 reporter (if different from the complainant), the alleged harasser/discriminator (“respondent”)  
121 and any witnesses to the conduct. Complaints will be investigated promptly within the time  
122 frames identified below. Time frames may be extended as needed given the complexity of the  
123 investigation, availability of individuals with relevant information and/or other extenuating  
124 circumstances. Confidentiality will be maintained by all persons involved in the investigation  
125 to the extent possible, as determined by the investigator.

126  
127 Upon receipt of a written complaint of discrimination or harassment, the investigator should:

- 128
- 129 1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business  
130 days (provided that such time frame may be reasonably extended based on the availability  
131 of necessary witnesses and/or participants, the complexity of the investigation, and/or  
132 other extenuating circumstances) to discuss the nature of the complaint, discuss the  
133 availability of interim measures, identify individuals the complainant or respondent  
134 believes has relevant information, and obtain any relevant documents the complainant or  
135 respondent may have;
- 136
- 137 2. Provide the complainant and respondent (if applicable) with a copy of the Board’s non-  
138 discrimination policy and accompanying regulations;
- 139
- 140
- 141 3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual  
142 basis for the complaint, including, as applicable, conducting interviews with the parties to

- 143 the complaint and any relevant witnesses or other individuals deemed relevant to the  
144 complaint;
- 145
- 146 4. Review any records, notes, statements, or other documents relevant to the complaint;
- 147
- 148 5. Maintain confidentiality to the extent practicable throughout the investigative process, in  
149 accordance with state and federal law;
- 150
- 151 6. Complete a final investigation report that includes: (i) a findings of fact based on the  
152 evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to  
153 whether the discrimination or harassment occurred; and (iii) for any individual(s) found to  
154 have engaged in discrimination or harassment, a broad statement of consequences imposed  
155 (to the extent permitted by state and federal confidentiality requirements) (i.e.  
156 “Consequences were imposed.”).
- 157
- 158 7. Communicate the outcome of the investigation in writing to the complainant and  
159 respondent (if any) (to the extent permitted by state and federal confidentiality  
160 requirements), within thirty (30) business days (provided that such time frame may be  
161 reasonably extended based on the availability of necessary witnesses and/or participants,  
162 the complexity of the investigation, and/or other extenuating circumstances) from the date  
163 the complaint was received by the Superintendent’s office. The complainant and  
164 respondent (if any) shall be notified of any extension of the investigation timeline. The  
165 written notice shall include a finding whether the complaint was substantiated and if so,  
166 shall identify, to the extent possible, how the District will remedy the discrimination or  
167 harassment, adhering to the requirements of state and federal law;
- 168
- 169 8. If a complaint is made during summer recess, the complaint will be reviewed and  
170 addressed as quickly as possible given the availability of employees and/or other  
171 individuals who may have information relevant to the complaint. If fixed time frames  
172 cannot be met, the complainant and respondent (if any) will receive notice and interim  
173 measures may be implemented as necessary (see sub-paragraph 6);
- 174
- 175 9. Whenever allegations are verified, ensure that appropriate corrective action is taken  
176 (including, but not limited to, disciplinary action) aimed at preventing the recurrence of  
177 the discrimination or harassment. Corrective action should include steps to avoid  
178 continuing discrimination or harassment;
- 179
- 180 10. If a complainant or respondent is not satisfied with the findings and conclusions of the  
181 investigation, such party may present the complaint and written outcome to the  
182 Superintendent within thirty (30) calendar days of receiving the findings. Upon review of  
183 a written request from the party requesting an appeal, the Superintendent shall review the  
184 investigative results of the investigator and determine if further action and/or investigation  
185 is warranted. Such action may include consultation with a designated investigator (if  
186 applicable), complainant, and respondent (if any) and meeting with appropriate individuals  
187 to attempt to resolve the complaint, or a decision affirming or overruling a designated  
188 investigator’s conclusions or findings (if applicable). The Superintendent shall provide  
189 written notice to the complainant and respondent (if any) of the proposed actions within

190 thirty (30) business days (provided that such time frame may be reasonably extended  
191 based on the availability of necessary witnesses and/or participants, the complexity of the  
192 investigation, and/or other extenuating circumstances) following the receipt of the written  
193 request for review.

194

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

199 (a) Interventions for the individual who engaged in the discrimination/harassment,  
200 such as parent/guardian or supervisor notification, discipline, counseling, or  
201 training.

202 (b) Interventions for the complainant, such as counseling, academic support, and  
203 information on how to report further incidents of discrimination.

204 (c) Separating the complainant and the individual who engaged in the  
205 discrimination/harassment, provided the separation does not penalize the  
206 complainant.

207 (d) Follow-up inquiries with the complainant and witnesses to ensure that the  
208 discriminatory/harassing conduct has stopped and that they have not experienced  
209 any retaliation.

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

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

215

216 Boston Office, Office for Civil Rights

217 U.S. Department of Education

218 8<sup>th</sup> Floor, 5 Post Office Square

219 Boston, MA 02109-3921

220 (617) 289-0111

221

222 A complainant may also file a complaint with the:

223 Connecticut Commission on Human Rights and Opportunities

224 450 Columbus Blvd.,

225 Hartford, CT 06103-1835

226 (860) 541-3400

227

228 An employee alleging discrimination or harassment related to their employment may also file  
229 a complaint with:

230

231

232 Equal Employment Opportunity Commission

233 Boston Area Office

234 John F. Kennedy Federal Building

235 475 Government Center

236 Boston, MA 02203

237 (800) 669-4000

238

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

241

242 **Office of the Superintendent**

243 **10 Campus Drive**

244 **Madison, CT 06443**

245 **(203) 245-6322**

246

247 Anyone who has questions or concerns about the Board's policies regarding  
248 discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation  
249 may contact the Board's Title IX Coordinator:

250

251 **Director of Special Education**

252 **10 Campus Drive**

253 **Madison, CT 06443**

254 **(203) 245-6341**

255

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

260

261 **Director of Special Education**

262 **10 Campus Drive**

263 **Madison, CT 06443**

264 **(203) 245-6341**

265

**Non-Discrimination**

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1  
2  
3  
4 The Board of Education (the “Board”) will not make employment decisions (including  
5 decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary  
6 action and termination) on the basis of race, color, national origin, ancestry, alienage, sex,  
7 sexual orientation, marital status, age, disability, pregnancy, gender identity or expression,  
8 or veteran status, status as a victim of domestic violence or any other basis prohibited by  
9 state or federal law (“Protected Class”) except in the case of a bona fide occupational  
10 qualification.

11  
12 It is the policy of the Board that any form of discrimination or harassment on the basis of  
13 an individual’s actual or perceived membership in a Protected Class, whether by students,  
14 Board employees, Board members or third parties subject to the control of the Board is  
15 prohibited. The Board’s prohibition of discrimination or harassment in its educational  
16 programs or activities expressly extends to academic, nonacademic and extracurricular  
17 activities, including athletics. [The Board will not discriminate against any employee or](#)  
18 [applicant for employment solely on the basis of the individual’s erased criminal history](#)  
19 [record information, as defined in Conn. Gen. Stat. § 46a-80a.](#)

20  
21 [The Board further prohibits reprisal or retaliation against any individual who](#)  
22 [reports incidents in good faith that may be a violation of this policy, or who participates in](#)  
23 [the investigation of such reports.](#)

24  
25 [Discrimination and/or harassment against any individual on the basis of that](#)  
26 [individual’s association with someone in a Protected Class may also be considered a form](#)  
27 [of Protected Class discrimination and/or harassment, and is therefore prohibited by this](#)  
28 [policy.](#)

29  
30 **I. Definitions:**

31  
32 [The following definitions apply for purposes of this policy:](#)

33  
34  
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62

A. Discrimination

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

B. Harassment

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

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

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- physical, written, electronic or verbal threats based on Protected Class membership.

63 [Harassment does not have to include intent to harm, be directed at a specific target, or](#)  
64 [involve repeated incidents.](#)

65  
66 [Sexual harassment is a form of harassment that is prohibited by law and Board Policy](#)  
67 [4116.1 Sex Discrimination and Sexual Harassment. For more information regarding](#)  
68 [harassment based on](#) sex, sexual orientation, pregnancy, , or gender identity or expression,  
69 contact the District’s Title IX Coordinator.

70 [C.](#) Genetic information

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

78 [D.](#) Veteran

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

90 [E.](#) Gender identity or expression

91 Gender identity or expression refers to a person's gender-related identity, appearance or  
92 behavior, whether or not that gender-related identity, appearance or behavior is different  
93 from that traditionally associated with the person's physiology or assigned sex at birth,

94 which gender-related identity can be shown by providing evidence including, but not  
95 limited to, medical history, care or treatment of the gender-related identity, consistent and  
96 uniform assertion of the gender-related identity or any other evidence that the gender-  
97 related identity is sincerely held, part of a person's core identity or not being asserted for an  
98 improper purpose.

99 F. Race

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

104 G. Domestic violence

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



124 but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality  
125 or threats to release sexual images.

126

127 **II. Reporting:**

128

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

131

132 Any employee who believes an employee has experienced Protected Class discrimination  
133 or harassment or an act of retaliation or reprisal in violation of this policy should report  
134 such concern in writing in accordance with the Board's complaint procedures included in  
135 the Board's Administrative Regulations Regarding Non-Discrimination/Personnel. These  
136 regulations accompany Board Policy #4118.1 and are available online at

137 <https://www.madison.k12.ct.us/board-of-education/policies> or upon request from the main  
138 office of any district school.

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

141

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

146

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

150

151 District employees are required to report incidents of alleged student-to-student and  
152 employee-to-student discrimination, harassment or retaliation that may be based on a  
153 Protected Class, when District employees witness or of which they have received reports or  
154 information, whether such incidents are verbal or physical or amount to discrimination,  
155 harassment or retaliation in other forms.

156

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

159

160 Office for Civil Rights, Boston Office

161 U.S. Department of Education

162 8th Floor

163 5 Post Office Square

164 Boston, MA 02109-3921

165 (617) 289-0111

166 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

167

168 Equal Employment Opportunity Commission:

169

170 Equal Employment Opportunity Commission, Boston Area Office

171 John F. Kennedy Federal Building

172 475 Government Center

173 Boston, MA 02203

174 (800-669-4000)

175

176

177 Connecticut Commission on Human Rights and Opportunities

178 450 Columbus Blvd.

179 Hartford, CT 06103-1835

180 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

181

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

186

187 **Office of the Superintendent**

188 **10 Campus Drive**

189 **Madison, CT 06443**

190 **(203) 245-6322**

191

192 Anyone who has questions or concerns about the Board's policies regarding discrimination  
193 or harassment on the basis of gender/sex, gender identify or sexual orientation may contact  
194 the Board's Title IX Coordinator:

195

196 **Director of Special Education**

197           **10 Campus Drive**  
198           **Madison, CT 06443**  
199           **(203) 245-6341**  
200

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

204  
205           **Director of Special Education**  
206           **10 Campus Drive**  
207           **Madison, CT 06443**  
208           **(203) 245-6341**  
209

210    Legal References:

211  
212           Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
213           Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
214           Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
215           Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
216           Americans with Disabilities Act, 42 U.S.C. § 12101  
217           Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
218           Title II of the Genetic Information Nondiscrimination Act of 2008,  
219           Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.

220  
221  
222           Connecticut General Statutes § 1-1n, “Gender Identity or Expression”  
223           defined

224           Connecticut General Statutes § 46a-51, Definitions  
225           Connecticut General Statutes § 10 153, Discrimination on the basis of sex,  
226           gender indemnity or expression or marital status prohibited

227           Connecticut General Statutes § 27-103

228           [Connecticut General Statutes § 31-51i](#)

229           Connecticut General Statutes § 46a 58, Deprivation of rights

230           Connecticut Fair Employment Practices Act, Connecticut General Statutes §  
231           46a-60

232           [Connecticut General Statutes § 46a-80a](#)

233           Connecticut General Statutes § 46a-81a Sexual orientation discrimination:  
234           Definitions

235           Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:  
236           Employment-

237           [Connecticut General Statutes § 46b-1, Family relations matters and](#)  
238           [domestic violence defined](#)

239           Public Act No. 22-82, “An Act [Concerning Online Dating Operators, the](#)  
240           [Creation of a Grant Program to Reduce Occurrences of Online](#)

241 [Abuse and the Provision of Domestic Violence Training and](#)  
242 [Protections for Victims of Domestic Violence”](#)

243

244

245

246

247

248

249 Date Adopted: March 16, 2021

250 Date of Revision: October 12, 2021

251

252 First Reading: October 3, 2023

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**Regulation #4118.1  
Non-Discrimination**

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1  
2  
3  
4 The Madison Board of Education (the “Board”) will not make employment decisions (including  
5 decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action  
6 and termination) on the basis of race, color, religion, age, sex, sexual orientation, marital status,  
7 national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status,  
8 gender identity or expression, status as a victim of domestic violence, or any other basis  
9 prohibited by state or federal law (“Protected Class”), except in the case of a bona fide  
10 occupational qualification.

11  
12 It is the policy of the Board that any form of discrimination or harassment on the basis of an  
13 individual’s actual or perceived membership in a Protected Class whether by students, Board  
14 employees, Board members or third parties subject to the control of the Board. Students, Board  
15 employees and third parties are expected to adhere to a standard of conduct that is respectful of  
16 the rights of all members of the school community.

17  
18 It is the express policy of the Board to provide for the prompt and equitable resolution of  
19 complaints alleging Protected Class. The District will investigate both formal and informal  
20 complaints of discrimination, harassment or retaliation.

21  
22 Although not an exhaustive list, the following are examples of the types of conduct that may be  
23 considered Protected Class harassment and can lead to a hostile environment, and are therefore  
24 prohibited:

- 25
- 26 • objectively offensive racial, ethnic, or religious epithets (or epithets commonly  
27 associated with any Protected Class membership);
- 28 • other words or phrases commonly considered demeaning or degrading on the  
29 basis of Protected Class membership;
- 30 • display of images or symbols commonly associated with discrimination against  
31 individuals on the basis of their membership in a Protected Class;
- 32 • graphic, written or electronic communications that are harmful or humiliating  
33 based on Protected Class membership; or
- 34 • physical, written, electronic or verbal threats based on Protected Class  
35 membership.

