Woodbridge Board of Education
Woodbridge Board of Education Regular Meeting
Monday, April 20, 2026 7:00 PM

Town Hall Main Meeting Room

Agenda

I. ***Mission – To create and foster a learning community that prepares children to be flexible, lifelong learners, and responsible global citizens.***
Vision – To empower and inspire future leaders who will positively impact our world.

2025/26 Goals
Student Growth and Success – To promote and foster high expectations for student growth, active learning and academic excellence for all learners.
Community – To foster a strong sense of community through collaboration and communication.

II. **Preliminary Business / Motions**
- A. Call to Order
- B. Pledge of Allegiance
- C. Correspondence - *Correspondence may be submitted via email no later than 4:00 PM on the day of the meeting to mdegennaro@woodbridgeps.org*
- D. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comment may be submitted electronically to mdegennaro@woodbridgeps.org*

III. **Consent Agenda**
- A. Approval of Minutes from the March 16, 2026 Regular Meeting
- B. Budget Narrative Report
- C. Budget Summary Report
- D. Budget Detail Report
- E. Combining Financial Statements
- F. Accept Policies for 30-Day Review
  1. 1313 - Gifts to School Personnel
  2. 1316 - Conduct on School Property
  3. 1321 - Public Performance by Students
  4. 1323 - Research Projects
  5. 1324 - Soliciting Funds From and By Students
  6. 1325 - Distribution of Communications
  7. 1340 - Access to School Procedures and Materials

8. 1416 - Fiscal Authority
9. 1411 / 1411.1 / 1411.2 - Law Enforcement Agencies
10. 1500 - Relations between Area, State, Regional and National Associations and the School District
11. 5111 - Admission

IV. **Reports**

A. Superintendent's Report
   1. IT / Project Based Learning Collaboration
   2. BRS Update
B. BRS Infrastructure Building Committee
C. Curriculum Committee
D. Finance Committee
E. Policy Committee - Policies for Adoption
   1. 1000 - Concept and Roles in Community Relations
   2. 1100 - School/Community Relations
   3. 1110 - Communications among the WBOE, Administration, Parents and Staff at BRS
   4. 1110.1 - Parent Involvement
   5. 1111 - Use of Education Television Channel
   6. 1112 - News Media Relationships (Public Press, Radio & TV)
   7. 1120 - Public Participation at WBOE Meetings
   8. 1210 - School/Community Associations
   9. 1212 - School Volunteers and Student Interns
   10. 1220 - Citizens' Advisory Committees
   11. 1250 - Visits to Schools
   12. 1251 - Loitering or Causing Disturbances
   13. 1311.1 - Political Activities of School Employees
F. CABE Liaison Report
G. Upcoming Meeting Presentation(s): CAPSS Awards; Summer Programs Update

V. **New Business**

VI. **Other**

A. Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time.*
B. Executive Session, in accordance with State Statute

VII. **Adjournment**

MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING
Monday, March 16, 2026
Town Hall Main Meeting Room

CALL TO ORDER: Chair Lawrence, called the meeting to order (7:03 PM).

BOARD MEMBERS PRESENT: Steven Lawrence, Chair; Lynn Piascyk, Vice Chair; Sarah Beth Del Prete, Secretary; Jackie Cappiello; Megan Conaster; Jeff Hughes; Dr. Michael Strambler; and Erin Williamson.

STAFF: Christopher Montini, Superintendent; Analisa Sherman, Principal; Matthew Madruga, Cheryl Tafel, Assistant Principals; Carrie Borcherding, Special Services Director and Marsha DeGennaro, Clerk of the Board.

CORRESPONDENCE – None

PUBLIC COMMENT – an email was received related to the BRS Building project.
Imri Fisher spoke regarding anti-Semitism incidents that occurred at Amity several years ago. The Board was urged to be a district that leads rather than reacts and ensure that the anti-bias curriculum protects children.

MOTION #1 – CONSENT AGENDA Move that we approve the consent agenda as presented. (*Piascyk/Conaster* **Unanimous**)

Board Member Appreciation – Superintendent Montini acknowledged the proclamation signed by first Selectman Mica Cardozo designating March 16 as School Board Day in Woodbridge. The Board was extended a sincere thank you from Superintendent Montini. They were recognized for their deliberate decision-making process and preparation as elected officials and volunteers and their engagement with kindness and respect to ensure Beecher Road School children flourish with success.

Superintendent Report – Superintendent Montini indicated that enrollment has remained steady at 869 students. He noted the favorable renewal rate in Healthcare benefits for the 2026/27 budget, which will further reduce the budget by another $160,000 for an overall increase of 2.89%. Also noted were recent Literacy walks / classroom observations in Grade 4 and assorted writing projects.

BRS Update – Ms. Sherman noted recent literacy activities inclusive of small group instruction from the HMH coach, the visit to 6th grade students from Dr. Tracey, Principal of the Amity Junior High in Bethany, International Read to Me Day on March 19 with guests readers and the Leprechaun traps created by Kindergarten students to catch Leprechauns for St. Patrick's Day.

Facilities Committee – Ms. Piascyk reviewed the March 5 meeting highlighting the aging infrastructure of the building. Installation of the Annihilare system was completed, servicing of the microturbine to replace the leaking pump as well as a faulty compressor on the walk-in cooler. Repairs still in process include damper actuators, the timer on the lights in the North parking lot, replacement of a failed computer board on the chiller, assessment of a plan for replacement of classroom thermostats that are no longer available as well as the two 20-year old Toro snow-blowers that failed during the last snow storm.

BIUBC Committee – Mr. Hughes noted this committee met in a joint meeting with the Board of Education on February 26 and endorsed a recommendation on the revised Ed Specs, which incorporate the expansion of the PK program in both square footage and enrollment specifics in space utilization and planning as well as identification of additional reimbursement opportunities. In addition, it was the recommendation of the committee that a communications consultant be retained. The selected firm will be responsible for the sharing of important and accurate information / explanations to the community to support a successful referendum process and how the decision to build a new school was attained.

MOTION #2 – REVISED ED SPECS Move that we approve the revised Education Specifications pertaining to the BRS Infrastructure Upgrade project as presented by Antinozzi Associates and Construction Solutions Group for submission to the BRS Infrastructure Upgrade Building Committee and CSDE. (*Hughes/Piascyk* **Unanimous**)

MOTION #3 – BIUBC COMMUNICATIONS CONSULTANT Move that we authorize the Superintendent to enter into a contract agreement with *Tall Timbers Marketing* engaging their services as a communications consultant as recommended by the BRS Infrastructure Upgrade Building Committee. (*Hughes/Lawrence* **Unanimous**)

Finance Committee – Mr. Lawrence noted the projected surplus of $62,000 with minimal changes occurring from last month.

Policy Committee – Ms. Williamson reviewed the policy changes adopted earlier in the meeting under 30-day review.

CABE Liaison Report – No Report

Upcoming Meeting Presentations – Policy March 30 at 4:30 PM, Curriculum April 1 at 4:00 PM and Finance April 6 at 4:30 PM all in the Superintendent's Conference Room. The regular WBOE meeting is April 20 at Town Hall at 7:00 PM with a presentation on IT in collaboration with Project Based Learning activities.

NEW BUSINESS

Healthy Food Certification – These verbatim motions are required by the CSDE related to compliance with the Healthy Food Program for the 2026/27 school year. The first verifies participation in the Healthy Food program and the second verifies the exemptions that would be applicable for the 2026/27 school year.

MOTION #4 – HEALTHY FOOD PARTICIPATION

Pursuant to C.G.S. Section 10-215f, the Woodbridge Board of Education or governing authority) certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2026, through June 30, 2027. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. (*Conaster/Del Prete* **Unanimous**)

MOTION #5 – HEALTHY FOOD EXEMPTION

The Woodbridge Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food and beverage sales. (*Williamson/Strambler* **Unanimous**)

PUBLIC COMMENT – None

MOTION TO ADJOURN: 7:58 PM (*Conaster/Hughes* **Unanimous**)

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge Public School's 2025-2026 Budget Narrative

March 30, 2026

The attached financial reports represent eight months (75%) of the fiscal year. However, I should note that due to an earlier than normal Finance Committee meeting these reports were completed before the month was closed.

100 Series Salaries - Salaries represent 61% of the budget. There we a couple of small changes in the assumptions surrounding our salaries this month and our estimated surplus in this category increased to $291K. Our Supervising Nurse has resigned and will likely have some period of vacancy in that position during the remainder of this fiscal year. We also have two non-certified staff member out on unpaid leave, and we decreased the estimated future expense of our cafeteria monitors as it is likely we won't hire anyone for the short remainder of the year.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. The estimated deficit in this category decreased by approximately $10K. The decrease is due to adjustments in our estimates due to vacancies and unpaid leaves of absence.

300 Series Purchased Professional Services- This category represents 3% of our budget and includes legal, audit and other expenses that are generated on a month-by-month basis. The overall deficit in this category increased about $13K to $28K. We decreased our estimated Substitute expenses and increased our estimated Consultant Services to arrive at the new year end estimate.

400 Series Purchased Property Services - Utility budgets are 4% of the total budget. As the utility bill continue to come in high, both our electric and heating lines are ahead of where they were last year at this time. We have therefore estimated additional utility expense for the year and now anticipate this category being $74K over budget. Hopefully we have turned the corner and will have a temperate spring. On the bright side, our electric and natural gas rates are locked through the next budget year.

500 Series Other Purchased Services - This category is 9% of our budget and includes student transportation, tuition, interns, liability insurance and items that do not fall within the professional services/property services categories. The overall estimated deficit of $83K is about the same as last month.

600 Series Materials and Supplies – These supplies account for 2% of our budget. With the exception of custodial/maintenance supplies, this category is direct support for classroom instruction. We anticipate utilizing all of these funds.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we currently project to utilize all budgeted funds.

800 Series Dues and Fees – This budget category is small but important as it links staff to professional organizations that help keep them up-to-date in their respective academic fields.

900 Series Misc. Expenses - The primary expense in this category is the Ezra Nurse, a non-public health expense we are required by law to maintain.

WOODBRIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 3-30-26

OBJECT	DESCRIPTION	ADOPTED BUDGET	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	11,288,309	6,770,950	4,200,106	317,253	26,363	290,890
200	TOTAL BENEFITS	3,707,798	2,695,591	-	1,012,207	1,040,831	(28,624)
300	TOTAL PROFESS. SERVICES	533,224	242,211	104,362	186,650	214,901	(28,251)
400	TOTAL PROPERTY SERVICES	671,312	509,848	47,911	113,553	187,220	(73,667)
500	OTHER SERVICES	1,797,314	1,363,917	496,182	(62,785)	20,371	(83,156)
600	SUPPLIES & MATERIALS	386,993	222,259	21,075	143,659	143,659	-
700	TOTAL PROPERTY SERVICES	108,800	81,484	3,609	23,707	23,707	-
800	TOTAL DUES, FEES, MISC.	32,105	24,435	2,232	5,438	6,278	(840)
	TOTAL ADOPTED BUDGET	**18,525,855**	**11,910,696**	**4,875,477**	**1,739,682**	**1,663,330**	**76,353**

OBJECT	DESCRIPTION	ADOPTED BUDGET	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	SPED SERVICES/CONSULTING	216,380	81,795	92,585	42,000	38,500	3,500
510	TRANSPORTATION	329,662	237,280	135,746	(43,364)	-	(43,364)
560	TUITION SPECIAL ED	373,480	262,850	211,731	(101,101)	-	(101,101)
	SPECIAL EDUCATION CARVEOUT	**919,522**	**581,924**	**440,063**	**(102,465)**	**38,500**	**(140,965)**

SUMMARY	
Special Ed Surplus / (Deficit)	(140,965)
Under / (Over) Spending in OTHER programs	217,317
Total Surplus / (Deficit) Projected	76,353

