

Woodbridge Board of Education
Woodbridge Board of Education Regular
Meeting
Tuesday, April 22, 2014 7:00 PM

Woodbridge Board of Education May 22, 2012
Regular Meeting 7:00 PM Library Media
Center Beecher Road School

Agenda

- I. **Consent Agenda**
 - A. Approval of Meeting Minutes
 - 1. March 10, 2014 Special Meeting
 - 2. March 17, 2014 Regular Meeting
 - B. Monthly Summary Financial Report Ending March 31, 2014
 - C. Monthly Detail Financial Report Ending March 31, 2014
 - D. Combining Financial Statements Through March 31, 2014
 - E. Cafeteria Report
 - F. Accept 6000 Policy Series for 30-Day Review
- II. **Reports**
 - A. PTO Update
 - B. Superintendent's Report
 - 1. BRS Update
 - a. BRS Monthly Enrollment Report
 - 2. Wellness Committee Update
 - 3. Student Council
 - C. Facilities Committee Report
 - D. BRS Building Committee
 - E. Policy Committee
 - 1. Adopt Policy 5125 as Revised
 - F. Finance Committee
 - 1. Act on Superintendent's Recommendations for the 2013/14 Budget Surplus
 - G. CABE Liaison Report
 - H. ACES Liaison Report
- III. **New Business**
 - A. Act on Certified Staff Leave of Absence Request
- IV. **Other**
 - A. Public Comment
 - B. Executive Session, in accordance with State Statute
- V. **Adjournment**

MINUTES OF THE SPECIAL WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, March 10, 2014
BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 7:14 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Dr. Steve Fleischman, Vice Chair; Ms. Lisa Connor, Dr. Christianne Jaffe, Secretary; Mr. Carl Lindskog, Ms. Keri Matthews, and Ms. Emily Melnick.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Gina Prisco, Principal; Sheila Haverkamp, Special Services Director; Nancy White, Assistant Principal and Marsha DeGennaro, Clerk of the Board.

MEMBERS OF THE PUBLIC: Joanne Giaquinto, Doreen Merrill, Sandy Simowitz and Caron Stebinger, Teachers.

Ms. Prisco outlined the changes in the Educator Evaluation Plan as a result of recent adjustments and directives from the Connecticut State Department of Education. The Woodbridge plan exceeds what is required by the CSDE and is tailored specifically for the mission and vision of Woodbridge. The Plan was developed in collaboration with staff and administration.

MOTION #1 – EDUCATION EVALUATOR AND PROFESSIONAL LEARNING PLAN

Move that we adopt the Education Evaluator and Professional Learning Plan as revised for submission to the Connecticut State Department of Education.

Mr. Lindskog
Second by Dr. Fleischman
UNANIMOUS

MOTION TO ADJOURN: (8:02 PM)
Dr. Fleischman
Second by Mr. Lindskog
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Monday, March 17, 2014
BRS Library Media Center

CALL TO ORDER: Ms. Hamilton, Chair called the meeting to order at 6:30 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. Matthew Gilbride, Ms. Chris Jaffe, Ms. Karen Kravetz, Mr. Carl Lindskog, Ms. Keri Matthews, and Ms. Emily Melnick.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations.

The Board entered Executive Session to receive an update on the mid-year evaluation of the Superintendent.

MOTION #1 – EXECUTIVE SESSION

Move that we enter Executive Session (6:30 PM).

Ms. Hamilton
Second by Mr. Gilbride
UNANIMOUS

MOTION #2 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (7:15 PM).

Mr. Lindskog
Second by Mr. Gilbride
UNANIMOUS

CALL TO ORDER: Ms. Hamilton, Chair called the public session back to order at 7:18 PM.

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. Matthew Gilbride, Ms. Chris Jaffe, Ms. Karen Kravetz, Mr. Carl Lindskog, Ms. Keri Matthews, and Ms. Emily Melnick.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Gina Prisco, Principal; Sheila Haverkamp, Special Services Director and Nancy White, Assistant Principal.

MEMBERS OF THE PUBLIC: Ellen Scalletar, First Selectman; Brie Pfannenbecker, PTO; Laurence Grotheer, BOS Liaison; Teresa Nakouzi, WEA; James Crawford, Diane Dolan, Lynn Piascyk, Rick Wood, Teachers; and Pua Ford, community.

CORRESPONDENCE – None

PUBLIC COMMENT – None

CONSENT AGENDA

MOTION #3 – CONSENT AGENDA

Move that we approve the consent agenda as presented.

Mr. Lindskog
Second by Mr. Gilbride
UNANIMOUS

REPORTS

PTO Report – Ms. Pfannenbecker noted recent guest speakers Suzie Kline and David Schwartz, bingo night, donation of \$500 to the BRS Library and the upcoming spring book fair.

Superintendent's Report – Superintendent Stella highlighted the BRS World Language Program, the recent selection of a staff member to study in Morocco under a Fulbright Grant, the invitation BRS received from CAS and the CSDE to host a delegation of 17 principals from China on March 21 and Read Across America on March 7, with numerous Town representatives in attendance.

New District Web Site – Superintendent Stella apprised the Board that as of June 30, the current vendor will no longer host the district/school web site. The Technology Team is current exploring alternate options in response to our bid specs. Rick Wood and James Crawford provided an overview on the preferred vendor, Finalsity. It is anticipated that we will enter into a five-year contract, inclusive of design services.

BRS Update – Ms. Prisco noted the 4th grade activities and differentiation of learning, the 6th grade DARE presentation on Friday and report cards. Ms. White indicated SBAC testing is slated for April 28 – May 16 and the CMT Science component for 5th grade students will occur Wednesday, March 19.

Facilities Committee – Ms. Kravetz reviewed the March 6 meeting which included an update on the BRS building project, the sustainability and Tools for Schools initiatives as well as identification of possible buildings/grounds projects for the 2013/14 school year.

BRS Building Committee – Ms. Hamilton informed the Board that this committee continues to meet on a regular basis. The next meeting on Wednesday will focus on security. The plan is for the committee to meet every two weeks. Given the renovation timeline, Dr. Stella indicated that administration is exploring Amity and Ezra Academy as alternate sites for the Summer programs.

Policy Committee – Mr. Gilbride presented the 5000 series for adoption. The next meeting is scheduled for April 3 at 6:00 PM and will commence review of the 6000 series.

MOTION #4 – 5000 POLICY SERIES

Move that we adopt the 5000 Policy Series as presented.

Dr. Jaffe

Second by Ms. Hamilton

UNANIMOUS

Finance Committee – Mr. Lindskog noted the March 10 meeting focused on the monthly financials approved earlier this evening as well as the 2013/14 budget surplus recommendations.

MOTION #5 – 2013/14 BUDGET SURPLUS

Move that we approve the 2013/14 budget surplus recommendations as presented by administration.

Mr. Lindskog

Second by Mr. Gilbride

UNANIMOUS

CABE Liaison – No Report.

ACES Liaison – No Report

NEW BUSINESS

Certified Staff Retirements – Superintendent Stella presented two certified staff retirements as a result of the Early Retirement incentive offered to WEA members.

MOTION #6 – CERTIFIED STAFF RETIREMENTS

Move that we accept the retirements of Diane Dolan and Lynn Piascyk effective June 30, 2014 with regret.

Mr. Lindskog

Second by Mr. Gilbride

UNANIMOUS

Certified Staff Leave Request – Superintendent Stella presented a certified staff leave of absence request for child-rearing purposes for the 2014/15 school year.

MOTION #7 – CERTIFIED STAFF LEAVE OF ABSENCE (ELECK)

Move that we grant a child-rearing leave of absence for the 2014/15 school year to Stephanie Eleck.

Mr. Gilbride
Second by Dr. Jaffe
UNANIMOUS

The Board entered Executive Session to receive an update on safety and security.

MOTION #8 – EXECUTIVE SESSION

Move that we enter Executive Session (8:20 PM).

Dr. Jaffe
Second by Mr. Gilbride
UNANIMOUS

BOARD MEMBERS PRESENT: Ms. Margaret Hamilton, Chair; Mr. Matthew Gilbride, Ms. Chris Jaffe, Ms. Karen Kravetz, Mr. Carl Linskog, Ms. Keri Matthews, and Ms. Emily Melnick.

STAFF: Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations.

MOTION #9 – RETURN TO PUBLIC SESSION

Move that we return to Public Session (8:55 PM).

Mr. Linskog
Second by Ms. Matthews
UNANIMOUS

MOTION #10 – SAFETY AND SECURITY

Move that we direct the Superintendent to engage in immediate conversations with the Recreation Department to resolve concerns identified during the safety and security discussion.

Ms. Kravetz
Second by Mr. Linskog
UNANIMOUS

MOTION TO ADJOURN: (9:00 PM)
Ms. Hamilton
Second by Ms. Kravetz
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 9 Months Ended March 31, 2014**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
100	TOTAL SALARIES	7,646,706	663,334	590,742	72,592	5,005,907	4,973,103	32,805
200	TOTAL BENEFITS	2,435,739	219,188	211,753	7,435	1,619,777	1,587,252	32,525
300	TOTAL PROFESSIONAL SERVICES	384,607	23,034	22,724	310	217,402	192,053	25,349
400	TOTAL PROPERTY SERVICES	580,273	48,783	52,936	(4,153)	252,916	236,172	16,744
500	TOTAL OTHER PURCHASED SERVICES	1,324,372	89,382	155,670	(66,287)	916,293	815,018	101,275
600	TOTAL SUPPLIES & MATERIALS	329,435	17,687	12,873	4,814	178,153	175,129	3,023
700	TOTAL PROPERTY	39,400	9,000	3,494	5,506	17,575	19,086	(1,511)
800	TOTAL DUES AND FEES	77,466	3,731	728	3,003	64,266	26,490	37,776
	TOTAL ADOPTED BUDGET	12,817,998	1,074,139	1,050,921	23,218	8,272,289	8,024,303	247,986

COMMENTS

1. Secretaries/Clerical Deficit (\$4,050); Custodial Overtime Deficit (3,116); Savings from Certified Staff Vacancy & Retirements \$39,971.
2. Medical Insurance Surplus \$32,525.
3. Legal Fees Timing \$5,551; Other Prof/Tech Services Timing 19,798.
4. Electricity Surplus \$4,744; Heating Surplus \$12,000
5. Liability Insurance Deficit (\$14,000); Worker's Comp Insurance Deficit (\$31,290);
Tuition & Transportation Savings & Timing (Reg. & SpED) \$104,249; Interns Timing & Savings \$42,316
6. Instructional Supplies Timing \$3,023.
7. Furniture Deficit (\$2,186); Equipment Building Deficit (\$2,041); Computer Hardware Timing \$2,716.
8. Ezra Nursing Services timing \$32,696; Unemployment Savings \$3,596; Other Fees Deficit (\$1,516).

