

**BOE Meeting Template**  
**Monday, March 23, 2009 7:00 PM**

Mabelle Avery Middle School District Offices Board Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES-March 9, 2009 4
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
  1. Approval of Bills-\$90,949.10
  2. Resignation (K. Zraunig) 8  
Kathryn Zraunig, SES Speech/Language Pathologist, has submitted her resignation effective at the conclusion of the school year.
8. NEW BUSINESS
  1. First Warning of DBS Code: 3541-Transportation 9  
DBS Code: 3541-Transportation – The only change is to update the legal references.
  2. First Warning of DBS 4147/4247-Employee Safety 10  
DBS 4147/4247-Employee Safety – These are changes recommended by CABE to our current policy.
  3. First Warning of DBS 4147.1/4247.1-Handling of Body Fluids 12  
DBS 4147.1/4247.1-Handling of Body Fluids - The Policy Sub-Committee is recommending adoption of a completely revised version of DBS Code 4147.1/4247, as is also recommended by CABE. The current policy is provided for information purposes only. The current policy is more appropriate as a regulation, as it describes specific procedures, instructions and definitions as opposed to a broader policy statement. The current policy will be submitted to the Wellness Committee for review, along with further recommendations made by CABE, with the intent of incorporating at a later date as an administrative regulation. It is recommended that the new, broader policy, be adopted at this point in time.
  4. First Warning of DBS 5112: Ages of Attendance 14  
DBS 5112: Ages of Attendance – These are changes recommended by CABE to our current policy.
  5. Second Warning/Adoption of DBS Code 6141.322: Computers: Web Sites/Pages 16  
This policy was first warned at the 3/9/09 meeting and is now ready for adoption.
  6. Project Choice  
Currently, there are 23 Project Choice students enrolled in the Somers Public Schools grades K-12 (SES=6/MBA=8/SHS=9). The board at its meeting last year voted to maintain no more than 24 students but allowed for the superintendent discretionary authorization to increase that number in order to accommodate siblings of current enrollees. I would recommend that the board not increase numbers for next year due to our uncertainty about class sizes and that we continue with the same procedures that are currently in place.
9. OLD BUSINESS
10. ADMINISTRATIVE REPORTS
  1. Superintendent's Report
    1. Strategic Plan Update  
The work continues by the administration and staff to address the goals and benchmarks that are outlined in the Strategic Plan.

*Goal #1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.*

- The March professional development day provided an opportunity for administration and staff to work on specific Response To Intervention protocols and Differentiated Instruction units.
- In addition, at the elementary and middle schools the staff devoted a portion of time to reviewing and assessing the Data Assessment Review approach in analyzing student performance on various forms of assessments.
- At the high school the administration and staff has worked on reviewing mid-year exam data for student assessment as well.
- During the month of March the CMT and CAPT tests were administered.

*Goal #2: Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21<sup>st</sup> century learning environment.*

- The website redesign has been underway and is currently being reviewed by a committee chaired by Mr. Morrow and the superintendent as ex officio. The new website should be completed by the end of the school year.
- One-to-one student computer ratio continues to be a focus but with limited expansion of funding in this area this may prove to be more difficult and challenging for the immediate future.
- The CT Information & Technology Literacy Framework standards have been reviewed by the Instructional Leadership Team and have been assigned to specific curriculum areas for incorporation within our current curricula.
- Teacher training continues on our Power Teacher system, specifically to train all teachers on the grading model.
- The Parent Portal for parent access is reaching its final planning stages for implementation in September. More information will become available to parents this spring.

*Goal #3: Maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.*

- Nothing new to report.
- 11. COMMITTEE REPORTS
  1. Budget
  2. Curriculum
  3. Policy
  4. Salary & Negotiations
  5. Planning
  6. Other Committees
- 12. OTHER
- 13. ADJOURNMENT

## SOMERS BOARD OF EDUCATION

Ninth District Road

Somers, CT 06071

[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

### MINUTES OF THE MEETING – March 9, 2009

<b>Members Present:</b>	T.Henderson, R.Lees, M.Marquardt, D.Palmer, D.Atkinson, E.Boucher (arrived at 7:05 p.m.), T.Potrikus, A.Kirkpatrick
<b>Members Absent:</b>	J.Formeister
<b>Administrators Present:</b>	M.Suffredini, R.Riola, J.Oliver, P.Collin, N.Barry, G.Cotzin, R.Kapner
<b>Staff Present:</b>	M.Peterson, M.Luginbuhl, C.Lewis, S.Toney, M.Mucci, J.Martin, D.Jennings, B.Kenneson, E.Scholes, K.Carnevale, K.Regan, H.Sharp, M.Maciolek, L.Reilly, D.Senecal, K.Kimball, C.Black, M.Clarity, C.Stetson, K.Jones, A.Phillips
<b>Citizens Present:</b>	T.Geib, K.Geib, C.Martin, J.Wassmuth
<b>Students Present:</b>	T.Jones, M.O'Regan
<b>Student Representatives:</b>	None in attendance
<b>Others:</b>	First Selectman, David Pinney

Note: The attached sign in sheets do not reflect all who were in attendance.