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED March 30, 2026

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	1,029,488	749,688	278,284	1,515		1,515
120	Teachers - Regular	6,117,471	3,465,331	2,399,725	252,415	75,675	176,740
120	Teachers - Special Education	1,181,574	732,471	483,898	(34,795)	(40,788)	5,993
1201	Psychologist	212,415	101,433	74,385	36,597		36,597
1203	Counselor	127,308	96,780	77,015	(46,487)		(46,487)
	Sub-Total Certified Salaries	**8,668,256**	**5,145,704**	**3,313,307**	**209,246**	**34,888**	**174,358**
1303	Custodians	480,915	347,584	142,631	(9,300)	(9,300)	-
140	Nurses	191,188	116,411	69,620	5,156		5,156
150	Secretaries, Clerical	450,466	300,404	131,881	18,181	4,500	13,681
160	Paraprofessionals	364,785	139,552	83,109	142,123		142,123
1601	Special Education Paraprofess.	857,412	526,257	349,795	(18,640)	(10,725)	(7,916)
170/10	Salaries OT / PT	93,940	82,189	70,076	(58,325)		(58,325)
190	IT Manager and Asst.	83,596	61,837	25,400	(3,641)		(3,641)
190	Salaries, Miscellaneous	97,751	51,011	14,286	32,453	7,000	25,453
	Sub-Total Non-Certified Salaries	**2,620,053**	**1,625,246**	**886,799**	**108,008**	**(8,524)**	**116,532**
	TOTAL SALARIES	**11,288,309**	**6,770,950**	**4,200,106**	**317,253**	**26,363**	**290,890**
220	FICA	337,719	196,153	-	141,566	118,039	23,527
230	CMERS	457,843	247,637	-	210,206	184,954	25,252
270	Medical Insurance	2,866,923	2,227,865		639,058	723,456	(84,398)
280	Life Insurance	34,463	23,179	-	11,284	7,902	3,382
2902	Other Employee Benefits	10,850	758		10,092	6,480	3,612
	TOTAL BENEFITS	**3,707,798**	**2,695,591**	**0**	**1,012,207**	**1,040,831**	**(28,624)**
320	Professional Development	37,325	7,717	2,326	27,282	27,282	-
330	Legal Fees	55,000	45,283	8,514	1,204	10,800	(9,597)
340	Software Support	30,250	18,377		11,873	11,873	-
350	Substitutes	149,435	86,589		62,846	55,000	7,846
390/01	Consultant Services	216,380	81,795	92,585	42,000	38,500	3,500
3902	Financial Audit	29,400			29,400	29,400	-
390	Other Prof/Tech. Services	15,434	2,451	937	12,046	42,046	(30,000)
	TOTAL PROFESSIONAL SERVICES	**533,224**	**242,211**	**104,362**	**186,650**	**214,901**	**(28,251)**
410/01	Utilities - Electric and Water	165,500	137,665		27,835	54,000	(26,165)
420	Heating	105,000	97,502		7,498	35,000	(27,502)
430	Repairs and Maintenance	84,000	33,143	21,743	29,114	29,114	-
450	Leases and Rentals	110,123	86,246		23,877	23,877	-
4501	Building Improvements	10,500			10,500	10,500	-
490	Other Purchased Services	27,620	16,054	3,428	8,138	8,138	-
4901	Service Contracts	168,569	139,239	22,739	6,591	26,591	(20,000)
	TOTAL PROPERTY SERVICES	**671,312**	**509,848**	**47,911**	**113,553**	**187,220**	**(73,667)**
510	Pupil Transportation-Regular	524,118	343,604	148,705	31,809	(12,000)	43,809
510	Pupil Transportation-Spec. Educ.	329,662	237,280	135,746	(43,364)		(43,364)
520	Insurance-General Liability	155,209	170,956		(15,747)		(15,747)
5201	Worker's Compensation	284,804	272,897		11,907		11,907
530	Telephone Services	18,531	18,854		(323)	9,000	(9,323)
535	Internet	25,120	20,750		4,370	3,708	662
537	Postage	6,840	903		5,937	5,937	-

Note: This report was prepared on March 30th, one day before the end of the month

WOODBRIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED March 30, 2026

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
540	Advertising	1,000			1,000	1,000	-
550	Interns	57,000	33,000		24,000		24,000
560	Tuition - Wintergreen	6,000			6,000		6,000
560	Tuition - Out of District	373,480	262,850	211,731	(101,101)		(101,101)
590	Other Purchased Services	15,550	2,824		12,726	12,726	-
	TOTAL OTHER PURCH SERVICES	**1,797,314**	**1,363,917**	**496,182**	**(62,785)**	**20,371**	**(83,156)**
610	Instructional Supplies	151,925	84,773	6,284	60,869	60,869	-
620	Computer Software	85,288	49,782		35,506	35,506	-
625	Supplies Nurses	5,370	4,048	798	524	524	-
630	Supplies Custodial	56,050	39,244	9,327	7,479	7,479	-
635	Supplies Office	13,000	4,543	297	8,161	8,161	-
640	Books and Audio Visual	18,000	12,595	3,284	2,121	2,121	-
645	Subscriptions	30,960	10,003	840	20,117	20,117	-
650	Testing	22,700	16,655	245	5,801	5,801	-
690	Misc. Supplies - DW Security	3,700	618	-	3,082	3,082	-
	TOTAL SUPPLIES & MATERIALS	**386,993**	**222,259**	**21,075**	**143,659**	**143,659**	**0**
732	Computer Hardware	89,800	78,342	3,609	7,849	7,849	-
735	Equipment - Teaching	8,000	-	-	8,000	8,000	-
740	Equipment - Building	5,000	1,415	-	3,585	3,585	-
745	Furniture	6,000	1,728	-	4,272	4,272	-
	TOTAL PROPERTY	**108,800**	**81,484**	**3,609**	**23,707**	**23,707**	**-**
810	Dues and Fees	22,605	21,213	2,232	(840)		(840)
900	Other Fees	9,500	3,222		6,278	6,278	-
	TOTAL DUES AND FEES	**32,105**	**24,435**	**2,232**	**5,438**	**6,278**	**(840)**
	TOTAL ADOPTED BUDGET	**18,525,855**	**11,910,696**	**4,875,477**	**1,739,682**	**1,663,330**	**76,353**

Note: This report was prepared on March 30th, one day before the end of the month

WOODBRIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 3-31-2026

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	$199,535	$273,466	$17,353	$100,190	
Intergovernmental	$57,138				
Donations				$90	
Other income				$375	
Additions					
Total Revenues:	**$256,673**	**$273,466**	**$17,353**	**$100,655**	**$0**
Expenditures:					
Wages, FICA, MERF	$136,481	$198,253		$75,620	
Medical Insurance					
Cost of food sold	$131,273				
Equipment					
Repairs	$6,901				
Other Expenses	$5,401	$29,527	$18,751	$4,300	$1,882
Total Expenditures:	**$280,057**	**$227,779**	**$18,751**	**$79,921**	**$1,882**
Year to Date Net Income / (Loss):	**($23,384)**	**$45,686**	**($1,398)**	**$20,734**	**($1,882)**
BOE Year to Date Cost of Health Insurance	$30,537				

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	$160,205	$148,917	$3,940	$77,607	$12,017
Prepaid Expenses					
Accounts Receivable	$7,097	$250	$67	$3,329	
Intergovernment Receivable	$26,916				
Inventory	$7,885				
Due From Other Funds		$5,076		$126	
Total Assets:	**$202,102**	**$154,243**	**$4,007**	**$81,063**	**$12,017**
Liabilities:					
Amounts Held As Agent					
Accounts Payable	$3,459				$500
Deferred Revenue	$28,441				
Wages Payable	$14,088	$53,565			
Due To Other Funds		$44,086			
Total Liabilities:	**$45,988**	**$97,651**	**$0**	**$0**	**$500**
Fund Balance:					
Prior Year Ending Fund Balance	179,498	10,905	5,405	60,329	13,399
Year to Date Income / (Loss)	($23,384)	$45,686	($1,398)	$20,734	($1,882)
Current Fund Balance	**$156,114**	**$56,591**	**$4,007**	**$81,063**	**$11,517**
	-	-	-	-	-

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	215	45	N/A	N/A	N/A
Fund Balance Excess	$90,750	($56,602)	N/A	N/A	N/A

Existing policy 1313, last reviewed 11/21/22, appropriate as written.

Community Relations

Gifts to School Personnel

Gifts from Vendors

Employees of the school system shall not directly solicit, accept, or receive personal gifts from vendors or contractors in the performance of their official duties. The acceptance of entertainment and hospitality is prohibited where the employee is the sole or major recipient as opposed to large group gatherings as may be the case at seasonal parties, receptions or conventions sponsored by vendors.

This prohibition shall not be construed to prevent vendors from providing opportunities for school employees to see or hear about new ideas, equipment and/or materials.

Acceptance by employees of gifts from commercial organizations is discouraged.

Gifts from Students/Parents

Teachers and other staff members may accept token and inexpensive gifts from students or parents of students.

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest.

Policy adopted: ~~March 19, 2012~~
Policy reviewed: ~~November 21, 2022~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy 1316, adopted 8/19/24, appropriate as written.

Community Relations

Relations between Public and School Personnel

Conduct on School Property

The Board of Education (Board) expects mutual respect, civility and orderly conduct among all individuals on school property or at school events or in communications with the school district. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, District employees, parents and the public. It is not intended to deprive any individual of ~~his/her~~ their right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. Volatile, hostile or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Staff may not always be immediately available to speak with families. The best way to ensure communication can occur with administration or staff is to schedule an appointment. Staff and administration have a practice of attempting to return calls/emails within 24 hours.

Based upon the above, the Board expects that no person on school property or at a school event or in communication with the school district shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Curse and use obscenities;
3. Disrupt or threaten to disrupt school or office operations;
4. Damage or threaten to damage another's property;
5. Damage or deface District property;
6. Violate any Connecticut law or town/city ordinance;
7. Smoke**, vape, or** otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages **or cannabis products** or illegal drugs, or possess dangerous instruments or weapons;
9. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (continued)

10. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
11. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
12. Violate other District policies or regulations or an authorized District employee's directive.

Standards for a peaceful, safe, respectful school environment:

A. Expected behaviors include but are not limited to:

1. Respect and courtesy in language, demeanor, and actions
2. Moderate tone and volume of voice
3. Active and respectful listening
4. Respectful acknowledgement of cultural differences
5. Respect for the personal, civil, and property rights of others
6. Appropriate and courteous use of telephone, public address systems, electronic devices and any other verbal communication device
7. Appropriate and courteous written communication, including notes, letters, email and text messages

B. Unacceptable behaviors include but are not limited to:

Rude, insulting or demeaning language and/or actions either in person, by email/text, voice/phone or other written or verbal communication.

1. Persistently pursuing unreasonable requests
2. Intrusive and/or interruptive behavior
3. Displays of temper
4. Harassment and intimidation
5. Threatening and/or abusive gestures and behavior
6. Posting disparaging remarks on social media

C. Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved. Following the protocol and chain of command to air concerns is expected. Start with teacher, then building administration then District Office then Board of Education if concerns are not addressed and/or resolved.

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (continued)

D. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.

(cf. 1110.1 - Parent Involvement)
(cf. 1120 - Public Participation at Board of Education Meetings)
(cf. 1250 - Visits to Schools)
(cf. 1251 - Loitering or Causing Disturbances)
(cf. 1310 - Relations Between the Public and School Personnel)
(cf. 1312 - Public Complaints)
(cf. 1330 - Use of School Facilities)
(cf. 5131.911 - Bullying)
(cf. 4118.15/4218.15 - Workplace Bullying)
(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)
(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes
1-225 Meetings of the government agents to be public.
1-232 Conduct of the meeting.
10-221 Boards of education to prescribe rule(s), policies, and procedures.
10-238 Petition for hearing by board of education.
10-239 Use of school facilities for other purposes.
53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted: WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy 1321, adopted 3/19/12, appropriate as written.

Community Relations

Public Performances by Students

The Board of Education recognizes that worthy educational values may be served by student participation in civic and community affairs. Instructors are encouraged to provide students for public performances when such performances contribute to the educational process and objectives of that particular class and when it does not interfere unduly with other classes or activities within the school. School groups and individuals may, with the permission of the Principal, participate in local public events which fall into the following classifications:

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority in scheduling appearances.

2. Community functions organized in the interests of the school, such as those originated by the PTO or other parent group.

3. Non-commercial civic occasions of community, county, state or national interest of sufficient breadth to enlist general sympathy and cooperation.

4. Events that are primarily patriotic in nature, such as Veterans' Day.

5. Charity benefit activities provided such activity has been specifically approved in advance by the Superintendent.

6. Programs sponsored by established character-building agencies, or programs sponsored jointly by the school system and mass communication media where the time or space given to the programs are of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups or school equipment shall not be exploited in events of a commercial nature.

2. Events that are for the furtherance of any politically partisan interest. In questionable cases the matter shall be referred to the Board of Education.

