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***THE PUBLIC IS REQUESTED TO TURN OFF CELL PHONES OR PLACE THEM ON VIBRATE PRIOR TO THE START OF THE MEETING***

Board of Education  
Fairfield Public Schools  
Fairfield, CT

Tuesday, September 13, 2011

**REGULAR MEETING**

**7:30 P.M.**

501 Kings Highway East  
2<sup>nd</sup> Floor Board Conference Room

**AGENDA**

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes

Recommended Motion: "that the Board of Education approve the Minutes of the Regular Meeting of August 23, 2011"

(Enclosure No. 1)

IV. Student/Committee/Liaison Reports

TBA	Fairfield Ludlowe High School Student Liaison
TBA	Fairfield Warde High School Student Liaison
Albin, Catherine	Finance, Budget & Community Relations Subcommittee Cooperative Education Services (CES) Representative Council Member
Brand, Sue	<b>Curriculum, Policy and Special Programs Subcommittee*</b> Board of Health Member**** Cooperative Education Services (CES) Representative Council Member Six to Six Magnet School Liaison
Dow, Sue	<b>Finance, Budget and Community Relations Subcommittee*</b> CT Association of Boards of Education (CABE)** SEPTA
Fattibene, Paul	Curriculum, Policy and Special Programs Subcommittee Transportation Advisory Committee

Iacono, Pamela	Finance, Budget & Community Relations Subcommittee Special Projects Standing Building Committee Member*** Representative Town Meeting (RTM) Liaison** Board of Finance Liaison
Kery, Tim	<b>Facilities, Technology and Long Term Planning Subcommittee*</b> PTA Council Liaison
Liu, Perry	Facilities, Technology and Long Term Planning Subcommittee Fairfield Woods Building Committee Liaison***
Mitola, John	Facilities, Technology & Long Term Planning Subcommittee Stratfield School Building Committee Liaison*** Parks and Recreation Commission Member**** Fairfield Education Association (FEA) Liaison
Zahn, Stacey	Curriculum, Policy & Special Programs Subcommittee High School Scholarship Foundation

* Committee Chairman
** Liaison Position Indicated per By-Laws
*** Ad Hoc – Established by the First Selectman/Town
**** Per Town Charter and Serving as a Voting Member

V. Superintendent’s Report

- A. Opening of School Update
- B. Capital Projects Update

(Enclosure No. 2)

VI. Old Business

- A. Discussion and Approval of Understanding on Health Insurance

Recommended Motion: “that the Board of Education approve the Understanding on Health Insurance”

(Enclosure No. 3)

VII. New Business

- A. First Read of Policy #5330, Bullying

(Enclosure No. 4)

VIII. Public Comments and Petitions

During this period the Board will hear comments and receive petitions from any citizen present at the meeting. Any single presentation must be limited to two minutes, and audio-visual equipment cannot be used without the advance authorization of the Chairman. **The Board will not hear comment on individual personnel matters or comments addressed to a specific member(s) of the Board.** Decorum will be enforced. Citizens are asked to comment on any voting item at the time the item is under consideration by the Board.

- IX. Open Board Comment
- X. Convene to Executive Session

Recommended Motion: “that the Board of Education Convene to Executive Session to Discuss Superintendent Evaluation”

- IX. Adjournment

Recommended Motion: “that this regular meeting of the Board of Education adjourn”

CALENDAR OF EVENTS

September 27, 2011	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 <sup>nd</sup> Floor Conference Room
October 11, 2011	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 <sup>nd</sup> Floor Conference Room

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Pupil & Special Education Services  
501 Kings Highway East  
Fairfield, CT 06825  
Telephone: (203) 255-8379

FAIRFIELD BOARD OF EDUCATION  
MINUTES OF THE MEETING OF THE BOARD OF EDUCATION  
Tuesday, August 23, 2011

ENCLOSURE NO. 1

SEP 13 2011

Minutes of the Executive Session and the Regular Meeting of the Board of Education held Tuesday, August 23, 2011, at 501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room.