36  
37 Harassment does not have to include intent to harm, be directed at a specific target, or involve  
38 repeated incidents.

39  
40 Any employee who believes an employee has experienced Protected Class discrimination or  
41 harassment or an act of retaliation or reprisal in violation of Board policy should report such  
42 concern in writing in accordance with the Board’s complaint procedures included in these  
43 Administrative Regulations Regarding Non-Discrimination/Personnel.

44  
45 If a complaint involves allegations of discrimination or harassment based on sex, gender identity  
46 or expression, sexual orientation, or pregnancy, such complaints will be handled, as appropriate,  
47 in accordance with other Board policies (e.g., Policy #4116.1 Sex Discrimination/Harassment  
48 (Personnel) and Policy #4118.14 Disabilities (Personnel)).

49  
50 If a complaint involves allegations of discrimination or harassment based on disability, such  
51 complaints will be addressed in accordance with the procedures set forth in Board Policy  
52 #4118.14Section 504/ADA (Personnel).

53  
54 In the event conduct reported as Protected Class discrimination and/or harassment allegedly  
55 violates more than one policy, the Board will coordinate any investigation in compliance with the  
56 applicable policies.

57  
58 Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence.  
59 Timely reporting of complaints facilitates the investigation and resolution of such complaints.  
60 The District will investigate such complaints promptly and equitably, and will take corrective  
61 action when allegations are verified.

62  
63 The District will not tolerate any reprisals or retaliation that occur as a result of the good faith  
64 reporting of charges of Protected Class discrimination or harassment. The Board further prohibits  
65 reprisal or retaliation against any individual who participates in the investigation of reports of  
66 alleged Protected Class harassment/discrimination. Any such reprisals or retaliation will result in  
67 disciplinary action against the retaliator, and other corrective actions as appropriate.

68  
69 The District will periodically provide staff development for District administrators and  
70 periodically distribute this policy and implementing administrative regulations to staff and  
71 students in an effort to maintain an environment free of harassment and discrimination.

### 72 Complaint Procedure

73  
74 As soon as an individual feels that they, or another employee has been subjected to  
75 discrimination or  
76 harassment the individual should make a written complaint to the Superintendent or designee.

77  
78  
79 Complaints pertaining to the Superintendent should be filed with the Board Chair. Complaints  
80 pertaining to any Board members other than the Board Chair should be filed with the Board  
81 Chair. Complaints pertaining to the Board Chair should be filed with the Board Vice-Chair. In all  
82 cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be  
83 investigated in a manner consistent with the Board's non-discrimination policy and regulation. If  
84 any party to the complaint is not satisfied with the findings and conclusions of the investigation  
85 in which the Superintendent or a member of the Board is the respondent, within (30) calendar  
86 days of receiving the findings such party may present the complaint and written outcome to the  
87 Board Chair, who will take appropriate steps, such as retaining an independent investigator  
88 different from the investigator who investigated the complaint, to cause the matter to be reviewed  
89 in a manner consistent with the Board's non-discrimination policy and regulation.

90  
91 The individual who is alleged to have experienced Protected Class discrimination/harassment  
92 (the "complainant") and any individual accused of Protected Class discrimination/harassment  
93 (the "respondent") (if applicable) will be provided a copy of the Board's policy and regulation  
94 and made aware of the individual's rights under this policy and regulation. In the event the  
95 Superintendent or designee receives a complaint alleging discrimination or harassment based on

sex, gender identity or expression, sexual orientation, or pregnancy, the Superintendent or designee shall follow the procedures identified in Board Policy #4116.1 Sex Discrimination/Harassment (Personnel) and Policy #4118.14 Disabilities (Personnel)). In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on disability, the Superintendent or designee shall follow the procedures identified in Board Policy #4118.14 Americans With Disabilities Act/Section 504.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

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

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

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

- 142 1. Offer to meet with the complainant and respondent (if applicable) within ten (10)  
143 business days (provided that such timeframe may be reasonably extended based on the  
144 availability of necessary witnesses and/or participants, the complexity of the  
145 investigation, and/or other extenuating circumstances) to discuss the nature of the  
146 complaint, discuss the availability of interim measures, identify individuals the  
147 complainant or respondent believes has relevant information, and obtain any relevant  
148 documents the complainant or respondent may have;  
149
- 150 2. Provide the complainant and respondent (if applicable) with a copy of the Board’s non-  
151 discrimination policy and accompanying regulations;  
152
- 153
- 154 3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the  
155 factual basis for the complaint, including, as applicable, conducting interviews with  
156 individuals with [the parties to the complaint and any relevant witnesses or other](#)  
157 [information and review of documents deemed relevant to the complaint](#);  
158
- 159 4. [Review any records, notes, statements, or other documents relevant to the complaint](#);  
160
- 161
- 162 5. Maintain confidentiality to the extent practicable throughout the investigative process,  
163 in accordance with state and federal law;  
164
- 165 6. [Complete a final investigation report that includes: \(i\) a findings of fact based on the](#)  
166 [evidence gathered; \(ii\) for each allegation, the conclusion\(s\) and reasoning\(s\) as to](#)  
167 [whether the discrimination or harassment occurred; and \(iii\) for any individual\(s\) found](#)  
168 [to have engaged in discrimination or harassment, a broad statement of consequences](#)  
169 [imposed \(to the extent permitted by state and federal confidentiality requirements\) \(i.e.](#)  
170 [“Consequences were imposed.”\)](#).  
171
- 172 7. Communicate the outcome of the investigation in writing to the complainant and  
173 respondent (if any) (to the extent permitted by state and federal confidentiality  
174 requirements), within thirty (30) business days (provided that such timeframe may be  
175 reasonably extended based on the availability of necessary witnesses and/or  
176 participants, the complexity of the investigation, and/or other extenuating  
177 circumstances) from the date the complaint was received by the Superintendent’s  
178 office. The complainant and respondent (if any) shall be notified of such extension.  
179 The written notice shall include a finding whether the complaint was substantiated and  
180 if so, shall identify, to the extent possible, how the District will remedy the  
181 discrimination or harassment, adhering to the requirements of state and federal law;  
182
- 183 8. If a complaint is made during summer recess, the complaint will be reviewed and  
184 addressed as quickly as possible given the availability of employees and/or other  
185 individuals who may have information relevant to the complaint. If fixed time frames  
186 cannot be met, the complainant and respondent (if any) will receive notice and interim  
187 measures may be implemented as necessary (see sub-paragraph 6);  
188



- 189 9. Whenever allegations are verified, ensure that appropriate corrective action is taken  
190 (including, but not limited to, disciplinary action) aimed at preventing the recurrence of  
191 the discrimination or harassment. Corrective action should include steps to avoid  
192 continuing discrimination or harassment;  
193
- 194 10. If a complainant or a respondent is not satisfied with the findings and conclusions of  
195 the investigation, such party may present the complaint and written outcome to the  
196 Superintendent within thirty (30) calendar days of receiving the findings. Upon review  
197 of a written request from the party requesting an appeal, the Superintendent shall  
198 review the investigative results of the investigator and determine if further action  
199 and/or investigation is warranted. Such action may include consultation with a  
200 designated investigator (if applicable), complainant, and respondent (if any) and  
201 meeting with appropriate individuals to attempt to resolve the complaint, or a decision  
202 affirming or overruling a designated investigator’s conclusions or findings (if  
203 applicable). The Superintendent shall provide written notice to the complainant and  
204 respondent (if any) of the proposed actions within thirty (30) business days (provided  
205 that such timeframe may be reasonably extended based on the availability of necessary  
206 witnesses and/or participants, the complexity of the investigation, and/or other  
207 extenuating circumstances) following the receipt of the written request for review.  
208  
209

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

- 214 (a) Interventions for the individual who engaged in the discrimination/harassment, such  
215 as supervisor notification, discipline, or training.  
216 (b) Follow-up inquiries with the complainant and witnesses to ensure that the  
217 discriminatory/harassing conduct has stopped and that they have not experienced any  
218 retaliation.  
219 (c) Training or other interventions for the larger school community to ensure that  
220 students, staff, and parents understand the types of behavior that constitute  
221 discrimination/harassment, that the District does not tolerate it, and how to report it.  
222

223 In addition to reporting to the Board, any employee also may file a complaint with the following:  
224

225 Office for Civil Rights, Boston Office  
226 U.S. Department of Education  
227 8th Floor  
228 5 Post Office Square  
229 Boston, MA 02109- 3921  
230 (617-289-0111)  
231 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>  
232

233 Equal Employment Opportunity Commission:  
234

235 Equal Employment Opportunity Commission, Boston Area Office

236 John F. Kennedy Federal Building  
237 475 Government Center  
238 Boston, MA 02203  
239 (800-669-4000)

240  
241 Connecticut Commission on Human Rights and Opportunities:

242  
243 Connecticut Commission on Human Rights and Opportunities  
244 450 Columbus Blvd.  
245 Hartford, CT 06103-1835  
246 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

247  
248 Anyone who has questions or concerns about these regulations, and/or who may wish to request  
249 or discuss accommodations based on religion, may contact:

250  
251 **Office of the Superintendent**  
252 **10 Campus Drive**  
253 **Madison, CT 06443**  
254 **(203) 245-6322**

255  
256 Anyone who has questions or concerns about the Board's policies regarding discrimination or  
257 harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the  
258 Board's Title IX Coordinator:

259  
260 **Director of Special Education**  
261 **10 Campus Drive**  
262 **Madison, CT 06443**  
263 **(203) 245-6341**

264  
265 Anyone who has questions or concerns about the Board's policies regarding discrimination or  
266 harassment on the basis of disability, and/or who may wish to request or discuss accommodations  
267 for a disability, may contact the Board's Section 504/ADA Coordinator:

268  
269 **Director of Special Education**  
270 **10 Campus Drive**  
271 **Madison, CT 06443**  
272 **(203) 245-6341**

273

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

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

274  
275  
276  
277  
278 Name of the complainant \_\_\_\_\_

279  
280 Date of the complaint \_\_\_\_\_

281  
282 Date of the alleged discrimination/harassment \_\_\_\_\_

283  
284 Name or names of the alleged discriminator(s) or harasser(s) \_\_\_\_\_

285  
286 \_\_\_\_\_

287  
288 Location where such discrimination/harassment occurred \_\_\_\_\_

289  
290 \_\_\_\_\_

291  
292 Name(s) of any witness(es) to the discrimination/harassment \_\_\_\_\_

293  
294 \_\_\_\_\_

295  
296 Detailed statement of the circumstances constituting the alleged discrimination or harassment

297 \_\_\_\_\_

298  
299 \_\_\_\_\_

300  
301 \_\_\_\_\_

302  
303 \_\_\_\_\_

304  
305 \_\_\_\_\_

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

**#5020.1  
Non-Discrimination**

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

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

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

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

**I. Definitions:**

The following definitions apply for purposes of this policy:

**A. Discrimination:**

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

38  
39 B. Harassment:

40  
41 Harassment is a form of Protected Class discrimination that is prohibited by law and by  
42 this policy. Harassment constitutes unlawful discrimination when it creates a hostile  
43 environment, which occurs when the harassment is sufficiently severe, pervasive, or  
44 persistent so as to interfere with or limit a student’s ability to participate in or benefit  
45 from the services, activities, or opportunities offered by the District.

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

- 50  
51 • objectively offensive racial, ethnic, or religious epithets (or epithets  
52 commonly associated with any Protected Class membership);
- 53 • other words or phrases commonly considered demeaning or degrading on  
54 the basis of Protected Class membership;
- 55 • display of images or symbols commonly associated with discrimination  
56 against individuals on the basis of their membership in a Protected Class;
- 57 • graphic, written or electronic communications that are harmful, or  
58 humiliating based on Protected Class membership; or
- 59 • physical, written, electronic or verbal threats based on Protected Class  
60 membership.

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

64  
65 Sexual harassment is a form of harassment that is prohibited by law and Board Policy  
66 5120.4.2.4 Title IX of the Education Amendments of 1972 – Prohibition of Sex

67 [Discrimination and Sexual Harassment. For more information regarding harassment](#)  
68 [based on](#) sex, sexual orientation, pregnancy, [or](#) gender identity or expression, [contact the](#)  
69 [District’s Title IX Coordinator.](#)

70

71 C. Veteran:

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

84

85 D. Gender identity or expression:

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

94

95 E. Race

96 The term race is inclusive of historically-associated ethnic traits, including but not limited  
97 to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not

98 limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs,  
99 twists, Bantu knots, afros and afro puffs.

100 F. Domestic Violence:

101

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

123

124 II. Reporting:

125

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

128

129 Any student, staff member and/or parent/guardian who believes a student has experienced  
130 Protected Class discrimination or harassment or an act of retaliation or reprisal in  
131 violation of this policy should report such concern in writing in accordance with the  
132 Board's complaint procedures included in the Board's Administrative Regulations  
133 Regarding Non-Discrimination/Students. These regulations accompany Board Policy  
134 #5020.1 and are available online at [https://www.madison.k12.ct.us/board-of-](https://www.madison.k12.ct.us/board-of-education/policies)  
135 [education/policies](https://www.madison.k12.ct.us/board-of-education/policies) or upon request from the main office of any district school. Students  
136 are encouraged to immediately report concerns about Protected Class discrimination,  
137 harassment, or retaliation.