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
390	OT/PT SERVICES	42,500	4,250	530	3,720	29,750	9,005	20,745
3901	CONSULTANTS	18,000	1,800	9,576	(7,776)	12,600	12,426	174
510	TRANSPORTATION	148,224	14,822	19,641	(4,819)	103,757	106,447	(2,690)
560	TUITION	295,000	29,500	11,837	17,663	206,500	89,303	117,197
	TOTALS	503,724	50,372	41,585	8,788	352,607	217,182	135,425

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2014

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	629,992		489,120	146,167	101%	(5,295)	(5,295)	-
120	Teachers - Regular	4,569,431		2,894,837	1,631,891	99%	42,703	97,624	(54,921)
120	Teachers - Special Education	802,441		447,731	264,718	89%	89,992	-	89,992
1201	Psychologist	168,985		93,536	57,195	89%	18,254	-	18,254
1203	Counselor	41,440		25,602	15,838	100%	-	-	-
	Sub-Total Certified Salaries	6,212,289	-	3,950,826	2,115,809	98%	145,654	92,329	53,325
1303	Custodians	369,103		278,214	84,925	98%	5,964	12,464	(6,500)
140	Nurses	132,778		87,690	38,778	95%	6,310	6,310	-
150	Secretaries, Clerical	314,253		243,993	75,625	102%	(5,365)	-	(5,365)
160	Paraprofessionals	377,025		252,191	142,710	105%	(17,876)	-	(17,876)
1601	Special Education Paraprofess.	212,443		141,246	61,393	95%	9,804	-	9,804
190	Salaries, Miscellaneous	28,815		18,942	7,726	93%	2,147	2,147	-
	Sub-Total Non-Certified Salaries	1,434,417	-	1,022,277	411,157	100%	983	20,921	(19,938)
	TOTAL SALARIES	7,646,706	-	4,973,103	2,526,966	98%	146,637	113,249	33,388
220	FICA	210,232		135,881	-	65%	74,351	74,351	-
230	Merf	197,029		149,560	-	76%	47,469	47,469	-
270	Medical Insurance	1,990,318		1,273,962	485,684	88%	230,671	145,671	85,000
280	Life Insurance	24,960		21,893	3,067	100%	-	-	-
2902	Other Employee Benefits	13,200		5,955	3,307	70%	3,938	3,938	-
	TOTAL BENEFITS	2,435,739	-	1,587,252	492,058	85%	356,429	271,429	85,000

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2014

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	77,805		20,535	29,095	64%	28,175	28,175	-
330	Legal Fees	38,000		5,426	19,574	66%	13,000	13,000	-
340	Software Support	13,078		6,614	-	51%	6,464	6,464	-
350	Substitutes	28,000		14,043	3,513	63%	10,445	10,445	-
390/01	OT/PT/Consultant Services	60,500		21,432	39,068	100%	-	-	-
3902	Financial Audit	15,600		1,200	-	8%	14,400	14,400	-
390	Other Prof/Tech. Services	151,624		122,804	28,820	100%	-	-	-
	TOTAL PROFESSIONAL SERVICES	384,607	-	192,053	120,070	81%	72,484	72,484	-
410/01	Utilities - Electric and Water	256,334		104,770	133,462	93%	18,102	-	18,102
420	Heating	112,200		34,381	45,538	71%	32,282	-	32,282
430	Repairs and Maintenance	47,627		6,554	34,665	87%	6,408	6,408	-
450	Leases and Rentals	52,411		25,387	27,024	100%	-	-	-
4501	Building Improvements	30,000		8,800	-	29%	21,200	21,200	-
490	Other Purchased Services	25,920		16,567	9,480	100%	(128)	-	(128)
4901	Service Contracts	55,781		39,713	10,380	90%	5,688	5,688	-
	TOTAL PROPERTY SERVICES	580,273	-	236,172	260,550	86%	83,552	33,296	50,256
510	Pupil Transportation-Regular	474,971		318,956	114,193	91%	41,822	-	41,822
510	Pupil Transportation-Spec. Educ.	148,224		106,447	35,778	96%	6,000	-	6,000
520	Insurance-General Liability	91,829		105,177	-	115%	(13,348)	-	(13,348)
5201	Worker's Compensation	111,821		135,345	-	121%	(23,524)	7,000	(30,524)
530	Telephone Services	16,670		10,664	6,006	100%	-	-	-
535	Internet	9,876		5,839	4,037	100%	-	9,000	(9,000)
537	Postage	5,400		2,558	2,794	99%	48	48	-
540	Advertising	2,800		(227)	1,847	58%	1,180	1,180	-
550	Interns	132,257		39,733	79,467	90%	13,057	-	13,057
560	Tuition	315,174		89,303	137,406	72%	88,465	-	88,465
590	Other Purchased Services	15,350		1,224	948	14%	13,178	13,178	-
	TOTAL OTHER PURCH SERVICES	1,324,372	-	815,018	382,475	90%	126,879	30,407	96,472

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2014

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	154,558		112,355	11,664	80%	30,540	30,540	-
620	Computer Software	62,521		19,020	2,628	35%	40,873	40,873	-
625	Supplies Nurses	1,800		978	-	54%	822	822	-
630	Supplies Custodial	52,901		22,450	20,340	81%	10,112	10,112	-
635	Supplies Office	11,500		7,917	2,318	89%	1,265	1,265	-
640	Books and Audio Visual	18,000		3,370	6,804	57%	7,826	7,826	-
645	Subscriptions	14,855		6,114	-	41%	8,741	8,741	-
650	Testing	9,500		2,298	10,538	135%	(3,336)	4,206	(7,542)
690	Misc. Supplies - DW Security	3,800		628	576	32%	2,596	2,596	-
	TOTAL SUPPLIES & MATERIALS	329,435	-	175,129	54,868	70%	99,438	106,980	(7,542)
730	Equipment - Office	-				0%	-	-	-
732	Computer Hardware	15,500		1,575	1,723	21%	12,202	12,202	-
735	Equipment - Teaching	17,050		7,466	-	44%	9,584	9,584	-
740	Equipment - Building	4,600		6,168	2,142	181%	(3,710)	-	(3,710)
745	Furniture	2,250		3,877	560	197%	(2,186)	3,000	(5,186)
	TOTAL PROPERTY	39,400	-	19,086	4,425	60%	15,889	24,786	(8,897)
810	Dues and Fees	32,174		15,236	956	50%	15,982	15,982	-
825	Unemployment	12,596		6,474	1,162	61%	4,960	-	4,960
900	Other Fees	32,696		4,780	27,916	100%	-	-	-
	TOTAL DUES AND FEES	77,466	-	26,490	30,034	73%	20,942	15,982	4,960
	TOTAL ADOPTED BUDGET	12,817,998	-	8,024,303	3,871,445	93%	922,251	668,613	253,637

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2013 - 2014

Month Ended March 31, 2014

OBJECTS 110-120 – CERTIFIED STAFF

The net projected surplus reflects savings from staff changes, retirements, and resignations.

OBJECT 1303 – CUSTODIANS

The net project deficit results from overtime costs for snow removal and K-wing classrooms damage from heating equipment failure.

OBJECT 150 – SECRETARIES, CLERICAL

The net project deficit results from contract negotiations being in process and final wage settlements being obtained in June, after budget approval.

OBJECT 160 – PARAPROFESSIONALS

The net project deficit results from an unbudgeted new hire to support the additional Kindergarten class.

OBJECT 1601 – SPECIAL EDUCATION PARAPROFESSIONALS

The net project surplus results from staff changes and resignations.

OBJECT 270 – MEDICAL INSURANCE

The net projected surplus reflects savings from enrollment changes, retirements, and resignations.

OBJECT 410/01 – UTILITIES ELECTRIC & WATER

The net projected surplus reflects favorable year-to-date consumption vs. budget.

OBJECT 420 – HEATING

The net projected surplus reflects favorable year-to-date consumption vs. budget.

OBJECT 510 - TRANSPORTATION

The net projected surplus reflects savings from cancellation of Wintergreen bus due to current enrollment, in addition to reduction outplacement transportation costs.

OBJECT 520 – INSURANCE – GENERAL LIABILITY

The projected deficit is the result of higher than anticipated premium renewal rates for policy as a result of carrier rate increase (i.e. Hurricane Sandy, Blizzard Nemo)

OBJECT 5201 – WORKER'S COMPENSATION

The projected deficit is the result of higher than anticipated premium renewal rates for policy as a result of claims experience rating.

OBJECT 550 - INTERNS

The net projected surplus reflects vacancy of one intern.

OBJECT 560 – TUITION

The projected surplus is the result of lower than anticipated enrollment in the Wintergreen Magnet School, and reduction of one outplaced student.

OBJECT 740-745 – FURNITURE & EQUIPMENT

The net projected deficit is the result of furnishing one additional Kindergarten class.

OBJECT 825 – UNEMPLOYMENT

The net projected surplus reflects favorable year-to-date claims paid vs. budget.

Woodbridge Board of Education
Combining Balance Sheets as of 03/31/14 (Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 179,986	\$ 54,387	\$ 79,952	\$ 1,076	\$ 43,282	\$ 1,289
Prepaid expenses	-	\$ -	-	\$ -	-	\$ -
Accounts receivable	5,469	3,143	1,040	\$ 1,014	\$ 272	\$ -
Intergovt Receivable	8,052	8,052	-	-	-	-
Inventory	4,115	4,115	-	-	-	-
Total Assets	197,622	69,697	80,992	2,090	43,554	1,289
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	1,531	863	668	-	-	-
Accounts payable	4,074	1,968	2,106	-	-	-
Deferred revenue	6,680	-	6,680	-	-	-
Wages payable	-	-	-	-	-	-
Total Liabilities	12,285	2,831	9,454	-	-	-
Fund Balance	185,337	66,866	71,538	2,090	43,554	1,289
Total Liabilities and Fund Balance	\$ 197,622	\$ 69,697	\$ 80,992	\$ 2,090	\$ 43,554	\$ 1,289
				Café	Extended Day	SEP
Current Fund Balance				\$ 66,866	\$ 71,538	\$ 25,683
Baseline - Minimum Fund Bal (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Bala (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 118	\$ 77	\$ 77
Fund Balance Excess				\$ 15,866	\$ -	\$ -
Activity Fund:						
Drama / Band / Lego						\$ -
ODAC						308
Target for Education						459
						522
Total						\$ 1,289

Woodbridge Board of Education
 Combining Statement of Revenues & Expenditures
 for the 9 Months Ended 3/31/14 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 519,637	\$ 145,041	\$ 266,017	\$ 22,958	\$ 81,787	\$ 3,834	\$ -
Intergovernmental	23,387	23,387	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Other income	-	-	-	-	-	-	-
Additions	23	23	-	-	-	-	-
Total revenues/additions	543,047	168,451	266,017	22,958	81,787	3,834	-
Expenditures:							
Wages, FICA, MERF	335,190	77,958	188,639	-	65,955	2,638	-
Medical Insurance	-	-	-	-	-	-	-
Cost of food sold	71,977	71,977	-	-	-	-	-
Equipment / Repairs	2,753	2,693	60	-	-	-	-
Repairs	77,377	5,382	41,202	22,442	8,037	314	-
Other Expenses	-	-	-	-	-	-	-
Total expenditures/deductions	487,297	158,010	229,901	22,442	73,992	2,952	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	55,750	10,441	36,116	516	7,795	882	
Operating transfer in	-	-	-	-	-	-	
Excess (deficiency) of revenues over expenditures after operating transfer in	55,750	10,441	36,116	516	7,795	882	
Fund Balance, ending	\$ 184,048	\$ 66,866	\$ 71,538	\$ 2,090	\$ 25,683	\$ 17,871	
BOE Year to Date Cost of Health Insurance		\$ 17,707					

Woodbridge School District
School Cafeteria Financial

	MARCH 2014			FISCAL YEAR TO DATE		
	Budget	Actual	Variance	Budget	Actual	Variance
<u>Sales Revenue</u>						
Sales	21,693	21,480	(213)	155,049	145,041	(10,008)
Government Grants	3,121	2,969	(152)	20,019	23,387	3,368
Other Income	3	3	0	18	23	5
Total Operating Revenue	24,817	24,452	(365)	175,086	168,451	(6,635)
<u>Cost of Food</u>	11,024	10,895	129	84,885	71,977	12,908
Gross Profit	13,793	13,557	(236)	90,202	96,474	6,272
<u>Labor Costs</u>						
Salaries/Taxes/Retirement	9,632	9,854	(222)	77,057	77,958	(901)
Medical Insurance	0	0	0	0	-	0
Total Labor Cost	9,632	9,854	(222)	77,057	77,958	(901)
Other Expenses	1,685	269	1,416	11,208	8,075	3,133
Total Expenses	22,342	21,018	1,324	173,150	158,010	15,140
Income (Loss) from Operations	2,475	3,434	959	1,937	10,441	8,504
Board Subsidy	-	-	-	-	-	-
Total Net Income (Loss)	2,475	3,434	959	1,937	10,441	8,504
<u># Meals</u>						
Free	442	504	62	2,939	2,656	(283)
Reduced	81	119	38	536	621	85
Total Meals (Free + Reduced + Paid)	5,083	4,501	(582)	34,338	32,487	(1,851)
<u># Days</u>						
School Days	20	20	-	133	126	(7)

Instruction

Concept and Roles in Instruction

The Board of Education believes the instructional program of the public schools to be among its highest priorities, and it is, therefore, important for the Board and the professional staff to work cooperatively in determining educational goals and objectives which meet the needs of students.