#### 1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:01 p.m. by Chairman Henderson in the Mabelle B. Avery Middle School-BOE Board Room.

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 APPROVAL OF MINUTES

3.1 February 23, 2009 Regular Meeting – It was MOVED (T.Potrikus) SECONDED (M.Marquardt) to approve the February 23, 2009 Board of Education regular meeting minutes as presented. PASSED 7-0

#### 4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

#### 5.0 CORRESPONDENCE

Chairman Henderson reported receipt of the following:

- NEAS&C letter regarding the full accreditation status of Somers High School. This is a copy of the letter that was sent to Dr. Suffredini and reported on at the February 23, 2009 BOE meeting.
- A letter from the State Department of Education regarding Choice students for 2009-2010. This item will be added to the March 23, 2009 BOE meeting agenda.

#### 6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

6.1 It was MOVED (D.Atkinson) SECONDED (T.Potrikus) to add 2009 Graduation Date to 12.0 OTHER. PASSED 8-0

6.2 It was MOVED (D.Atkinson) SECONDED (T.Potrikus) to delete 8.4 under NEW BUSINESS. PASSED 8-0

**7.0 CONSENT AGENDA**

**7.1** Approval of 3/09/09 Bills – \$183,743.94

It was MOVED (A.Kirkpatrick) SECONDED (D.Atkinson) to approve the 3/09/09 bills in the amount of \$183,743.94. PASSED 8-0

**7.2** Resignation (Dr. Houle)

It was MOVED (A.Kirkpatrick) SECONDED (D.Atkinson) to accept the resignation submitted by Dr. Judith Houle effective June 30, 2009. PASSED 8-0

**8.0 NEW BUSINESS**

**8.1** Nonrenewal Notices

It was MOVED (D.Palmer) SECONDED (M.Marquardt) PASSED 7-1 (T.Potrikus opposed) that, pursuant to Connecticut General Statutes Section 10-151, the Somers Board of Education nonrenew and/or terminate the teaching contracts of: Susan Atwood, Jenny Burnick, Sarah Burda, Kristina Carnavale, Carla Castro, Katherine Chung, Melissa Cianci, Mary Curran, Paul Dailey, Linda Dewey, Marc Dzicek, Nicole Dzicek, Kelly Fisher, Caroline Grace, James Griffin, Caitlin Heintz, Judith Houle, Lisa Hunter, Robert Kapner, Kelly Kimball, Roberta Kiner, Nicholas Kosloski, Charles Lewis, Jill Lund, Michael Lurate, Michael Mayo (terminate), Thoma Miller, Kristen Moretta, Melissa Mucci, Susan Muirhead, Theresa Muska, Donna Norige, Jaclynn Ouelette, Maria Peterson, Stephanie Poole, Karla Principe, Meredith Randall, Karen Regan, Shireen Rhoades, Judith Schober, Erin Scholes, Noel Smith, Melissa Staunton, Stanley Targonski, Joseph Tarpinian, Stephanie Toney, Lynn Tracy, Tracy Wyllie, Andrea Zanelli, Kathryn Zraunig at the end of the 2008-2009 school year as recommended by the Superintendent.

I further move that the Superintendent be directed to communicate this action of the Board in writing to: Susan Atwood, Jenny Burnick, Sarah Burda, Kristina Carnavale, Carla Castro, Katherine Chung, Melissa Cianci, Mary Curran, Paul Dailey, Linda Dewey, Marc Dzicek, Nicole Dzicek, Kelly Fisher, Caroline Grace, James Griffin, Caitlin Heintz, Judith Houle, Lisa Hunter, Robert Kapner, Kelly Kimball, Roberta Kiner, Nicholas Kosloski, Charles Lewis, Jill Lund, Michael Lurate, Michael Mayo (terminate), Thoma Miller, Kristen Moretta, Melissa Mucci, Susan Muirhead, Theresa Muska, Donna Norige, Jaclynn Ouelette, Maria Peterson, Stephanie Poole, Karla Principe, Meredith Randall, Karen Regan, Shireen Rhoades, Judith Schober, Erin Scholes, Noel Smith, Melissa Staunton, Stanley Targonski, Joseph Tarpinian, Stephanie Toney, Lynn Tracy, Tracy Wyllie, Andrea Zanelli, Kathryn Zraunig and that the Superintendent of Schools be authorized to respond on behalf of the Board to any requests for a hearing, if required by law, or for other data which may be forthcoming from the teacher and/or his/her representative pursuant to applicable provisions of Connecticut General Statutes Section 10-151; and that the Superintendent be directed that any response for a hearing, if a hearing is required by law, indicate that such hearing is to be before the Board of Education.