138

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

147

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

153

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

157

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

160



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

163

164 Office for Civil Rights, U.S. Department of Education (“OCR”):  
165 Office for Civil Rights, Boston Office  
166 U.S. Department of Education  
167 8th Floor  
168 5 Post Office Square  
169 Boston, MA 02109- 3921  
170 (617-289-0111)  
171 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

172

173

174 Connecticut Commission on Human Rights and Opportunities:

175

176 Connecticut Commission on Human Rights and Opportunities  
177 450 Columbus Blvd.  
178 Hartford, CT 06103-1835  
179 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

180

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

185

186 **Office of the Superintendent**  
187 **10 Campus Drive**  
188 **Madison, CT 06443**  
189 **(203) 245-6322**

190

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

194

195 **Director of Special Education**  
196 **10 Campus Drive**  
197 **Madison, CT 06443**  
198 **(203) 245-6341**

199 Anyone who has questions or concerns about the Board’s policies regarding  
200 discrimination or harassment on the basis of disability, and/or who may wish to request or

201 discuss accommodations for a disability, may contact the Board’s Section 504/ADA  
202 Coordinator:

203  
204 **Director of Special Education**  
205 **10 Campus Drive**  
206 **Madison, CT 06443**  
207 **(203) 245-6341**

208 Legal References:

209  
210 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.  
211 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.  
212 Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.  
213 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.  
214 Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined  
215 Connecticut General Statutes § 46a-51, Definitions  
216 Connecticut General Statutes § 10-15c  
217 Connecticut General Statutes § 27-103  
218 Connecticut General Statutes § 46a-58, Deprivation of rights  
219 Connecticut General Statutes § 46a-81a, et seq.  
220 Connecticut General Statutes § 46b-1, Family relations matters and  
221 domestic violence defined  
222 Public Act No. 22-82, “An Act Concerning Online Dating Operators, the  
223 Creation of a Grant Program to Reduce Occurrences of Online Abuse  
224 and the Provision of Domestic Violence Training and Protections of  
225 Victims of Domestic Violence”  
226  
227

228  
229 Date Adopted: March 16, 2021  
230 Date Revised: October 12, 2021  
231  
232 First Reading: October 3, 2023

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**Regulation #5020.1  
Nondiscrimination**

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

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

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

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

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

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership; or
- physical, written, electronic or verbal threats based on Protected Class membership.

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

45  
46 Any student, staff member and/or parent/guardian who believes a student has experienced  
47 Protected Class discrimination or harassment or an act of retaliation or reprisal in  
48 violation of Board policy should report such concern in writing in accordance with the  
49 Board's complaint procedures included in these Administrative Regulations Regarding  
50 Non-Discrimination/Students. If a complaint involves allegations of discrimination or  
51 harassment based on sex, gender identity or expression, sexual orientation, ~~or pregnancy,~~  
52 such complaints will be handled ~~under other appropriate policies (e.g., in accordance with~~  
53 the procedures set forth in Board Policy # 5120.4.2.4. Title IX of the Education  
54 Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment.  
55 Complaints involving allegations of discrimination or harassment based on disability will  
56 be addressed in accordance with the procedures set forth in Board Policy # 5200, Section  
57 504/ADA). (Students). In the event reported conducted allegedly violates more than one  
58 policy, the Board will coordinate any investigation in compliance with the applicable  
59 policies.

60  
61 Preferably, complaints should be filed within thirty (30) days of the alleged occurrence.  
62 Timely reporting of complaints facilitates the investigation and resolution of such  
63 complaints. The District will investigate such complaints promptly and equitably, and  
64 will take corrective action when allegations are verified.

65  
66 The district will not tolerate any reprisals or retaliation that occur as a result of the good  
67 faith reporting of charges of Protected Class Discrimination or harassment. The Board  
68 further prohibits reprisal or retaliation against any individual who participates in the  
69 investigation of reports of alleged Protected Class harassment/discrimination. Any such  
70 reprisals or retaliation will result in disciplinary action against the retaliator, and other  
71 corrective actions as appropriate.

72  
73 The District will periodically provide staff development for district administrators and  
74 periodically distribute this policy and the implementing administrative regulations to  
75 employees and students in an effort to maintain an environment free of harassment and  
76 discrimination.

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Complaint Procedure

As soon as a student feels that they or another student has been subject to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee or to the building principal, or designee.

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

The student and/or parent/guardian will be provided a copy of the Board’s policy and regulation and made aware of the student’s rights under this policy and regulation. In the event the principal or designee receives a complaint alleging discrimination or harassment based on sex, gender identity or expression, sexual orientation, or pregnancy, the principal or designee shall follow the procedures identified in Policy 5020.4.2, Sex Discrimination and Sexual Harassment (Students). If the complaint alleging discrimination or harassment is based on disability, the Superintendent or designee shall follow the procedures identified in Board Policy #5200, Section 504/ADA (Students).

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

124 Any student and/or parent/guardian who makes an oral complaint of harassment or  
125 discrimination to any of the above-mentioned personnel will be provided a copy of this  
126 regulation and will be requested to make a written complaint pursuant to the above  
127 procedure. If a student (or individual acting on behalf of the student) is unable to make a  
128 written complaint, the administrator receiving the oral complaint will either reduce the  
129 complaint to writing or assist the student (individual acting on behalf of the student) in  
130 completing the written complaint form.

131  
132 All complaints are to be forwarded immediately to the Superintendent or designee. Upon  
133 receipt of a complaint alleging harassment or discrimination under this complaint  
134 procedure, the Superintendent shall designate a District administrator (or other trained  
135 individual) to promptly investigate the complaint. During the course of the investigation,  
136 the investigator shall interview or consult with all individuals reasonably believed to have  
137 relevant information, including the individual alleged to have experienced Protected  
138 Class discrimination and/or harassment (the “complainant”), the alleged  
139 harasser/discriminator (“respondent”) and any witnesses to the conduct. Complaints will  
140 be investigated promptly within the time frames identified below. Time frames may be  
141 extended as needed given the complexity of the investigation, availability of individuals  
142 with relevant information and/or other extenuating circumstances. Confidentiality will be  
143 maintained by all persons involved in the investigation to the extent possible to the extent  
144 consistent with principals of due process, as determined by the investigator.

145  
146 Upon receipt of a written complaint of discrimination or harassment, the investigator  
147 should:

- 148
- 149 1. Offer to meet with the complainant (and respondent, if applicable) within ten  
150 (10) business days (provided that such time frame may be reasonably extended  
151 based on the availability of necessary witnesses and/or participants, the  
152 complexity of the investigation, and/or other extenuating circumstances) to  
153 discuss the nature of the complaint, discuss the availability of interim measures,  
154 identify individuals the complainant or respondent believes has relevant  
155 information, and obtain any relevant documents the complainant or respondent  
156 may have;
  - 157  
158 2. Provide the complainant (and respondent, if applicable) with a copy of the  
159 Board’s non-discrimination policy and accompanying regulations;
  - 160  
161  
162 3. Conduct an investigation that is adequate, reliable, and impartial. Investigate  
163 the factual basis of the complaint, including, as applicable conducting  
164 interviews with the parties to the complaint and any relevant witnesses or other  
165 individuals deemed relevant to the complaint;
  - 166  
167 4. Review any records, notes, statements, or other documents relevant to the  
168 complaint;
  - 169

- 170 5. Maintain confidentiality to the extent practicable throughout the investigative  
171 process, in accordance with state and federal law;  
172
- 173 6. Complete a final investigation report that includes: (i) a findings of fact based  
174 on the evidence gathered; (ii) for each allegation, the conclusion(s) and  
175 reasoning(s) as to whether the discrimination or harassment occurred; and (iii)  
176 for any individual(s) found to have engaged in discrimination or harassment, a  
177 broad statement of consequences imposed (to the extent permitted by state and  
178 federal confidentiality requirements) (i.e. “Consequences were imposed.”).  
179
- 180 7. Communicate the outcome of the investigation in writing to the complainant  
181 (and respondent, if applicable) (to the extent permitted by state and federal  
182 confidentiality requirements), within thirty (30) business days (provided that  
183 such time frame may be reasonably extended based on the availability of  
184 necessary witnesses and/or participants, the complexity of the investigation,  
185 and/or other extenuating circumstances) from the date the complaint was  
186 received by the Superintendent’s office. The complainant (and respondent, if  
187 applicable) shall be notified of any extension of the investigation timeline. The  
188 written notice shall include a finding whether the complaint was substantiated  
189 and if so, shall identify, to the extent possible, how the District will remedy the  
190 discrimination or harassment, adhering to the requirements of state and federal  
191 law;  
192
- 193 8. If a complaint is made during summer recess, the complaint will be reviewed  
194 and addressed as quickly as possible given the availability of employees and/or  
195 other individuals who may have information relevant to the complaint. If fixed  
196 time frames cannot be met, the complainant (and respondent, if applicable) will  
197 receive notice and interim measures may be implemented as necessary (see sub-  
198 paragraph 6);  
199
- 200 9. Whenever allegations are verified, ensure that appropriate corrective action is  
201 taken (including, but not limited to, disciplinary action) aimed at preventing the  
202 recurrence of the discrimination or harassment. Corrective action should  
203 include steps designed to avoid continuing discrimination or harassment;  
204
- 205 10. If a complainant or respondents not satisfied with the findings and conclusions  
206 of the investigation, the complainant (and/or respondent, if applicable) may  
207 present the complaint and written outcome to the Superintendent within thirty  
208 (30) calendar days of receiving the findings. Upon review of a written request  
209 from the complainant (and/or respondent, if applicable), the Superintendent  
210 shall review the investigative results of the investigator and determine if further  
211 action and/or investigation is warranted. Such action may include consultation  
212 with the investigator and complainant (and/or respondent, if applicable), a  
213 meeting with appropriate individuals to attempt to resolve the complaint, or a  
214 decision affirming or overruling the investigator’s conclusions or findings. The  
215 Superintendent shall provide written notice to the complainant (and respondent,  
216 if applicable) of the proposed actions within thirty (30) business days (provided

217 that such time frame may be reasonably extended based on the availability of  
218 necessary witnesses and/or participants, the complexity of the investigation,  
219 and/or other extenuating circumstances) following the receipt of the written  
220 request for review.

221  
222 If the District makes a finding of discrimination, harassment or retaliation, the District  
223 will take appropriate remedial action designed to 1) eliminate the  
224 discriminatory/harassing conduct, 2) prevent its recurrence, and 3) address its effects on  
225 the complainant and any other affected individuals. Examples of appropriate action may  
226 include:

- 227 (a) Interventions for the individual who engaged in the discrimination/harassment,  
228 such as parent/guardian notification, discipline, or counseling.  
229 (b) Interventions for the complainant, such as counseling, academic support, and  
230 information on how to report further incidents of discrimination.  
231 (c) Separating the complainant and the individual who engaged in the  
232 discrimination/harassment, provided the separation does not penalize the  
233 complainant.  
234 (d) Follow-up inquiries with the complainant and witnesses to ensure that the  
235 discriminatory/harassing conduct has stopped and that they have not  
236 experienced any retaliation.  
237 (e) Training or other interventions for the larger school community to ensure that  
238 students, staff, and parents understand the types of behavior that constitute  
239 discrimination/harassment, that the District does not tolerate it, and how to  
240 report it.

241  
242 Any student and/or parent/guardian also may file a complaint with the Office for Civil  
243 Rights, U.S. Department of Education (“OCR”):

244  
245 Office for Civil Rights, Boston Office  
246 U.S. Department of Education  
247 8th Floor  
248 5 Post Office Square  
249  
250 Boston, MA 02109- 3921  
251 (617-289-0111)  
252 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

253  
254 Any student and/or parent/guardian may also file a complaint with the Connecticut  
255 Commission on Human Rights and Opportunities:

256  
257 Connecticut Commission on Human Rights and Opportunities  
258 450 Columbus Blvd.  
259 Hartford, CT 06103-1835  
260 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

261  
262 Anyone who has questions or concerns about these regulations,



263 and/or who may wish to request or discuss accommodations based on religion, may  
264 contact:

265  
266 **Office of the Superintendent**  
267 **10 Campus Drive**  
268 **Madison, CT 06443**  
269 **(203) 245-6322**

270  
271 Anyone who has questions or concerns about the Board's policies regarding  
272 discrimination or harassment on the basis of gender/sex, gender identity, or sexual  
273 orientation may contact the Board's Title IX Coordinator:

274  
275 **Director of Special Education**  
276 **10 Campus Drive**  
277 **Madison, CT 06443**  
278 **(203) 245-6341**

279  
280 Anyone who has questions or concerns about the Board's policies regarding  
281 discrimination or harassment on the basis of disability, and/or who may wish to request or  
282 discuss accommodations for a disability, may contact the Board's Section 504/ADA  
283 Coordinator:

284  
285 **Director of Special Education**  
286 **10 Campus Drive**  
287 **Madison, CT 06443**  
288 **(203) 245-6341**

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**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

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

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

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

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

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

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

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

Detailed statement of the circumstances constituting the alleged discrimination or harassment \_\_\_\_\_

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

Family and Medical Leave

**PURPOSE**

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

**ELIGIBILITY**

Employees other than school paraprofessionals who have been employed by the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA.

A school paraprofessional in an educational setting is eligible for the leave described in this policy if the paraprofessional has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.

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

**DEFINITIONS**

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

**Instructional employee:** For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

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

***REASONS FOR LEAVE***

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

- incapacity due to pregnancy, prenatal medical care or child birth; or
- to care for the employee's newborn child; or
- the placement of a child with the employee by adoption or for foster care; or
- to care for the employee's spouse, child or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee’s position; or
- to serve as an organ or bone marrow donor; or
- to care for an injured or ill servicemember (see below – Length of Leave – for further information); or
- a qualifying exigency arising out of a family member’s military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Human Resources office):
  - short-notice deployment;
  - military events and related activities;
  - childcare and school activities;
  - financial and legal arrangements;
  - counseling;
  - rest and recuperation;

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

105 ***LENGTH OF LEAVE***

106

107 (a) Basic FMLA Leave Entitlement

108

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

110 take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month

111 entitlement period.