Within limitations of budgets made available to it by the Town, the Board of Education will provide personnel, equipment, instructional supplies and materials, and other support required to meet professional staff needs and community goals. The Board, understanding that education requires continuing change, also supports continuing in-service education for certified and non-certified staff.

The Superintendent of Schools shall present regular evidence of student progress and of program modifications based on evaluations which are consistent with district goals and objectives. Evidence of educational productivity is important in order to evaluate the educational system, to guide improvement efforts and to develop public support for the schools.

Legal Reference: **No Child Left Behind Act §1116, 20 USC §6316**
 105 ILCS 5/2-3.63, 5/2-3.64, 5/10-21.3 and §5/27.1

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Instruction

School Calendar

The school calendar shall show the beginning and ending of school dates, legal and local holidays, orientation meeting days, number of teaching days, vacation periods, and other pertinent dates providing for at least 182 school days for students.

The Superintendent shall recommend to the Board of Education a school calendar that meets all statutory requirements.

The calendar recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January.

The Board of Education may declare a holiday in the schools under its jurisdiction when good reason exists.

To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars.

Legal Reference: **Connecticut General Statutes**
1-4 Days designated as legal holidays
10-15 Towns to maintain schools
10-16 length of school day
10-29a Certain days to be proclaimed by Governor, distribution and
Number of proclamations.
10-261 Definitions
10-161 Establishment of graduation date.
10-233j student possession and use of telecommunication devices.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Instruction

School Ceremonies and Observances

The Board directs that the administration provide students and staff with appropriate direction and guidance regarding school ceremonies and observances.

United States Flag

The American Flag shall be raised above Beecher Road School during all school sessions, weather permitting. The Flag shall be raised before the opening of school and taken down at its close every day.

The American Flag shall be displayed in each classroom each day school is in session.

Pledge of Allegiance

The Board further directs that an opportunity to say the Pledge of Allegiance shall be provided each school day, preferably during the time of morning opening exercises.

In accordance with Connecticut Statute the intent of this policy shall not be construed to require any person to recite the "Pledge of Allegiance". If, because of family belief or personal philosophy a parent(s) or guardian has made the decision not to salute the flag or participate in similar such activities of this nature, a student will be permitted to remain silent. Students may wish to use this period of time to reflect on personal belief or to remember loved ones.

In any event, we must all be courteous and respectful of the beliefs of others.

Silent Meditation

The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Legal Reference: **Connecticut General Statutes**
 10-16a Silent Meditation
 10-29a Certain days to be proclaimed by governor. Distribution and
 number of proclamations
 10-230 Flags for school rooms and schools
 PA 02-119, An act concerning bullying behavior in schools and concerning
 the Pledge of Allegiance
 No child Left Behind Act

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
 Woodbridge, Connecticut

Instruction

Affirmative Action: Instruction Program

The school district pledges itself to avoid any discriminatory actions, and instead seeks to foster good human and educational relations which will help to attain:

1. Equal rights and opportunities for students and staff members in the school community.
2. Equal opportunity for all students to participate in the total program of the school.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Training opportunities for improving staff ability and responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to all students.
6. An appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology; (2) equitable allocation of resources; and (3) a safe school setting.

Each student, at the time s/he becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

Legal Reference: Connecticut General Statutes
 10-15 Towns to Maintain Schools.
 10-15c Discrimination in Public School Prohibited.
 10-18a Contents of Textbooks and other General Instructional Materials.
 10-226a Pupils of Racial Minorities.
 10-145a(b) Certificates of Qualification for Teachers; Intergroup Relations Programs.
 10-220 Duties of Boards of Education, As Amended by PA 97-290,
 An Act Enhancing Educational Choices and Opportunities.
 Title IX of the Education Amendments of 1972
 Section 504, U.S. Rehabilitation Act. 1973, 29 U.S.C. 791

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
 Woodbridge, Connecticut

Instruction

Curriculum

The curricula of our schools shall be in compliance with the Board of Education's adopted goals and legal requirements.

Curriculum development by the certified staff shall be guided by the requirements of the Board:

1. To ensure that the district has a clearly identifiable curriculum that is well coordinated from Kindergarten through Grade 6; and with receiving Junior High Schools of the Regional District.
2. To ensure that the District offers an instructional program that is consistent with its education and curriculum philosophy and communicated to parents and staff.
3. To establish and follow procedures for a five (5) year cycle of review to maintain curriculum that is current, and that addresses the latest research recommendations, national studies of best practice, and state expectations as described in the Connecticut Curriculum Frameworks.
4. To identify and provide for staff training needs, curriculum materials, instructional resources and other necessary support conditions to assist teachers in the successful implementation of program.
5. To continually update curriculum materials on a cycle that prevents school system resources from becoming outdated and that supports budgeting for new instructional materials in a timely manner.
6. To evaluate student learning both quantitatively and qualitatively.
7. To evaluate the potential needs for curriculum or program changes to improve learning on an annual basis.

Curriculum development will be guided by actual studies and information concerning the needs of Woodbridge students reflecting:

1. Programs to address the range of abilities, aptitudes and interests of children.
 2. Multicultural and global perspectives of the world in which we live.
-

Instruction

Curriculum (continued)

The Board of Education expects that the administration and staff will coordinate courses of study and syllabi effectively to avoid unnecessary duplication of work among various grade levels.

Procedures for the collection and management of student achievement data as a source of information about student performance will be implemented and maintained.

The Board of Education will receive curriculum status reports on a regular basis. It reserves the responsibility for establishing and approving all curricula for the school district prior to implementation. Teachers will teach within the approved curricula.

Legal Reference: Connecticut General Statutes
 10-15 Towns to Maintain Schools. Prescribed courses of study.
10-15c Discrimination in public schools prohibited.
10-16b Prescribed courses of study.
 10-18 Courses in United States History, Government and Duties and Responsibilities of Citizenship.
 10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught.
10-220 Duties of Board of Education as Amended by PA 08-153

Policy adopted:

WOODBRIAGE PUBLIC SCHOOLS
 Woodbridge, Connecticut

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District. This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 U.S.C. §6391 et seq., 34 C.F.R. §200.40 - 200.45

Federal Register – July 29, 2008 – Final Rule 34 CFR Part 2000

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Instruction

Internet Acceptable Use

Introduction

It is the policy of the Woodbridge School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Woodbridge School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Woodbridge School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Instruction

Internet Acceptable Use

Supervision and Monitoring (continued)

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his/her designee.

Telecommunications/Internet- Acceptable Use

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses or abuses as a result of experience with an electronic information service. It is, therefore, imperative that members of the school community conduct themselves in a responsible, decent, ethical, and polite manner while using any network. Further, they must abide by all local, state and federal laws.

Guidelines for General Use

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines.

1. All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
2. Any electronic accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account.
3. All users should respect the privacy of communications and information belonging to other individuals.
4. Any use of the district's computing resources or networks for illegal or inappropriate purposes, accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the law. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.

Instruction

Internet Acceptable Use

Guidelines for General Use (continued)

5. Any use of telecommunication opportunities for commercial purposes financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others, is prohibited.
6. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
7. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services or district networks and any other appropriate disciplinary action. All use must be consistent with other Woodbridge Board of Education policies such as Communications - 1002; - Political Activities - 1311; Distribution of Information - 1325; Community Relations - 1330; 5148 - Electronic Information/Technology Media and 6141.322 District/School/Staff/Student Web Sites and Pages as well as all applicable laws.

The Superintendent shall identify an administrator(s) as the "District Internet Administrator(s)" who will have responsibility for implementing this policy, establishing procedures and supervising access privileges.

Guidelines for Student Use

Student use of electronic services is considered to be a privilege. Students at the elementary level may use telecommunications or the Internet only when supervised by a teacher or teacher aide. Guidelines for the use of electronic services by students through Grade 3 will be developed by the Principal(s).

Students in Grades 4-6 who wish to use electronic services and networks that are available to them may do so provided that they:

1. Read, agree to, and sign the Acceptable Use Policy.
2. Obtain the signature of one parent/guardian on the Acceptable Use Policy form.
3. Have the classroom teacher sign the Acceptable Use Policy form.
4. Submit the completed form to the classroom teacher.
5. Any parent or student who wishes to appeal any decision relative to the Acceptable Use Policy should contact the Principal.

Instruction

Internet Acceptable Use (continued)

Filtering

The Woodbridge School District is fortunate to have access to the Internet. This access provides increased opportunities for students and staff to conduct research and to communicate locally, nationally, and internationally.

The Board of Education provides computers, computer systems, software, electronic access and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are provided exclusively for school related use. The system may be used for personal communications only to a limited extent, which does not interfere with statues and/or other policies governing employment of the district.

In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

1. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
2. Use of the computers, computer systems, software, electronic access, and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy." In the case of minors, the "Acceptable Use Policy must also be signed by the student's parent or guardian.
3. In compliance with this policy, a system to filter out Internet sites.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering should be used in conjunction with:

- a. Educating students to be safe and responsible users of electronic communications and resources.
 - b. Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material.
 - c. Using "Acceptable Use Policy Agreements."
 - d. Appropriate supervision, both in person and electronically.
-

Instruction

Internet Acceptable Use

Filtering (continued)

The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized to (1) block pre-selected sites, (2) block by content, (3) block entire categories like chat and newsgroups and (4) allow a pre-selected list of approved sites.

(cf. 5148-Electronic Information/Technology/Media)

(cf. 6141.321-Acceptable Use of the Internet)

(cf. 6141.322-Websites/Pages)

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 PL 93-568, codified at 20 U.S.C. 1232g.).
 Dept. of Education, 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11121196.
 HR 4577, Fiscal 2001 Appropriations Law (contains Children's Internet Protection Act).
 Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 US 629, at 642 n. 10 (1968)

Board of Education vs. Pico, 457 US 868 (1988)

Hazelwood School District vs. Kuhlmeier, 484 US 620, 267 (1988)

WOODBIDGE SCHOOL DISTRICT

Dear Parent/Guardian:

The Woodbridge School District is fortunate to have a connection to the Internet to supplement the other resources already available to staff and students. Through the Internet, your child will have the entire world at his or her fingertips and be able to explore it.

This wonderful resource brings with it added responsibility. As Internet users, we must be aware of the many issues that surround the Internet. There are many valuable resources available on the Internet that may not be found elsewhere. At the same time there are many sites that can be considered inappropriate for students and serve no educational value. It is the responsibility of all users, staff and students alike, to ensure that, at all times while in Beecher Road School, the Internet is being used only for educational purposes. Student use of the Internet will be under the supervision of Woodbridge School District staff.

The attached "Acceptable Use Policy" should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet in their classroom. The "Acceptable Use Policy" strives to ensure the safety of all users. A filtering system designed to prevent access to certain unacceptable sites is used to help eliminate this problem. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials.

It is important that you and your children understand that any violation of the "Acceptable Use Policy" will result in the loss of privileges or other disciplinary action. We ask that you work with your children in reinforcing the behaviors associated with the "Acceptable Use Policy."

Thank you for your support of this important opportunity for Beecher Road School students.

Sincerely,

Principal

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point or origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.

**CODE OF CONDUCT FOR INTERNET AND OTHER
COMPUTER NETWORK ACCESS**

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
 14. Report security problems to the supervising teacher or system administrator.
 15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.
-

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Every student, regardless of age, must read and sign below

Student Name (please print): _____

Teacher's Name: _____

My Promise to Follow the Rules:

My parent or guardian has reviewed the *Beecher Road School Acceptable Use of Technology Agreement* with me. I promise to be polite, respectful, and honest when I use technology. I promise to obey the rules for the use of technology and the Internet. I will not give out personal information about my family, others, or myself when using any digital devices. I will follow the rules and guidelines in school and any other time that I use school technology. I understand that if I break the rules, I may not be allowed to use the technology. I promise to follow the rules.