3. Events that are primarily for the furtherance of any religious concern, whether sectarian or non-sectarian in nature.

4. Events that cause undue amount of interference with the regular school program, or that cause an excessive amount of absence due to rehearsal or preparation.

Policy adopted:

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy 1323, adopted 3/19/12, appropriate as written.

Community Relations

Research Projects

The Board of Education recognizes that worthy educational values may be served by permitting independent research projects to be carried out in the schools. The Superintendent, or ~~his/her~~ their designee, may approve research proposals. Those of a sensitive nature will be reviewed by the Board of Education. All research projects must:

1. Preserve the privacy of all individuals,
2. Promote professional interest,
3. Significantly contribute to the body of knowledge about education,
4. Refrain from using the results for commercial or private gain, and
5. Not interfere with the instructional process or take undue time away from it.

Policy adopted:

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Community Relations

Soliciting Funds From and By Students

The Board of Education supports school activities that engage children in raising funds as a means of encouraging and nurturing the development of values reflecting charitable giving and concern for others in need.

Fundraising activities must be designed to advance the educational mission of the school district, be directly related to financing the school or curricular activities or character development and must be undertaken under the direction and guidance of the administration and staff. School fundraising activities must also comply with the following conditions.

1. No fund raising activities are to be conducted by non-school agencies or for non-school activities among or by the school children, except as provided under law and consistent with the policies of the Board of Education.

2. Selling is not permitted on the school campus without administrative approval.

The Board of Education requires, as a condition of approval, that the sponsoring individual, group or organization fully comply with any and all sales tax requirements of the State or Federal Government.

The Superintendent may approve and authorize fund raising activities consistent with the following guidelines:

1. Requests for fundraisers shall be made and approved, in writing, in advance of initiating the activity by the building Principal in consultation with the Superintendent.

2. Significant educational or financial benefits will accrue to the school and/or students, either directly or indirectly, from the activity.

3. The mechanics and procedures of fund raising will not result in an unacceptable burden to teachers, other school staff, or families of school children, nor subject the school to inappropriate risks or responsibilities in handling funds.

4. With the exception of PTO activities, all school directed fund raising activities involving children whether sponsored by a class, grade level, individual or the school shall follow Board of Education financial accounting procedures.

5. Fund raising proceeds shall be processed through the student activity account properly documenting receipt and distribution of the funds.

6. Collections of items, personal appeals of individual staff, and requests made of children to bring in a specific amount of money to cover a classroom activity or program shall be cleared with the Principal in advance.

7. The organizations for which funds are solicited must either be governmental or charitable.

Upon approval of the Superintendent, information from recognized charitable and other organizations, which could eventually result in voluntary student and/or parental activities, contributions, or memberships of benefit to the organization, may be distributed through the schools under established guidelines affecting

such notifications. In these instances, the distribution of material would be the only school involvement on behalf of the organizations.

Policy adopted: ~~**March 19, 2012**~~

Existing policy 1325, adopted 3/19/12, appropriate as written.

Community Relations

Distribution of Outside Communications

Students shall not be used to distribute notices or communications which do not originate within the schools or do not support the educational mission of the district. Students may transmit communications to parents from parent organizations affiliated with the schools and communications, which, in the judgment of the Superintendent, have significant educational value or widespread community importance. The District website and/or the use of the racks located in the school lobby entrances will also be used to disseminate these materials.

Policy adopted:

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy adopted 3/19/12 appropriate as written.

Community Relations

Access to School Procedures and Materials

Operating procedures, records and publications developed in or for the school district shall be made available to members of the public consistent with law. No outside organization shall be granted exclusive access to or control over the material made available to it.

Records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law in the interests of the person or persons involved.

(cf. 5125 - Student Records)
(cf. 4112.6 - Certified Personnel Records)
(cf. 4212.6 - Non-Certified Personnel Records)

A reasonable charge may be made for copying available records.

Legal Reference: Connecticut General Statutes
1-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.
1-212 Application for copies of public records. Certified copies. Fees.
1-16 Reproductions.
1-154a Professional communication between teacher/nurse and student. Surrender of physical evidence obtained from students.
1-200 Definitions.
1-206 Denial of access of public records or meetings. Notice. Appeals.
1-210 Access to public records. Exempt records.
1-209 Records not to be public. (Medical or psychological examination records.)
1-211 Access to computer-stored records.
1-213 Agency Administration. Disclosure of personnel, birth and tax records. Judicial records and proceedings.
1-214 Public employment contracts as public record. Objection to disclosure of personnel or medical files.
1-215 Record of an arrest as public record.
1-225 Meetings of governmental agencies to be public.
1-226 Recording, broadcasting or photographing meetings.
1-227 Mailing of notice of meetings to persons filing written request. Fees.
1-240 Penalties.

Policy adopted: ~~**March 19, 2012**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy number 1416 adopted 3/19/12, appropriate as written.

Community Relations

Fiscal Authority

The Board of Education believes that it has an obligation beyond that imposed by law to work with the appropriate fiscal authority at all stages of the budgeting process in order to develop a clearer understanding of school and student needs to improve education in our community.

The Board of Education will meet and confer with the fiscal authority prior to collective bargaining, and further, it will cooperate with the fiscal authority in development of a sound fiscal base for school operation.

Legal Reference: Connecticut General Statutes

10-153d Meeting between Board of Education and Fiscal Authority required. Duty to negotiate.

Policy adopted: ~~**March 19, 2012**~~

Existing policy 1411, adopted 3/19/12, appropriate as written. It is recommended that policy 1411 be amended to incorporate policies 1411.1 and 1411.2 (as modified) as these address the same general topic of relations with law enforcement agencies.

Community Relations

Law Enforcement Agencies/Fire Departments

Because of the many support services which the local law enforcement agencies and fire departments provide to the schools, staff and students, the Board of Education desires to maintain the best possible relationship with those agencies, bearing in mind the responsibility the schools have to see that the legal rights of staff and students are properly protected.

The Superintendent is directed to establish lines of communication with the local law enforcement agencies and Fire Departments in order to effect the kinds of cooperation needed for the security of the school facilities, the safety of students and staff, and better education of the students concerning law enforcement agencies and fire and safety protection.

Relations with Law Enforcement Agencies

The Board of Education recognizes that it is essential to cooperate with law enforcement agencies for the protection of staff and students, for maintaining a safe environment in the district schools and for safeguarding school property.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged in the district. Law enforcement participation in such programs and activities is encouraged.

At the same time the Board also recognizes that the school system has the responsibility for the welfare of students while they are in the care of the schools. To carry out this responsibility of the school district, school officials shall observe the following:

a) A student is not immune from the law by virtue of ~~his/her~~ their status as a student, nor is the school building a sanctuary from the law or the proper actions of law enforcement personnel. Whenever ~~the police~~ law enforcement have a search warrant or an arrest warrant, ~~'~~they shall be admitted in the exercise of their designated authority.

b) In other situations, however, the interest of the individual, the students at large, and the school community may best be served by entrusting primary responsibility for the maintenance of order to school personnel. The Principal(s) shall have the authority, except as noted, to exclude ~~the police~~ law enforcement from the school when ~~police~~ law enforcement intervention is considered unwarranted.

~~Police~~ Law Enforcement Interviews of Juveniles

When a ~~police~~ law enforcement investigation involves an interview of a juvenile, ~~the police~~ law enforcement should arrange to have a parent or legal guardian present. The exception~~s~~ to this requirement ~~are (a) if the student is being interviewed as a victim and/or (b)~~ is if there is an overriding immediate public safety concern.

The following procedures will be observed in the event of a need to interview or question a student by a ~~police~~ law enforcement official.

1 . Student(s) will be questioned as confidentially and inconspicuously as possible.

2. The Principal will make a ~~reasonable~~ considerable effort to inform parents or legal guardian so that they may be present during the questioning.
3. Any ~~police~~ law enforcement interview shall be conducted in private and in the presence of a member of the school administration.
4. Preferably, the officer doing the questioning will wear civilian clothes.

The arrest of an elementary school student for a felony or Class A misdemeanor may be considered an unlikely event. However, should that be the case, it is expected that any municipal or State Police Department seeking to arrest a student who is enrolled in the Woodbridge School District shall notify the Superintendent orally prior to or at the time of the arrest, and in writing, within 72 hours of the arrest. Such information shall be kept confidential in accordance with C.G.S. 46b-124.

Guidelines for Cooperating with Local and other Law Enforcement Agencies

Criminal Activity Affecting the Operation of the School

In certain circumstances the building Principal may require the assistance of ~~police~~ law enforcement authorities in the investigation of possible criminal activity affecting the operation of the school. Should ~~police~~ law enforcement involvement require the questioning of students on school grounds, the building Principal shall make a reasonable effort to notify the parent or guardian of a student to be questioned that such questioning is to take place and the parent or guardian of any such student may be permitted to be present during such questioning.

Criminal Activity Not Involving the Operation of the School

~~Police~~ Law enforcement officials interviewing or questioning of students regarding criminal activity not involving the operation of school shall generally not be allowed on school grounds. Where the criminal activity endangered students, disrupted the educational process or violated Board Policy, or where an emergency exists which requires speedy investigation, such questioning or interrogation of students may be allowed to take place with the approval of the Superintendent.

(cf. 6114 - Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-22l Boards of Education to Prescribe Rules, Policies and Procedures
10-233a-e Suspension and Expulsion Procedures
10-233g Arrested Students/Students on Probation
10-233h (Arrested Students/Reports by Police)
10-233j Student in Possession and Use of Telecommunication Devices
53a-185 Loitering in our about school grounds: Class C Misdemeanor
54-76j Disposition upon adjudication as youthful offender
New Jersey vs. T.L.O. U.S. 325 (1985)

Policy adopted: ~~March 19, 2012~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy number 1500 adopted 3/19/12, appropriate as written.

Community Relations

Relations Between Area, State, Regional & National Associations and the School District

Memberships in recognized associations ~~such as the Connecticut Association of Boards of Education~~ will be maintained by the schools for several reasons, including:

1. The in-service educational benefits to employees and members of the Board of Education which come from participation in meetings, conferences, clinics and conventions.

2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.

3. Representation in actions affecting education in general and the Woodbridge School District in particular.

The Board of Education in maintaining such membership in no way abdicates its authority over the responsibility for the District as outlined in State law and Board of Education policy.

The Superintendent is authorized to budget funds for such memberships, and for paying the costs of adequate participation of Board of Education, administration and staff in the activities of such associations to achieve the purposes listed above.

Policy adopted: ~~**March 19, 2012**~~

Students

Admission/Placement

General Principles

In accordance with Connecticut General Statute 10-186, the Woodbridge Board of Education shall provide education for all persons residing in the District who are five years of age and older, or who have attained age five on or before September 1 of any school year, and who are under 21 years of age who are not graduates of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. ~~If the child does not meet the cutoff date, the parent / guardian has the right to submit a written request to the Principal that an assessment of the child be conducted to determine that admitting such child is developmentally appropriate. For decisions relating to early admissions to the District, the decision of the Principal shall be final.~~ The Woodbridge Board of Education recognizes the statutory right of children residing in the District to be enrolled in school if residency and age are confirmed. However, homeless students shall not be required to show residency.

Residency shall be defined as full-time occupancy of a Woodbridge residence (fixed permanent domicile), by at least one parent / guardian and the student. Living with a Woodbridge resident - even a close relative - for purpose of attending the Woodbridge School District is forbidden under Connecticut law and Woodbridge Board of Education policy. Temporary residence in the Town of Woodbridge, solely for the purpose of attending the Woodbridge School District, is also not considered residency. In accordance with Connecticut school law, being a land owner, tax payer, or business owner in the Town of Woodbridge does not confer residency privileges for school purposes. The burden of proving residency falls to the parent / guardian.

Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin or sexual orientation, gender identity or expression, or any other basis identified by State or federal law. Students who are classified as homeless under federal law, or an unaccompanied youth, as described in 42 USC 11434a, and therefore do not have a fixed residence, will be admitted pursuant to federal law and policy 5118.1. Exceptions from routine admission may be made by the school Principal on the basis of supporting evidence from physical and psychological examinations.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age; the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.
The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a homeless child or youth, or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Woodbridge Board of Education.

According to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its

policies, on its website, or otherwise that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

In order to determine a child's eligibility for multilingual education programs, parents/guardians of all new students enrolling for the first time, and all re-enrolling students who have not previously attended a Connecticut public school, must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.

Documents to Establish Age and Immunizations
Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, earlier school records, a State-issued identification document, a driver's license or passport, a parent's affidavit or unsworn statement as to a child's age, a physician's certificate verifying a child's age, or an immunization record.

Completion of immunization and health assessment requirements is required prior to a child's attendance in school, but is not considered prerequisite to enrolling a child who resides in the District and is of appropriate age to attend school. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the Building Principal.

Documents to Establish Residency
In the establishment of residency, the Board will accept such documentation as, but not limited to, a current signed notarized lease agreement and rent receipt (signed by owner/landlord and tenant/resident), proof of home ownership (a mortgage document, a property tax record), a homeowner's / renter's insurance policy record, two current utility bills, current proof of government benefits, a Connecticut's driver's license showing current Woodbridge address. A cellphone or cable bill is not acceptable. An *Affidavit of Residence*, properly executed, shall also be acceptable. The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Woodbridge School District reserves the right to request additional documents and/or to conduct an investigation at any time. Students will not be enrolled until acceptable proofs of residency have been verified and approved.

A student who resides in a dwelling located in more than one town shall be considered, for purposes of school attendance, a resident of each town in which the dwelling is located and may attend school in any one of such towns.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in Connecticut General Statutes 27-103, and who is seeking enrollment in a district school, the Board shall accept as proof of residency the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut.

Special Circumstances
A student whose family intends to become residents of Woodbridge in a given school year may enroll in the Woodbridge School District at the start of that school year by presenting evidence that such residence will be established and occupancy will occur within 60 days from the time the student is enrolled including a notarized statement from the landlord and/or closing attorney. Evidence shall include: ownership of property approved as a building site and a signed construction contract stating that the home will be ready for occupancy within 60 days from the time the student is enrolled or a binding lease agreement to rent a home in Woodbridge with

occupancy occurring within 60 days from the time the student is enrolled, or a binding agreement to purchase a home in Woodbridge, such binding agreement clearly stating "closing" to occur within 60 days from the time the student is enrolled. Any such evidence shall be presented as a sworn or notarized affidavit from the closing attorney. Until the family takes residence in Woodbridge, responsibility to transport the student to school will be the family's. Failure to ultimately establish residence within 60 days will obligate the family to be liable for payment of full tuition costs from the date of the student's entry in the district's school. Tuition, including the payment of any delinquent or liable tuition, would then need to be paid monthly for the child to be eligible to continue in school until residency is established.

Tuition cost would be determined by the Business Office based on the general education per-pupil cost. In such circumstances, a child will not be continued as a tuition student for a period greater than ten (10) months. A student whose family moves from Woodbridge after February 1 of a given school year may complete that year in the Woodbridge School District, but the student's family is responsible for the student's transportation to and from school.

Children of school age who are not residents of Woodbridge but who are permanent residents with adult relatives or non-relatives who are bona fide residents of Woodbridge shall be entitled to free school accommodations provided by the Woodbridge Board of Education provided that the child's residence in Woodbridge: (1) is to be permanent; (2) is provided by the Woodbridge relative or non-relative without payment or compensation by the child's parent or legal guardian and; (3) is not for the sole purpose of attending Woodbridge Public Schools.

Connecticut General Statute 10-253d addresses the circumstances of children who are permanent residents in the homes of relatives or non-relatives citing conditions of residence as being permanent, provided without pay, and not for the sole purpose of obtaining school accommodations. The statute also provides that the local Board of Education may require documents from the parent or guardian, the relative or non-relative, the emancipated minor, or the student 18 years of age or older, in the form of an affidavit attesting to residency under conditions not in conflict with Connecticut General Statute 10-253(d). The transportation of a child to Woodbridge from a parent's residence in another community does not qualify as residency (if the child actually resides in the other parent's community).

The Superintendent shall require that affidavits shall be executed by both the child's parent or legal guardian and the Woodbridge relative or non-relative attesting to the child's residence in Woodbridge. The Superintendent may also require any other supporting documentation as he/she deems necessary. For the purposes of this policy, the term "permanent" shall be defined as the intent by the non-resident student, the Woodbridge relative or non-relative, and the student's parent or guardian that said student intends to reside in Woodbridge indefinitely.

The Superintendent shall require that parents or guardians of a child provide appropriate proof of residency in Woodbridge prior to enrollment of their child in the Woodbridge Public Schools. The Superintendent may also require that parents or guardians of a child already enrolled in the Woodbridge Public Schools provide appropriate proof of residency in Woodbridge from time to time.

In the event it is determined that a child is not legally entitled to be provided school accommodations by the Woodbridge Board of Education, the Woodbridge Board of Education may, pursuant to Connecticut General Statute 10-186, assess the child's parent or guardian for tuition and the resident with whom the child resides. The tuition charge may be imposed for that period of time that the child was not legally entitled to attend Woodbridge School District in the current school year and/or for any past year in which the child was enrolled in the Woodbridge School District. The Woodbridge Board of Education may, in its sole discretion, exclude the child from the Woodbridge School District for the balance of the school year. The Woodbridge School District may seek civil remedies, including fines and legal action, to collect any unpaid assessments of tuition and

additional penalties. If determination is made by the Superintendent that the student is residing other than in Woodbridge, the student's enrollment in Woodbridge shall be terminated immediately.

If a child is placed out by the Department of Children and Families or any other State agency with a bona fide resident of Woodbridge, the child shall be entitled to free school accommodations in Woodbridge. Payment for such services shall be provided by the Board of Education of the school district under whose jurisdiction such child would otherwise be attending school where such school district is identified (Connecticut General Statute 10-253(d)). The Superintendent shall require documentation of such placement, in addition to proof of residency.

Children in temporary shelters in Woodbridge shall be entitled to free school accommodations from either Woodbridge, or the school district in which the child would otherwise reside. Upon notification from Woodbridge, the school district in which the child would otherwise reside shall either pay tuition to Woodbridge or shall continue to provide educational services, including transportation, to such child (Connecticut General Statute 10-253(d)). The Superintendent shall require proof of residency in the temporary shelter.

Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from either Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

Note: When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.

Students of non-resident employees may attend district schools as per benefits that may be provided by the relevant collective bargaining agreement.

Placement
Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

(cf. 0521 - Nondiscrimination)
(cf. 5112 - Ages of Attendance)
(cf. 5118.1 - Homeless Students)
(cf. 5141 - Student Health Services)
(cf. 6171 - Special Education)
(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247

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

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243, PA 00-157 and PA 09-6 (September Special Session)

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission, as amended.

10-220h Transfer of student records, as amended.

P.A. 11-115 An Act Concerning Juvenile Reentry and Education

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

10-233c Suspension of pupils

10-233d Expulsion of pupils

10-233k Notification of school officials of potentially dangerous students. (as amended by PA 01-176)

10-261 Definitions

State Board of Education Regulations

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

10-76d-7 Admission of student requiring special education (referral)

10-204a Required immunizations (as amended by PA 98-243)

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Plyler vs. Doe, 457 U.S. 202 (1982)

10-253 School privileges for children in certain placements, non-resident children, children in temporary shelters, homeless children, and children in juvenile detention facilities.

PA 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools . . .

~~PA 23-208 New Entry Age for Kindergarten~~

Public Act 26-1 Kindergarten Age CT Public Schools

"Guidance for Connecticut School Districts: Enrollment Process and Practice," Connecticut State Department of Education," December 2019

Policy adopted: ~~March 18, 2024~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Beecher Road School - Preparing Future-Ready Learners through Purposeful Technology Integration

BOE Presentation - Jeanne Ciarleglio and Rachel Robinson

The Technology Curriculum is...

Rooted in our Mission:

Developing flexible, lifelong learners

Cultivating responsible global citizens

Guided by our Vision:

Empowering and inspiring future leaders

Technology serves as a strategic tool to advance these priorities

Standards Based:

Combining ISTE, CSS, and Common Core Standards

Instructional Philosophy

Technology at Beecher Road School:

- Augments, enhances, and supplements learning
- Is integrated with clear instructional purpose
- Supports student-centered, high-impact teaching practices
- Emphasis on intentional use aligned to learning outcomes
- Carefully scaffolded lessons explicitly taught during technology classes to create transferable skills

A Helicopter View of Formal Technology Class Topics Includes:

- Hardware
- Software
- History of Tech
- Internet
- Coding
- Robotics
- AR/VR
- 3D Printing
- Digital Creation
- Digital Citizenship*
- Typing
- Presentation Skills
- Artifical Intelligence*
- Digital Storytelling

*Digital Citizenship Highlight

- Internet Safety
- Cyberbullying
- Private Vs. Personal Information
- Real Vs. Fake Websites
- Copyright
- Digital Footprint
- Password Best Practices
- Malware
- Phishing

*Artificial Intelligence and Student Literacy

Grade 4-6 comprehensive overview includes:

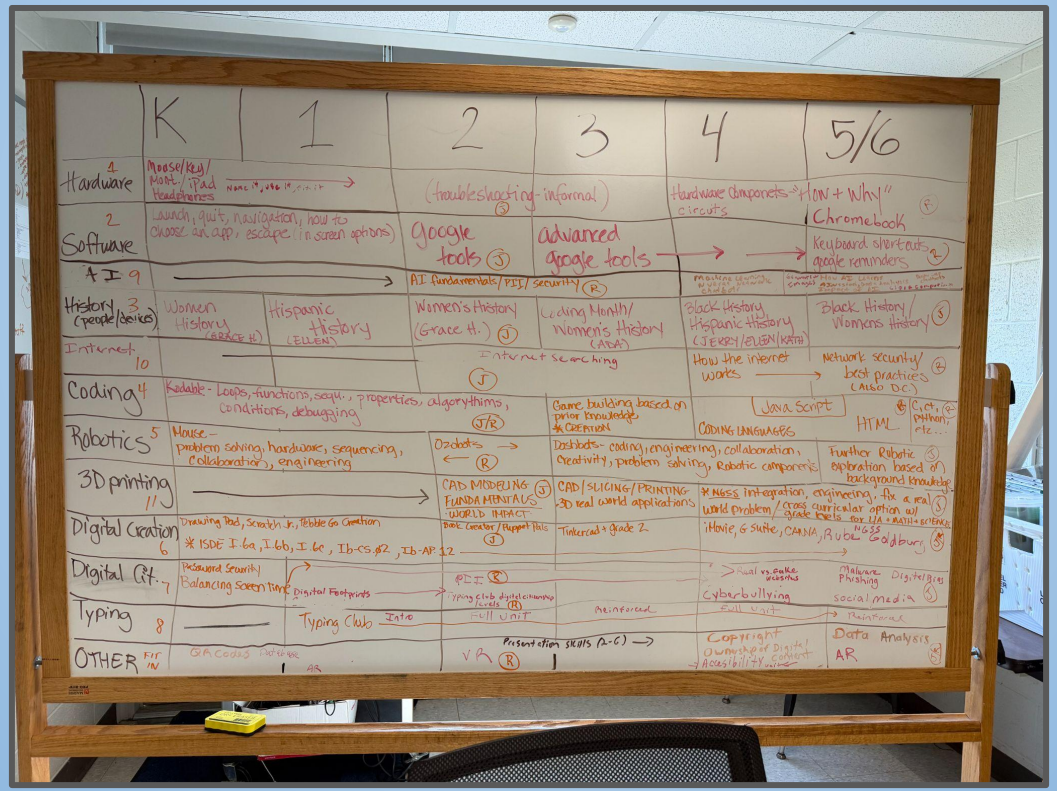
- What is AI
- How it learns
- Pro's and Con's
- LLM (Chatbots)
- Societal Impact
- Deep Fakes
- Environmental Impact

Curriculum Scope and Sequence Matrix

	Hardware	Software	Digital Creation	Robotics	Coding	Digital Citizenship	AR/VR	Typing	History of Tech	Presentation Skills	Technological Impacts	3D Printing	Artificial Intelligence
Kindergarten													
First Grade													
Second Grade													
Third Grade													
Fourth Grade													
Fifth Grade													
Sixth Grade													

ISTE STANDARDS CSS STANDARDS

Creating a Scaffolded Scope and Sequence - The Planning Process



Creating & Demonstrating Learning

- Students express understanding through multiple modalities:
  - Multimedia presentations
  - Video production
  - Digital publishing
  - Interactive applications
  - 3D modeling
- Expands assessment beyond traditional measures
- Deepens engagement and conceptual understanding

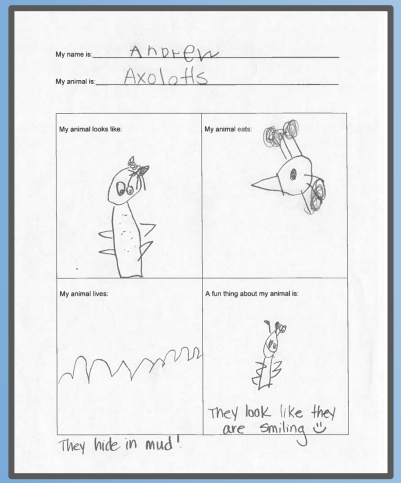
Technology & Project-Based Learning

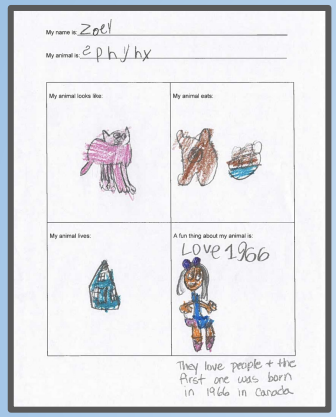
- Technology is integral to our Project-Based Learning (PBL) framework
- Students leverage technology to:
  - Conduct research on authentic, real-world topics
  - Engage in inquiry and problem-solving
  - Collaborate and communicate effectively
  - Share their learning
  - Promotes student agency, voice, and ownership of learning
  - Increase family engagement

Technology in Action

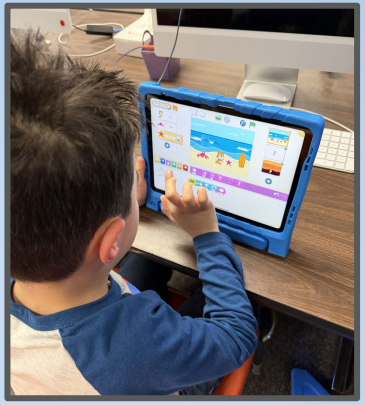


Kindergarten Research Projects and Coding Creations











Skills focused on include:

- Databases
- Credible sources
- Navigation skills
- Digital creation
- Hardware vs. Software
- Formatting
- Intro to Robotics & Coding

Transferable skills - used cross curricularly in art and in their classroom for additional projects - is a building block for future exploration

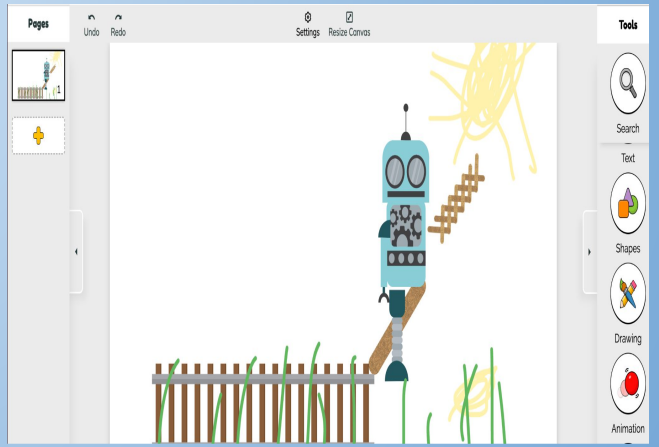
First Grade - PebbleGo Create

First grade is a natural progression and reinforcement of skills introduced in Kindergarten

- Databases
- Coding
- Navigation Skills
- Digital Creation
- Problem Solving and Collaboration
- Directional based coding
- Intro to Typing

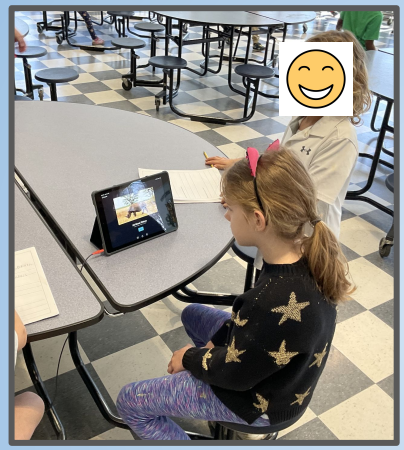
Transferable skills - used cross curricularly in art and in their classroom for additional projects

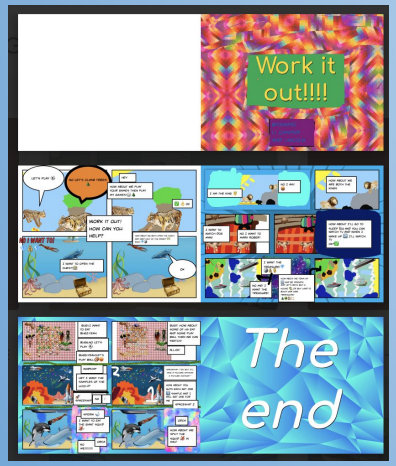


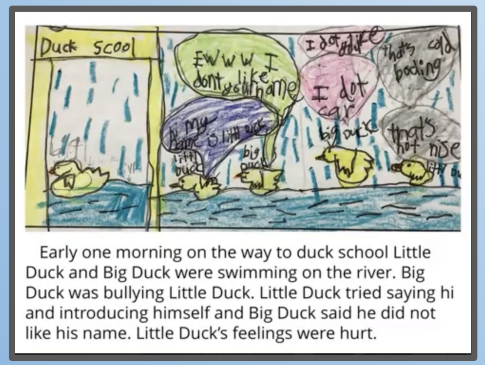


2nd Grade Tech Integration - PSA & Biome Projects









New skills focused on include:

- Uploading and downloading
- Google Navigation
- Software choices
- Advanced digital Creation
- Collaborative work
- Presentation skills
- Formal Typing Instruction

Transferable skills - understanding how to combine multiple applications, upload a project, share work, and basic presentation skills

3rd Grade - Animal Research Projects and Google Tools

New skills focused on include:

- Advanced Google tools
- Introduction to CAD Modeling
- Greenscreen use
- Advanced digital Creation
- Research tools
- Presentation skills
- Block-based coding is introduced

Transferable skills include advanced formatting, design tools, editting, and more advanced presentation tools









4th Grade - Non-Fiction Research Tech Integration & Accessibility PBL Technology Project

New skills focused on include:

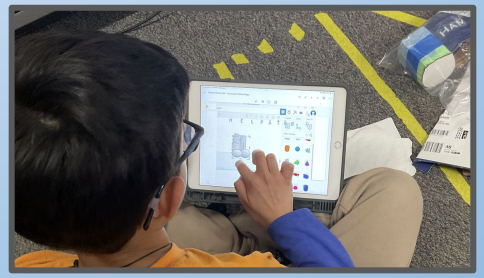
- Research how technology helps others
- Designing a prototype
- More advanced written document formatting
- Advancing CAD modeling skills

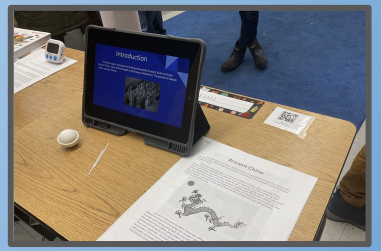
Transferable skills include design tools, creativity, problem solving, finding copyright free images and collaborative work strategies



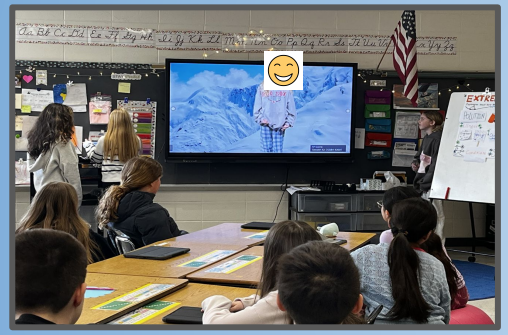


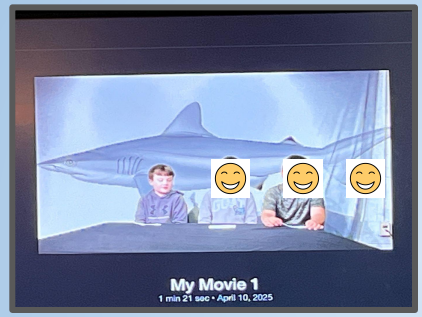


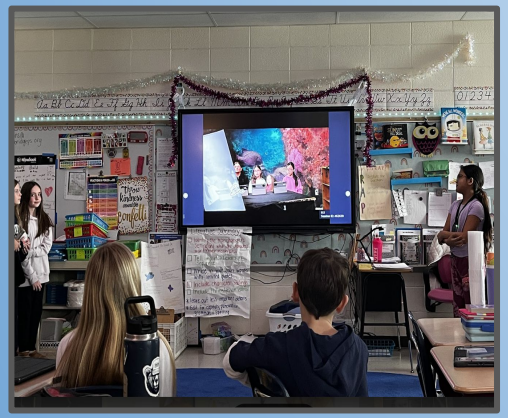


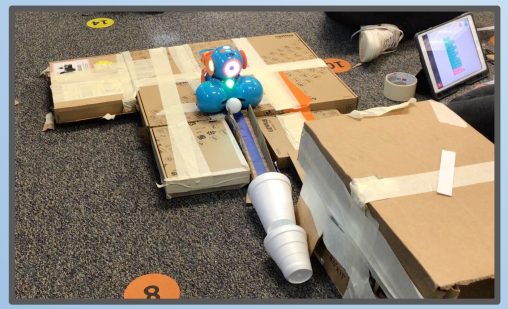


5th Grade - RBA Projects, Robotics, and Collaboration









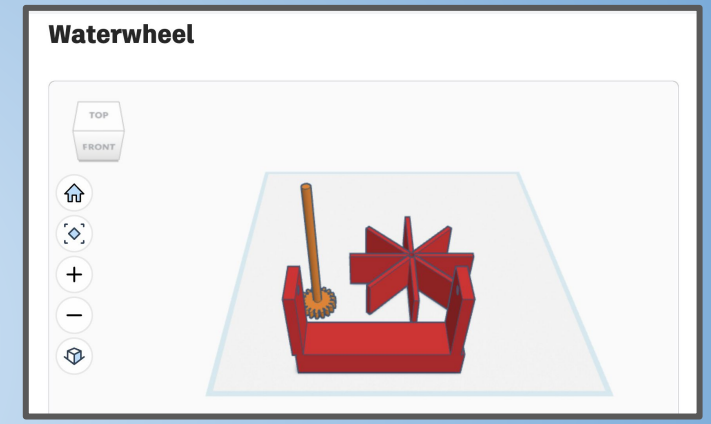
New skills focused on include:

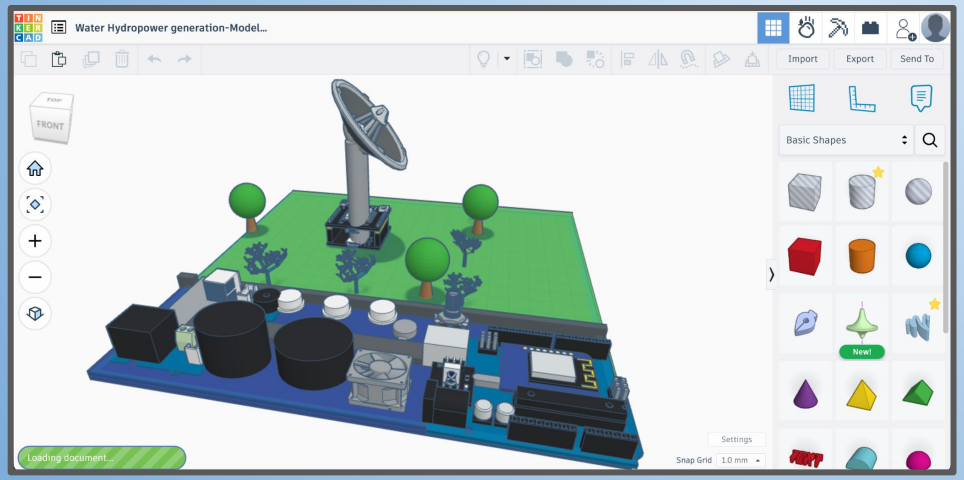
- Advanced Canva
- Advanced Robotics
- iMovie
- Garage Band
- Collaborative presentations
- Advanced Robotic/coding
- Chromebook use

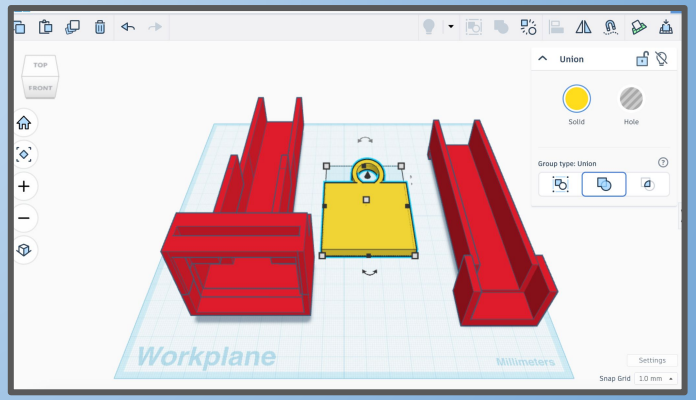
Transferable skills build upon the foundational skills taught in Grades K-4, and include navigation and use of new hardware

5th Grade - Science and 3D printing

Outside of formal technology classes - students have a strong foundation in CAD modeling. Classroom teachers begin allowing students to utilize their skills as an option to show their learning in science class!

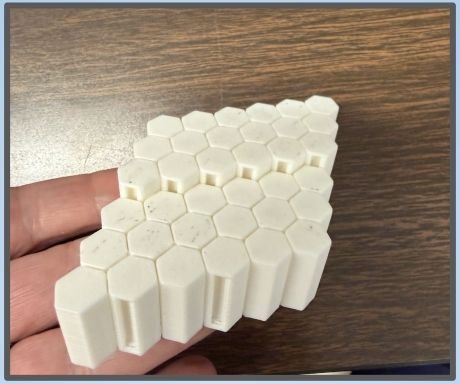


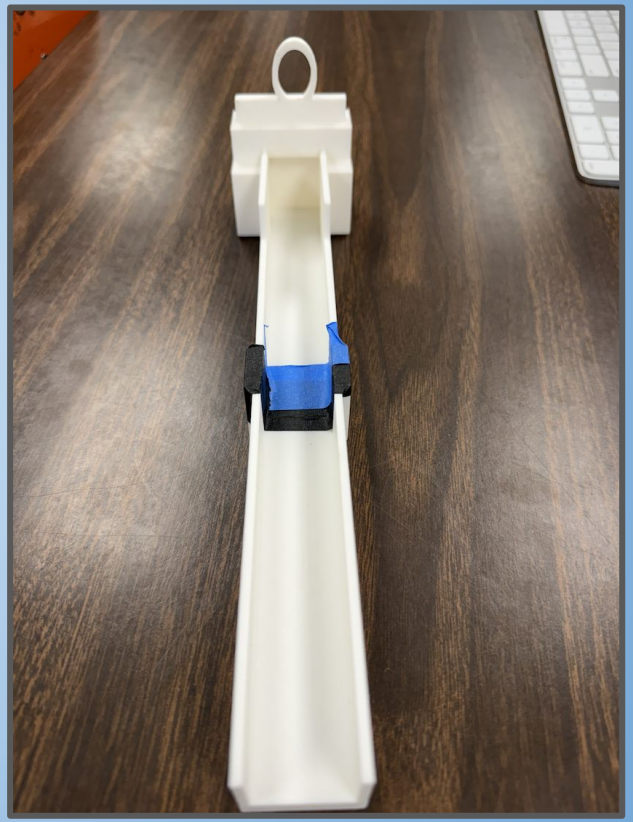




Science prototypes come to life







6th Grade Technology Integration and PBL opportunities:

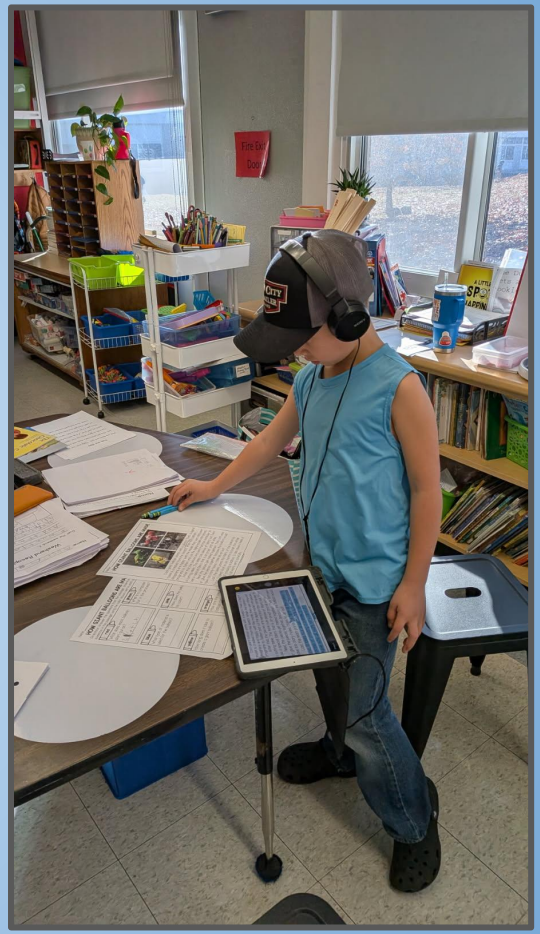
- 3D printing with literacy
  - Illustrating key elements in the book
- Ozobots with math
  - Plotting coordinates
- Augmented reality and science
  - Plants
  - Parts of the body
- 3D printing and science
  - Snowflakes
- iMovie and social studies current events

And of course...

THE BRS NEWS

iPads and Accessibility for All Learners

- iPads include embedded accessibility features by design
- Ensures equitable access to curriculum and instruction
- Supports a wide range of learning profiles and needs
- Advances inclusive practices across all classrooms
- Empowers students to access materials independently
- Integrated tools include:
  - Text-to-speech and speech-to-text
  - Adjustable display and visual supports
  - Guided access and focus features
  - Audio supports and captioning
- Ability to granualarly control student access to limit distractions



Meaningful Enrichment Opportunities

- Enables differentiated and personalized learning pathways
- Provides opportunities for extension, exploration, and creativity
- Expands access to diverse, high-quality resources
- Encourages curiosity, innovation, and deeper inquiry

Development of Transferable Skills

- Communication and collaboration
- Critical thinking and problem-solving
- Digital literacy and responsible use
- Adaptability and self-direction
    - These skills are essential for continued academic success and future readiness

Preparing Future Ready Students

- Students develop as:
  - Independent, self-directed learners
  - Analytical and reflective thinkers
  - Creative and innovative problem-solvers
- Equipped to:
  - Navigate complex information environments
  - Contribute meaningfully in a global society

Beecher Road School is committed to preparing students not only for the next level of education—but for the future they will help shape. Technology is not a replacement for instruction—it is a force multiplier for effective teaching and learning

Moving Forward...

- Thank you for accepting a formal replacement schedule for hardware
- Consideration of BOE policy for :
  - Artifical Intelligence
  - Device breakage/Insurance
  - Student use of social media
- Continued opportunities for professional development
- BOWA district collaboration for technology
- Opportunities for community conversations

MINUTES OF THE WBOE POLICY COMMITTEE
Superintendent's Conference Room
March 30, 2026

CALL TO ORDER: Ms. Williamson called the meeting to order at 4:34 PM.

IN ATTENDANCE: Erin Williamson, Chair (in person); Lynn Piascyk (in person), Megan Conaster (in person), Steven Lawrence (remote), Board of Education Members; and Christopher Montini, Superintendent.

PUBLIC COMMENT: None

The Committee reviewed the following policies:

- 1313 – Gifts to School Personnel – delete extra line in heading. Submit for 30-day review.
- 1316 – Conduct on School Property – 2nd paragraph, 2nd sentence change *his/her* to *their;* under #7 add *vape, or* after *Smoke*; #8 add *or cannabis products* after *beverages*, Page 2, under B delete #1 as it is a duplication. Submit for 30-day review.
- 1321 – Public Performances by Students – no changes. Submit for 30-day review.
- 1323 – Research Projects – 1st paragraph, 2nd sentence change *his/her* to *their*. Submit for 30-day review.
- 1324 – Soliciting Funds From and By Students – no changes. Submit for 30-day review.
- 1325 – Distribution of Outside Communications – 3rd sentence *school* should be singular, delete last sentence. Submit for 30-day review.
- 1340 – Access to School Procedures and Materials – no changes. Submit for 30-day review.
- 1411 – Relations with Law enforcement Agencies – 3a) and 3b) change *police* to *law enforcement* in 2nd sentences. Under *Relations with Law Enforcement Agencies a)* change *his/her* to *their,* delete apostrophe before *they*. Under *Interviews of Juveniles* change *Police* to *Law Enforcement* in heading, 1st sentence, 2nd paragraph and #3; 1st paragraph and under #2 add *or legal guardian* after *parent*. Under *Criminal Activity, 1st and 2nd sentences* change *police* to *law enforcement* … delete *police* in 1st sentence of last paragraph. Under Law Enforcement Interviews of Juveniles, 2nd sentence, change sentence to read *The exception to this requirement is if there is an overriding immediate public safety concern*. Under #2, change *reasonable* to *considerable.* Submit for 30-day review.
- 1416 – Fiscal Authority – no changes. Submit for 30-day review.
- 1500 – Relations Between Area, State, Regional & National Associations and the School District – in 1st sentence change *membership* to *memberships* and delete *such as the CABE*. Submit for 30-day review.
- 5111 – Admission/Placement – delete 2nd and 3rd sentence in 1st paragraph in their entirety. Submit for 30-day review.

PUBLIC COMMENT: None

Meeting Adjourned: 5:25 PM

MINUTES OF THE WBOE POLICY COMMITTEE
Superintendent's Conference Room
March 2, 2026

CALL TO ORDER: Ms. Williamson called the meeting to order at 4:10 PM.

IN ATTENDANCE: Erin Williamson, Chair (in person); Lynn Piascyk (in person), Megan Conaster (in person), Board of Education Members; Mary Vincitorio, WEA and Christopher Montini, Superintendent.

PUBLIC COMMENT: None

The Committee reviewed the following policies:

- 1000 - Concept and Roles in Community Relations – delete our policy entirely and use CABE sample policy. Submit for 30-day review.
- 1100 - School/Community Relations – delete our policy entirely and use CABE sample policy. Submit for 30-day review.
- 1110 - Communications among the WBOE, Administration, Parents and Staff at BRS. Strike last paragraph as it is a duplication. Submit for 30-day review.
- 1110.1 - Parent Involvement delete our policy entirely and use CABE sample policy with modifications. In 1st paragraph, last sentence strike "*enhanced…*" and replace with *strong academic performance, behavior and attendance*. Delete 1st bullet. In 2nd bullet, strike "*(Such…*"). In 7th bullet 1st sentence, delete "*the*", add "*will be offered*" after "*conferences*" and delete everything following "*beginning*". Delete 8th bullet. Add bullet *School personnel will be available to students, parents and others at mutually convenient times.* Delete all remaining language up to Legal References. Submit for 30-day review.
- 1111 - Use of Education Television Channel – change *his/her* to *their* and submit for 30-day review.
- 1112 - News Media Relationships (Public Press, Radio & TV) – delete our policy entirely and use CABE sample policy with modifications. Add 2nd paragraph "*The Superintendent shall serve as the basic source of information regarding the school system*". Delete paragraphs 7, 8 and 9. Add 7 paragraph "*Individual interviews of students, photographs, videography or articles referring to students will not be permitted without the prior written approval of the student's parent or guardian."* Submit for 30-day review.
- 1120 - Public Participation at WBOE Meetings – no changes and submit for 30-day review.
- 1210 - School/Community Associations – no changes and submit for 30-day review.
- 1212 - School Volunteers and Student Interns – delete paragraph 5, add "*or designee*" after *Principal* in paragraph 6. Submit for 30-day review.
- 1220 - Citizens' Advisory Committees – replace first paragraph with *In order to maximize community input, the Board recognizes the need for appropriate ad hoc citizens advisory committees. The Board will consider the recommendations of these committees when making decisions*. Delete last paragraph. Submit for 30-day review.
- 1250 - Visits to Schools – replace *(.)* in #5 with *(;) and* add #6 *Ensure student safety*. Submit for 30-day review.
- 1251 - Loitering or Causing Disturbances – 1st sentence change "*he/she"* to "*they"* delete "s" from *loiters* and *remains.* After "grounds" in 2nd sentence add *"including but not limited to playgrounds, fields and walking paths when closed to the public and/or when in use by the school or on school days from 7:30 AM – 6:00 PM, and/or when".* Submit for 30-day review.
- 1311.1 - Political Activities of School Employees - no changes. Submit for 30-day review.

PUBLIC COMMENT: None

Meeting Adjourned: 5:20 PM

Existing policy, number 1000 adopted 3/19/12, appropriate as written. A sample follows for comparison and consideration

1000

Community Relations

Concept and Roles in Community Relations

~~The Board of Education recognizes that high performing elementary schools encourage and promote parent and community engagement activities to improve student performance.~~

~~Community, is defined broadly as the State of Connecticut and specifically, the Town of Woodbridge and the businesses and individuals affected directly or indirectly that have reason to care about local education. We believe that our community includes students, parents, faculty, staff, town officials, media, senior citizens, and taxpayers, law enforcement and other community agencies, churches and synagogues, all of whom help to determine the quantity of educational resources available and the quality of the educational output.~~

~~The goal of establishing and maintaining good community relations is a reflection of our understanding that schools depend on community good-will and public financing devoted to providing the best learning environment possible for our children. It is imperative that members of the community, particularly those who serve on other Town boards and school personnel participate in planning, policy development, implementing programs and evaluating results. Hence, a principle goal of the Board is the promotion of open communication and good relations with the community.~~

~~School-community relations, then, are not merely reporting and interpreting activities; but involve members of the community and school personnel fulfilling their respective roles in view of the best interests of the school, its vision and mission.~~

~~**Policy adopted: March 19, 2012**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

POLICY SERVICES

Adopt this policy

Community Relations

Concept, Goals and Roles in Community Relations

The Woodbridge Board of Education recognizes that the community, defined broadly as the state and specifically as the area served by the school system, determines the quality of local education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs and evaluating results.

School-community relations are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.

2. To increase community confidence and interest in the school system.

3. To promote effective dissemination of information concerning school activities.

4. To solicit community opinions about the school system.

5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

Policy adopted:

Existing policy, number 1100 adopted 3/19/12, appropriate as written, except for addition of legal reference. A sample follows for comparison and consideration.

1100

Community Relations

School-Community Relations

Purpose

~~The Woodbridge Board of Education recognizes its responsibility in developing a comprehensive two-way program of school community relations to:~~

1. ~~Stimulate productive relationships among teachers, parents and community members to benefit students and to foster the highest possible levels of student achievement.~~
2. ~~Make maximum use of learning resources within the community.~~
3. ~~Provide information and activities to build understanding of the purposes and content of the programs in the district.~~
4. ~~Promote open communication and good relations with other Town Boards and the taxpayers of Woodbridge.~~

~~Legal Reference: Connecticut General Statutes~~
~~1-13 Making of reproductions~~
~~1-14 "Certified copy" defined. Evidence.~~
~~1-16 Reproductions~~
~~1-17 Reproductions to serve purposes of originals~~
~~1-2 12 Copies of public record, fees.~~
~~1-225 Meetings of agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive Sessions.~~
~~10-220 Duties of Boards of Education.~~

~~Policy adopted: **March 19, 2012**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Adopt this policy

Policy Services

Community Relations

Communications with the Public

Within the bounds of its legal and ethical responsibilities, the Board of Education (Board) will endeavor to inform the community about the operations of the school system by establishing two-way communication with the community and involving citizens in the work of the schools.

To facilitate productive communication:

- Individual Board members who receive significant written communications from students, parents and other citizens, staff members, and organizations will give the communication to the Superintendent for dissemination to the entire Board.
- The Superintendent will send copies of any communication to the Board as a whole to each Board member.
- The Board will not recognize anonymous written communications to any individual Board member or to the Board as a whole.
- Individual Board members may acknowledge written or oral communications requesting Board action or stating a point of view. However, no individual Board member can commit the Board to any course of action or position.
- Individual Board members can express a personal opinion to a citizen but must clearly identify the opinion as their own and not necessarily that of the entire Board.

Legal Reference: Connecticut General Statutes
1-13 Making of reproductions
1-14 "Certified copy" defined. Evidence
1-16 Reproductions
1-17 Reproductions to serve purposes of originals
1-212 Copies of public records, fees.
1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
10-220 Duties of boards of education.

Policy adopted:

R1100

An administrative regulation to consider pertaining to the use of a blanket telephone call notification system.

Policy Services

Community Relations

Communications with the Public

Guidelines for Use of the School Notification System

Messages are to be recorded by the school Principal, whenever possible

- A goal will be to bring the school parents closer to the administrator of each school
- If parents call for clarification, calls will be handled at the school level whenever possible.
- Calls for clarification will be reviewed to determine if future messages need a different format, content or tone.

Messages are to be reviewed by the school Superintendent or designee

- Messages are to be reviewed for clarity, inclusion of all necessary information, content (complete but not unduly alarming or inflammatory), and tone of voice (to be consistent with message, and to give the public confidence)
- Messages are to be sent between 5 pm and 9 pm, or as close as possible to those normal family activity hours.
- When schools are to be closed such as for a snow emergency, messages may be sent the evening before (if known) or as early as 6:00 a.m. to alert parents. Calls shall not be made at odd hours, during early morning sleeping hours, etc.
- Telephone messages will be coordinated with email messages to ensure consistency of message. If possible, the same wording will be used in both messages, to avoid the impression of inconsistency or confusion.
- Two or three lesser notices may be combined into a single message if that can be done without creating confusion. For example, if a school closing will affect the scheduling of athletic events, the rescheduling of events may be covered in the telephone call announcing the school closing.

Examples of appropriate use of phone messages:

- Snow day or emergency that causes cancellation of school or early dismissal
- Explanation of an emergency, such as a school closure due to a bomb threat
- Timing of academic progress reports and issuance of student report cards
- Important one-time school activities, such as school play or graduation ceremony
- Notice of important district-wide or state-wide test dates, such as CAPT, CMT or SBAC testing

Examples of inappropriate use:

- Less important notices that many members of the public may regard as inconsequential, such as notice of a bake sale, hiring or retirement of a staff member, or change in parking regulations
- Less important notices may be grouped together in a newsletter or news email.

Regulation approved:
cps 3/14

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education

Existing policy #1110, adopted 9/18/23 with suggested language addition.

Community Relations

Communications among the Board of Education, the Administration, the Parents and the Staff at Beecher Road School

In the best interest of promoting and encouraging effective and efficient communications with the Woodbridge Board of Education, a Woodbridge community parent/guardian representative and a WEA representative could be invited, as advisory, non-voting members to standing committees of the Woodbridge Board of Education. Special and advisory committees are formed by the Woodbridge Board of Education according to Policy 9133. Public notification informing staff and the parent/guardian community of opportunities to contribute will be made in accordance with Policy 1120. Additional members may be added at the discretion of the Board.

The Board welcomes public attendance and participation at meetings. Communications inviting meeting participation will be publicly noticed in accordance with FOIA.

Special and advisory committee input will inform the Board.

The final decision for all policies and practices within the school remains with the Board of Education.

(cf. 1220 - Citizens' Ad Hoc Committees)
(cf. 1312 - Public Complaints)
(cf. 3541.5 - Transportation Complaints)
(cf. 5142 - Safe Schools)
(cf. 7551 - Naming of Major Facilities)
(cf. 9131 - Committee of the Whole)
(cf. 9132 - Standing Committees)
(cf. 9132.2 - Policy Committee)
(cf. 9132.3 - Curriculum Committee)
(cf. 9132.4 - Finance Committee)
(cf. 9132.5 - Facilities Committee)
(cf. 9133 - Special Committees/Advisory Committees)
(cf. 9325 - Meeting Conduct)

Legal Reference: Connecticut General Statutes
1-200 - 1-241 Public records and meeting
10-220 Duties of boards of education

Policy adopted: September 18, 2023

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 1110.1 adopted 3/19/12, appropriate as written. A sample follows for comparison and consideration.

1110.1

Community Relations

Parent/Family Involvement

~~Parent, family and community are important educators of children. The Woodbridge Board of Education recognizes that parent involvement is vital to student achievement. A child's education is a responsibility shared by the school and family during the entire period the child spends in school. A comprehensive parent involvement plan for Beecher Road School may include:~~

~~1. Promotion and support for responsible parenting.~~

~~2. A school setting that welcomes parents and seeks their support and assistance.~~

~~3. Recognition that parents play an integral role in assisting student learning.~~

~~4. Regular communications between home and school that are reciprocal and meaningful.~~

~~5. Inclusion of parents in the decision making process as it affects children and families.~~

~~6. Provision of community resources to enhance school programs, family practices and student learning.~~

~~It is the policy of the Board that Beecher Road School, in its mission of education, will involve parents, families, advocates for children, and the community in the education of children and shall have an active organization for fostering parent and community involvement. The words "parent" or "family", as used in this policy, denote any form of extended family or acceptable adult who is advocating for a student.~~

~~Parents and families are assured access to their school, their child's classroom and/or school sponsored activities for the purposes of observing class procedures, teaching materials and class conduct so long as this observation is not disruptive to the normal classroom procedures or learning activity. Procedures for visiting schools shall be provided in parent handbooks or other communications from the schools.~~

~~School personnel will be available to students, parents and others at mutually convenient times.~~

~~Legal Reference: Connecticut General Statutes~~

~~10 221(f) Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290 and by P.A. 10-111, An Act Concerning Education Reform in Connecticut.~~

~~**Policy adopted: March 19, 2012**~~

Sample to consider. (State statute requires boards of education to adopt and implement policies and procedures to encourage parent-teacher communication.)

CABE
Policy Services

Community Relations

Communications with the Public

Parent Involvement

Considerable experience and related evidence indicates that meaningful involvement of parents, guardians, and other care-givers in the schooling of children improves the quality of education significantly. The Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in strong academic performance, behavior and attendance ~~enhanced academic performance, improved behavior, and reduced absenteeism~~.

Therefore, all parents, guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children.

Further, the Board of Education believes that the professional staff must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect frequently with the schools in which their children are enrolled, and with the overall system. These steps should include the following:

- ~~Parenting skills should be promoted and supported.~~
- Communication between home and school should be regular, two-way and meaningful. ~~(Such communication may include monthly newsletters, electronic communications, required regular contact with all parents, two required flexible parent-teacher conferences for each school year and drop in hours for parents, home visits and use of technology, including but not limited to, homework hotlines.~~
- Parents should play an integral role in assisting student learning.
- Parents should be welcome in every school and their support and assistance sought.
- Parent input should be sought regarding decisions that affect children and families.
- Community resources should be made available to strengthen school programs, family practices and student learning.
- ~~The~~ Two ~~required~~ parent-teacher conferences will be offered per school year. ~~beginning July 1, 2021 and each school year thereafter, can be fulfilled by the District offering parents the option of attending any parent-teacher conference by the use of telephonic, video, or other conferencing platforms~~.
- ~~An additional parent-teacher conference, in addition to the two required conferences shall be conducted during periods when the District provides remote learning for more than three consecutive weeks and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning~~.
- School personnel will be available to students, parents and others at mutually convenient times.

~~The District will request from the parent/guardian of each student the name and contact information of an emergency contact person who may be contacted if the student's parent/guardian cannot be reached to schedule a parent-teacher conference required when the District is providing remote learning for a period of three consecutive weeks or more.~~

Community Relations

Communications with the Public

Parent Involvement (continued)

~~In situations in which the teacher is unable to contact a student's parent/guardian after three attempts to schedule the required parent-teacher conference during a period of remote learning provided by the District for three consecutive weeks or more, such teacher is directed to report such inability to the principal, school counselor, or other school administrator designated by the Board of Education. Such principal, counselor, or administrator is to contact the student's emergency contact to determine the student and family's health and safety.~~

~~The Board shall utilize the document developed by the State Department of Education (by 12/1/21) that provides information concerning educational, safety, mental health and food insecurity resources and programs available to students and their families.~~

~~The Superintendent will report annually to the Board of Education on parent involvement activities.~~

Legal Reference: Connecticut General Statutes
10-221(g)(l)-(3) Boards of Education to prescribe rule(s), policies, and procedures

Policy adopted:

Existing policy number 1111 adopted 3119/12, appropriate as written, if still current practice.

Community Relations

Use of Education Television Channel

Authority

All matters regarding the use and implementation of programming for the Education Channel for educational programming will rest with the Superintendent of Schools or their ~~his/her~~ designee(s).

Policy adopted: ~~**March 19, 2012**~~

Existing policy, number 1112 adopted 3/19/12, appropriate as written.

Community Relations

News Media Relationships

The Board of Education shall cooperate with the news media in providing the public with pertinent facts concerning the schools. The Superintendent shall serve as the basic source of information regarding the school system.

The Board of Education encourages the attendance of the news media at all open Board meetings.

The Woodbridge Board of Education supports the recognition efforts of local and regional publications and media in reporting the accomplishments, achievements, awards and honors of students. Local cable access, TV, newspaper and school newsletters from time-to-time seek opportunities to take pictures or write of school activities and student accomplishments. It is the policy of the Woodbridge School District to make this information routinely available, under most conditions, unless parents have requested in writing, in advance, that they do not wish to have information concerning the school activities of their child published.

The Board permits the interviewing, videotaping or photographing of students during the school day only when such activities, in the judgment of the Principal or Superintendent, do not disrupt the educational program, tend to cause undue confusion, or involve a controversial issue of a political nature. Publicity efforts as noted would take place under the guidance of school staff and with the restriction that the names or other identifying information of the involved students will not be provided without the prior written approval of the parent(s) or legal guardian of the student.

Individual interviews of students on camera or for publications will not be permitted without the prior written approval of the student's parent or guardian.

The Woodbridge School District will comply with parents' written requests in support of the interests and wishes of parents.

Legal Reference: Connecticut General Statutes

1 226 Recording, broadcasting or photographing meetings

Policy adopted: March 19, 2012

Adopt this policy

Policy Services

Community Relations

News Media Relationships

Schools are public institutions serving the educational needs of the community. Therefore, it is important that information be disseminated concerning programs, activities, and significant school events. The Board recognizes the important role the media serves in reporting information about the District's program, services and activities. Therefore, the District will make reasonable efforts to provide media access to students.

The Superintendent shall serve as the basic source of information regarding the school system.

To ensure that publicity is coordinated with a common effort and purpose, the following shall be followed with news media:

1. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.
2. School administrators are authorized to grant permission and set parameters for media access to students in their respective schools.
3. The media may interview and photograph students involved in instructional programs and school activities including athletic events if authorized by the Principal provided that their presence will not be unduly disruptive.
4. If, in the judgment of the administration, the presence of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the activity becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.
5. News media personnel who intend to photograph, broadcast, or record for broadcast student activities shall provide appropriate identification to the school administrator, if requested, prior to access.
6. Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the activity shall be permitted to photograph, broadcast, or record for broadcast, such activity.
7. Individual interviews of students, photographs, videography or articles referring to students will not be permitted without the prior written approval of the student's parent or guardian.
8. ~~Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.~~
9. ~~In the case of photographs, videotapes, and/or articles referring to students involved in athletic events parental or guardian permission may be provided on an annual basis.~~
10. ~~Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed or photographed by the media should direct their child accordingly.~~

Legal Reference: Connecticut General Statutes
1-225 Recording, broadcasting or photographing meetings

Policy adopted:

Existing policy number 1120 adopted 3/19/12, appropriate as written.

Community Relations

Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law.

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular, and all special meetings of the Board of Education is made through the posting of the agenda through district website.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

1-226 Broadcasting or photographing meetings.

19a-342 Smoking in public meetings in rooms of public building prohibited.

1-227 Mailing of notice of meetings to persons filing written request. Fees.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-232 Conduct of meetings.

1-206 Denial of access to public records or meetings.

10-238 Petition for hearing by board of education.

Policy adopted: ~~**March 19, 2012**~~

Existing policy, number 1210 adopted 3/19/12, appropriate a written

1210

Community Relations

School-Community Associations

The Board of Education looks upon school-community organizations such as the Parent-Teacher Organization as integral parts of the school community which can aid substantially in promoting a quality educational program.

The Board of Education encourages active support with school-community organizations by teachers and other employees.

Policy adopted: ~~**March 19, 2012**~~

Existing policy, number 1212 adopted 10/16/23, appropriate as written

1212

Community Relations

School Volunteers and Student Interns

The Woodbridge Board of Education (the "Board") recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environment~~s~~, which ~~experiences~~ are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Woodbridge School District ("District") staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers, depending upon their level of involvement, may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

~~Employees of the District may serve as a volunteer during the school day, approved by the Superintendent or his/her designee based on the specific situation.~~

Persons interested in volunteering their services should contact the school Principal or designee.

Legal Reference: Connecticut General Statutes

10-4g Parental and community involvement in schools; model program; school-based teams.

10-220 Duties of boards of education.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

54-250 et seq. Registration of sexual offenders.

Policy adopted: ~~**October 16, 2023**~~

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 1212 adopted 10/16/23, appropriate as written

Community Relations

School Volunteers and Student Interns

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment, and ultimately enrich learners' experiences. In recognition of these important aspects of learning, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards developed by the Administration.

It is important to delineate between a visitor to the school and a volunteer. Visitors and volunteers both contribute in valuable ways to the community feel of a school building. A visitor is defined as an individual who will be spending a short period of time within the building and is under the direct supervision of a Woodbridge employee at all times, often for the purpose of attending a meeting, conference, or special event.

Volunteers for the Woodbridge District will be classified into two groups.

Group I

Volunteers will be classified in Group I when they assist staff members with school activities in the direct presence of a Woodbridge School District employee. Volunteers in Group 1 may assist with activities including, but is not limited to: reading to a classroom, participating and assisting in a special class event, assisting in a school-wide event, or serving as a room parent. Group I volunteers remain under the direct supervision of a Woodbridge employee at all times. At this time, Group I volunteers do not need to complete the volunteer background checks outlined below.

Group II

The following procedure has been established for screening Group II volunteers and interns ("volunteers") within the Woodbridge School District (the "District"). For the purpose of this regulation, a Group II volunteer is an individual who will remain working directly with students at Beecher Road School for a longer period of time or over a duration of more than a day, and may not always be under the direct supervision of a Woodbridge District employee. Examples might include, but are not limited to, volunteers in the Library Media Center, volunteers in the cafeteria to support ongoing initiatives, volunteers in specific classrooms or departments that volunteer throughout the year for many shorter periods of time, volunteers who are chaperoning a field trip when students will be divided into small groups supervised solely by the volunteer chaperone, chaperoning an overnight field trip, or working directly with students on-site without the direct presence of a Woodbridge Public School employee.

Student interns are classified as volunteers and are individuals currently enrolled in post-secondary programs for which an authorized internship is required or for which the student maybe granted credit as part of an approved course of study, including student volunteers for specific program credit from Amity High School. As with all volunteers, all student interns must be approved in advance by the building administrator and must be under the direction and direct supervision of a Board employee.

Prior Approval Required

All school volunteers, Group I and Group II, including student interns working in the schools, must be approved in advance by the building Principal or other administrative designee. The school district, acting

through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure. All individuals seeking to volunteer in the Woodbridge School District must regularly sign-in with the Main Office and will be provided with identification badges, which shall be displayed during each visit.

Group II volunteers must fill out and sign the Volunteer Registration form prior to beginning volunteering and complete federal and state criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry background check. All results of background checks must be completed prior to any volunteer service occurring. The form and process must be completed annually.

Persons Not Allowed to Serve as Volunteers. No person who is a "registered sex offender," or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. No person whose name is listed on the Department of Children and Families (DCF) Child Abuse and Neglect Registry or who is registered as a sex offender under state or federal law may volunteer in any District school. Failure to provide complete or accurate information on this "School Volunteer Security Check" form will disqualify an individual from volunteering in any District school.

Employees of the Woodbridge School District may serve as a volunteer in any capacity during the day, approved by the Superintendent or his/her designee based on the specific situation.

Role. Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records and volunteers may not make any curricular or disciplinary actions.

Volunteers are held to the same standards of conduct as school staff and must adhere to all Board of Education policies. The following protocols are in place for all volunteers: (For specific guidelines for visitors to the school, refer to the BOE Policy #1250 and the Beecher Road School handbook available on the District website.) Volunteers shall:

- Be interviewed and approved by a member of the administration.
- Complete fingerprints and background check prior to volunteering in the building. (Group II)
- Adhere to all safety protocols including signing in and out at the Main Office.
- Adhere to all established guidelines as set forth by the Woodbridge Public School District.
- Uphold the rights of all students and staff and adhere to confidentiality while in the building and in public.
- Report to the building administration.

All volunteers must adhere to the above guidelines or there will be cause for immediate removal from the school property as well as a limitation to future visits to the school.

Any questions of the above protocols must be directed to the building administration.

Selection, Placement, and Supervision. Volunteer selection and placement shall be decided on by administration and made on the basis of the volunteer's qualifications and availability and the school's needs.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the District. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

Dismissal. A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

(cf. - 1250 Visitors to Schools)

Legal Reference: Connecticut General Statutes

10-4g Parental and community involvement in schools; model program; school-based teams.

10-220 Duties of boards of education.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

54-250 et seq. Registration of sexual offenders.

Regulation approved: October 16, 2023

WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 1220 adopted 3/19/12, appropriate as written.

Community Relations

Citizens' Ad Hoc Committees

In order to maximize community input, the Board recognizes the need for appropriate ad hoc citizens advisory committees. The Board will consider the recommendations of these committees when making decisions.

~~The Board of Education supports the concept of ad hoc committees, both for the Board of Education directly and for the staff.~~

When the Board of Education establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities and authority.

~~The involvement of the members of the public in assisting the Board of Education and the staff in reaching for the best possible decisions is a well-established principle in public school education except in those situations where insufficient time will prevent the committee from functioning properly.~~

(cf. 1312 -Public Complaints)

(cf. 6144 -Controversial Issues)

(cf. 6161 -Equipment, Books, Materials: Provision/Selections)

Legal Reference: Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Policy adopted: ~~**March 19, 2012**~~

WOODBRIDGE SCHOOL DISTRICT
Woodbridge, Connecticut

Existing policy, number 1250 adopted 3/19/12, appropriate as written

Community Relations

Visits to the Schools

The Board of Education welcomes and strongly encourages members of the community and other interested persons to visit the schools.

The Superintendent is authorized to establish such regulations to:

1. Encourage visitors to observe our schools;

2. Provide for appropriate hospitality for visitors;

3. Channel expressions of approval as well as constructive criticism to the Board of Education;

4. Ensure that such visits will enhance the effect of the educational program rather than hinder it; and

5. Require all visitors to register in the office of the Principal upon their arrival at the school; and

6. Ensure student safety.

Board of Education members who visit schools of their own volition have no more authority than any other citizen.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds: Class C misdemeanor

Policy adopted: ~~**March 19, 2012**~~

Existing policy, number 1251 adopted 3/19/12, appropriate as written

1251

Community Relations

Loitering or Causing Disturbance

Any person is guilty of loitering on school grounds, when ~~he/she~~ they loiter or remain~~s~~ in or about a school building or grounds, including but not limited to playgrounds, fields and walking paths when closed to the public and/or when in use by the school or on school days from 7:30 AM – 6:00 PM, and/or when not having any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. For this reason it is required that all visitors register in the office of the Principal. Staff members should be alert to the presence of unauthorized visitors and report their presence to the Principal promptly.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds; Class C misdemeanor.

Policy adopted: ~~**March 19, 2012**~~

Existing policy, number 1311.1 adopted 3/19/12, appropriate as written

Community Relations

Staff Participation in Community Activities

The Board of Education encourages staff members to become active participants in the activities of the community in which they live so long as these activities do not interfere with their responsibilities as school district employees. This involvement provides a community with better understanding of educational programs and gains support of better education for every student. Such activity, however, is not required for initial or continued employment or advancement.

Political Activities of School Employees
School employees are encouraged to assume full responsibilities as citizens of a democracy.

Performance of Civic Duties by Employees
Employees should be expected to perform their civic duties commensurate with democratic ideals. These duties may include:

1. Voting and taking an interest in the social, political, and economic issues of the day.

2. Exercising democratic rights and responsibilities, which are shared in common with other citizens. These rights and privileges may include:

   a. Electioneering for candidates.
   b. Accepting positions in political campaigns.
   c. Holding an office in a political party organization.
   d. Serving as a delegate to political party conventions.

Individual Responsibility in Participating in Political Functions
Employees engaging in political activities shall:
1. Realize their obligation is to their work as educators;
2. Help others understand that employee opinions and actions are expressed as individuals and not as representatives of the educational institution.
3. Engage in no political activities on school premises during school hours.

Legal Reference: Connecticut General Statutes

7-421 Political activities of classified municipal employees

7-421b Limitation on restriction of political rights of municipal employees

10-156e Employees of boards of education permitted to serve as elected officials; exception

Policy adopted: ~~**March 19, 2012**~~