112

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

114 a "rolling" 12-month period measured backward from the date an employee uses any

115 FMLA leave.

116

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

118

119 In addition to the reasons for leave listed above, an eligible employee may take up to

120 twenty-six (26) workweeks of FMLA leave during a 12-month period to care for (i) a

121 servicemember who is the employee's spouse, parent, child or next of kin, and who

122 incurred a serious injury or illness in the line of duty and while on active duty in the

123 Armed Forces or had a preexisting injury or illness prior to beginning active duty that

124 was aggravated by service in the line of duty on active duty in the Armed Forces; or (ii) a

125 covered veteran with a serious injury or illness who is the employee's spouse, parent,

126 child or next of kin.

127

128 For servicemembers, the injury or illness must render the servicemember medically

129 unable to perform the duties of office, grade, rank or rating. This provision applies to

130 servicemembers who are undergoing medical treatment, recuperation, or therapy, are in

131 outpatient status, or who are on the temporary disability retired list, for a serious injury or

132 illness.

133

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

135 therapy for a serious injury or illness and must have been (1) a member of the Armed

136 Forces (including the National Guard or Reserves); (2) discharged or released under

137 conditions that were other than dishonorable; and (3) discharged within the five-year

138 period before the eligible employee first takes FMLA military caregiver leave to care for  
139 the veteran.<sup>1</sup>

140

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

142

143 (i) a continuation of a serious injury or illness that was incurred or aggravated  
144 when the covered veteran was a member of the Armed Forces and  
145 rendered the servicemember unable to perform the duties of the  
146 servicemember's office, grade, rank, or rating; or

147

148 (ii) a physical or mental condition for which the covered veteran has received  
149 a U.S. Department of Veterans Affairs Service-Related Disability Rating  
150 (VASRD) of 50 percent or greater, and such VASRD rating is based, in  
151 whole or in part, on the condition precipitating the need for military  
152 caregiver leave; or

153

154 (iii) a physical or mental condition that substantially impairs the covered  
155 veteran's ability to secure or follow a substantially gainful occupation by  
156 reason of a disability or disabilities related to military service, or would  
157 do so absent treatment; or

158

159 (iv) an injury, including a psychological injury, on the basis of  
160 which the covered veteran has been enrolled in the Department of  
161 Veterans Affairs Program of Comprehensive Assistance for Family  
162 Caregivers.

163

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

169

## 170 **TYPES OF LEAVE AND CONDITIONS**

171

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

173

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

176

177 Intermittent leave means leave taken due to a single qualifying reason in separate periods  
178 of time rather than for one continuous period of time. Examples of intermittent leave

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

179 include: leave taken one day per week over a period of a few months; or leave taken on  
180 an occasional/as-needed basis for medical appointments.

181  
182 Reduced schedule leave is leave that reduces the employee's usual number of work hours  
183 per day for some period of time. For example, an employee may request half-time work  
184 for a number of weeks so the employee can assist in the care of a seriously ill parent.

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

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

209  
210 (b) Both Spouses Working for the Same Employer

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

220  
221 (c) Leave Taken by Instructional Employees Near the End of  
222 an Academic Term

223

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

229

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

236

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

241

242

243 ***REQUESTS FOR LEAVE***

244

245 (a) Foreseeable Leave

246

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

256

257 (b) Qualifying Exigency.

258

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

261

262 (c) Unforeseeable Leave.

263

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

266

267 ***SCHEDULING PLANNED MEDICAL TREATMENT***

268



269 When planning medical treatment for foreseeable FMLA leave, an employee must  
270 consult with the Human Resources Department and make a reasonable effort to schedule  
271 the treatment so as not to disrupt unduly the Board’s operations, subject to the approval  
272 of the health care provider. Similarly, if an employee needs leave intermittently or on a  
273 reduced leave schedule for planned medical treatment, the employee must make a  
274 reasonable effort to schedule the treatment so as not to disrupt unduly the Board’s  
275 operations. Ordinarily, the employee should consult with the Human Resources  
276 Department prior to scheduling the treatment in order to work out a treatment schedule  
277 that best suits the needs of the Board and the employee. The Board and the employee  
278 shall attempt to work out a schedule for leave that meets the employee’s needs without  
279 unduly disrupting the Board’s operations, subject to the approval of the health care  
280 provider as to any modification of the treatment schedule.

281

282 ***REQUIRED CERTIFICATIONS/DOCUMENTATION***

283

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

299

300 If an employee takes leave for the employee’s own serious health condition (except on an  
301 intermittent or reduced-schedule basis), prior to returning to work the employee must  
302 provide a medical fitness-for-duty certification that the employee is able to resume work  
303 and the health condition that created the need for the leave no longer renders the  
304 employee unable to perform the essential functions of the job. This certification must be  
305 submitted to the Human Resources Department. If the employee is unable to perform  
306 one or more of the essential functions of the employee’s position, the Board will  
307 determine whether the employee is eligible for additional FMLA leave (if such leave has  
308 not been exhausted) or whether an accommodation is appropriate, in accordance with the  
309 Americans with Disabilities Act.

310

311 In connection with the Board’s request for medical information, employees must be  
312 aware that the Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits  
313 employers and other entities covered by Title II of GINA from requesting or requiring  
314 genetic information of an individual or family member of the individual, except as

315 specifically allowed by this law. To comply with this law, the Board requests that  
316 employees not provide any genetic information when responding to a request for medical  
317 information.

318

319 ***USE OF PAID LEAVE***

320

321 Accrued paid personal leave and accrued paid vacation will be substituted (in that order)  
322 for any unpaid portions of family or medical leave taken for any reason. However, where  
323 the leave is for the employee's own serious health condition, accrued paid sick leave shall  
324 be substituted for unpaid portions of family or medical leave prior to the substitution of  
325 accrued paid personal and accrued paid vacation leave. The amount of unpaid family or  
326 medical leave entitlement is reduced by the amount of paid leave that is substituted.

327

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

334

335 ***MEDICAL INSURANCE AND OTHER BENEFITS***

336

337 During approved family or medical leaves of absence, the Board will continue to pay its  
338 portion of medical insurance premiums for the period of unpaid family or medical leave.  
339 The employee must continue to pay the employee's share of the premium, and failure to  
340 do so may result in loss of coverage. If the employee does not return to work after  
341 expiration of the leave, the employee will be required to reimburse the Board for payment  
342 of medical insurance premiums during the family or medical leave, unless the employee  
343 does not return because of a serious health condition or circumstances beyond the  
344 employee's control.

345

346

347 ***REINSTATEMENT***

348

349 Except for circumstances unrelated to the taking of a family or medical leave, and unless  
350 an exception applies, an employee who returns to work following the expiration of a  
351 family or medical leave is entitled to return to the job such employee held prior to the  
352 leave or to an equivalent position with equivalent pay and benefits.

353

354

355 ***ADDITIONAL INFORMATION***

356

357 Questions regarding family or medical leave may be directed to the Superintendent or  
358 designee. An employee may file a complaint with the U.S. Department of Labor or may  
359 bring a private lawsuit against an employer. FMLA does not affect any federal or state

360 law prohibiting discrimination, or supersede any state or local law or collective  
361 bargaining agreement that provides greater family or medical leave rights.

362

363

364 Legal References:

365 Connecticut General Statutes:

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

368

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

370

371 United States Code:

372 Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as  
373 amended

374

375 29 CFR Part 825.100 et seq.

376

377 Title II of the Genetic Information Nondiscrimination Act of 2008, 42  
378 USC 2000ff et seq.

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380 29 CFR 1635.1 et seq.

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384 First Reading: October 3, 2023

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**#4030.5**  
**Family and Medical Leave**

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The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA) as amended and the Family Medical Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances) and 2013 Final Rules. The Superintendent shall develop appropriate procedures to implement the Act.

(cf. 4118.14 - Disabilities)

**Legal Reference:**

P.L. 103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993, as amended by H.R. 4986, the National Defense Authorization Act for Fiscal Year 2008, Section 585. 29 U.S.C. §2601 et seq. and the National Defense Authorization act for Fiscal Year 2010, Public Law 111-84, section 565, Title V

Final Rule - published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29 CFR Part 825).

Final Rule - published in Federal Register, Vol. 78, Wed. February 6, 2013

Final Rule - published in Federal Register, Vol. 80, No. 37 Wednesday, February 25, 2015

**Connecticut General Statutes:**

46b-3800 Applicability of statutes to civil unions and parties to a civil union.

PA 07-245 An Act Concerning Family and Medical Leave for Municipal Employees.

PA 07-245 An Act Concerning Family and Medical Leave for Municipal Employees

PA 12-43 An Act Concerning Family and Medical Leave Benefits for Certain Municipal Employees

United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)

Obergefell v. Hodges, No. 14-556, 135 S. Ct. 2584 (2015)

Date of Adoption: September 5, 1995

Date of Revision: October 3, 2006

Date of Revision: October 3, 2017

**Student-Activity / Transportation Vehicles**

Employees should use contracted transportation for all school sponsored events and activities to transport students. Thus, the use of privately-owned vehicles for District business should be kept to a minimum, and such vehicles should only be used when absolutely necessary. In the event that contracted transportation is unavailable for transporting students to a school activity, an employee may use their privately owned vehicle if the following requirements are satisfied:

1. The employee applies in writing and receives in advance written permission from the Superintendent or Superintendent's designee;
2. The employee possesses a valid automobile insurance policy with active liability coverage meeting or exceeding the minimum coverage requirements under Connecticut law, which policy will be in effect at the time of the travel, provides a copy of such policy to the Superintendent or the Superintendent's designee at the time the employee applies in writing, and maintains the policy in effect through the permitted transport;
3. In accordance with Connecticut laws, the employee possesses a valid Connecticut driver's license, commercial or class D, with the appropriate endorsements and provides a copy of such license to the Superintendent or Superintendent's designee at the time the employee applies in writing;
4. The employee agrees to maintain their privately owned vehicle in a safe operating condition;
5. The employee agrees to follow all federal and state laws and regulations regarding the operation of motor vehicles, as well as all Board of Education policies;
6. The employee agrees to defend, indemnify, and hold harmless the Madison Board of Education and its agents, servants or employees from any and all claims, suits or demands by anyone arising from said employee's use of their privately owned vehicle for district business.

Employees who do not satisfy the above requirements are prohibited from transporting students to and/or from school sponsored events and activities in privately owned vehicles.

Date of Adoption: April 1, 2008

First Reading: October 3, 2023

#4111.1

**Security Check / Fingerprinting  
(formerly Reference Checks)**

As set forth below, each applicant for a position with the district, and each student who is enrolled in a teacher preparation program with the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether the applicant is included on an equivalent database and/or abuse/neglect registry maintained in that other state.

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

40 In addition, the district shall conduct an employment history check for each applicant for  
41 a position, as set forth below.

42

43 For the purposes of this policy:

44

45 “**Sexual misconduct**” means any verbal, nonverbal, written, or electronic  
46 communication, or any other act directed toward or with a student that is designed to  
47 establish a sexual relationship with the student, including a sexual invitation, dating or  
48 soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-  
49 disclosure or physical exposure of a sexual or erotic nature, and any other sexual,  
50 indecent, or erotic contact with a student.

51

52 “**Abuse or neglect**” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120,  
53 and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first  
54 degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in  
55 the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault  
56 in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

57

58 “**Former employer**” means any person, firm, business, educational institution, nonprofit  
59 agency, corporation, limited liability company, the state, any political subdivision of the  
60 state, any governmental agency, or any other entity that such applicant was employed by  
61 during any of the previous twenty years prior to applying for a position with a local or  
62 regional board of education.

63

64 I. Employment History Check Procedures

65

66 A. The District shall not offer employment to an applicant for a position, including  
67 any position that is contracted for, if such applicant would have direct student  
68 contact, prior to the District:

69 1. Requiring the applicant:

70

- 71 a. to list the name, address, and telephone number of each current employer  
72 or former employer (please note the definition of “former employer”  
73 above, including the applicable twenty year reporting period) during any of  
74 the previous twenty years, if:  
75
- 76 (i) such current or former employer is/was a local or regional board of  
77 education, council of a state or local charter school, interdistrict  
78 magnet school operator, or a supervisory agent of a nonpublic school,  
79 and/or  
80
- 81 (ii) the applicant’s employment with such current or former employer  
82 caused the applicant to have contact with children.  
83
- 84 b. to submit a written authorization that  
85
- 86 (i) consents to and authorizes disclosure by the employers listed under  
87 paragraph I.A.1.a of this policy of the information requested under  
88 paragraph I.A.2 of this policy and the release of related records by  
89 such employers,  
90
- 91 (ii) consents to and authorizes disclosure by the Connecticut State  
92 Department of Education (the “Department”) of the information  
93 requested under paragraph I.A.3 of this policy and the release of  
94 related records by the Department, and  
95
- 96 (iii) releases those employers and the Department from liability that may  
97 arise from such disclosure or release of records pursuant to  
98 paragraphs I.A.2 or I.A.3 of this policy; and  
99
- 100 c. to submit a written statement of whether the applicant  
101



- 102 (i) has been the subject of an abuse or neglect or sexual misconduct  
103 investigation by any employer, state agency or municipal police  
104 department, unless the investigation resulted in a finding that all  
105 allegations were unsubstantiated,  
106
- 107 (ii) has ever been disciplined or asked to resign from employment or  
108 resigned from or otherwise separated from any employment while an  
109 allegation of abuse or neglect was pending or under investigation by  
110 DCF, or an allegation of sexual misconduct was pending or under  
111 investigation or due to an allegation substantiated pursuant to Conn.  
112 Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or  
113 a conviction for abuse or neglect or sexual misconduct, or  
114
- 115 (iii) has ever had a professional or occupational license or certificate  
116 suspended or revoked or has ever surrendered such a license or  
117 certificate while an allegation of abuse or neglect was pending or  
118 under investigation by DCF or an investigation of sexual misconduct  
119 was pending or under investigation, or due to an allegation  
120 substantiated by DCF of abuse or neglect or of sexual misconduct or a  
121 conviction for abuse or neglect or sexual misconduct;  
122
- 123 2. Conducting a review of the employment history of the applicant by contacting  
124 those employers listed by the applicant under paragraph I.A.1.a of this policy.  
125 Such review shall be conducted using a form developed by the Department,  
126 which shall request the following:  
127
- 128 a. the dates employment of the applicant, and  
129
- 130 b. a statement as to whether the employer has knowledge that the applicant:  
131
- 132 (i) was the subject of an allegation of abuse or neglect or sexual  
133 misconduct for which there is an investigation pending with any

134 employer, state agency, or municipal police department or which has  
135 been substantiated;

136  
137 (ii) was disciplined or asked to resign from employment or resigned from  
138 or otherwise separated from any employment while an allegation of  
139 abuse or neglect or sexual misconduct was pending or under  
140 investigation, or due to a substantiation of abuse or neglect or sexual  
141 misconduct; or

142  
143 (iii) has ever had a professional or occupational license, certificate,  
144 authorization or permit suspended or revoked or has ever surrendered  
145 such a license, certificate, authorization or permit while an allegation  
146 of abuse or neglect or sexual misconduct was pending or under  
147 investigation, or due to a substantiation of abuse or neglect or sexual  
148 misconduct. Such review may be conducted telephonically or through  
149 written communication. Notwithstanding the provisions of  
150 subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5)  
151 business days after the District receives a request for such information  
152 about an employee or former employee, the District shall respond  
153 with such information. The District may request more information  
154 concerning any response made by a current or former employer for  
155 information about an applicant, and, notwithstanding subsection (f),  
156 such employer shall respond not later than five (5) business days after  
157 receiving such request.