Signature: _____ Date: _____

For the Parent or Legal Guardian:

As the parent or legal guardian, I have read and I have reviewed with my child the *Beecher Road School Acceptable Use of Technology Agreement*. I understand that the use of school digital resources is for educational purposes. I recognize that the School has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that while the School has also taken steps to restrict student access to inappropriate information and sites on the Internet, it is impossible to restrict access to all controversial materials. I further recognize that if my child does not abide by the rules of acceptable use, he/she may be disciplined. I will not hold the Woodbridge School District responsible for materials my child may acquire on the Internet. I hereby give permission to the Woodbridge School District to permit my child to have access to the Beecher Road School Network and the Internet.

Parent or Legal Guardian (please print): _____

Signature: _____ Date: _____

For the Sponsoring Teacher:

I have read the Woodbridge School District *Internet Safety Policy* (6141.321) and have reviewed the *Beecher Road School Acceptable Use of Technology Agreement* with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network, proper network etiquette, and all guidelines for use of technology at Beecher Road School.

Teacher (please print): _____

Signature: _____ Date: _____

Instruction**District/School/Staff/Student Publications**

(The intent of this policy is to cover ALL forms of publication.)

To enhance communication with students, parents/guardians, staff, community members, the public at-large and to foster creativity, the Board of Education encourages the development and ongoing maintenance of district and school publications on the Internet. All publications shall support the educational vision of the district and shall be consistent with the District's plans for communications and media relations.

The Board of Education encourages the administration and staff to create and maintain publications for the district and individual schools for educational purposes. These publications shall serve as avenues for educating the community, providing information about our schools and communicating with the extended school community. District and individual school publications shall be used to share information relating to the schools and the district mission. These publications may also provide instructional resources for staff and students. Content published on these publications should be of professional quality and consistent with the educational mission of the school system.

The Superintendent shall develop guidelines regarding the content of district and school web publications, which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulations. All published content must comply with these guidelines.

The District may develop publications through a variety of methods using a variety of services. These policies and regulations apply to such publications.

Failure to comply with this policy and applicable administrative regulations will result in discipline, including suspension of district Internet privileges and/or referral to law enforcement, if appropriate.

District Publications

District publications provide a resource for obtaining information about the district and for informing patrons about instructional program, activities and Board policies. Requests for publication of information on the district site should be directed to the Building Principal and/or Superintendent. Personal information, not related to education, will not be permitted.

Instruction

District/School/Staff/Student Publications and Pages

School Publications

A school site provides unique and ever-changing ways to interact with the community and improve student learning. School publications:

1. Allow an individual school to provide current and complete information to its community at large.
2. Give the community a means to communicate effectively with students and personnel.
3. Create expanded means for student expression.
4. Provide new avenues for teachers to help students meet high standards of performance.

All school web publications shall conform to this policy and its accompanying regulations. The primary purpose of a school's publications is to communicate effectively with its community. The Principal or designee shall ensure that the site is maintained in such a way that the community receives reasonably current and accurate information. A school may elect to have its publications serve additional purposes related to its educational mission.

When a school allows student publications on its publications, the purpose of including such publications shall be clearly identified. These publications shall be consistent with the mission, goals, policies, programs and activities of the district. All publications shall meet established district and school requirements related to student publications and in accordance with state and federal law related to student expression.

Staff Digital Publications

Staff may use digital media to implement curriculum goals, to provide instructional resources for other staff members and to facilitate learning. This use of digital media must reflect the educational goals and objectives of the district. Staff may not utilize publications sponsored or supported by the Woodbridge Board of Education for personal use or for proprietary gain.

Use of District publications by staff members shall comply with all rules and regulations promulgated by the school administration.

Content

The Superintendent or designee shall ensure that publication content protects the privacy rights of students, parents/guardians, Board members and other individuals. The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school publications. The Superintendent or designee may establish standards for the design of the district and school publications in order to maintain a consistent identity, professional appearance and ease of use.

No personal information about students or their parents/guardians, including telephone numbers, home addresses or e-mail addresses shall be published on a district or school site. Student directory information shall not be published on school or district publications.

All publication of student pictures or works shall follow the guidelines included in this policy.

District and school publications shall not include content which is obscene, libelous or slanderous or which creates a clear and present danger of inciting students to commit unlawful acts on school premises, violating school rules or substantially disrupting the school's orderly operation.

The Superintendent or his/her designee shall develop and implement regulations which set forth that the District publications may only be used for educational and non-commercial purposes, and that the Board of Education has no responsibility or liability for any damages resulting from the use of the publications.

Adopted by the Woodbridge Board of Education July 16, 2012

Instruction**District/School/Staff/Student Digital Publications- Regulations**

All digitally published materials must have educational value, relate to curriculum and instruction, school-authorized activities and/or support the District's guidelines, goals and policies.

All work should be free of any spelling or grammatical errors.

Prohibited Uses, include but are not limited to:

- Advertising for commercial purposes and/or products.
- Campaigning related to issues, individuals and/or groups.
- Documents that violate an individual's right to privacy or access the materials, information or files of another individual or organization without permission.
- Documents containing objectionable material, point directly to objectionable material or violate District policy. Objectionable material may be determined on a case-by-case basis by the building administrator.
- Spreading computer viruses or deliberately attempting to vandalize, damage, disable or disrupt the property of the district, another individual, organization or the network or any effort to locate, receive, transmit, store or print files or messages that are profane, obscene, sexually explicit or use language that is offensive or degrading to others.
- Violating copyright laws.

The Woodbridge School District reserves the right to remove any digital publication that violates district policy.

All links to non-district publications must have educational value, relate to curriculum and instruction, school-authorized activities and/or support the District's guidelines, goals and policies.

Staff may not use district publications to provide access to their personal pages on other servers or online services.

The following language will be included on each school site:

The Woodbridge Board of Education maintains this site to provide relevant information concerning the Woodbridge Public Schools. The Woodbridge Board of Education is not liable for any direct, incidental, consequential, indirect or punitive damages arising out of access to or

use of this site. The Woodbridge Board of Education also assumes no responsibility and shall not be held liable for any damages to or viruses that may infect computer equipment or other property as a result of using, browsing or downloading any materials, data, images or text from this site or any publications linked to this site.

This site may provide links to other publications that may not be maintained by the Woodbridge Board of Education. The Woodbridge Board of Education does not make any warranty, express or implied, with respect to the use of the links provided or guarantee the accuracy, completeness, usefulness or adequacy of any resources, information, apparatus, product or process available at or from this site. Accordingly, the Woodbridge Board of Education is not responsible for the contents of any off-site pages or any other publications linked from this site. Linking to off-site pages or publications is at your own risk.

Copyright Guidelines

As an educational institution, we should be aware of the necessity of conforming to all laws, regardless of how they may be perceived on the Internet. The copyright law and the courts have provided exceptions to the rules that govern the behavior of teachers, students and schools. In general terms, teachers, students and schools are allowed to make "fair use" of materials for instructional purposes. "Fair use" has been interpreted to include those limited uses which are not likely to deprive a publisher or author from income.

"Fair use" of Internet resources by teachers, students, schools or district personnel should parallel the use of printed resources. Teachers and students might make limited use of some text and graphics within their own classrooms. They should not "publish" those same materials across other classrooms within the building by posting on any district site.

Teachers, students and district personnel may not make use of others' materials (graphics, text, etc.) when creating digital publications unless they have requested and received formal written permission from the author. This includes downloading material from non-district publications. Unless there is a clear statement that art, photos and text are "public domain" or "royalty-free" and available for free.

Digital Publication of Student Pictures, Names, and Works

In order to share the accomplishments, awards, and happenings in our district, pictures or first names of students can be published on a district site, but not both picture and first name together.

Student works that do not include personally identifiable information or material of a personal nature may be published on a district site using the student's first name only.

If a parent or guardian chooses to not have pictures, works and/or first names of their child appear on any district site, he or she should send a written request to the school principal.

If a teacher or the school believes that a student work including personally identifiable information or material of a personal nature should be published on a district site, the work may be published if a parent-signed release is obtained for the specific work.

No district employee may publish student pictures, names, or works on any non-district site without submitting to the principal explicit written permission from the child's parent.

(Reference Form:

These regulations may be applied to other forms of publication on other forms of public media.

These regulations provide general guidelines but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the principal and/or designee.

All District publications on which student pictures, names, or works appear must include the following:

"The copyright of Student works and / or pictures accessible through this site is retained by the student. No student work or images including students may, in any form or by any means, be reproduced, reposted, redistributed, stored in a retrieval system or transmitted without prior written permission."

Pictures, works, and first names of students in grades Pre-K to Grade 2 shall not be published on publicly accessible publications except with permission from the parent. These works, pictures and first names may be published on District publications accessible only to students, school personnel, and parents using the guidelines stated above.

Pictures, works, and first names of students in Grades 3 to 6 may be published on publicly accessible District publications using the guidelines stated above, unless parents have specifically requested otherwise.

Adopted by the Woodbridge Board of Education: July 16, 2012

Instruction

Internet Acceptable Use: Filtering

The Woodbridge School District is fortunate to have access to the Internet. This access provides increased opportunities for students and staff to conduct research and to communicate locally, nationally, and internationally.

The Board of Education provides computers, computer systems, software, electronic access and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are provided exclusively for school related use. The system may be used for personal communications only to a limited extent, which does not interfere with statues and/or other policies governing employment of the district.

In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

1. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
2. Use of the computers, computer systems, software, electronic access, and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy." In the case of minors, the "Acceptable Use Policy" must also be signed by the student's parent or guardian.
3. In compliance with this policy, a system to filter out Internet sites.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering should be used in conjunction with:

- Educating students to be safe and responsible users of electronic communications and resources.
- Using recognized Internet gateways as a searching tool and/or homepage for students in order to facilitate access to appropriate material.

Instruction

Internet Acceptable Use: Filtering (cont.)

- Using "Acceptable Use Policy Agreements."
- Appropriate supervision, both in person and electronically.

The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized to (1) block pre-selected sites, (2) block by content, (3) block entire categories like chat and newsgroups and (4) allow a pre-selected list of approved sites.

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Legal References-Connecticut General Statutes

(cf. 5148 -Electronic Information/Technology/Media)

(cf. 6141.321 -Acceptable Use of the Internet)

(cf. 6141.322- Web Sites/Pages) 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 PL 93-568, codified at 20 U.S.C. 1232g.).

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

Instruction

Internet Acceptable Use: Filtering

Legal Reference (continued)

HR 4577, Fiscal 2001 Appropriations Law (contains Children's Internet Protection Act).

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

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pico, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Adopted by the Board: 6/19/06

Instruction

Internet Acceptable Use: Filtering- Regulations

When minors are using the Internet, access to visual depictions that are obscene, child pornography, or harmful to minors must be blocked or filtered. When adults are using the Internet, only material which is obscene or child pornography must be filtered or blocked.

Definitions

1. Obscene is to be determined by the following test:

- Whether the average person, applying contemporary community standards, would find the work, taken as a whole, appeals to the prurient interest.
- Whether the work depicts sexual conduct in a patently offensive way.
- Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

2. Child Pornography, as defined in 18 U.S.C. 2256 means any visual depiction, including any photograph, film, video, picture, computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
- such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

3. Material "Harmful to Minors" is any picture, graphic image file or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;

Instruction

Internet Acceptable Use: Filtering -Regulations (Cont.)

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

Nudity/Pornography

- Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- Provocative semi-nudity (e.g., lingerie models)
- Sites which contain pornography or links to pornographic sites
- Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models

Sexuality

- Sites which contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites which contain inappropriate personal ads

Violence

- Sites which promote violence
- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime-scene images

Crime

- Information of performing criminal acts (e.g., drug or bomb making, computer "hacking")
- Illegal file archives (e.g., software piracy)

Drug Use

- Sites which promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- Exceptions: Material with valid educational use (e.g., drug-use statistics)

Instruction

Internet Acceptable Use: Filtering

Criteria for Filtering of Objectionable Sites (continued)

Tastelessness

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- Exception: Graphic medical images within a medical context

Language/Profanity

- Passages/Words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Adult humor (e.g., sexually or racially tinged)

NOTE: The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

Discrimination/Intolerance

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites which promote intolerance, hate, or discrimination

Interactive Mail/Chat

- Sites which contain or allow inappropriate e-mail correspondence
- Sites which contain or allow inappropriate chat areas

Gambling

- Sites which allow or promote online gambling

Weapons

- Sites which promote illegal weapons
- Sites which promote the use of illegal weapons

Other Inappropriate Material

- Body modification: tattooing, branding, cutting, etc.

Judgment Calls

- Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Instruction

Internet Acceptable Use: Filtering

Procedures For Suggesting Site Be Blocked or Unblocked

If District staff members observe a site which they believe to contain inappropriate material according to the criteria provided here, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

Disabling Blocking/Filtering Devices

The technology protection measures used to block or filter a site may be disabled during use by an adult to enable access to bona fide research or other lawful purpose.

Adopted by Board: 6/19/06

Instruction

Social Media Policy

The Woodbridge School District recognizes that students, teachers, parents, and members of the Woodbridge Community engage in the use of social media for personal, educational, and professional uses.

The Woodbridge School District also recognizes that even though some under-age children may use social media sites intended only for those aged thirteen and above, it is not the intent of the District to encourage inappropriate use of social media sites. The District recognizes its responsibility to educate children in the appropriate use of social media and will use social media sites designed for use by children under that age of thirteen and that comply with the *Children's Online Privacy Protection Act* to do so.

The purpose of this policy is to provide direction on the acceptable use of social media by employees of the Woodbridge School District. The intent of the policy is to guide staff in the appropriate use of online community sites with students and to maintain professional standards in their own use of social media.

This policy addresses the use of social media sites in student learning activities and in teacher and student relationships. The policy also differentiates between online community sites and personal social networking sites.

- *Online community sites* are used primarily for collaboration and shared knowledge building.
- *Personal social networking* sites are centered on an individual rather than a group. Such sites are used primarily for sharing personal information such as photos and updates.

Guiding Principles

1. Online behavior should at all times demonstrate respect for the dignity of each person.
2. The *Children's Online Privacy Protection Act*, the *Children's Internet Protection Act* and policies of the Woodbridge School District must always be observed.
3. Staff and student online interaction shall occur only in an educational context using school-approved sites.
4. Staff and students shall behave in an ethical manner when interacting and using online community sites and resources.
5. Staff personal social networking online shall be congruent with the Connecticut Code of Professional Responsibility for Educators (2011).
6. Professional development programs are provided in school for staff on the appropriate use of social media.
7. Educational programs are provided for students to ensure the appropriate use of social network and community learning sites on the Internet.

Instruction

Social Media Policy (Cont.)

Staff Use Of *Online Community Sites* For Learning

- Staff are encouraged to use *online learning communities* with their students in order to achieve educational outcomes.
- When using *online community sites* with students consideration shall always be given to the age and developmental level of the students.
- Staff shall ensure that they prepare students to act in accordance with the guiding principles before using *online community sites* for learning.
- The use of *online community sites* shall be authorized by the Principal or his / her delegate.
- Parental or guardian permission shall be obtained for students to register with *online learning communities*.
- Students shall not be asked to falsify their age or identity to register on any site for educational purposes.
- Staff shall respect students' rights to privacy in academic work, records and results when posting online.
- The learning activity shall not be linked back to a student's own personal social network pages.
- Staff shall not use *social networking sites* as learning tools for students.

Procedures for Using *Online Learning Communities* with Students

- Discuss any use of *online community sites* with the Principal or his / her delegate outlining the activity and its educational goals.
- If not included in the Student Responsible Use Agreement, obtain parental permission before students are asked to register with online community websites.
- Keep a record of the student's login names. (Students should not publish their real names on a public site.)
- Clearly communicate to students their responsibility for appropriate interaction with others and suitable content posting online.
- Obtain permission from the Principal before school or staff photographs or other identifying photographs are posted online.
- Ensure another teacher or member of the school leadership team has full administrator access to the site.
- Monitor the site frequently and actively review the content.

Staff Are Required To Educate Students Using Social Media Of Any Kind To:

- Respect themselves and others when publishing or communicating online.
- Keep communication channels transparent and supervised by adults.
- Keep personal information private.
- Not share usernames and passwords with anyone.
- Report any attacks or inappropriate content directed at them.

Policy

Staff Personal Social Network Pages

- *Social networking sites* must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as 'friends' on their own social network sites or interact with students on *social networking sites*.
- Staff are advised to use professional discretion before accepting ex-students or parents of current students as friends. Understand that the uneven power dynamics of schools, in which adults have had authority over former students, continues to shape those relationships.
- Staff must not discuss students or co-workers or publicly criticize District policies or personnel on *social networking sites*.
- Staff must not post images that include students on social networking sites.
- Appropriate professional standards required of staff employed in Woodbridge School District must be observed. These standards include but are not limited to documents outlined in the supporting document section of this policy.

"The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response."

Instruction

Social Media Policy – Administrative Regulations

Basis of Discretion - Maintaining Professional Standards

Faculty and Staff shall use discretion when using *social networking sites* both personally and professionally. Certified personnel should apply the *Connecticut Code of Professional Responsibility for Educators* to all social media.

- Be transparent. When using social media educationally, identify yourself with your real name.
- If you use a personal social networking site, you should ensure there is a clear distinction between your educational sites and your personal sites.
- Be judicious. Make sure that you are not sharing confidential information concerning Woodbridge School District, its staff, students or parents.
- Perception can become reality. By identifying yourself as a Woodbridge School District staff member, you are creating perceptions about your expertise and about the district. Be sure that all content associated with you is consistent with your work and with the district's professional standards.
- Weigh whether a particular posting could put your effectiveness as a teacher at risk. Post only what you want the world to see.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous.
- Exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Exercise appropriate discretion when using social media for personal communications with the knowledge that students may use adult behavior displayed on social networking sites as a model.
- Your responsibility. What you write is ultimately your responsibility. Participation in social media on behalf of the Woodbridge School District is not a right but an opportunity. Ultimately, what you publish is yours and so is the responsibility.
- Discuss with personal friends the need for discretion when they post images or information about you on their own social network pages. Explain to them that once material is posted and identifiable, it is impossible to control its rapid sharing into school communities.
- Conversely, be judicious in your postings to all friends' sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.
- Maintain control of security, privacy and access to your personal pages and information.
- Visit your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to 'only friends'. Do not use 'Friends of Friends' and 'Networks and Friends' as these open your content to a large group of unknown people. Your privacy and that of your family may be a risk.

Instruction**Social Media Policy- Administrative Regulations (Cont.)**

- Be cautious when installing external applications that work with the social networking site.

Add to Legal Reference:

"Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act"

(cf. 6141.321-Computer Acceptable Use Policy)

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 document
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
 46b-56 (e) Access to Records of Minors.
 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.)
 Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
 Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)
 Communications Act of 1934, as amended (47 U.S.C. 254[h],[i])
 Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)
 Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.
Reno v. ACLU, 521 U.S. 844 (1997)
Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)
Board of Education v. Pico, 457 U.S. 868 (1988)
Hazelwood School District v. Kuhlmeier, 484 U.S. 620,267 (1988)

Policy adopted

Instruction**Explanatory Notes/Glossary****Web 2.0**

Web 2.0 is defined as the 'read-write' web; it provides all the services and applications to allow individuals to co-create content, collaborate and share it with others. It supports user-generated content rather than specialized authors or publishers. It uses a variety of affordable technologies like blogs, podcasts and wikis, and encourages the social aspect of the Web, through the use of social. These tools are privately used by staff and students and increasingly are providing a learning platform for knowledge building.

Social Network Sites

Web-based external, commercial, non-educational media sites for creation of connections and maintaining relationships and communities. There are many types including those intended for personal networking and those intended for group collaboration.

Personal Social Network Sites

Internet services intended for use primarily for private social networking.

Professional Online Community Network Sites

Sites intended for group collaboration and shared knowledge building.

Friends and 'Friending'

Friends are those invited to access personal information on social network sites. Friends have access to photographs, text postings, and comments on a person's page. There is no limit to the number of friends a person can have and many teenagers may acquire hundreds. The process of friending requires an invitation to be sent to an individual or a request to become a friend to be accepted by the owner of the page.

Privacy Settings

The creator of a page can set permissions to control who can view content on the page. The setting 'everyone' is usually the default on social network pages; but the page owner can also restrict all or parts of the content to be viewed only by 'friends of friends', 'friends only', or customize the access to the page.

Registering

When creating a personal page or registering to join an online community, users must first register with the site. This requires the user to provide their name and email address. The amount of information required varies. Many sites invite users to add a personal profile containing a photo and further personal information.

Supporting Documents:

- Student Responsible Use Agreement Form
 - Employee Responsible Use Policy
 - Children's Online Privacy Protection Act
 - Children's Internet Protection Act
-

Instruction

Wellness/Nutrition

Research clearly shows that nutrition and physical activity are directly linked to academic achievement. Children who eat well and are physically active learn better, while poorly nourished and sedentary children tend to have weaker academic performance and score lower on standardized achievement tests. Student fitness levels have been correlated with academic achievement, including improved math, reading, and writing scores.

The Woodbridge School District recognizes the importance of the school's role in promoting good student/staff nutrition, physical fitness, and a healthful school environment. The Board authorizes the administration to develop integrated nutrition and physical activity programs to provide students/staff with the skills and support to adopt healthful lifestyles.

The district shall take the appropriate measures to implement a comprehensive nutrition/health curriculum, promote healthful student eating through the provision of a well-balanced and nutritionally sound school lunch program, promote the consumption of appropriate portions of healthful foods and beverages at designated times in classrooms, and encourage increased physical activity for students before, during, and after the school day, where appropriate.

The Woodbridge Board of Education is committed to creating a healthful environment for students and staff. Through collaboration of all stakeholders, we will educate our community to make healthful and positive choices regarding physical activity and nutrition.

District-wide School Wellness Team

The Woodbridge School District has established a district-wide School Wellness Team.

Team membership may include, but will not be limited to:

1. District food services manager
 2. Dietitian
 3. Local health practitioner
 4. School nurse representative
 5. School psychologist
 6. Parent representative
 7. Student representative
 8. Staff representative
 9. School board member
 10. Physical education teacher (co-chair)
 11. Health education teacher (co-chair)
 12. Family and consumer sciences teacher
 13. District administrative representative (co-chair)
 14. Local community member
-

Instruction

Wellness/Nutrition (continued)

Guidelines for Team:

1. Developing guidance to explicate this policy
2. Monitoring the implementation of this policy
3. Evaluating the policy progress
4. Revising policy as necessary

Responsibilities of the School Wellness Team:

1. To implement the District Nutrition and Physical Activity Standards
2. To integrate nutrition and physical activity in the overall curriculum
3. To assure that staff professional development includes nutrition and physical activity issues
4. To serve as a resource to school sites (e.g. providing lists of healthful incentives and snacks, ideas for birthday celebrations, etc.)
5. To assure that students receive nutrition education and engage in rigorous physical activity
6. To pursue contracts with outside vendors that encourage healthful eating and reduction of school/district dependence on profits from foods of minimal nutritional value
7. To encourage healthful choices among all school venues that involve the sale of food

The School Wellness Team will prepare an Annual Report by June 15 of each year that includes, but is not limited to, the following information:

1. Monthly district menus and meal counts
2. Listing of all a la carte, vending, and competitive foods sold by school food service
3. Listing of all other sales of foods throughout the district including vending machines, school stores, culinary and special education programs, in-school and in-class fundraisers, etc.
4. Listing of physical activity programs and opportunities for students throughout the school year
5. Any state or federal assessments

Physical Activity

The Woodbridge School District intends that every student be physically educated - that is, shall develop the knowledge and skills necessary to perform a variety of physical activities, understand the short- and long-term benefits of physical activity, and value and enjoy physical activity as an ongoing part of a healthful lifestyle.

Instruction

Wellness/Nutrition (continued)

Physical Activity Opportunities

1. Physical education classes and physical activity opportunities will be available for all students.
2. Physical activity opportunities shall be offered daily before school, during school (recess), and/or after school.
3. Supervised recess (outside) time should be provided within each school day for PK-6 students. Active play and socialization should be encouraged. Staff members shall not deny participation in recess or other physical activity opportunities as a form of discipline or punishment*, nor shall it be taken for instructional purposes.

*Unless the safety of students is in question.

Physical Education Instruction

As recommended by the National Association for Sport and Physical Education (NASPE), highly qualified certified physical education staff and school leaders of physical activity shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness. Staff will:

1. Expose youngsters to a wide variety of physical activities
2. Teach physical skills to help maintain a lifetime of health and fitness
3. Encourage self-monitoring so youngsters can see how active they are and set their own goals
4. Begin fitness or activity logging in elementary school
5. Individualize intensity of activities
6. Focus feedback on process of doing your best rather than on product
7. Be active role models
8. Introduce developmentally appropriate components of a health-related fitness assessment (Connecticut Physical Fitness Assessment) to the students at an early age to prepare them for future assessments.
9. Collect and analyze fitness and physical activity data over time
10. Assist students in interpreting the data

Physical Activity Guidelines

NASPE recommendations for physical education are 150 minutes per week for elementary students.

Instruction

Wellness/Nutrition

Physical Activity Guidelines (continued)

2004 NASPE Guidelines recommendations:

1. Children should accumulate at least 60 minutes, and up to several hours, of age-appropriate physical activity on all, or most, days of the week.
2. Children should participate in several bouts of physical activity lasting 15 minutes or more each day.
3. Children should participate each day in variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
4. Extended periods (periods of two hours or more) of inactivity are discouraged for children, especially during the daytime hours.

Nutrition

The Woodbridge School District intends that all students possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime.

School Lunch Meal Planning

All menus will be written in accordance with the National School Lunch Program (NSLP) guidelines. These guidelines follow a traditional food-based meal pattern. This pattern meets specific food components including meat/meat alternate, vegetables/fruits, grains/breads, and milk. For each food item the meal patterns specify a minimum number and size of servings. All of these food components will be made available each day for all students.

A La Carte Food Sale Program

The snacks sold at the K-6 level should follow an established standard minimizing the content of fat, sodium, and sugar. These standards are as follows and are sold at a limitation of one snack per child per day.

1. Fat <9g
2. Sodium <250 mg
3. Sugar <12g

Foods of Minimal Nutritional Value

Foods defined as having minimal nutritional value will not be sold in the cafeterias or anywhere on school premises.

1. Soda
2. Water ice
3. Chewing gum and candy
4. Fried snacks

Instruction

Wellness/Nutrition (continued)

Other Food-Related Events

All foods provided by the school during instructional hours will meet the dietary and snack guidelines stated above. It will be strongly encouraged that all food-related events which take place in the classroom, during fundraising activities, PTO events, etc., will meet the same snack standard as defined by the present a la carte program at the K-6 level. Whether foods served at special events (ethnic fairs, etc.) meet this guideline is left to the discretion of the building Principal.

Nutrition Education

Science-based, behavior-focused nutrition education will be integrated into the curriculum from PK-6 and in after-school programs. All staff members involved in nutrition education will have appropriate training.

Ideas and suggestions to consider when developing this component:

1. Make nutrition education interactive and teach students the skills they need to adopt healthy eating behaviors. Suggested curriculum topics include: essential nutrients, nutritional deficiencies, healthy weight management, safe food preparation, handling, and storage, and reading food labels.
2. Offer nutrition education in the school cafeteria as well as in the classroom, with coordination between the food service staff and teachers.
3. Include both nutrition and physical education standards in district health and physical education curricula.
4. Ensure that teachers providing nutrition education have appropriate training. Also consider ways to get all staff involved; the more role models students have, the more likely they are to change their own behaviors.
5. Encourage teamwork between staff to develop ways to integrate nutrition into numerous classes throughout the grade levels.
6. Offer parent/family nutrition education opportunities.

Teacher-to Student Incentive

The use of food items as part of a student incentive program is strongly discouraged. Should teachers feel compelled to use food items as an incentive, they are required to adhere to the District Nutrition Standards.

Instruction

Special Education

The Board of Education recognizes its legal duties and responsibilities for providing special education programs for the students of this school district in accordance with State and Federal laws and regulations.

The Superintendent is directed to develop a comprehensive plan of compliance with all of the requirements of federal and state law for the education of students with exceptional needs for whom the school district has legal responsibility.

While addressing student needs appropriately, special education shall reflect district's financial ability, necessary for provision of special facilities, trained and certificated.

- Legal Reference:**
- Connecticut General Statutes**
 - 10-76a Definitions (as amended by PA00-48 and PA06-18)**
 - 10-76b State supervision of special education programs and services (as amended by PA12-173)**
 - 10-76c Receipt and use of money and personal property.**
 - 10-76d Duties and powers of boards of education to provide special education programs and services (as amended by PA 97-114, PA00-48 and PA06-18).**
 - 10-76e school construction grant for cooperative regional special education facilities.**
 - 10-76f Definition of terms used in formula for state aid for special education.**
 - 10-76ff Procedures for determining if a child requires special education (as amended by PA06-18)**
 - 10-76g State aid for special education.**
 - 10-76h Special education hearing and review procedure. Mediation of disputes (as amended by PA 00-48)**
 - 10-76i Advisory council for special education.**
 - 10-76j Five-year plan for special education**
 - 10-76k Development of experimental educational programs.**
 - PA-6-18 An Act Concerning Special Education**
 - State Board of Education Regulations**
 - 10-76m Auditing claims for special education assistance.**
 - 10-76a-1 et seq. Definitions (as amended by PA 00-48).**
 - 10-76b-1 through 10-76b-4 Supervision and administration.**
 - 10-76d-1 through 10-76d-19 Conditions of instruction.**
 - 10-76h-1 through 10-76h-2 Due process.**
 - 10-76i-1 Program Evaluation**
 - 10-145a-24 through 10-145a-31 Special Education (re teacher certification)**
 - 10-2641 Grants for the operation of interdistrict magnet school programs.**

Instructional

Special Education

Legal References (Cont).

**PA 12-173, An Act Concerning Individualized Education Programs and
Other Issues relating to Special Education**
34 CFR 3000 Assistance to States for Education for Handicapped Children
American with Disabilities Act, 42 USC §12101 et. seq.
Individuals with Disabilities Education Act, 20 USC §1400 et. seq.
Rehabilitation Act of 1973, Section 504, 29 USC §794
P.L. 108-446 the 2004 Reauthorization of Individuals with Disabilities Act
20 USC §6368(3) The No Child Left Behind Act
Bd of Ed of the City School District of the City of New York vs.
Tom F. 128Sct.1, 76 USLW 3197 (2008)

Instruction

Gifted Children Program

Gifted students are those with outstanding learning abilities or outstanding talent in the creative arts.

The school district shall provide educational programs for the gifted and talented including a broad spectrum of learning experiences to:

1. Broaden and deepen knowledge and to develop skills necessary for the student to function successfully in society;
2. Encourage students to excel in areas of special competence and interest.

Though early identification of the gifted and talented is important, it is essential that the identification of these students be recognized as an initial step in a continuing educational process. Also, special abilities and skills appear at different times in children's lives.

Legal Reference: Connecticut General Statutes

10-76a-(e) Definitions.

10-76d(e) Duties and powers of boards of education to provide special education programs and services.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Instruction

Title I Parent Involvement

The Woodbridge Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes legal guardians. In Woodbridge, Title I funds are used to support supplemental learning activities.

With the assistance of parents of children participating in the Title I program, the District will develop a written school-parent compact, pursuant to federal law. The jointly developed "School-Parent Compact" shall outline the manner in which parents, staff, and students share the responsibility for improved student academic achievement in meeting State standards. The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards.
2. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, television watching and the use of electronic devices, volunteering in the classroom, and, as appropriate, participating in decisions related to their child's education and positive use of extra-curricular time; and
3. Address the importance of parent-teacher communication on an on-going basis. At a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff will be provided.

At a required annual meeting, and at other meetings of Title I parents, parents will have the opportunity to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities at parent meetings shall fulfill the NCLB requirements of parental involvement. Meetings shall be used to provide parents with:

1. Information about the program provided under Title I.
 2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 3. Opportunities to formulate suggestions, and to participate, as appropriate, in decisions relating to the education of their children.
-

Instruction

Title I Parent Involvement

4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teacher to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

(cf. 1110.1- Parent Involvement)

(cf. 6161.3 - Comparability of Services)

Legal Reference: Connecticut General Statutes

Improving America's Schools Act, P.L. No. 103-382, Sec. 1113 Local Education agency Plans

Improving America's Schools Act (IASA), P.L. 103-382

PL 107-110, "No Child Left Behind Act of 2001," Title I — Improving the Academic Achievement of Disadvantaged, Sec. 1118

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Instruction

Homebound Instruction

It is the policy of the Board of Education to provide homebound instruction as a teaching service available to students who are unable to attend school for medical and/or mental health reasons for at least three weeks or longer as diagnosed by a physician, primary care provider, psychiatrist, or Planning and Placement/504 Team. The purpose of home instruction shall be to help students to keep up with their work even though they are unable to attend school because of their disability. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

When students are able to benefit from homebound instruction, it shall be provided at home, in a hospital or other appropriate setting as necessary, within two weeks of a student's first absence under one or more of the following conditions, which are expected to cause student absence from regular instruction for a period of three or more weeks. The Planning and Placement Team/504 Team shall be guided by the following conditions when making its recommendation for homebound and hospitalized instruction:

1. When recommended by the Planning and Placement Team either as the student's entire program or as a supplement to his/her regular program.
2. A physician indicates that the student is unable to attend school for medical reasons and has stated the expected date the child will be able to return to the school program. (Verification must be filed in the student's medical file in the school's Health Office.)
3. The student has a handicap so severe that it prevents him/her from learning in a school setting, or the child's presence in a school endangers the health, safety or welfare of the child or others.
4. A Special Education Program/504 Accommodation Plan recommendation is pending and the child was at home at the time of referral.

Homebound and hospitalized instruction shall be provided for at least one hour per day or five hours per week for children in grades kindergarten through six.

Students on home or hospital instruction shall be provided appropriate special education services in accordance with individual needs.

Legal Reference: Connecticut General Statutes
 State Board of Education Regulations
 10-76d-15 Homebound and Hospitalized Instruction

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
 Woodbridge, Connecticut

Instruction

Homebound Instruction – Administrative Regulation

A. Length of Absence

Homebound or hospitalized instruction shall be provided when a child's condition will cause an absence of at least (3) three weeks duration. Such instruction shall begin no later than two (2) weeks from the first day of absence, unless something in the child's condition precludes it.

B. Time and Place

Homebound or hospitalized instruction shall be provided for at least one (1) hour per day or five (5) hours per week for children in grades kindergarten through grade six (6). Instruction time may be decreased if the time requirements are too great for the child, per 504 Team/PPT.

Instruction shall be provided in the setting of the child's home or the hospital to which the child is confined. The PPT/504 Team may choose an alternate setting based on the needs of the child.

C. Homebound Instruction Procedures

1. Non-Special Education Students

When it is suspected that a student will be absent for a period of three (3) weeks or more, the pupil services representative, social worker, psychologist, school nurse, parent, etc. will contact the appropriate administrator.

The administrator will send a Request for Homebound Instruction Form to the parents or physician. This form must be returned to the administrator prior to the start of homebound instruction.

The returned form will be reviewed by the administrator or designee who will contact the Director of Special Services. Arrangements for homebound tutoring will be made by the building administrator or the Director of Special Services.

The administrator or designee will complete the Notification of Homebound Instruction form and send it to the Director of Special Education who will review the case for possible special education intervention and for future reference if special education does become necessary.

The homebound instruction tutor will contact the home to make the necessary arrangements for instruction. The homebound tutor will meet with or call the teacher or administrator to plan an appropriate program.

Instruction

Homebound Instruction — Administrative Regulations (continued)

During the period of homebound instruction, the tutor shall meet with, or talk with the teacher or administrator as often as necessary to maintain continuity and communication. Reports on the Homebound Progress Report will be made by the homebound tutor and forwarded to the designated staff member who will see that copies of the report are distributed to appropriate staff members.