The Board clarified that a separate motion needs to be made to reinstate any of these positions.

Dr. Suffredini explained that due to funding uncertainty, the nonrenewal and/or terminate list is larger than in the past. Notifications of non-renewal are required to be distributed by April 1<sup>st</sup>. Dr. Suffredini stated that all nontenured teachers and administrations have been included on the list to protect the district in case funding is

less than anticipated. The budget will be reconstructed when actual funding figures are available.

- 8.2** Administrative Reorganization of Somers Elementary School  
Due to financial constraints, D.Palmer reluctantly MOVED, SECONDED (T.Potrikus) to eliminate the second full-time co-principal at the Somers Elementary School and to establish one full-time assistant principal at the Somers Elementary School effective July 1, 2009. PASSED 8-0

This administrative reorganization is a result of financial constraints and not performance based.

- 8.3** Elimination of Ten-Month Secretarial Position  
Due to financial constraints, D.Palmer reluctantly MOVED, SECONDED (T.Potrikus) to eliminate the ten-month office secretary position at Somers High School created in August 2007. PASSED 8-0

Elimination of this ten-month secretarial position is a result of financial constraints and not performance based.

- 8.4** ~~First Warning of DBS Code: 5131.81: Use of Portable Communication Devices-DELETED~~

- 8.5** First Warning of DBS Code: 6141.322: Computers: Web Sites/Pages  
Policy Committee Chairman, D.Atkinson, stated that this is a new policy recommended by CABE. Administration and the Policy Committee have reviewed the policy. Second Warning/Adoption is scheduled for the March 23, 2009 BOE Meeting.

**9.0 OLD BUSINESS - None**

**10.0 ADMINISTRATIVE REPORTS**

- 10.1** Annual Scheduling-Class Sizes  
Mr. Cotzin and Mr. Kapner presented a breakdown of the actual course selections made by students in grades 9-12 and expressed their concern regarding the large class sizes and the number of displaced students specifically in Business and Language Arts courses due to the anticipated staff elimination.

Mr. Cotzin explained that this is just the start of the process and he will present a new scheduling report at the end of April along with recommendations.

Mr. Cotzin will be receiving training in the scheduling component of PowerSchool and will develop a schedule based on data input.

Mr. Cotzin stated that once all the data is entered into PowerSchool and a master schedule is produced, it will be reviewed for unacceptable class sizes. Parameters may need to be changed to create acceptable class sizes.

On-line courses are in the process of being developed and will be used whenever possible.

T.Potrikus expressed concern regarding “losing” students who are not in either the highest or lowest percentile of a class, but are in the middle. Mr. Potrikus asked how

these students would be monitored to ensure they don't fall through the cracks.

**10.2** Enrollment 3/1/09

As of March 1, 2009 there has been a net increase of one student in the district raising the total student population to 1,728 students.

Kindergarten registration is being held this week. The Board will be advised on the number of students registered when registration is completed.

**11.0 COMMITTEE REPORTS**

**11.1** Budget

The Board of Education will present their 2009-2010 Budget to the Board of Finance on March 16<sup>th</sup> at 7:00 p.m. at the Somers Town Hall.

**11.2** Curriculum – No report

**11.3** Policy

The next Policy Committee meeting is scheduled for March 30, 2009.

**11.4** Salary & Negotiations

There is one active negotiation in process.

**11.5** Planning – No Report

**11.6** Other Committees

**12.0 OTHER**

T.Potrikus presented a request from parents and the Safe Graduation Committee to move graduation to June 19<sup>th</sup> from June 22<sup>nd</sup>. Also, a suggestion was made by this group to eliminate Good Friday as a non-school day to make-up one of the snow days.

**13.0 ADJOURNMENT**

It was MOVED (T.Potrikus) and SECONDED (R.Lees) to adjourn the regular meeting of the Somers Board of Education at 8:01 p.m. PASSED 8-0

Respectfully submitted,

Debra Atkinson, Secretary  
Joan Jaquith, Recording Secretary

These minutes are not official until approved at a subsequent meeting.