158  
159 3. Requesting information from the Department concerning:

160  
161 a. the eligibility status for employment of any applicant for a position  
162 requiring a certificate, authorization or permit,

163  
164 b. whether the Department has knowledge that a finding has been  
165 substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or

166 neglect or of sexual misconduct against the applicant and any information  
167 concerning such a finding, and

168

169 c. whether the Department has received notification that the applicant has  
170 been convicted of a crime or of criminal charges pending against the  
171 applicant and any information concerning such charges.

172

173 B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i,  
174 if the District receives information that an applicant for a position with or an  
175 employee of the District has been disciplined for a finding of abuse or neglect  
176 or sexual misconduct, it shall notify the Department of such information.

177

178 C. The District shall not employ an applicant for a position involving direct  
179 student contact who does not comply with the provisions of paragraph I.A.1 of  
180 this policy.

181

182 D. The District may employ or contract with an applicant on a temporary basis  
183 for a period not to exceed ninety (90) calendar days, pending the District's  
184 review of information received under this section, provided:

185

186 1. The applicant complied with paragraph I.A.1 of this policy;

187

188 2. The District has no knowledge of information pertaining to the  
189 applicant that would disqualify the applicant from employment with  
190 the District; and

191

192 3. The applicant affirms that the applicant is not disqualified from  
193 employment with the District.

194

195 E. The District shall not enter into a collective bargaining agreement, an  
196 employment contract, an agreement for resignation or termination, a severance  
197 agreement, or any other contract or agreement or take any action that:

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1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
2. Affects the ability of the District to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
3. Requires the District to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the District, unless, after investigation, such allegation is dismissed or found to be false.

F. The District shall not offer employment to a person as a substitute teacher, unless such person and the District comply with the provisions of paragraph I.A.1 of this policy. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the District as a substitute teacher as described in paragraph III.B.2 of this policy, provided the District does not have any knowledge of a reason that such person should be removed from such list.

G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator,

230 or a supervisory agent of a nonpublic school, or if the employee's employment  
231 with such current or former employer caused the employee to have contact  
232 with children, and request, either telephonically or through written  
233 communication, any information concerning whether there was a finding of  
234 abuse or neglect or sexual misconduct against such employee.  
235 Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i,  
236 such employer shall report to the contractor any such finding, either  
237 telephonically or through written communication. If the contractor receives  
238 any information indicating such a finding or otherwise receives any  
239 information indicating such a finding or otherwise has knowledge of such a  
240 finding, the contractor shall, notwithstanding the provisions of subsection (f)  
241 of Conn. Gen. Stat. § 31-51i, immediately forward such information to the  
242 district, either telephonically or through written communication. If the district  
243 receives such information, it shall determine whether such employee may  
244 work in a position involving direct student contact at any school in the district.  
245 No determination by the district that any such employee shall not work under  
246 any such contract in any such position shall constitute a breach of such  
247 contract.

248

249 H. Any applicant/employee who knowingly provides false information or  
250 knowingly fails to disclose information required in subdivision (1) of  
251 subsection (A) of this section shall be subject to discipline by the District that  
252 may include

253

254 1. denial of employment, or

255

256 2. termination of the contract of a certified employee, in accordance with the  
257 provisions of Conn. Gen. Stat. § 10-151, or

258 3. termination of a non-certified employee in accordance with applicable law  
259 and/or any applicable collective bargaining agreement, contract or District  
260 policy.

261

- 262 I. If the District provides information in accordance with paragraph I.A.2 or I.G  
263 of this policy, the District shall be immune from criminal and civil liability,  
264 provided the District did not knowingly supply false information.  
265
- 266 J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection  
267 (f) of Conn. Gen. Stat. § 31-51i, the District shall provide, upon request by  
268 another local or regional board of education, governing council of a state or  
269 local charter school, interdistrict magnet school operator, or supervisory agent  
270 of a nonpublic school for the purposes of an inquiry pursuant to paragraphs  
271 I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to  
272 paragraph I.B of this policy any information that the District has concerning a  
273 finding of abuse or neglect or sexual misconduct by a subject of any such  
274 inquiry.  
275
- 276 K. Prior to offering employment to an applicant, the District shall make a  
277 documented good faith effort to contact each current and any former employer  
278 (please note the definition of “former employer” employer above, including  
279 the applicable twenty year reporting period) of the applicant that was a local or  
280 regional board of education, governing council of a state or local charter  
281 school, interdistrict magnet school operator, or supervisory agent of a  
282 nonpublic school, or if the applicant’s employment with such current or  
283 former employer caused the applicant to have contact with children in order to  
284 obtain information and recommendations that may be relevant to the  
285 applicant’s fitness for employment. Such effort, however, shall not be  
286 construed to require more than three telephonic requests made on three  
287 separate days.  
288
- 289 L. The District shall not offer employment to any applicant who had any previous  
290 employment contract terminated by a local or regional board of education,  
291 council of a state or local charter school, interdistrict magnet school operator,  
292 or a supervisory agent of a nonpublic school, or who resigned from such  
293 employment, if the person has been convicted of a violation of Conn. Gen.

294 Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has  
295 been substantiated.

296

297 II. DCF Registry Checks

298

299 Prior to hiring any person for a position with the District, and before a student who is  
300 enrolled in a teacher preparation program in the District, as defined in section 10-10a  
301 of the Connecticut General Statutes, and completing a student teaching experience  
302 with the District, begins such student teaching experience, the District shall require  
303 such applicant or student to submit to a records check of information maintained on  
304 the Registry concerning the applicant.

305

306 For any applicant whose current or most recent employment occurred out of state,  
307 the District shall request that the applicant provide the District with authorization to  
308 access information maintained concerning the applicant by the equivalent state  
309 agency in the state of most recent employment, if such state maintains information  
310 about abuse and neglect and has a procedure by which such information can be  
311 obtained. Refusal to permit the District to access such information shall be  
312 considered grounds for rejecting any applicant for employment.

313

314 The District shall request information from the Registry (or its out of state equivalent)  
315 promptly, and in any case no later than thirty (30) calendar days from the date of  
316 employment. Registry checks will be processed according to the following  
317 procedure:

318

319 A. No later than ten (10) calendar days after the Superintendent or the  
320 Superintendent's designee has notified a job applicant of a decision to offer  
321 employment to the applicant, or as soon thereafter as practicable, the  
322 Superintendent or designee will either obtain the information from the Registry or,  
323 if the applicant's consent is required to access the information, will supply the  
324 applicant with the release form utilized by DCF, (or its out of state equivalent  
325 when available), for obtaining information from the Registry.

326

327 B. If consent is required to access the Registry, no later than ten (10) calendar days  
328 after the Superintendent or the Superintendent's designee has provided the  
329 successful job applicant with the form, the applicant must submit the signed form  
330 to DCF (or its out of state equivalent), with a copy to the Superintendent or  
331 designee. Failure of the applicant to submit the signed form to DCF or its out of  
332 state equivalent within such ten-day period, without good cause, will be grounds  
333 for the withdrawal of the offer of employment.

334

335 C. Upon receipt of Registry (or out-of-state registry) information indicating  
336 previously undisclosed information concerning abuse or neglect investigations  
337 concerning the successful job applicant/employee, the Superintendent or the  
338 Superintendent's designee will notify the affected applicant/employee in writing  
339 of the results of the Registry check and will provide an opportunity for the  
340 affected applicant/employee to respond to the results of the Registry check.

341

342 D. If notification is received by the Superintendent or the Superintendent's designee  
343 that that the applicant is listed as a perpetrator of abuse or neglect on the Registry,  
344 the Superintendent or designee shall provide the applicant with an opportunity to  
345 be heard regarding the results of the Registry check. If warranted by the results of  
346 the Registry check and any additional information provided by the applicant, the  
347 Superintendent or designee shall revoke the offer of employment and/or terminate  
348 the applicant's employment if the applicant has already commenced working for  
349 the District.

350

351 III. Criminal Records Check Procedure

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353 A. Each person hired by the District shall be required to submit to state and national  
354 criminal records checks within thirty (30) calendar days from the date of  
355 employment. Each student who is enrolled in a teacher preparation program, as  
356 defined in section 10-10a of the Connecticut General Statutes, and completing a  
357 student teaching experience with the District, shall be required to submit to state



358 and national criminal records checks within sixty (60) calendar days from the date  
359 such student begins to perform such student teaching experience. Record checks  
360 will be processed according to the following procedure, except as noted in  
361 paragraph III.C. of this policy.

362

363 1. No later than five (5) calendar days after the Superintendent or the  
364 Superintendent's designee has notified a job applicant of a decision to hire  
365 the applicant, or as soon thereafter as practicable, the Superintendent or  
366 designee will provide the applicant with a packet containing all documents  
367 and materials necessary for the applicant to be fingerprinted by the any State  
368 of Connecticut law enforcement agency. This packet shall also contain all  
369 documents and materials necessary for the police department to submit the  
370 completed fingerprints to the State Police Bureau of Identification for the  
371 processing of state and national criminal records checks. The  
372 Superintendent or Superintendent's designee will also provide each  
373 applicant with the following notifications before the applicant obtains the  
374 applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal  
375 Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3)  
376 and the Federal Bureau of Investigation, United States Department of Justice  
377 Privacy Act Statement.

378

379 2. No later than ten (10) calendar days after the Superintendent or the  
380 Superintendent's designee has provided the successful job applicant with the  
381 fingerprinting packet, the applicant must arrange to be fingerprinted by the  
382 any State of CT law enforcement agency. Failure of the applicant to have  
383 the applicant's fingerprints taken within such ten-day period, without good  
384 cause, will be grounds for the withdrawal of the offer of employment.

385

386 3. Any person for whom criminal records checks are required to be performed  
387 pursuant to this policy must pay all fees and costs associated with the  
388 fingerprinting process and/or the submission or processing of the requests  
389 for criminal records checks. Fees and costs associated with the

390 fingerprinting process and the submission and process of requests are  
391 waived for student teachers, in accordance with state law.

392

393 4. Upon receipt of a criminal records check indicating a previously undisclosed  
394 conviction, the Superintendent or the Superintendent's designee will notify  
395 the affected applicant/employee in writing of the results of the record check  
396 and will provide an opportunity for the affected applicant/employee to  
397 respond to the results of the criminal records check. The affected  
398 applicant/employee may notify the Superintendent or Superintendent's  
399 designee in writing within five (5) calendar days that the affected/employee  
400 will challenge such individuals criminal history records check. Upon  
401 written notification to the Superintendent or Superintendent's designee of  
402 such a challenge, the affected applicant/employee shall have ten (10)  
403 calendar days to provide the Superintendent or Superintendent's designee  
404 with necessary documentation regarding the affected applicant/employee's  
405 record challenge. The Superintendent or Superintendent's designee may  
406 grant an extension to the preceding ten-day period during which the affected  
407 applicant/employee may provide such documentation for good cause shown.

408

409 5. Decisions regarding the effect of a conviction upon an applicant/employee,  
410 whether disclosed or undisclosed by the applicant/employee, will be made  
411 on a case-by-case basis. Notwithstanding the foregoing, the falsification or  
412 omission of any information on a job application or in a job interview,  
413 including but not limited to information concerning criminal convictions or  
414 pending criminal charges, shall be grounds for disqualification from  
415 consideration for employment or discharge from employment.

416

417 6. Notwithstanding anything in paragraph III.A.5 of this policy, above, no  
418 decision to deny employment or withdraw an offer of employment on the  
419 basis of an applicant/employee's criminal history record shall be made  
420 without affording the applicant/employee the opportunities set forth in  
421 paragraph III.A.4 of this policy, above.

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B. Criminal Records Check for Substitute Teachers

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A substitute teacher who is hired by the District must submit to state and national criminal history records checks according to the procedures outlined above, subject to the following:

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1. If the state and national criminal history records checks for a substitute teacher have been completed within one year prior to the date the District hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history records checks to be forwarded to the Superintendent or Superintendent's designee, then the substitute teacher will not be required to submit to another criminal history records check at the time of such hire.

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2. If a substitute teacher submitted to state and national criminal history records checks upon being hired by the District, then the substitute teacher will not be required to submit to another criminal history records check so long as the substitute teacher is continuously employed by the District, that is, employed for at least one day of each school year, by the District, provided a substitute teacher is subjected to such checks at least once every five years.

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IV. Sex Offender Registry Checks

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District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the school District.