The homebound tutor or parent will notify the designated staff member when the student is ready to return to school. A final progress report will be sent using the Homebound Progress Report form.

The marking of papers and preparation of tests will be the responsibility of the homebound tutor if the duration of the case is more than thirty (30) school days, unless otherwise agreed upon. All grades will be noted on the Homebound Grade Report.

Homebound tutors must file time sheets with the appropriate secretary. Homebound tutors will be given a copy of these regulations and all the necessary forms by the designated staff member who will in turn, maintain a log of cases in progress and periodically check on the status of each.

Homebound tutors must be certified in the subject area(s) or level for which they are hired and they must have an application on file in the Personnel Office.

2. Special Education Students

Students identified with a disability and with a current IEP in place must be processed for homebound instruction through the PPT process.

3. There are situations in which a student's educational needs are handled directly by the Director of Special Services and not through homebound procedures:

Hospitalization in a psychiatric facility;
 Court commitment to a residential/hospital facility;
 Residential commitment by state agencies such as the Department of Children and Family (DCF) or the Department of Mental Retardation (DMR);
 Long-term hospitalization for serious injury illness or injury; and
 Other long-term placements.

Instruction

Homebound Instruction — Administrative Regulations (continued)

When administrators, social workers, etc. receive information relative to a student entering any program such as those described above, the Director of Special Services should be notified immediately so that appropriate action can be initiated.

Legal Reference: Connecticut General Statutes

Section 10-76d. Duties and powers of boards of education to provide special education programs and services

Section 10-76d-15. Homebound and hospitalized instruction

Section 10-233a et sec. Exclusion

Regulation approved:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

WOODBIDGE SCHOOL DISTRICT
WOODBIDGE SCHOOL DISTRICT
Request for Homebound Instruction

General Data- To be Completed by Parent/Guardian

Name: _____ Date: _____

Address: _____ Phone: _____

Grade: _____ Birth Date: _____

Please check one: _____ Regular Education _____ Special Education

Parent/Guardian _____

Last Day of School Attended. _____

Anticipated Date of Return _____

For Use By Physician

A. Diagnosis: _____

B. Estimated Duration _____

C. Degree of Restriction:

1. School Attendance

_____ No restriction

_____ Part-time attendance - Please explain

_____ Hospital Placement

_____ Homebound Tutoring

2. Transportation

_____ Regular School Service

_____ Special Bus

_____ Special Bus/Wheelchair Car

D. Recommendations/Comments to Assist the School:

Date: _____ Signature: _____

(Licensed Physician)

Please Print: _____

(Name)

(Address)

WOODBIDGE SCHOOL DISTRICT

Notification of Homebound Instruction

To: _____ Date: _____

From: _____

Student: _____ Age: __ Grade

Address: _____ Phone _____

Please check one: Regular Education Special Education

Homebound Tutor (if known): _____

Start Date: _____

Approximate Length of Homebound Instruction: _____

Subject	Regular Teacher	Homebound Tutor	Designated Time of Tutoring
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WOODBIDGE SCHOOL DISTRICT

Homebound Progress Report

Homebound Tutor: _____
(Name)

Please be sure to fill in all the information below:

Student: _____

Grade: _____

Subject: _____

Teacher: _____

Tutoring performed at _____ .Dates: _____

Date Homebound Tutoring Ends: _____

Report covers the homebound instruction period from _____ to _____

Material Covered: _____

Progress Noted: _____

Complete bi-weekly.

Return to: Designated Staff _____

Tutor's Name: _____

WOODBIDGE SCHOOL DISTRICT

Homebound Grade Report

Homebound Tutor: _____
(Name)

Please be sure to fill in all the information below:

Student: _____

Grade: _____

Subject: _____

Teacher: _____

Tutoring performed at _____ --'Dates: _____

Date Homebound Tutoring Ends: _____

Report covers the homebound instruction period from _____ to _____

Subject	Grade	Comments

Return to: Designated Staff _____

Tutor's Name: _____

Date: _____

Instruction

Evaluation of the Instructional Program

Appropriate means for continuing evaluation of the entire education program, shall be established and maintained. Special attention shall be given to (a) elimination of discrimination as to race, color, creed, religious belief, age, marital status, national origin, sex or physical disability and (b) recognition of the individual child. (cf. 6121 -Affirmative Action):

Elements of this evaluation may include the following:

1. Defining each major objective in terms that can be measured or observed:
 - a. Measurable student behavior (tests, surveys, inventories, checklists, etc.)
 - b. Observable student behavior (that which can be assessed subjectively by (1) teachers, (2) peers, or (3) the students themselves).
2. Planning and carrying out experiences for students which are designed to bring about the desired outcomes.
3. Employing pertinent tests, measurements, observations:
 - a. During the learning experiences.
 - b. Following the learning experiences.
4. Comparing outcomes with objectives.
5. Continuing, revising or expanding learning experiences which seem to result in the desired objectives.

Legal Reference: Connecticut General Statutes

10-76d (g) Duties and powers of boards of education to provide special education programs and services.

Title IX of the Education Amendments of 1972, 20 USC 1681 et. seq.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Grade/Teacher	Girls	Boys	Total	4/1/2014	Grade/Teacher	Girls	Boys	Total
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PreK

DePalma	11	10	21
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Kindergarten

Belisle	9	10	19
Coleman	9	10	19
Dempsey	8	10	18
Farnen	8	10	18
Salinardi	8	12	20
Wyman-Antcil	9	11	20

114

Grade 1

Fanelli	8	9	17
Domschine	10	7	17
Piascyk	8	9	17
DePalma	7	10	17
Sanders	8	9	17

85

Grade 2

Buzzard	12	9	21
Hamm	11	10	21
Ramia	10	11	21
Shepard	10	11	21

84

Grade 3

Concilio	9	9	18
Halsey	6	10	16
Hutchinson	11	10	21
Lavigne	8	9	17

72

ODD 1

Grade 4

Don	12	9	21
Echeverry	11	10	21
Krawec	10	10	20
Reizfeld	10	9	19
Waldron	13	7	20

101

Grade 5

Blinstrubas	8	11	19
Guerra	8	10	18
McCollom	8	12	20
Mulligan	7	12	19
Rourke	9	12	21
Szondy	11	9	20

117

Grade 6

Chase	9	11	20
Eleck	12	7	19
Holowienko	9	12	21
Ngov	10	10	20
Smerekanicz	10	9	19

99

MAG

Hart-Rooney 1	11	7	18
Burness 2	11	7	18
Ahern 3	11	8	19
Golden 4	13	7	20

75

Enrollment Totals	768
Plus 1 OOD	1
Total	769

Wellness Committee Update

April 2014

Members: Gina Prisco, Committee Chair, Al Pullo, Brian Hocking, Brie Pfannenbecker, Caron Stebinger, Greg Kula, Guy Stella, Jane Roddy, Lola Johnson, Nancy White, Penny Zamkov, Sandra Simowitz, Shannon Martiniello and Stacey Katz

- **Booster Seat Campaign:**
Dr. Shannon Martiniello, parent representative, provided most recent safety recommendations for children and booster seats. Signage posted at parent pick-up area. Materials were available at kindergarten orientation.
- **Cafeteria:**
Al Pullo, Business Manager and Jane Roddy, Cafeteria Supervisor attended workshops and visited other schools to explore various food service programs. New menu items introduced. The team is also exploring alternative menu options, including “Subway” with the help of parent, John Pfannenbecker.
- **Girl Scouts and Sustainability:**
The Girl Scouts under the supervision of their troop leaders and with support of Julie Perlman met with Dr. Stella and Gina Prisco to propose an audit of recycling bins throughout the school. That was completed that on April 10th with the support of the custodial staff. Girl Scout offered suggestions to increase recycling.
- **Environmental Stewards and Sustainability:**
Two groups of stewards working are with Dr. Caron Stebinger and Asst. Principal Nancy White. Students explained recycling in the cafeteria to BRS student body at all lunch waves. The stewards are learning about “single stream recycling” and plan to talk to the students to educate them further regarding this topic and BRS’s method of recycling. Stewards also maintain Swales in appropriate weather.
- **Massaro Farm and Sustainability:**
Dr. Caron Stebinger as liaison has been in communication with representatives from Massaro Farm and also communicating with MAG Team as a start to this partnership.
- **Birthday Celebrations:**
Parents and BRS staff have supported the initiation of alternatives to food for birthday celebrations. Food is still a part of select celebrations and moderation and healthy snacks are encouraged.

Woodbridge Board of Education Facilities Committee

April 3, 2014 Meeting Minutes

Present: Karen Baldwin Kravetz, Committee Chair; Margaret Hamilton, Chris Jaffe, Board Members; Dr. Gaeton Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Gina Prisco, BRS Principal; Greg Kula, Facilities Manager and Cathy Wick, community.

Ms. Kravetz called the meeting to order (7:33 AM).

Update on Building Project Upgrade – the last boiler still needs to be removed. Removal will be done during April break with minimal disruption to Extended Day. Greg will coordinate with Mrs. Salinardi. Coordination ongoing regarding storage solutions for classroom moves. Staff is working on shredding documents, cleaning out / organizing existing storage space so it will be available during move. Administration continues to work with Amity High School, Ezra and other community partners regarding hosting summer programs.

Buildings and Grounds Projects 2013/14 – A STEAP grant has been resubmitted for 2014 – the hope is that it will be awarded / received for use by Spring of 2015.

Sustainability Update – Girl Scouts will be undertaking a project to educate other students re single stream recycling and taking school wide inventory to determine what recycling resources classrooms have and what more is needed. Cathy Wick will look into a possible award for increasing the volume of recycling vs. garbage and how that can be measured. Third grade continues to collect food scraps from classroom snacks as well as in the Cafeteria for the composting worms project.

Meeting Adjourned (Approximately 8:09 AM)

Next Meeting: 7:30 AM May 1, 2014

MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE
Thursday, April 3, 2014
District Office Conference Room
Beecher Road School South

CALL TO ORDER: Matt Gilbride, Chair called the meeting to order at 5:30 PM.

IN ATTENDANCE: Matt Gilbride, Margaret Hamilton, Keri Matthews, Emily Melnick (5:57 PM), Board of Education Members; Dr. Guy Stella, Superintendent; Rachel Kindseth, PTO and Marsha DeGennaro, Clerk of the Board.

The committee reviewed the complete 6000 Policy Series. Policies 6146.1 and 6141.323 were created. Minor language modifications and/or legal references were made to Policies 6000, 6111, 6115, 6140, 6141.312, 6141.321, 6154, 6156, 6161, 6161.2, 6162.51, 6164.12, and 6171.

The Committee will commence review of the 7000 series at their next meeting on May 1 at 6:00 PM in the District Office Conference Room.

MEETING ADJOURNED: 6:22 PM

Recorded by Marsha DeGennaro

*Replaces prior policy entirely***Students****Confidentiality and Access to Student Records****I. Policy**

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality, access to and amendment of student records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance currently in attendance.

II. Definitions

A. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

B. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.

C. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

D. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or email address, the student's name, address, telephone number, grade level, e-mail address, photographic, computer and/or video images.

Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

Students

Confidentiality and Access to Student Records

II. Definitions (continued)

E. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

F. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

G. Education Records

1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.

2. Education records does not include:

- a) private, personal, or working notes in the sole possession of the maker thereof and which are not accessible or revealed to any other individual except a "substitute";
- b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
- c) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
- d) grades on peer-graded papers before they are collected and recorded by a teacher.

H. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

Students

Confidentiality and Access to Student Records

II. Definitions (continued)

I. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.

J. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.

K. Parent is defined as a parent or parents of a student including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. A parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to access to the student's education records without the eligible student's consent.

L. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

Students

Confidentiality and Access to Student Records

II. Definitions (continued)

- M. School Official** is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- N. Signed and Dated Written Consent** to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. Annual Notification of Rights/Release of Directory Information

- A.** On an annual basis, the school district will notify parents currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel [or Special Education] Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B.** On an annual basis, the school district, or their designee, will also notify parents students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

Students

Confidentiality and Access to Student Records (continued)

IV. Confidentiality of Education Records

A. All school staff are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and consistent with state and federal law.

B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent violates the law and Board policy, except as provided in federal and state statutes.

C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.

D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.

V. Access to Education Records

A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. All requests for access to education records must be in writing.

B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent of the date, time, and location where the records may be inspected and reviewed.

C. The parents may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent.

Students

Confidentiality and Access to Student Records

V. Access to Education Records (continued)

D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.

E. For the records of regular education students, the Board will make education records available for inspection and review by parents within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.

F. For students requiring special education, the Board will comply with a request to inspect and review a student's education records within ten (10) days of the request; or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.

G. Parents of students eligible to receive special education and related services have the right to receive one free copy of their child's (his/her) education records. The request for the free copy must be in writing and the Board shall comply with the written request within five (5) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent retains the right to review and inspect such information and the Board of Education shall respond to reasonable requests from the parent for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

H. Aside from a parent, staff members, school employees and other school officials may access a student's educational records only if they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Section VII, below.

I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

Students

Confidentiality and Access to Student Records

V. Access to Education Records (Continued)

J. Non-custodial Parents:

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

K. Copies of Education Records/Fees:

1) The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' right to inspect and review the child's records shall include the right to receive one free 'copy of those records. The request for the free copy shall be made in writing. The Board of Education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed [50 cents] per page.

2) In addition to the provision above regarding special education students, if circumstances effectively prevent the parent from exercising the right to inspect and review the student's education records, the district shall:

- a. provide the parent with a copy of the records requested, or
- b. make other arrangements for the parent to inspect and review the requested records.

Students

Confidentiality and Access to Student Records

V. Access to Education Records (continued)

{As noted above, a school district may charge a fee for all other copies of education records, provided that the imposition of a fee does not effectively prevent a parent from exercising their rights to access records. If the district elects to charge a fee for copies beyond the one free copy of special education records, we suggest the following provision:

3) *The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50 cents per page.]*

VI. Record Keeping Requirements/Documentation of Access To Education Records

A. The school district will appoint ~~an~~ individual(s) to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.

B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

- 1) the name or any individual, agency, or organization that requested or obtained access to the student's records;
- 2) the date of the request for access;
- 3) whether access was given;
- 4) the purpose for which the party was granted access to the records;
- 5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
- 6) the legitimate educational interest in obtaining the information.

C. The record (log) requirement does not apply to requests from, or disclosure to:

- 1) a parent;
- 2) a party seeking directory information;
- 3) a party who has a signed and dated written consent from the parent;
- 4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the students record; or

Students

Confidentiality and Access to Student Records

VI. Record Keeping Requirements/Documentation of Access To Education Records (continued)

5) persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).

D.The record (log) is a permanent part of the student's education records and must be available to the parent upon request.

E. If the district makes a release of education records without consent in a health and safety emergency, the district must record:

- 1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
- 2) the parties to whom the district disclosed the information.

VII. The Release of Records or Personally Identifiable Information

A.The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents, except as indicated in Section VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.

B.To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

C.Personally identifiable information may be released without consent of the parents, only if the disclosure meets one of the criteria set forth below:

- 1.The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.

Students

Confidentiality and Access to Student Records

VII. The Release of Records or Personally Identifiable Information (continued)

2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.

3. The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.

4. The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent has given written consent for the disclosure.

Students

Confidentiality and Access to Student Records

VII. The Release of Records or Personally Identifiable Information (continued)

6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law, Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.

7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.

8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the internal Revenue Code of 1986.

10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of Title 18, U.S. Code.

Students

Confidentiality and Access to Student Records

VII. The Release of Records or Personally Identifiable Information (continued)

11.If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.

12. If a parent initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D. above.

14.The disclosure is to the parent of a student who is under 18 years of age or to the student.

15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

D. Directory Information

1.The school district will notify parents (of students currently enrolled within the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

Students

Confidentiality and Access to Student Records

VII. The Release of Records or Personally Identifiable Information (continued)

D. Directory Information (continued)

2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.

5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release education records or information - from education records without the consent of a parent after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

Students

Confidentiality and Access to Student Records

VII. The Release of Records or Personally Identifiable Information (continued)

E. De-identified Records and Information (continued)

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;

b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and

c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records:

Nothing in this policy shall prevent the school district from:

1. Included in the education records of student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

Students

Confidentiality and Access to Student Records

VII. The Release of Records or Personally Identifiable Information (continued)

H. Records of the Department of Children and Families ("DCF")

1. Documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigations that are maintained by the Board are considered education records under the Family Educational Rights and Privacy Act ("FERPA"). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records should be kept in a confidential location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

VIII. Redisdisclosure of Education Records

A. The school district may disclose personally identifiable information from an education record only on the conditions that:

1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent; and
2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

B. Notwithstanding the provisions of Section A. above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.

Students

Confidentiality and Access to Student Records

VIII. Redisclosure of Education Records (continued)

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.

2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C. (10)).

3. Disclosure is made to a parent.

C. Section A above does not apply to information designated by the district as directory information. The school district may disclose personally identifiable information designated as directory information with the understanding that the information may be redisclosed by the recipient. For those students who have chosen not to disclose directory information by notifying the school in writing within the appropriate timeframe, such information will not be disclosed.

D. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. Amendment of Education Records

A. If a parent or believes that information in the student's education records is inaccurate, misleading or in violation of the students right to privacy, he/she is entitled to:

1. Request in writing that the school district amend the records;
2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent.

B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent of the amendment.

C. If the school district decides that an amendment of the records, in accordance with the request is not warranted, it shall so inform the parent and advise him/her of the right to a hearing pursuant to this policy.

Students

Confidentiality and Access to Student Records (continued)

X. Hearing Rights and Procedures

A. Rights

1. Upon written request of a parent to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.

2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent shall be informed in writing.

3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.

a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.

b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent requests a delay.

2. The parent shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.

Students

Confidentiality and Access to Student Records

X. Hearing Rights and Procedures

B. Procedures (continued)

3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

4. The parent and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.

5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. Waiver of Rights

A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.

2. The letters or statements are used only for the purpose for which they were originally intended.

3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.

4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.

B. A waiver may be revoked with respect to any actions occurring after the revocation.

C. Revocation of a waiver must be in writing.

Students

Confidentiality and Access to Student Records

XII. Special Confidentiality Procedures for HIV-Related Information

A. The following definitions shall apply to Section XII of this policy:

1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

2. Health Care Provider

"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

Students

Confidentiality and Access to Student Records

XII. Special Confidentiality Procedures for HIV-Related Information

A. The following definitions shall apply to Section XII of this policy: (continued)

5.School Medical Personnel

"School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.

B.Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;

b. any person who secures a release of confidential HPJ-related information;

c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;

d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;

e. a medical examiner to assist in determining cause of death; or

f. any person allowed access to such information by a court order.

Students

Confidentiality and Access to Student Records

XII. Special Confidentiality Procedures for HIV-Related Information (continued)

D.Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV related information for the sole purpose of disclosing such information to school medical personnel.

2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian shall keep such information confidential and shall not disclose such information.

4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.

5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.

6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

Students

Confidentiality and Access to Student Records

XII. Special Confidentiality Procedures for HIV-Related Information (continued)

B. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."

2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.

3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any REV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. Child Abuse Reporting

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy [reference policy number]

XIV. Right To File A Complaint

FERPA affords parents the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W. Washington, DC
20202-4605

Students

Confidentiality and Access to Student Records

Legal Reference: Connecticut General Statutes
 1-19(b)(11) Access to public records. Exempt records.
 7-109 Destruction, of documents.
 10-15b Access of parent or guardians to student's records.
 10-154a Professional communications between teacher or nurse & student.
 10-209 Records not to be public.
 10-221b Boards of education to establish written uniform policy re:
 treatment of recruiters.
 11 -8a Retention, destruction and transfer of documents
 11 -8b Transfer or disposal of public records. State Library Board to adopt
 regulations.
 17a-28 Definitions. Confidentiality of and access to records; exceptions.
 Procedures for aggrieved persons. Regulations.
 17a-101k Registry of findings of abuse or neglect of children maintained
 by Commissioner of Children and Families. Notice of finding of abuse or
 neglect of child. Appeal of finding. Hearing procedure. Appeal after
 hearing. Confidentiality. Regulations.
 19a-581 et. seq. AIDS Testing and Medical Information
 Regulations of Connecticut State Agencies §10-76d-18
 46b-56 (e) Access to Records of Minors.
 Office of the Public Records Administrator, Retention Schedule M8
 Education Records (Revised 2/2005).
 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, and Final Rule 34
 CFR Part 99, December 9, 2008)
 US Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C.
 §2332b(g)(5)(B) and 2331
 PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528
Owasso Independent Sch. Dist. No.1 -011 v. Falvo, 534 U.S.426 (2002)

Policy adopted:

**Woodbridge School District
Woodbridge, Connecticut**

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions

[Note: Under the procedures outlined in the policy, the following information will be disclosed on an annual basis to parents of students currently in attendance.]

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. et. seq., affords parents certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal [or appropriate school official] will make arrangements for access and notify the parents of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents or believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents should write the school principal [or appropriate school official], clearly identifying the part of the record the parents want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents, the District will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

**Woodbridge School District
Woodbridge, Connecticut**

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions
(continued)

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another public school, including other public schools, charter schools, and post-secondary institutions in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W. Washington, DC 20202-
4605

[Note: In addition, a school district may want to include a directory information public notice, as required by the regulation, 34 CFR §99.37, with its annual notification of rights under FERPA. The following two paragraphs are recommended for inclusion and must be included in the annual notification if the school district wants to be able to disclose "Directory Information" under JIB of the Student Records Policy.]

**Woodbridge School District
Woodbridge, Connecticut**

Model Notification of Directory Information

Unless notified in writing by a parent to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such information may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, the PTO and companies that publish yearbooks. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, grade level, photographic, computer, and/or video images.

Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Such objection shall be in writing and shall be effective for one school year.

TRANSFER OF CONFIDENTIAL STUDENT INFORMATION

Date: _____

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), I hereby authorize the Woodbridge School District to release and/or obtain the following confidential records recording my child:

Name of Child: _____

Address: _____

Date of Birth: _____

Guardian(s): _____

Please check all that apply:

Obtain

Release

All Records	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative file	<input type="checkbox"/>	<input type="checkbox"/>
Pupil Personnel/Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>	<input type="checkbox"/>
Health Medical*	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>

To/From: _____
Name

Address: _____
Street Town State/Zip

I understand that the information to be disclosed is protected as an "education record" under FERPA, and that such information shall not be redisclosed unless permitted under FERPA. I further understand that the officers, employees, and agents of any party that receives protected information under FERPA may use such information only for purposes for which the disclosure is made.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

***If this authorization is being used to obtain Protected "Health Information from a child's physician or other covered entity under HIPAA, the following section must also be completed:**

I, the undersigned, specifically authorize _____ to disclose my child's
Name of Physician
medical information, as specified above, to my child's school, _____
Name of School
at the above address for the purposes described below (i.e., health assessment for school entry, special education evaluation, etc.):

By signing below, I agree that a photocopy of this authorization will be valid as the original. This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying the physician's office in writing, but if I do, it will not have any effect on actions taken by the physician prior to receiving such revocation.

I understand that under applicable law, the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.

I understand that my child's treatment or continued treatment with any health care provider or enrollment or eligibility for benefits with any health plan may not be conditioned upon whether or not I sign this authorization and that I may refuse to sign it.

Any information received by the school pursuant to this authorization is subject to all applicable state and federal confidentiality laws governing use and disclosure of such information.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Woodbridge Board of Education
FINANCE COMMITTEE MEETING

April 7, 2014

District Office Conference Room

Call to Order: 7:00 PM

Attending: Dr. Stella, Al Pullo, Margaret Hamilton, Lisa Connor, Sandy Stein

Discussion: The monthly reports were reviewed and discussed.

Superintendent's Recommendations for 2013/14 Additional Surplus: Finance Committee discussed and agreed with Dr. Stella's recommendations for additional surplus. The recommendations will be brought to WBOE Regular meeting this month.

Meeting Adjourned: 7:25 PM