Katy Zraunig, M.A. CCC-SLP  
14 Blueberry Bend  
South Hadley, MA 01075  
(413) 315-3476

February 23, 2009

Dr. Maynard Suffredini  
Superintendent of Schools  
Somers Public Schools  
Ninth District Road  
Somers, CT 06071

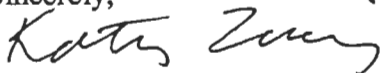
Dear Dr. Suffredini,

Please accept this letter as formal notification of my intention to resign from my position as a Speech-Language Pathologist for the Somers Public Schools, effective immediately. It is with both regret and anticipation that I submit this letter of resignation. I simply need to take advantage of this fleeting and precious time to focus on my family and stay at home with my young son.

It has been both personally and professionally rewarding to have worked for the Somers Public Schools under the direction of such knowledgeable and supportive administrators and to have been surrounded by such dynamic and enthusiastic colleagues.

Thank you for allowing me the opportunity to work with the children of Somers and to grow professionally. Somers Elementary School is a unique and vibrant family that I will surely miss, but hope to return to in the future. When resuming my career, should a speech-language position exist within the Somers Public Schools, I would be grateful for your consideration.

Sincerely,



Katy Zraunig, M.A. CCC-SLP

cc:

Pat Collin  
Ralph Riola  
Jennifer Oliver

NON-INSTRUCTIONAL OPERATIONS:

Transportation:

The Board of Education will provide transportation for all pupils under provisions of State Law and regulations. The Superintendent of Schools shall administer the operation so as to:

1. Provide for maximum safety of students.
2. Supervise and reinforce desirable student behavior.
3. Appropriately assist students with special needs.
4. Enrich the instructional program through carefully planned trips as recommended by the staff.

Legal Reference:

Connecticut General Statutes

14-275a. Use of standard school bus required when

14-275c. Commissioner to make regulations

re: school buses

10-220. Duties of Boards of Education

10-186. Duties of Towns and Regional School Districts

**14-275 Equipment and color of school buses**

**14-275b Transportation of handicapped students.**

**14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.**

**14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.**

Adopted: April 28, 1980

Revised: November 27, 2000

PERSONNEL – CERTIFICATED/NON-CERTIFICATED:

Employee Safety:

Employees are entitled to work under safe conditions. To this end, employees will be provided necessary training in safety techniques and precautions. The Board of Education and school administrators shall maintain in each facility a safe and healthy work place, safe equipment, proper materials, and shall establish and insist upon safe methods and practices at all times.

Eye Safety:

Principals shall require all personnel engaged in activities affected by the act (Eye Protective Devices 10-214a) to wear eye protective devices and receive copies of the regulations on the subject. All necessary precautions should be taken to comply with this policy.

Use of Physical Force

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

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

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

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

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

Legal Protection of Employer

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

Legal Reference: Connecticut General Statutes

10-214a Eye Protective Devices

10-233g Boards to report school violence. Reports of principals to police authority.

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

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

53a-18 Use of reasonable physical force.

Adopted: May 24, 1982

Revised:

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

### **Occupational Exposure to Bloodborne Pathogens**

In accordance with the United States Department of Labor Occupational Safety, and Health Administration regulations dealing with "Safe Workplace" standards related to exposure to Bloodborne Pathogens, the Board has developed and will implement procedures to protect at risk employees. These procedures, contained in the Board of Education Exposure Control Plan (the "procedures") are designed to comply in full with applicable federal and state law regulations. The procedures will be overseen by the Superintendent or his/her designee, who shall also be responsible for periodically reviewing and updating them. Copies of the procedures will be kept in the Nurse's Office at each school and in Central Office. The procedures will be monitored by the Connecticut Department of Labor.

It is the policy of the Board of Education, through these procedures, to take all necessary actions to protect its employees from infectious disease, and in particular, HIV and Hepatitis B Virus, a life threatening bloodborne pathogen.

The Board will further provide training and protective equipment to those persons who, by virtue of the performance of job duties, are at risk to come in contact with infectious disease. Finally, all at risk employees of the Board, as defined in the procedures, will be offered the vaccine for Hepatitis B Virus, a life threatening bloodborne pathogen.

Training, needed protective equipment and vaccination, as provided in the procedures, will be at no cost to the personnel and are provided as a precaution for personnel safety.

Legal Reference: 29 CFR Part 1910.1030 *Occupational Exposure to Bloodborne Pathogens*; Final Rule.