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454 V. Credit Checks

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456 The District may also ask a prospective employee for a credit report for employment  
457 for certain District positions, where the District’s receipt of a credit report is  
458 substantially related to the employee’s potential job. “Substantially related to the  
459 current or potential job” is defined to mean “the information contained in the credit  
460 report is related to the position for which the employee or prospective employee  
461 who is the subject of the report is being evaluated because of the position.” Prior to  
462 asking for a credit report, the District will determine whether the position falls  
463 within one of the categories as described in this paragraph. The position must: (1)  
464 be a managerial position which involves setting the direction or control of the  
465 District; (2) involve access to employees’ personal or financial information; (3)  
466 involve a fiduciary responsibility to the District, including, but not limited to, the  
467 authority to issue payments, collect debts, transfer money or enter into contracts; (4)  
468 provide an expense account or District debit or credit card; or (5) involve access to  
469 the District’s nonfinancial assets valued at two thousand five dollars or more.

470

471 When a credit report will be requested as part of the employment process, the  
472 District will provide written notification to the prospective employee regarding the  
473 use of credit checks. That notification must be provided in a document separate  
474 from the employment application. The notification must state that the District may  
475 use the information in the consumer credit report to make decisions related to the  
476 individual’s employment.

477

478 The District will obtain consent before performing the credit or other background  
479 checks. If the District intends to take an action adverse to a potential employee  
480 based on the results of a credit report, the District must provide the prospective  
481 employee with a copy of the report on which the District relied in making the  
482 adverse decision, as well as a copy of “A Summary of Your Rights Under the Fair  
483 Credit Reporting Act,” which should be provided by the company that provides the  
484 results of the credit check. The District will notify the prospective employee either  
485 orally, in writing or via electronic means that the adverse action was taken based on

486 the information in the consumer report. That notice must include the name, address  
487 and phone number of the consumer reporting company that supplied the credit  
488 report; a statement that the company that supplied the report did not make the  
489 decision to take the unfavorable action and cannot provide specific reasons for the  
490 District's actions; and a notice of the person's right to dispute the accuracy or  
491 completeness of any information the consumer reporting company furnished, and to  
492 get an additional free report from the company if the person asks for it within sixty  
493 (60) calendar days.  
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495

496 VI. Notice of Conviction

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498 If, at any time, the District receives notice of a conviction of a crime by a person  
499 holding a certificate, authorization or permit issued by the State Board of  
500 Education, the District shall send such notice to the State Board of Education. In  
501 complying with this requirement, the District shall not disseminate the results of  
502 any national criminal history records check.

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504 VII. School Nurses

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506 School nurses or nurse practitioners appointed by, or under contract with, the  
507 District shall also be required to submit to a criminal history records check in  
508 accordance with the procedures outlined above.

509

510 VIII. Personal Online Accounts

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512 For purposes of this policy, “personal online account” means any online account  
513 that is used by an employee or applicant exclusively for personal purposes and  
514 unrelated to any business purpose of the District, including, but not limited to,  
515 electronic mail, social media and retail-based Internet web sites. “Personal online  
516 account” does not include any account created, maintained, used or accessed by an  
517 employee or applicant for a business purpose of the District.

518

519 A. During the course of an employment check, the District may not:

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521 1. request or require that an applicant provide the District with a user  
522 name and password, password or any other authentication means  
523 for accessing a personal online account;

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525 2. request or require that an applicant authenticate or access a  
526 personal online account in the presence of District personnel; or

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528

3. require that an applicant invite a supervisor employed by the District or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the applicant.

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- B. The District may request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing:

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1. any account or service provided by District or by virtue of the applicant's employment relationship with the District or that the applicant uses for the District's business purposes, or

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2. any electronic communications device supplied or paid for, in whole or in part, by the District.

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- C. In accordance with applicable law, the District maintains the right to require an applicant to allow the District to access the applicant's personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

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1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or

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2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the District's proprietary information, confidential information or

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559 financial data to or from a personal online account operated by an  
560 applicant or other source.

561

562 IX. Policy Inapplicable to Certain Individuals

563

564 This policy shall not apply to:

565

566 A. A student employed by the District who attends a District school.

567

568 B. A person employed by the District as a teacher for a noncredit adult class  
569 or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is  
570 not required to hold a teaching certificate pursuant to Conn. Gen. Stat.  
571 § 10-145b for such position.

572

573 X. Falsification of Records

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575 Notwithstanding any other provisions of this policy, the falsification or omission  
576 of any information on a job application or in a job interview, including but not  
577 limited to information concerning abuse or neglect investigations or pending  
578 criminal applications, shall be grounds for disqualification from consideration for  
579 employment or discharge from employment.

580

581 Legal References: Conn. Gen. Stat. § 10-212

582 Conn. Gen. Stat. § 10-221d

583 Conn. Gen. Stat. § 10-222c

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585 Conn. Gen. Stat. § 31-40x

586

587 Conn. Gen. Stat. § 31-51i

588

589 Conn. Gen. Stat. § 31-51tt

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591 Public Act 19-91, "An Act Concerning Various Revisions and  
592 Additions to the Education Statutes."  
593



594 Elementary and Secondary Education Act, reauthorized as the  
595 Every Student Succeeds Act, Pub. L. 114-95, codified at 20  
596 U.S.C. § 1001 *et seq.*

597  
598 Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*  
599

600 Date of Adoption: September 22, 2020

601

602 First Reading: October 3, 2023

**Purpose**

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

**Definitions**

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

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

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

**Prohibitions on Hiring**

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

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

**Restrictions on Employment of Relatives**

No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative. No employee may be involved in the process of screening for advancement in the application process, interviewing or hiring of his or her relatives.

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

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

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

50

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

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54

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

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

59

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

63

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

68

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

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75

76 ***Disclosure Requirements***

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

82

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

90

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

94

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

100

101 ***Recusal***

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

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

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

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113 First Reading:           October 3, 2023

**Nepotism: Employment of Relatives**

The Board of Education shall not appoint any person to any full-time, part-time, or temporary position that is in a line relationship or involves direct supervision over or by that person’s relative by blood, marriage, civil union, or law. The term “marriage” includes a same-sex marriage that is legally recognized in Connecticut.

The degrees of relationship included in the above restrictions are as follows:

**By Blood:** parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin.

**By Marriage:** Husband, wife, stepparent, stepchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, half-sister, half-brother, uncle, aunt, nephew, niece.

**By Law:** Guardianship relationships, adoptive parent/child relationships, partner in a civil union, same-sex marriage.

Members of the same family, not in the same line of supervision, may be employed at the same department or work location when approved in writing by the Superintendent or Superintendent’s designee.

It is the intent of this policy to avoid any situation in which a conflict of interest may arise on the part of an employee and / or a member of the administrative staff.

(cf 4118.13 Conflict of Interest)

**Legal Reference:**

**Connecticut General Statutes**

7-479 Conflicts of Interest

P.A. 05-10 An Act Concerning Civil Unions

46b-38nn Equality of benefits, protections and responsibilities (civil unions)

46b-38oo Applicability of statutes to civil unions and parties to a civil union

United States vs. Windsor, U.S. 133 S.Ct. 2675 (2013)

Date of Adoption: June 15, 1999  
Date of Revision: May 2, 2006  
Date of Revision: May 3, 2016

## September Policy Summary

### **Rescission**

#### 9220.6 Board Candidates

This bylaw is not required and we recommend repeal. If the Board wishes to maintain the bylaw, we recommend revision to remove the section concerning candidates for the Board, as the Board does not have the authority to dictate requirements for potential Board members and most if not all of the information included in this section is readily available on the Board's website. We further recommend that the Board review the section concerning newly elected Board members to ensure that this process continues to be applicable.

#### 9500 School Board Meetings

We recommend repeal and replacement with our model bylaw, Meeting Conduct. If the Board wishes to retain this bylaw, we recommend further legal review to address issues such as abstention (in accordance with Robert's Rules) and complaints against employees (which, at an employee's election, must be held in open session).

*\*Meeting Conduct (9540.10) was approved on June 20*

#### 9540.4 Rules of Order

To the extent this bylaw requires the Board to comply with Robert's Rules of Order, this requirement is addressed in our model bylaw, Meeting Conduct, recommended for adoption above.

*\*Meeting Conduct (9540.10) was approved on June 20*

#### 9400 Organization of the School Board

We recommend repeal of this bylaw and adoption of the model bylaw Officers, and bylaws Official Duties for Chairperson, Vice Chairperson and Secretary. This bylaw is also duplicative of the Vacancies bylaw, which could cause confusion.

*\*Both Officers (9420) and Vacancies (9220.3 Filling Vacancies on the Board) were adopted at the Aug 22 BOE meeting*

#### 9410 Board Organizational Meeting

We recommend repeal of this bylaw and replacement with the model bylaw Officers, for consistency.

*\*Officers was adopted at the BOE Aug 22 meeting*

## **Review**

### Non-Discrimination (1370, 4118.1, 5020.1) – (S&G technical revisions)

We have revised this policy to add definitions of discrimination and harassment and include examples of the types of conduct that may be considered Protective Class harassment prohibited by the policy. While not required by law, these revisions are designed to provide guidance to districts in determining whether conduct in question constitutes discrimination or harassment. Further, in 2022, Public Act 22-82 added domestic violence victims as a protected class under Connecticut’s anti-discrimination laws. We have revised the policy to reflect this new protected class and to include the definition of “domestic violence victim.” We have also made additional revisions to clarify that parent/guardians, staff members, and other students may report discrimination or harassment on behalf of a student. In addition, effective January 1, 2023, it became an unlawful discriminatory practice for an employer to make decisions based on an employee’s or job applicant’s erased criminal record and we have added language reflecting this new prohibition. We have also updated the regulations and the complaint procedures consistent with a recently issued resolution from the U.S. Department of Education Office of Civil regarding a school district’s obligations to ensure that students are not subjected to a hostile environment on the basis of a protected class. Finally, we have made numerous technical revisions for clarity.

### 4030.5 – FMLA

Recommend repealing this policy and adopting the S&G model FMLA policy, for consistency. Further recommend review or repealing any existing administrative regulations at the same time because the S&G model covers all aspects of FMLA requirements.

### 4160 - Student Activity/Transportation Vehicles

Recommend that the Board review this policy to determine if it is currently followed in the manner prescribed. If the Board wishes to maintain the policy, we recommend legal review to ensure that all DMV laws and regulations are addressed. Policy has been reviewed by the administration.

### 4111.1 – Security Check/Fingerprinting (S&G technical revision, waive second reading?)

State law prohibits employers from requiring applicants and employees to disclose the existence of erased criminal history information. Effective January 1, 2023, the definition of erased records has been expanded. In addition, Connecticut General Statutes Section 31-51i now requires that employment applications that contain a question concerning the criminal history of the applicant also contain a specific notice in “clear and conspicuous language.” We have revised our model policy to identify this notice requirement and to include the required notice language. We have also made revisions to reflect gender neutral language and other technical edits.

### 4112.8/4212.8 – Nepotism

Recommend that the Board consider repealing this policy and replacing it with the S&G model policy Nepotism, for consistency.

### 9710 School District logo and or motto & 9720 Guidelines for use of District Logo/ Board Members’ Names

A draft policy has been presented for consideration. Shipman initially shared that a policy is not necessary but took greater issue with policy 9720 starting, “This bylaw is not required and we recommend repeal. In addition, the bylaw addresses duties of the Superintendent, rather than the Board, and the topic is not appropriate for a bylaw. In addition, the equal opportunity statement listed in the bylaw should be revised to reflect all protected classes and not refer to affirmative action, which is separate and distinct from equal educational opportunity.”



**#9220.6  
Board Candidates**

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Membership and service on a school board is considered to be one of the highest acts of citizenship in our American democracy. It offers qualified citizens an opportunity to promote the interests of education and thereby the welfare of the community and the nation.

Therefore, the Board considers it important that a new member be knowledgeable about school governance and operations and prepared to discuss and cast informed votes on matters before the Board from the time he or she is sworn into office.

All declared candidates will be urged to attend, and will be welcomed at, public meetings of the Board during the period of candidacy. All public information about the school district will be made easily available to them.

The Superintendent will cooperate impartially with candidates in providing information about school governance, Board operations, and school programs. This cooperation may include:

- notification of public meetings of the Board, with the agenda provided;
- meetings with candidates to provide information on the school system and school Board services;
- providing candidates with published information on the duties and responsibilities of school Boards and Board members;
- making arrangements for the candidate to review the current policies of the Board, district regulations, and publications of the school system; and
- past copies of Board agendas, including minutes and other reports and bulletins of recent origin.

The Board and its staff will seek to be impartial as it offers orientation for Board candidates. It expects candidates to recognize that until and unless they are elected, their

**9220.6 (Continued)**

official status is that of other members of the public and that they are not entitled to privileged information which is properly discussed in executive sessions.

**Newly-elected Board Members**

The magnitude of school Board membership calls for knowledge of, and orientation to, many areas of information and understanding. Under the guidance of experienced Board members and the Superintendent, orientation will be provided to the new Board members immediately upon election, through the following methods:

- The electee will be invited to meet with the Superintendent and other administrative personnel to discuss school governance, board operations, and school programs.
- The electee will be invited to attend Board meetings and to participate in discussion. The clerk will supply materials pertinent to meetings and will explain their use.
- The clerk will give the new member a copy of the Board's policies and bylaws.
- It is strongly recommended and suggested that newly-elected Board members attend:
  - the annual conference for new board members sponsored by the Connecticut Association of Boards of Education (assuming the Board's membership in this association); and
  - local, state, and national school board meetings during their tenure to stay abreast of current educational issues.

Orientation will be considered as an ongoing process for all Board members, and may include such activities as those indicated above and the addition of items such as attendance at school board and administrative conferences, and conventions on a local, area, state, and national basis.

Date of Adoption: 3/7/95

**#9500  
School Board Meetings**

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Except as otherwise provided by the Connecticut General Statutes, meetings of the Board of Education shall be conducted in accordance with Robert's Rules of Order, Revised, in a manner consistent with the bylaws of the Board.

In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting. In the absence of both of these officers, the Secretary shall preside over the meeting. In the absence of all officers, the Board shall choose a Chairperson *pro tempore* for the purpose of conducting a meeting.

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members as designated by the bylaws.

When a question is submitted to vote, every member present shall vote upon it. If a member has a conflict of interest in the issue, he / she shall identify the conflict of interest and abstain from voting.

Due to the Freedom of Information Act, due process and appropriately designated channels of communication in the school system, no charges or complaints against employees of the Madison Public Schools shall be heard in public session.

Should the meeting be interrupted by the conduct of anyone in attendance to the extent that the business of the meeting cannot be conducted in an orderly manner, such person(s) may be asked by the Chairperson or presiding officer to leave the room in which the meeting is taking place.

Legal Reference: Connecticut General Statutes  
Sec. 1-21h

Date of Adoption: 3/20/72  
1st Revision: 6/19/90  
2nd Revision: 1/3/95

**#9540.4  
Rules of Order**

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The Board will follow *Robert's Rules of Order, Revised*, latest edition as modified by this policy and subsequent rules.

The purpose of modified rules adopted by the Board are:

- to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner,
- to organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner,
- to insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
- to insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

Date of Adoption: 3/7/95

**#9400****Organization of the School Board**

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**Board Officers**

The Board will elect a Chairperson, a Vice-Chairperson and a Secretary who will be members of the Board. The Board may assign a district employee to provide clerical assistance to the Board. Officers will be elected by majority vote of the members present and voting.

**Term and Duties**

Board officers will serve for a term of two years and until a successor is elected, except in the case of removal or resignation. Officers may succeed themselves in office. Each officer will perform any legal duties of the office and other duties, as required by the Board.

**Vacancy**

The vacancy to the Executive Board position shall be filled, other than the Chairperson, by a majority vote of those members present at the next regularly scheduled Board meeting following the declaration of vacancy. A vacancy to the Chairperson's position shall be temporarily filled by the Vice-Chairperson, for a period not to exceed six weeks. In the event that the temporary Chairperson is voted to the position on a permanent basis, an election for a new Vice-Chairperson shall occur within six weeks from the date of appointment. The newly-elected officer shall take office upon election.

Date of Adoption: 3/7/95

Date of Revision: May 8, 2018

**#9410  
Board Organizational Meeting**

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The Board of Education Organizational Meeting shall be the second regularly scheduled board meeting each November. In the event that the town election in any election year is later than the second regularly scheduled November board meeting, the Board of Education Organizational Meeting shall be the next regularly scheduled meeting of the board following that election. The Board of Education shall, not later than one month after the date on which newly-elected members take office, elect from its own members a Chairperson, a Vice-Chairperson, and a Secretary. The organizational meeting shall be called to order by the Chairperson of the Board, the Vice-Chairperson or the Secretary, in that order of priority, provided one of these officers is still a member of the Board. If none of the Board officers from the preceding year is presently a member of the Board, the Superintendent shall call the meeting to order. A temporary Chairperson shall be chosen by a majority of those members present. The temporary Chairperson shall preside until a successor is elected. The vote of each member of such Board cast in such election shall be reduced to writing and made available for public inspection within 48 hours, excluding Saturday, Sunday or legal holiday, and shall all be recorded in the minutes of the meeting, which shall be available for public inspection at all reasonable times.

The newly elected Chairperson of the Board shall take office upon election and preside over the elections of the Vice-Chairperson and Secretary.

All officers of the Board shall hold office for a term of two years and until their successors are elected, except in the case of removal or resignation.

Assignments for Permanent Committees and Board Representatives shall be decided at the second regularly scheduled Board of Education meeting following the election. Terms for these positions shall be two years.

Legal Reference: Connecticut State Statutes Sec. 10-218

Date of Adoption: 1/17/1972  
Revision: 6/19/1990  
Revision: 1/3/1995  
Revision: 10/29/2013  
Revision: 12/1/2020

# Curriculum Unit Overviews

Courses Ready for Board of Education Adoption in September 2023

## Performing Art

- *Grade 6 Chorus Foundations*
- *Intro to Music Technology*

## English Language Arts

- *Pre-K ELA*

## World Language

- *American Sign Language I*

# Grade 6 Chorus Foundations Curriculum Overview

2023-2024

<p><u>Unit 1</u> <i>Vocal Development</i></p>	<p>This unit will introduce students to their voice - how to sing with proper breathing, sound quality, and technique. Students will learn and utilize basic vocal warmups and exercises that focus on scale development through solfege syllables. Concepts pertaining to rhythm, notation and pitch matching will also be reinforced in this first unit through various interactive group exercises.</p> <p><b>Profile of a Graduate Capacities:</b> Decision Making</p>
<p><u>Unit 2</u> <i>Musical Literacy</i></p>	<p>In this unit, students build the connection between the printed page and basic musical expression as it pertains to vocal performance. Musicians will be able to follow a vocal score, recognizing the musical elements that are important to create a successful performance. Students will work to develop skills that focus on singing as an ensemble, such as balance, blend, phrasing and group collaboration.</p> <p><b>Profile of a Graduate Capacities:</b> Analyzing</p>
<p><u>Unit 3</u> <i>Terminology and Expression</i></p>	<p>This final unit focuses on ensemble skill development, with a focus on the integration of musical expression. Students will learn how their individual contribution comes together toward the success of the group, providing them with a deeper awareness of the concepts that are integral to the success of a collaborative vocal performance.</p> <p><b>Profile of a Graduate Capacities:</b> Design, Collective Intelligence</p>



# Intro to Music Technology Curriculum Overview

2023-2024

<p><u>Unit 1</u> <i>Navigating the DAW Software</i></p>	<p>This course is a one trimester elective designed to provide Daniel Hand High School students with a comprehensive understanding of music production and technology using the popular digital audio workstation (DAW) software, GarageBand. This hands-on course is tailored for students of all levels and aims to empower students with the skills and knowledge necessary to create, record, edit, and produce their own music compositions. In this first unit, students will learn how to navigate the basics of the GarageBand software and create their own beats and loops.</p> <p><b>Profile of a Graduate Capacities:</b> Design, Decision Making</p>
<p><u>Unit 2</u> <i>Basic Musical Skills</i></p>	<p>In this unit, students will learn how to create rhythms using a MIDI controller. Students will also learn basic piano skills. Both of these elements will allow them to create original compositions. This unit will culminate with a small original project that will utilize the skills learned.</p> <p><b>Profile of a Graduate Capacities:</b> Design, Product Creation</p>
<p><u>Unit 3</u> <i>Adding Digital Audio to the Mix</i></p>	<p>In this final unit, students will learn and apply advanced level editing skills to their work in GarageBand. Students will learn how to use an audio interface and record their voice using a live microphone. They will apply all of the knowledge and skills they have learned throughout the trimester to a final project.</p> <p>By the end of this course, students will have a solid foundation in music production, enabling them to confidently explore further studies in music technology or apply their skills creatively in various musical endeavors.</p> <p><b>Profile of a Graduate Capacities:</b> Product Creation, Self-Awareness</p>

# Pre-K ELA Curriculum Overview

2023-2024

<p><b>Unit 1</b> <i>Me in My School</i></p>	<p><i>Me In My School</i> is an eight week unit that introduces preschoolers into our learning community. Teachers will begin this unit by setting up rules, routines, and procedures that will support the students throughout the year. Students will learn how to be part of a school community. They will explore books and writing tools, while learning how to share and take turns. They will practice whole body listening while engaging in story time, participating in group activities, and interacting with their peers. They will begin to learn all about themselves and their peers and use their five senses to make discoveries. Students will also begin to recognize their names and explore with letters and sounds.</p> <p><b>Profile of a Graduate Capacities:</b> Self-Awareness</p>
<p><b>Unit 2</b> <i>Me and My Family</i></p>	<p><i>Me and My Family</i> is an eight week unit that introduces preschoolers to the similarities and differences among families and holiday traditions. Students will continue to practice the school day routines and procedures and begin to explore independence. They will explore new types of books and utilize writing tools as they draw and write about their families. They will demonstrate ways they have learned how to share and take turns. They will practice whole body listening while engaging in story time, participating in group activities, and interacting with their peers. Students will also begin to write their names and continue to explore with letters and sounds.</p> <p><b>Profile of a Graduate Capacities:</b> Collective Intelligence, Product Creation, Self-Awareness</p>
<p><b>Unit 3</b> <i>Me and My Feelings</i></p>	<p><i>Me and My Feelings</i> is an eight week unit that focuses on the feelings of characters and classmates. Children learn to connect to character feelings and empathize with them as they encounter new situations. They will continue to practice book handling skills, and listen to read alouds like Gingerbread and winter tales as they learn how to make predictions and retell and recall parts of a story. They will increase their writing skills as they learn to use marks and symbols to represent their ideas.</p> <p><b>Profile of a Graduate Capacities:</b> Inquiry, Self-Awareness</p>
<p><b>Unit 4</b> <i>Me and My Words</i></p>	<p><i>Me and My Words</i> is an eight week unit where students will be engaged in word play, rhyme, songs, and poems. Students will learn to make predictions as they listen for the rhyming words and look at a picture. They will continue to practice retelling and recalling information such as characters and events in the story. They will make connections to the events in the story. They will work on letter formation in many multisensory ways. Play centers will explore different places that people work and will incorporate writing skills and cooperative play.</p> <p><b>Profile of a Graduate Capacities:</b> Idea Generation, Self-Awareness</p>
<p><b>Unit 5</b> <i>Me and Nature</i></p>	<p><i>Me and Nature</i> is an eight week unit where students will be engaged in understanding the difference between fiction and nonfiction text while learning about nature. Students will learn to differentiate between fiction and nonfiction text while studying the author Eric Carle. Students will study photographs and learn new vocabulary about the environment. They will work on letter formation in many multisensory ways and apply what they learn as they draw, label, and write about nature. Play centers will explore garden centers, farms, bugs, and butterflies. Students will learn how to engage in play while understanding nonverbal social cues.</p> <p><b>Profile of a Graduate Capacities:</b> Analyzing, Product Creation, Self-Awareness</p>

# American Sign Language I Curriculum Overview

2023-2024

<p><u><i>Unit 1</i></u> <i>Getting to Know You, Getting to Know Deaf Culture</i></p>	<p>In the first unit of American Sign Language (ASL) I, students will be introduced to the history of Deaf culture in America, including an overview of how ASL was created, the American School for the Deaf, and who uses ASL. Students will learn how to do basic fingerspelling in order to spell words and their names. Students will be able to give basic descriptions of themselves and others.</p> <p>The unit will function as an introduction to the routines and procedures of the classroom. Assignments will utilize online receptive assessments provided by the teacher and ASL Deafined, an online ASL resource for students.</p> <p>The unit will culminate in a simulated conversation where students will act out meeting a roommate for the first time while at the American School for the Deaf.</p> <p><b>Profile of a Graduate Capacities:</b> Collective Intelligence</p>
<p><u><i>Unit 2</i></u> <i>My Autobiography</i></p>	<p>In the second unit of American Sign Language (ASL) I, students will be introduced to the process of creating a script for interpretation, called a Gloss. A gloss simplifies written English into signable language, an important skill since signing does not necessarily use all the grammar or vocabulary that written English would use. Fingerspelling and numbers will be highlighted again, as students will give personal information about themselves and others.</p> <p>Leisure activities will be discussed.</p> <p>The unit will culminate in the students creating a script where they will introduce themselves. Since the unit is focusing on design, the creative process is more important than the result. The skill of glossing will remain a process and skill throughout all ASL units and classes.</p> <p><b>Profile of a Graduate Capacities:</b> Design</p>
<p><u><i>Unit 3</i></u> <i>Where you call home</i></p>	<p>In the third unit of ASL I, students will use their newfound skills of writing a gloss (Unit 2) and fingerspelling in order to talk about places, homes, and vacation locations. Students will interview each other and practice their receptive skills. The emphasis of in-class time will focus on improving the fluency and recognition of signs done by others.</p> <p>In terms of topics, students will be working on locations and directions, animals and house-pets, and the numbers 30-66.</p> <p>The unit will culminate in students creating a script about a dream home or vacation with another student by creating a gloss and submitting a practiced video of their final skit.</p> <p><b>Profile of a Graduate Capacities:</b> Design, Product Creation</p>

# American Sign Language I Curriculum Overview

2023-2024

<p><u><i>Unit 4</i></u> <i>My family tree</i></p>	<p>In the fourth unit of ASL I, students will learn to describe themselves more in relationship to their own family members. Students will be asked to sign more in a live setting, including many class activities that will allow students to practice in front of each other and the class. The unit will culminate in the students talking about their own family and a favorite childhood memory in a live setting. In preparation for the end of the year, students will also engage in goal-setting and self-reflection, looking forward to next steps in their experience with ASL.</p> <p><b>Profile of a Graduate Capacities:</b> Self-Awareness</p>
<p><u><i>Unit 5</i></u> <i>What do I do everyday?</i></p>	<p>In Unit 5, students of ASL 1 will be exploring how to discuss their preferences for hobbies, plans for activities, and even look at events they've done in the past. This unit will cover not only hobbies, but also how to discuss time and dates. Students will be working on their collaborative and presentational skills in this unit, with activities and the PBA focusing on the ability to present information and to work as a team. The unit will culminate in students presenting their summer plans to the rest of the class in whichever live format students feel most comfortable with.</p> <p><b>Profile of a Graduate Capacities:</b> Collective Intelligence, Product Creation</p>

**REMOVAL OF USED BOOKS AND EQUIPMENT**

School: Daniel Hand High School



Reviewed by Building Administrator: ~~Paul Mazzuch~~

Date Approved by BOE:

Date: 9/6/23

Department: Science

Submitted by: Erica Browne

Quantity	Item	Serial #	Tag #	Asset #	Copyright Date	ISBN #	Reason for Removal
1	Bausch & Lomb microscope	MIA					old do not work
2	black Bausch & Lomb microscope	02352					↓
1	Nikon microscope	10005					
1	Ernst microscope	02351					
1	Dukane doc camera	2790				Model 28A101	

Original – Central Office Inventory Control Copy – Building Inventory Control Copy – Building Administrator  
 ON black cart in 242 prep room



**Donation (Cash / Property) to the Madison Public Schools**

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. The school principal may approve gifts to a school that are valued at \$500 to \$,1000 and meet criteria established by the administrative regulations established in accordance with this policy. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: 9/22/2023

Organization / Individual Making Donation: Ryerson PTO

Address: 982 Durham Road, Madison, CT 06443

Phone #: 860-930-8014

Description of Donation / Gift and intended use: Funding For Ryerson In-House Field

Experiences \_\_\_\_\_

Approximate Value: \$5,485.00

Recipient(s) name: Ryerson Elementary School

Acknowledgements: (optional)

In honor/memory of: \_\_\_\_\_

Acknowledgement Contact: Ryerson PTO

Acknowledgement Address: 982 Durham Road, Madison, CT 06443

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

Signature of Person Consulted: Shirley M. Farmer

Are there conditions of use attached to the gift/donation: **Yes** No

If yes, please explain conditions: Use for Ryerson In-house Field Experiences for 2023-2024 school year

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

If yes, who is responsible for the costs? \_\_\_\_\_

What is the annual maintenance cost of the donation, if any? **Yes** No

Are there any other additional costs to the District? **Yes** No

Erasmutter  
(Signature of Donor)

- For Central Office Use Only

Accepted by Superintendent: [Signature] 9/27/23  
Signature Date

Accepted by Board of Education on: \_\_\_\_\_  
Date



### Donation (Cash / Property) to the Madison Public Schools

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. The school principal may approve gifts to a school that are valued at \$500 to \$,1000 and meet criteria established by the administrative regulations established in accordance with this policy. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: 9/13/2023

Organization / Individual Making Donation: Tiger Pride Football Association

Address: 97 Quail Run, Madison, CT, 06443  
(Street, city, zip)

Phone #: 7036085429

Description of Donation / Gift and intended use: Retro Football Jerseys and Pants

Approximate Value: \$8,150

Recipient(s) name: Erik Becker/Hand Football Team

Acknowledgements: (optional)

In honor/memory of: Tiger Football Alumni

Acknowledgement Contact: \_\_\_\_\_

Acknowledgement Address: \_\_\_\_\_

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

Signature of Person Consulted:  - Chris Farrell

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

If yes, please explain conditions: \_\_\_\_\_

Are there installation, site preparation, labor, or equipment costs needed for installation, etc.?  Yes  No  
If yes, who is responsible for the costs? \_\_\_\_\_

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

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

(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent:   
Signature

9/27/23  
Date

Accepted by Board of Education on: \_\_\_\_\_  
Date



**Donation (Cash / Property) to the Madison Public Schools**

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

Date Form Completed: 9/12/2023

Organization / Individual Making Donation: DHHS Fencing Boosters

Address: 35 Colonial Rd Madison CT 06447  
(Street, city, zip)

Phone #: 203-285-5958

Description of Donation / Gift and intended use: Purchase of wireless Piste boxes & relays for Fencing team

Approximate Value: \$6000

Recipient(s) name: DHHS Fencing Team

Acknowledgements: (optional)

In honor/memory of: \_\_\_\_\_

Acknowledgement Contact: \_\_\_\_\_

Acknowledgement Address: \_\_\_\_\_

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

Signature of Person Consulted: Chris Farrell

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

If yes, please explain conditions: For use of fencing team practice & meets.

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

If yes, who is responsible for the costs? \_\_\_\_\_

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

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

[Signature]  
(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: [Signature]  
Signature

9/27/23  
Date

Accepted by Board of Education on: \_\_\_\_\_  
Date



Board of Education Regular Meeting  
Tuesday, September 5, 2023 7:30 PM

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

## **Subject to Approval**

## **Meeting Minutes**

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

### I. Call to Order / Attendance

The regular meeting of the Madison Board of Education was called to order by Chairman Seth Klaskin at 7:32 p.m. Mr. Klaskin led the Pledge of Allegiance

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Christine Maisano, Cathy Miller, Steven Pynn, Emily Rosenthal

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Bill McMinn, Facilities Director; Adam Levitus, Colliers International

### II. School / Community Session

No members of the public spoke.

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

*Eli Ackerman and Brooke Anderson*

Eli reported on the start of fall sports and the upcoming fall play. Brooke reported on the new “no phone” policy at the high school as well as upcoming events such as Back to School night.

### IV. Superintendent's Report

*Craig A. Cooke, Ph.D.*

- Opening of School - Dr. Cooke shared that we had a very successful opening of school. There were a few adjustments made to bus runs but times continue to improve and the excessive heat is causing some challenges in certain buildings.
- New School Naming Committee - Dr. Cooke reviewed the process to name a school building. Later in the meeting the Board established the committee and will appoint members to the committee at the Sept. 19 meeting. The committee is charged with presenting the Board with three to five possible school names no later than Feb. 1, 2024. Members of the public, BOE members and staff members will be asked to serve on the committee.

### V. Board Members' Comments

Dr. Infantine-Vyce said that with school sports starting it is important for spectators to remember be respectful to fellow fans, athletes, coaches, and referees. She also reminded parents to follow pick-up and drop-off rules at the buildings to help traffic move safely.

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

JoLynn Kennedy (on Zoom) asked a question about bus pick-up times.

VII. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)

- Line Item Transfers as of August 31, 2023
- Budget Expenditures as of August 31, 2023

VIII. Action Item: Motion to approve the Consent Agenda

MOTION: by Cawley, seconded by Infantine-Vyce to approve the Consent Agenda.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

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

Curriculum and Student Development

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

Mr. Pynn gave a report on the meeting that took place earlier in the evening. He shared that the committee heard from several presenters on the following topics: AP Music textbook adoption, music course adoptions, ASL course adoption, the SCSU Dual Credit Expansion grant, and Pre-K Curriculum development.

Facilities Committee

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

Mrs. Rosenthal gave a report on the meeting that took place earlier in the evening. She reviewed the Polson project HVAC updates and went over the changes to the 2024-2025 CIP plan that would come before the board later in the evening for a vote.

Finance Committee

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

No report.

Personnel Committee

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

Mr. Klaskin shared that negotiations with AMA have begun.

Policy Committee

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

No report.

LEARN Liaison

*Mary Ann Connelly*

No report.

X. Action Item: Motion to approve the Phase 1 Early Procurement Package and authorize the project to proceed with state final plan review and subsequent bidding. The Phase 1 package is comprised of plans and project manual dated 7/21/23 and a professional cost estimate dated 8/29/23.

MOTION: by Infantine-Vyce, seconded by Miller to approve the Phase 1 Early Procurement Package and authorize the project to proceed with state final plan review and subsequent bidding.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

XI. Action Item: Motion to establish the Ad-Hoc New Elementary School Naming Committee and its associated scope and schedule (Ref. Policy #7551)

MOTION: by Infantine-Vyce, seconded by Rosenthal to establish the Ad-Hoc New Elementary School Naming Committee and its associated scope and schedule.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

XII. Action Item: Motion to approve the revised Capital Improvement Plan as amended by the Facilities Committee.

MOTION: by Connelly, seconded by Infantine-Vyce to approve the revised Capital Improvement Plan as amended by the Facilities Committee.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

XIII. Action Item: Motion to approve a donation from the Jeffrey PTO in the amount of \$6,230 to Jeffrey Elementary School for field trips, clubs, and recess supplies.

MOTION: by Pynn, seconded by Infantine-Vyce to approve a donation from the Jeffrey PTO in the amount of \$6,230 to Jeffrey Elementary School for field trips, clubs, and recess supplies.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

XIV. Action Item: Motion to approve the minutes of the August 22, 2023 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Miller, seconded by Rosenthal to approve the minutes of the August 22, 2023 Board of Education Meeting.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

XV. Future Agenda Items

XVI. Meetings / Dates of Importance (see attached)

XVII. Adjournment

MOTION: by Infantine-Vyce, seconded by Miller to adjourn at 8:33 p.m.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

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

Board of Education Regular Meeting  
Tuesday, September 19, 2023 7:30 PM

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

## **Subject to Approval**

## **Meeting Minutes**

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

### I. Call to Order / Attendance

The regular meeting of the Madison Board of Education was called to order by Chairman Seth Klaskin at 7:34 p.m. Mr. Klaskin led the Pledge of Allegiance

Present: Galen Cawley, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Christine Maisano, Cathy Miller, Steven Pynn,

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Anthony Salutari, Jr., Daniel Hand High School Principal; Brian Bodner, Daniel Hand High School Assistant Principal; Melanie Whitcher, Daniel Hand High School Assistant Principal; Kathryn Hart, Polson Middle School Principal; Martha Curran, Polson Middle School Assistant Principal; Frank Henderson, Brown Intermediate Principal; Rebecca Frost, Jeffrey Elementary School Principal

### II. School / Community Session

No members of the public spoke.

### III. Superintendent's Report

*Craig A. Cooke, Ph.D.*

Presentation - Academic Results: Dr. Cooke and members of the administration presented the 2022-2023 academic results. The presentation can be viewed in full on the Meeting/Minutes section of the District website.

### IV. Board Members' Comments

Dr. Infantine-Vyce commented that the Board might want to consider changing the name of Brown Intermediate School once it becomes an elementary school.

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

No members of the public spoke.

### VI. Action Item: Motion to appoint members to the Ad-Hoc New Elementary School Naming Committee.

THIS MOTION WAS TABLED

MOTION: by Infantine-Vyce, seconded by Lewis to table appointing members to the Ad-Hoc New Elementary School Naming committee.

AYES: Cawley, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

VII. Action Item: Motion to adopt the following AP Music Theory Textbooks: The Musician’s Guide to Theory and Analysis & Workbook and The Musician’s Guide to Aural Skills: Ear-Training.

MOTION: by Pynn, seconded by Miller to adopt the following AP Music Theory Textbooks: The Musician’s Guide to Theory and Analysis & Workbook and The Musician’s Guide to Aural Skills: Ear-Training.

AYES: Cawley, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

VIII. Future Agenda Items

Board members requested a discussion of the Ad-Hoc New School Naming Committee scope and membership be added to a future agenda.

IX. Meetings / Dates of Importance

X. Adjournment

MOTION: by Infantine-Vyce, seconded by Cawley to adjourn at 9:38 p.m.

AYES: Cawley, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

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# Madison Public Schools

10 Campus Drive  
Madison, CT 06443  
(203) 245-6300

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**TO:** Madison Board of Education  
**FROM:** Craig A. Cooke, Ph.D., Superintendent of Schools  
**SUBJECT:** September 26, 2023 Board of Education Retreat

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The purpose of this Memo is to summarize the activities and outcomes from the Madison Board of Education Retreat dated September 26, 2023. The objectives of the retreat included the following:

- Describe how Artificial Intelligence can impact how we learn and work in the world
- Differentiate between assessments types and the information they provide
- Determine the value + time distribution of priorities
- Discuss “the why” of the Madison approach

The intended deliverable was to examine time and money allocations for the 2024-2025 and 2025-2026 school years to help inform the budget process and align with Board of Education priorities. Chair Seth Klaskin opened the evening with context for the meeting and introduced some key components to consider for the future of Madison Public Schools. He gave direction to the Board to think about the “Madison Way” and *why* of what we do. The memo from Board Vice Chair Galen Cawley dated October 25, 2022 was reviewed by each board member as a reminder of the work valued by the Board a year ago.

Dr. Craig Cooke, Superintendent of Schools presented the methodology of the recent US News Ranking and the associated metrics using data from 2018-2019 (standardized testing 50%) and 2020-2021 (12th grade AP 40% and graduation rate 10%). The NICHE rankings came out earlier in the day and were also shared. Board member Mary Ann Connelly brought forth the NICHE report for DHHS illustrating a ranking of 15th in the State and 1st in New Haven County. Each ranking system is based on several indicators and often not done in the same manner. Some indicators and beliefs actually combat other systems resulting in a negative impact on state or national rankings (example: the belief that all students should be able to take AP classes without the constraint of recommendations or exams). The presentation of the revision of the Madison Mission Statement was vetted by several groups to date and will be formally presented to the Board of Education at a future meeting. The student belief statements are relevant when considering the future of the world of work.

Steven Pynn, Chair of the Curriculum Committee presented on AI (Artificial Intelligence) and why we need to talk about the impact of AI on our students and their future. He led the group through an examination of the potential benefits to education as well as the challenges and ethical considerations. The discussion that followed focused on the future and compelled the Board to look forward to the changing landscape of education.

After a brief break, Gail Dahling-Hench, Assistant Superintendent, invited Board members to examine the memo from the last retreat to conduct an “information walk”. There were 3 walls of data and information

that offered the current status of the 3 priority areas: academics, projections, and social-emotional. The group used post-it notes to individually comment on the prompts:

- *What have we accomplished?*
- *What is remaining?*
- *What have we learned?*

The post-it notes are captured in photos. The academic wall displayed data from 2022 compared to 2023 with ranking from the DRG (District Reference Group). A brief presentation on blueprints and test design gave an introduction on the Depth of Knowledge (DOK) and the Madison Performance Dashboard. Madison Board of Education members sorted sample assessments from the Madison curriculum and Smarter Balanced Interim Assessment Blocks (IABs) into the four DOK levels. The teams could identify the difference in the complexity of tasks for standardized assessments versus the DOK 3 and 4 assessments in each Madison Unit. The board considered all of the information as they engaged in a discussion about the following questions: *What is at stake at this juncture? What do we think will change for students? staff? districts? To what degree do we respond to today and prepare for tomorrow?*

The last hour was a group discussion about the priorities on the horizon that involve time, money or both. Project cards were generated by the Superintendent and Assistant Superintendent and there were additional blank cards for write-ins. Board members had the opportunity to write-in additional priorities as well.

The discussion was captured by Secretary Emily Rosenthal as the group directed where the various priorities would fall (see end of document):

- In school year 2024-2025
- In school year 2025-2026, or
- In a Parking Lot for future consideration.

The meeting concluded at 8:55 PM. Due to an error in the survey, there is an electronic link to collect the group response to the evening.