1. Chairman Mr. John Mitola called the meeting to order at 7:00 p.m. Other Board members present were: Mrs. Sue Brand, Mrs. Sue Dow, Mr. Paul Fattibene, Ms. Pamela Iacono, Mr. Tim Kery and Mr. Perry Liu. Mrs. Albin and Ms. Zahn were absent. Also in attendance were Superintendent Dr. David Title, Mrs. Margaret Mary Fitzgerald and Attorney Don Houston.

2. Mr. Kery moved, seconded by Mrs. Dow that the Board of Education go into Executive Session for the purpose of discussing contract negotiations with the Fairfield Education Association (FEA) and the Fairfield School Administrators Association (FSAA).

Motion carried: 7:0:0.

3. Ms. Iacono moved, seconded by Mrs. Brand to adjourn the Executive Session at 7:58 p.m.

Motion carried: 7:0:0.

4. Chairman Mr. John Mitola called the Regular Meeting of the Board of Education to order at 8:01 p.m. Other Board members present were: Mrs. Sue Brand, Mrs. Sue Dow, Mr. Paul Fattibene, Ms. Pamela Iacono, Mr. Tim Kery, and Mr. Perry Liu. Mrs. Albin and Ms. Zahn were absent. Also in attendance were Superintendent Dr. David Title and members of the administrative staff. Approximately 25 people comprised the remainder of the audience.

5. Mr. Mitola led the Board and audience in the Pledge of Allegiance.

6. Mrs. Brand moved, seconded by Mr. Kery that the Board of Education approve the Minutes of the Regular meeting of June 28, 2011.

Motion carried: 7:0:0.

7. Committee/Liaison Reports-

- ◆ Mrs. Brand – No report.
- ◆ Mrs. Dow congratulated Fairfield Ludlowe High School's musical group, Close Harmony, which was chosen to perform at the CABE Convention in November.
- ◆ Mr. Fattibene reported that the Transportation Advisory Committee met to review several transportation issues, and he is not sure if an ultimate decision has been made.
- ◆ Mrs. Iacono reported that the Special Projects Standing Building Committee has been meeting regularly. She stated that she sent Board members an update regarding the Sherman project. In summary, all of the bids came back over the amount allocated through the bond resolution. The project is short money and cannot move forward unless the Town bodies rewrite the bond resolution to do a lesser project or increase the funds so the project can be completed with the administrative wing, security issues addressed, appropriate teaching spaces, a second serving line in the cafeteria and new ventilation in the building. The classroom ventilation is a code violation and, therefore, is not subject to the FEMA cap. However, because there is already a ventilation system in the APR and the gymnasium, that is a maintenance issue and would count against FEMA and go over the FEMA cap for Sherman. The SPSBC has been working with the Board of Selectmen and are waiting to speak with Jim Wendt to get further clarification on the APR and the gymnasium ventilation under FEMA. The SPSBC went before the Board of Finance to give an update on the project. The committee thought they were moving forward with asking for an additional \$1.2 million to complete the project but that was based on ventilation in the gymnasium and the APR. Since it now looks like that will hit the FEMA number, until further

clarification is received, she does not know if the committee will be asking for that piece of the project. If that is the case, the additional funding request would be around \$800,000. The committee is cautiously optimistic to get a shovel in the ground for November 1<sup>st</sup> which would mean a second serving line in the cafeteria for the start of the second half of the school year, working on the administrative wing in the new year and doing the ventilation system next summer. Ms. Iacono stated that she needs to hear from Board members this evening if they are in agreement with where the project is going.

Board questions and comments followed regarding separating the pieces that are code work and safety issues as opposed to things that come under FEMA, using the available funds to do items that would have the greatest impact on the students, and the possibility of phasing in over time. Mr. Kery stated that he does not want the APR and gymnasium ventilation to go away and wants the other Town bodies to know that if that work cannot be completed that this Board might come back to them for it. It was the sense of the Board that they support asking for the funding to complete the project

- ◆ Mr. Kery – No report.
- ◆ Mr. Liu reported that he received a report from Bill Sapone, Chairman of the Fairfield Woods Building Committee. The project will be ready for the opening of school. Inspections will take place tomorrow to secure the Temporary Certificate of Occupancy. The cafeteria should be operational and ready for opening day, the parking areas are being finished and general clean-up is underway. There will be some items that need attention after school opens. The only item where there was a mix up was the smart boards, which are now back in order and will be behind a couple of weeks. The next meeting will be Thursday at Fairfield Woods with a walk through.
- ◆ Mr. Mitola – No report.

#### 8. Superintendent's Report-

Dr. Title introduced two new key members of the central office leadership team: Karen Parks, Deputy Superintendent, replacing Jack Boyle and Doreen Munsell, Director of Business and Finance, replacing Bonnie McWain.

Dr. Title reported on a number of projects that were completed over the summer.

Stratfield School – the library media phase is complete, the gymnasium work is complete, the exterior canopy and site work are complete, the façade work is complete, the new field is complete and the CO is expected this week.

Jennings School – two full gang bathrooms and two small bathrooms were completed.

The Early Childhood Center – the playground and resurfacing are a little behind schedule. Work has started, but it will not be ready for the start of school.

Roger Ludlowe Middle School – roof repairs are in progress and going well.

McKinley – the RTM approved \$30,000 to hire a consultant do an investigation. A roof investigation has been completed by Hoffman Architects, which basically confirmed what our roof consultant said was the problem. We are putting a temporary patch in place to stop the infiltration of water because we can't wait another year for a permanent fix. It is just a temporary solution for the year to keep it safe.

Board questions and comments followed regarding the McKinley roof leak and finding a way of streamlining the process of bringing projects to the Town bodies so the projects are not delayed and cost us additional money.

Dr. Title stated that he met with the First Selectman yesterday about budget issues. Dr. Title told him that his number one concern, aside from the total dollars the Board will be allocated, is coming up with the process. A capital summit is planned for September 20. At that summit the issue can be

raised that it is one thing to say you have an allocation of “x” amount of dollars, but equally important is the process that we all need to agree to.

Holland Hill – the oil tank is being removed.

Tomlinson Middle School – the stair tread issue is done.

Restriping was done at the high schools to designate student parking from staff parking in preparation for the new rules that will go into effect. At this time the logistics of collecting the money and enforcing the parking changes are still being worked out.

Dr. Title stated that there has been a significant change in the State law with respect to bullying. The Policy Committee will have a proposed policy for review at their September 7 meeting, and it will come to the Board for a first read at the September 13 Board meeting.

The email exchange has finally changed to \_\_\_\_\_@fairfieldschools.org. The old email address will still work.

## 9. New Business-

### A. Discussion on Understandings of Health Insurance-

Dr. Title stated that there was a lot of misunderstanding about how the health insurance medical retention fund should work, how it should be budgeted, what the Board could and could not do, what the reserve levels needed to be, etc. An agreement had been signed by the previous superintendent and the previous first selectman, and Dr. Title is trying to work out a new agreement that would respect everyone’s rights and responsibilities. He reviewed some of the main points to be included in the new agreement and stated that he will also have legal counsel review the document before bringing it to the Board for a vote.

This would replace the previous memorandum. Funds in the Board’s health insurance account will remain in the Board’s account and cannot be transferred to any Town account without Board consent. The Board agrees to fund the health insurance account based on the consultant’s projections as of November 30, and the Board will budget its contribution so as to maintain an estimated fund balance of twice the IBNR. In the event the Board experiences a favorable experience rating between November 30 and March 31, it may reduce its contribution to the succeeding year’s operating budget after review with the Board of Finance, as long as a projected fund balance at twice the IBNR is maintained. Board employees will continue to be rated as groups separate from the Town for the purpose of determining future health insurance costs. The Board will determine its contribution in its operating budget by taking the consultant’s figures and subtracting the Board’s contributions and other revenue. The Board will budget for new employee health insurance costs at the single coverage rate. Nothing in this agreement prohibits the Board from making additional contributions to the medical retention fund at any point in a given fiscal year.

Board questions and comments followed regarding what IBNR requirements we will need to meet and will the Town side be required to meet the same level over a certain period of time, revisiting keeping two times the IBNR requirement once the Town increases their funding reserve and at some point gets to 100-125%, including a separation clause in the agreement and including language that allows either party to exit the agreement and having the funds remain with that party, clearly defining what the funds would be used for, the legality of the carryover, making sure the Board is not giving up its right to its line item independence as part of this, adjusting the IBNR for the change in stop loss, including a time limit and reviewing the agreement annually.

Dr. Title stated that he is hoping to have a document for the Board to vote on at the next meeting on September 13.

## B. Discussion of Purchasing Guidelines-

Dr. Title stated that the Board of Finance is reviewing its purchasing guidelines, and it is on their September 6 agenda. Dr. Title will attend that meeting and Board members are also welcome. The Board of Finance has had purchasing guidelines in place since 1998, and they have not been revised. Under the Town Charter, all purchasing is done through the town. Whether that is in conflict with state law is another issue. Dr. Title is working with Twig Holland, Paul Hiller and others to revise the purchasing guidelines to reflect changes since 1998 and the Board's needs in terms of purchasing. He reviewed a number of items he would like to see changed: (1) an increase in the bid limit and the quote limit. Currently, any transaction over \$1,000 needs to have three quotes and anything over \$7,500 needs to go out to bid. (2) the ability to participate in cooperative, regional or consortium purchases. With the current guidelines the Board of Ed is not allowed to participate in cooperative, regional or consortium purchases unless they have advertised in the newspaper in Fairfield, which means we cannot participate and take advantage of cooperative buying arrangements, and end up paying more for some products that could be bought through a consortium. (3) an exemption to the bidding for items that are clearly sole source, copyrighted and available directly from the publisher, such as textbooks. If for some reason the publisher doesn't bid or the bid is defective, we end up paying a third party to produce a textbook and it costs more money. (4) some flexibility in emergency/urgent circumstances where an exemption can be granted on some of this purchasing. The revision of the purchasing guidelines is not something the Board of Education takes action on but he wanted to bring it to the Board's attention.

Board questions and comments followed.

### 10 Public Comments and Petitions – None

### 11. Open Board Comment –

Mrs. Brand asked if at the next Board meeting the Board could get a recap of how everything worked out with all of the reductions.

Mr. Mitola announced that Jack Boyle's official last day in the office was today. Mr. Mitola thanked him for his many years of service to the district; it was a pleasure working with him. Ms. Iacono stated that she knows Mr. Boyle secretly snuck out of the building and asked Dr. Title to pass along the Board's gratitude for his service.

### 12. Ms. Iacono moved, seconded by Mrs. Dow that the Board of Education convene to Executive Session at 9:08 p.m. to discuss Superintendent Evaluation.

Motion carried: 7:0:0.

### 13. Mr. Kery moved, seconded by Mr. Liu that the Board reconvene to Public Session at 10:22 p.m.

Motion carried: 7:0:0.

### 14. Mr. Kery moved, seconded by Ms. Iacono that this meeting of the Board of Education adjourn at 10:25 p.m.

Motion carried: 7:0:0.

Pamela Iacono  
Vice Chairman/Acting Secretary

SEP 13 2011

## 2011-2012 Proposed Town Capital Improvement Projects Description and Breakdown

Status as of September 8, 2011

School and Project	Superintendent Recommended	BOE Approval	Final Approval 9/8/2011
Dwight Elementary School Boilers	\$ 315,000.00	\$ 315,000.00	\$ 0
Holland Hill Elementary School Oil Tank	125,000.00	125,000.00	100,000.00
Jennings Elementary School Bathrooms	250,000.00	250,000.00	125,000.00
Mill Hill Elementary School Ceiling and Lights	250,000.00	250,000.00	0
Fairfield Woods Middle School/Stratfield Elementary School Building project support	150,000.00	0	0
Roger Ludlowe Middle School Roof Repairs	50,000.00	50,000.00	35,000.00
McKinley Elementary School Roof Coping Repairs	100,000.00	100,000.00	30,000.00*



School and Project	Superintendent Recommended	BOE Approval	Final Approval 9/8/2011
Roger Ludlowe Middle School New Siding	250,000.00	250,000.00	0
Tomlinson Middle School Fagade Cornice Work	250,000.00	250,000.00	0
Early Childhood Center Playgrounds	105,000.00	105,000.00	105,000.00
Technology Switch Project	450,000.00	450,000.00	450,000.00
<b>TOTALS</b>	<b>\$ 2,295,000.00</b>	<b>\$ 2,145,000.00</b>	<b>\$ 845,000.00</b>

\* Board of Finance recommended \$ 30,000.00 for a building envelope study to determine the cause of the water infiltration at McKinley Elementary School.

Understanding on Health Insurance

ENCLOSURE NO. 3

SEP 13 2011

September 13, 2011

- The Memorandum of Understanding signed by Superintendent of Schools, Ann Clark, and First Selectman, Kenneth A. Flatto, a copy of which is attached hereto, is replaced and superseded by this Understanding on Health Insurance; and the Clark/Flatto Memorandum of Understanding is hereinafter null and void and of no force or effect.
- All funds in the Board of Education's health insurance account from the Town's Risk Retention Fund will remain in the Board's account, do hereby revert to the full custody and control of the Board, and cannot be transferred to any Town account or be used for any Town purpose without the written consent of the Board of Education. The parties agree that as of the date of execution of this Understanding on Health Insurance memorandum, the Board's health insurance account is in the amount of \$\_\_\_\_\_.
- From the effective date of this Understanding on Health Insurance and going forward, the Town and the Board acknowledge the following goals with relation to healthcare account funding issues:

That the Board of Education fund the health insurance account for the 2012-2013 and subsequent fiscal years in the following manner: Based on the Board's insurance consultant's projections as of November 30, the Board will budget its contribution so as to maintain an estimated fund balance at the end of the succeeding fiscal year at twice the IBNR\*. The IBNR is calculated by the Board's insurance consultant in September and remains a fixed figure until the following September.

That in the event that the Board experiences a favorable (as determined by the Board's insurance consultant) experience rating between November 30 and March 31, it may reduce its contribution to the succeeding year's operating budget after review with the Board of Finance, so long as a projected health insurance fund balance at twice the IBNR is maintained.

That the Board of Education determine its contribution in its operating budget by taking its insurance consultant's figures and subtracting the Board's employee contributions and other revenue.

That the Board of Education will budget for new employee health insurance costs at the single coverage rate.

That Board of Education employees will continue to be rated as groups separate from the Town employees for the purpose of determining future health insurance costs.

That the Town similarly acknowledges the goal of increasing its contribution to its account in the Risk Retention Fund with the intention of yearly funding a balance of 125 percent of the IBNR.

That the Town and Board mutually acknowledge the goal of each funding a balance of 125 percent of the IBNR no later than the 2014 - 2015 fiscal year.

- Nothing in this agreement prohibits the Board of Education from making additional contributions to the medical retention fund at any point in a given fiscal year.

- Nothing in this Understanding on Health Insurance is intended in any regard to waiver, limit or compromise the Board’s statutory rights and independence in creating and implementing its budget either on an overall and/or on a line item basis.
- The intent of this Understanding on Health Insurance document is that by rendering the attached 2007 Clark/Flatto Memorandum of Understanding null and void, the rights, duties and responsibilities of the Town and the Board will revert to the conditions that existed prior to the execution of the 2007 Clark/Flatto Memorandum of Understanding.
- The parties may revisit the terms of this Understanding on Health Insurance at the written request of either party at any time. The provisions of this Understanding on Health Insurance are terminable by either party, at any time by written notice to the other; provided that such termination shall not reinstitute or reactivate the provisions of the Clark/Flatto Memorandum.

\*IBNR stands for claims “incurred but not reported.”

\_\_\_\_\_  
For the Town

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Board of Education

\_\_\_\_\_  
Date

**Students****Code of Behavior****BULLYING****5330**

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

**Definitions**

**“Bullying”** means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

**Students**

**Code of Behavior**

**BULLYING**

**5330**

**Definitions (continued)**

**“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

**“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

**“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

**“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

**“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

**“School employee”** means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

**“School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

**Students**

**Code of Behavior**

**BULLYING (continued)**

**5330**

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

**Students**

**Code of Behavior**

**BULLYING** (continued)

**5330**

The District's program: *(Also outlined in the section pertaining to the "Safe School Climate Plan.")*

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools;
2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;

**Students**

**Code of Behavior**

**BULLYING (continued)**

**5330**

9. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
10. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and make such list publicly available and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
11. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
14. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;
15. Prohibits bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and



**Students**

**Code of Behavior**

**BULLYING (continued)**

**5330**

17. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;

***Note:** Certified employees are required to complete annual training on the prevention and identification of bullying and response to bullying and the prevention and response to youth suicide.*

*The State Department of Education, within available appropriations, is required to provide annual training to non-certified school employees.*

18. Requires students and the parents/guardians of students to be notified annually of the process by which they may make reports of bullying;
19. As required, but not later than, January 1, 2012, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance; and
20. Requires that not later than thirty calendar days after approval by the Board, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bully promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

**Students**

**Code of Behavior**

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**Prevention and Intervention Strategy**

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
4. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully, parents and school employees and interventions with the bullied child, parents, and school employees.
6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

**District Safe School Climate Coordinator**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the District and make recommended changes to the District's safe school climate plan.

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**Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

**Safe School Climate Committee**

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;
4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and

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**Safe School Climate Specialist (continued)**

7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

**Safe School Climate Plan**

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

1. Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which they may make such reports;
2. Enable the parents or guardians of students to file written reports of suspected bullying;
3. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
5. Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Include a prevention and intervention strategy for school employees to deal with bullying;
7. Provide for the inclusion of language in student codes of conduct concerning bullying;
8. Require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. The required notification and invitation shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying;

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**Safe School Climate Plan (continued)**

9. Require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying;
10. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;
11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Direct the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such student against further acts of bullying;
14. Require the Principal of a school, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal's designee, believes that any acts of bullying constitute criminal conduct;
15. Prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan; and
17. Require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

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**Safe School Climate Assessment**

The Board requires each school in the District, on and after July 1, 2012, and biennially thereafter, to complete an assessment using school climate assessment instruments, including surveys, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education.

***Note:** The Department of Education, within available appropriations, is required by the amended C.G.S. 10-222h, to approve in collaboration with the Connecticut Association of Schools (CAS), and disseminate to all public schools grade-level appropriate school climate assessment instruments, including surveys, to be used by Boards of Education for the purpose of collecting information pertaining to a district's "prevention and intervention strategy" in order to enable the Department to monitor bullying efforts over time and to compare each district's progress to state trends.*

*A safe school climate resource network is to be established by the Department of Education, in consultation with the State Education Resource Center, the Governor's Prevention Partnership and the Commission on Children, within available appropriations, for the identification, prevention, and education of school bullying in the state. This network will make available to all schools information, training opportunities and resource materials to improve school climate to diminish bullying.*

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. [In designing administrative regulations, the Superintendent should consult with the greater school community, including students.] In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks. [Alternate language: this policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the Superintendent.]

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This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

- (cf. 0521 – Nondiscrimination)
- (cf. 4131 – Staff Development)
- (cf. 5114 – Suspension and Expulsion/Due Process)
- (cf. 5131 – Conduct)
- (cf. 5131.21 – Violent and Aggressive Behavior)
- (cf. 5131.8 – Out-of-School Misconduct)
- (cf. 5131.912 – Aggressive Behavior)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5131.91 – Hazing)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes  
10-15b Access of parent or guardian to student’s records. Inspection and subpoena of school or student records.  
10-222d Policy on bullying behavior as amended by PA 08-160 and PA 11-232.  
PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.  
PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Policy adopted:  
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