Connecticut State Agencies Regulations Section 31-372-101-1910.1030.

Connecticut General Statutes 31-372 Adoption of federal and state standards. Variance.

Policy adopted:



STUDENTS:

Ages of Attendance:

~~According to~~ **In accordance with** Connecticut General Statute 10-186 the school district shall provide education for all persons **between the ages of five years of age and older and under twenty-one years of age and twenty years inclusive** who have not graduated from a High School or Vocational School, **except as provided in Connecticut General Statutes 10-233c and 10-233d.** Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

To register for Kindergarten attendance in Somers, a child must reach the age of five years by January 1<sup>st</sup> of the attending school year.

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Effective July 1, 2001, the parent or person having control of a child sixteen or seventeen years of age must consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. This district shall provide the parent or person with information on the educational opportunities available in the school system and in the community.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of sixteen or seventeen and who has terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

~~Parents and those who have the care of children ages seven through fifteen years are obligated by Connecticut law to cause any such child to attend public day school or its equivalent.~~

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-184 Duties of parents (re: mandatory Schooling for children between the ages of eight and fifteen years, inclusive)

10-186 Duties of towns and regional school districts. Hearing, Appeal. (re: schooling for persons between the ages of five and twenty, inclusive)

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds

10-76a - 10-76g re special education

Appeals to State Board. Establishment of hearing board

10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils

10-233c Suspension of pupils

10-233d Expulsion of pupils

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

Adopted: November 26, 1979

Revised: June 8, 1998

Revised:

## **Instruction**

### **Computers: Web Sites/Pages**

The creation of the Somers Public School's web page provides a means of two way communication for the purposes of sharing information with the school district and the world about school curriculum and instruction, school authorized activities, and other information relating to the District's schools and mission. Instructional resources for staff and students may also be provided.

Publishing privileges are provided to staff through the webmaster authorized by the appropriate district administrator. The Board establishes the following guidelines and responsibilities pertaining to the web site publishing.

### **Content Standards**

**Subject Matter** — All subject matter on School District Web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the District or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services.

**Pre-Approval** —All building level material must have pre-approval of the appropriate building principal. All district level material must have pre-approval of the appropriate district administrator.

**Quality** — All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material. Objectionable material is determined on a case by case basis by the appropriate district administrator. The judgment of the classroom teachers, instructional technology teachers and, ultimately, the appropriate district administrator will prevail.

**Student Safeguards** — Documents shall include only the first name of the student. Documents shall not include a student's home phone number or address or the names of other family members or friends.

Published E-mail addresses shall be restricted to those of staff members.

Pictures of students may be posted on any District sponsored web pages provided no identifying information other than first name is used and permission has been granted by the student's parent or guardian.

Student work shall not be published without permission of the student and parent or guardian.

## **Instruction**

### **Computers: Web Sites/Pages (continued)**

#### **Technical Standards**

The Board, in the interest of maintaining a consistent identity, professional appearance and ease of use and maintenance established the following technical standards for all District web pages.

Each web page must have an authorized school district sponsor.

Each web page added to the district web site must contain certain common elements:

- At the bottom of the page, there must be the date of the last update of the page and the name or initials of the person(s) responsible for the page or the update.
- At the bottom of the page, there must be a link that returns the user to appropriate points in the district pages. This would normally be a return to the district home page.
- Standard formatting is used; Browser friendly HTML editors or word processor programs that save files as HTML may be used.
- Backgrounds, graphics and color combinations must coordinate with the District format.

The authorized sponsor who is responsible for the final web page will edit, test the document for accurate links, and ensure that the page meets the content standards listed above. In addition, the sponsor will assume responsibility for updating the information as needed.

Pages may not contain links to other pages that are not yet completed. If further pages are anticipated but not yet developed, the text that will provide the link should be included but may not be made “hot” until the further page is actually in place.

Directory structure will be determined by the webmaster. Staff members approved for access will be given access passwords by the webmaster.

#### **Revision of Guidelines**

These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the School District. Questions regarding this information may be directed to the appropriate district administrator.

## Instruction

### Computers: Web Sites/Pages (continued)

(cf. 1110 Communications with the Public)  
(cf. 5125 Student Records)  
(cf. 5145.2 Freedom of Speech/Expression)  
(cf. 6145.3 Publications)  
(cf. 6161.1 Guidelines for Evaluation/Selection of Instructional Materials)  
(cf. 6162.6 Use of Copying Device, Copyrights)  
(cf. 6163 Instructional/Resources for Students)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Policy adopted: