



Norwalk Public Schools
Norwalk, Connecticut
Board of Education
Norwalk, CT

BOARD OF EDUCATION POLICY COMMITTEE SPECIAL MEETING

Committee Chairperson, Heidi Keyes

Tuesday, June 20, 2017

6:00 PM

Room A322

(City Hall - 3rd Floor)

AGENDA

1. Call to Order
2. Approval of Minutes - May 11, 2017
3. Transportation: Routes and Services Policy 3541
Review Regulations and Possible Action
4. Title IX; Sexual Harassment (Students) Policies
For Review and Discussion
5. Adjourn

Non-Instructional Operations

Transportation: Routes and Services

The Norwalk Board of Education will transport eligible students at public expense from their home to their assigned schools in which they are enrolled, whether by use of publicly owned equipment or by contract.

I. Eligibility for Transportation

- a. Transportation will be provided for students who do not live within "walking distance" of the school to which they are normally assigned.
- b. Transportation will be provided for
 - (1) students in grades Pre-K through 3 who reside more than one mile from the school to which they are normally assigned.
 - (2) students in grades 4 through 8 who reside more than one and one-half miles from the school to which they are normally assigned.
 - (3) students in grades 9 through 12 who reside more than two miles from the school to which they are normally assigned.
- c. Transportation on a door-to-door basis will be provided for special education students who have been verified and authorized by the Office of Pupil Personnel. Special Education student means a child who requires special education pursuant to section 10-76d-6 of the Connecticut State Board of Education Regulations. In such cases parents are obligated to supervise their child boarding and leaving the bus unless otherwise stipulated by the Office of Pupil Personnel. If a parent or designee is not present when the child returns, the bus driver is to call their dispatcher for instructions. After the dispatcher confers with the Transportation Coordinators the driver will be instructed to take the child back to the school or the police station, whichever is more efficient and less disruptive for the other obligations of the particular route. The present bus contract entitles the carrier to receive an extra payment whenever this occurs. As a last resort the carrier may choose to bring the child back to the bus depot for further attempts at reuniting them with their parent/guardian after receiving authorization form the Transportation Coordinator.
- d. Transportation will be provided if the pedestrian route from the student's residence to the assigned school is declared unduly hazardous in accordance with section 6 of this regulation.
- e. Transportation will not be provided for students who have obtained special permission in accordance with board policy #51 17 to enroll in a school other than normally assigned.
- f. Transportation will be provided for students enrolled at Briggs High School on Norwalk Transit District buses. Tokens will be issued to eligible riders.

Non-Instructional OperationsTransportation: Routes and Services (continued)

- g. Transportation will be provided for students enrolled in private schools providing the cost of such transportation does not exceed double that for public schools.
- h. Transportation will be provided for eligible students on taxis if it is impractical to re-route the bus.

2. Walking Distance Defined

- a. Walking distances are measured in feet with a walking linear measuring wheel from the junction of the school driveway or a point of safe entrance to the school grounds and the city street, to that point at which the maximum specified walking distance occurs.
- b. For purposes of measuring to determine eligibility the junction of the driveway of the student's residence or private access and the city street will be used. In the event the house has no driveway, the path coming from the front door and intersecting the roadway or the curbing will be the measuring point.
- c. The measurement between the school and the student's residence as described above, is taken along the shortest accessible route on city streets.

[Note: Measurements with car odometers are less accurate because they measure to the nearest tenth of a mile (528 feet) and depend upon tire size and tire wear]

Non-Instructional OperationsTransportation: Routes and Services (continued)3. Bus Stops

- a. School bus stops are determined by the locations where the maximum number of eligible riders can be safely collected from concentrated residential areas.
- b. Location of bus stops are subject to change from year to year for various reasons such as in the case of consolidating stops due to population shifts and density or for efficiency and economical reasons.
- c. Eligible riders may be expected to walk a distance to a bus stop not to exceed the maximum of one mile,
 - (1) to prevent routing a bus into areas of limited maneuverability where backing-up may be necessary.
 - (2) to minimize bus trip time where the efficiency of scheduling buses is critical.
- d. Buses will not stop
 - (1) at addresses which are not the official home address as shown on file at the school of enrollment, such as, baby-sitters, day care centers, nurses, etc., except in the case of approved special education students, if no additional cost or time is involved.
 - (2) at additional stops to establish schedules since they may cause an imbalance in capacity or travel time.
 - (3) in walk zones for students issued a temporary bus pass.
 - (4) at another location because of reports of property damage at the assigned stop. [Such incidents should be reported to the police department.]
- e. Parents must assume the responsibility for students getting to and from designated bus stop.
- f. Parents of younger children are expected to meet buses until confident that their children are capable of properly walking to and from their school bus.

Non-Instructional Operations

Transportation: Routes and Services (continued)

4. Bus Routes

- a. School bus routes are determined by the Board of Education's Transportation Coordinator in accordance with this Board-adopted regulation.
- b. No changes can be made for convenience only after the school bus routes have become official unless provisions of this regulation are violated or for safety or efficiency as authorized by the Transportation Coordinator.
- c. School bus routes are determined by the number of bus stops required to fill a bus to safe capacity and safely travel the distance involved in less than one hour.
- d. School buses will not be routed into condominium residential areas, streets that are cul-de-sacs, streets that are dead end or private roads.

5. Student Behavior

- a. Only those secondary students issued a current school bus pass will be transported to and from school. Replacement of passes lost or destroyed will be issued at a replacement charge of \$1 .00.
- b. The primary reason that bus passes are distributed is to prevent the buses from overloading. If a secondary student fails to produce a pass for a driver then the driver should transport the student after completing the standard behavior referral form for that pupil and/or calling for a school principal to meet the bus and take charge of the situation.
- c. Bus passes are subject to inspection at any time by the bus driver, the principal, and the Transportation Coordinator.
- d. ~~A temporary courtesy bus pass will be issued by the school to parents who apply for an unassigned bus seat, after it has been determined by the school principal that such seats exist after all eligible riders have been accommodated. Application to the school principal is to be made annually on a first come first served basis. Temporary courtesy passes may be revoked during the school year by last date of issuance order if it is determined that not enough seats are available for eligible riders due to change in stop or route or new enrollees.~~

Non-Instructional OperationsTransportation: Routes and Services (continued)

- e.d. Bus passes are not issued to eligible riders enrolled at elementary schools because they are not mature enough to prevent frequent loss.
- f.e. A copy of the “Rules and Regulations for Student Passengers on School Buses” (cf. 5131.1 Bus Conduct) will be furnished by the school to each student entitled to bus transportation at the beginning of each school year.
- g.f. Students who violate the Rules and Regulations for Student Passengers on School Buses” (cf. 5131.1 - Bus Conduct) will be referred by the bus driver to their school principal for appropriate disciplinary action.
- h.g. The bus driver is the person primarily responsible for behavior on the school bus and shall report to the principal of the school any situation in which the safety of the passengers has been endangered. Assigned seating will be considered.
- i.h. When a student exhibits behavior which, in the eyes of the bus driver seriously endangers the student’s safety or the safety of others, the bus driver is instructed to radio the bus dispatcher for instruction. Instruction will be given after the dispatcher and Transportation Coordinator decide upon corrective action, i.e., call for police, return bus to school, deliver passengers home after issuing warning cards, etc.
- j.i. The bus driver is not to put any student off the bus at any time other than at the official scheduled stop for that student.
- k.j. The principals shall have the responsibility and authority for the enforcement of the rules and regulations specified in the “Rules and Regulations for Student Passengers on School Buses” (cf. 5131.1)
- l.k. The Transportation Coordinator is responsible for designing the disciplinary referral form and in developing a referral system in concert with school principals.

Non-Instructional Operations

Transportation: Routes and Services (continued)

- m.l. The principals shall organize and enforce procedures which they determine are needed to ensure safety on school grounds in the area where students enter or leave school buses.
- m.m. Students who persist in disruptive or destructive behavior at the bus stop or while riding the bus will be denied transportation or suspended from school since the bus stop and the bus are considered extensions of the classroom.
- m.n. The Board of Education will seek reimbursement for damages to the school buses from the parents or legal guardians of those children who perform acts of vandalism.

6. Determining Hazardous Conditions

“Hazard,” as defined by state guidelines, means a thing or condition affecting the safety of students walking to and from school or a designated bus pick-up area; a possible source of peril, danger or difficulty, exposure to molestation or attack, considered morally degrading or physically harmful. Undue, or unreasonable hazard” means an unsafe thing or condition presenting difficulties or problems the solution of which is beyond the ordinary capability of a child of a given age or attainment.

Determination of a hazard for an elementary school student is not necessarily a hazard for a secondary school student.

- a. Declaration of unduly hazardous conditions will be made by the joint committee consisting of the Superintendent of Schools, Transportation Coordinator and Traffic and Safety Officer of Norwalk Police Department.
- b. Declared unduly hazardous streets or areas will be reevaluated annually by the joint committee based on a planned program, to be developed by Transportation Coordinator in concert with appropriate city departments, to eliminate or neutralize the hazardous conditions.
- c. Walking routes are considered to be a portion of the right of way about three feet wide, paved or unpaved, usually parallel to the traffic lines; distinguished by some elevation about the street level and marked by curbing, drainage ditch, grass area or fencing.

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- d. A street or road having an adjacent or parallel sidewalk or raised area should be deemed unduly hazardous when in the opinion of the joint committee any one of the following conditions exist:
- (1) For students enrolled in grades K through 3, absence of pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards.
 - (2) Any street, road or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross in going to and from school.
 - (3) The usual or frequent presence of any nuisance such as open manholes, construction, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour.
- e. Any street, road or highway which has no sidewalks or raised walk areas should be deemed unduly hazardous for students enrolled in grades k through 3; but for students enrolled in grades 4 through 12, such road, street or highway may be deemed unduly hazardous when, in the opinion of the joint committee, all of the following conditions exist:
- (1) There exists a line-of-sight obstruction caused by a hill, curve, structure, out cropping, land form, planting, or other obscuring object or structure which may not be safely negotiated by a vehicle only at speeds under fifteen miles per hour.
 - (2) The line-of-sight visibility together with posted speed limits does not permit vehicle breaking/stopping distances in accordance with the Connecticut Driver's Manual.
- f. Any walkway or path in an area adjacent and parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between students and the tracks that carry

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Transportation: Routes and Services (continued)

moving trains during hours that students are walking to and from school shall be deemed unduly hazardous unless a crossing guard is present.

- g. Any street, road, walkway or path designated as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm or moral degradation during hours when students ordinarily walk to or from school shall be deemed unduly hazardous.
- h. A situation shall be considered unduly hazardous whenever a student enrolled in grade k through or equivalent is required to walk to and from school at any time prior to one-half hour before sunrise or one-half hour after sunset.
- i. All appeals of decisions under this section will be heard by the Board of Education in accordance with section 9 of this regulation.

7. Factors and Measurements of Efficiency

- a. The basis for efficient, economical and safe student transportation is to transport the maximum number of eligible riders on the minimum number of buses, so that no student is aboard a bus more than one hour.
- b. The use of Route 95 by school buses is not prohibited by the law and facilitates rapid movement of school buses between each trip.
- c. Student transportation is everyone's business. Unnecessary phone calls made to the transportation office creates a bottleneck and slows down response time. Schools are provided with sufficient information; therefore, it is expected that most inquiries can be resolved at the school level.
- d. Factors affecting routing efficiency relates directly to the following:
 - (1) School hours (public elementary, middle, high and non-public elementary and secondary)
 - (2) Degree to which bus stops are consolidated which reflects the distance students are to walk to and from bus stops. [Density of stops increases stopping time and ultimately travel time

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- (3) Tier balance, since the regular operation of buses are not purchased by the trip rather by three (3) trips in A.M. and three (3) trips in P.M.
 - (4) Desegregation plan and residence of affected students with voluntary cross busing provision
 - (5) Location and number of special education programs and residents of enrollees from entire city
 - (6) Location and number of sites for bilingual education program and residence of enrollees from entire city
 - (7) Provision for Magnet School and residence of enrollees from entire city
 - (8) Provision to transport children to special education institutions outside of Norwalk
 - (9) Provision for non-public schools, location of schools, and residence of enrollees from entire city
- e. The transportation Coordinator will arrange for bus routes to be timed, sequenced and maneuverability tested prior to the opening of school.
 - f. The Transportation Coordinator will produce tour sheets in time for bus drivers to "bid" their routes on a seniority basis as provided by contract, and to be trained on routes. (Changing drivers leads to less familiarity with particular characteristics of routes, stops are missed, and buses are late.) Rebidding routes by bus drivers should not be allowed because of late notice of transporting special education children determined by the placement and planning team as required by law.
 - g. The Transportation Coordinator is responsible for the accounting of all transportation expenses, additional charges under the contract and penalties to the carrier as provided in the contract.
 - h. Constraints, guidelines, and considerations:
 - (1) State law requires the transportation of public and non-public school children to school.
 - (2) State law requires 180 school days.

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Transportation: Routes and Services (continued)

- (3) State law requires that a school day consist of no less than hour instructional hours.
- (4) Teachers' contract specifies the length of school day for high schools, middle schools and elementary schools. Closing time for high/middle/elementary limits travel time before next trip.
- (5) Bus contract specifies that extra cost results when buses are used out of cycle or if trip time exceeds the four hour limit.
- (6) Board regulation declares eligibility for transportation based on distance to school which influences the number of students to be transported.
- (7) Board regulation declares walk to bus stop distance which influences the trip time required by the bus and tier balance.
- (8) Board regulation declares unduly hazardous condition which results in more students being transported to school.
 - i. Main thoroughfare configuration in Norwalk is originated North-South which makes crossing town East-West more difficult.
 - j. Bus trips must be matched by tiers according to their last stop and be assigned to the closest school in the next tier level. This limits choices and efficiency.

8. Procedure for Handling Complaints

- a. Complaints dealing the time, such as, the bus is too early or too late or never came, bus didn't wait, etc. should be made directly to the office of transportation. It should be noted that the bus contract allows for fifteen (15) minute leeway and state law allows up to one hour for passenger time spent on the bus.
- b. Complaints dealing with stops, such as, stop too far from home or stop is dangerous, should be made directly to the Transportation Office.

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- c. Complaints dealing with stops pertaining to incidents of vandalism should be made directly to the Norwalk Police Department.
- d. Complaints dealing with operation of the bus, such as, speeding or reckless driving should be made directly to the Norwalk Police Department and to the Transportation Coordinator who will be responsible for follow-up.
- e. Complaints dealing with the driver of the bus, such as, rude, smoking, flirts, refused ride, lost on route, switch drivers, etc. should be made directly to the Transportation Coordinator who will be responsible for follow through.
- f. Complaints dealing the parents not at bus stops, kindergartners and special education children are provided for in section (1c) of this regulation and should be made directly to the Transportation office who will notify appropriate program leaders for corrective action. [There is a three (3) minute wait understanding for Spec. Ed. Passengers who may have a problem boarding on occasion. This should not become a regular practice.]
- g. Complaints dealing with passing loading buses with flashing lights should be reported directly to the Norwalk Police Department. [State law imposes penalties for passing bus with flashing lights (C.G.S. 14-279)]
- h. Complaints dealing with unauthorized children, parents or other adults riding school buses should be reported directly to the Transportation Coordinator. [Bus contract prohibits this but does not inhibit the Transportation Office of on-site investigation.]
- i. Complaints dealing with student vandalism on the bus should be reported directly to the school principal and Transportation office. (Law provides that parents are financially responsible to a maximum of \$3000 (C.G.S. 52-571)]
- j. Complaints dealing with student behavior on the bus are provided for in sections of this regulation. [Report incident to school principal for corrective action]. (cf. 1312 – Public Complaints)

Non-Instructional OperationsTransportation: Routes and Services (continued)9. Rights and Appeals

- a. Norwalk Board of Education reserves the right to determine and change the type of transportation offered when it is considered feasible to do so, such as issuing passes or reimbursing students to ride regular Norwalk Transit buses, using contracted school buses or provided taxi service or reimbursing parents.
- b. Decisions regarding whether or not transportation will be provided by the Norwalk Board of Education will be made in accordance with this regulation by the Transportation Coordinator in consultation with the coordinator's immediate supervisor, the school principal, and the appropriate program director involved, if applicable. Parents to the Board of Education if they do not agree with the decision by submitting a written request to the Superintendent. Upon such a request the Chairperson of the Board of Education shall order a hearing within ten (10) days after receipt of the request. The hearing shall be held before one or more members of the Board to be designated by the chairperson, in accordance with the provisions of the Connecticut General Statutes. The Board of Education shall make a finding within ten (10) days after such hearing.
- c. In accordance with the provisions of the Connecticut General Statutes, any aggrieved person may appeal the Board of Education's decision to the State Board of Education.

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Legal Reference: Connecticut General Statutes
 4-177 through 4-180 Contested Cases. Notice Record 10-
 15 Towns to maintain schools
 10-16 Length of school day
 10-76d (e) re transportation of special education pupils
 10-97 Transportation to vocational schools
 10-1 86 Duties of local and regional board of education
 re school attendance. Hearings. Appeals to state board
 Establishment of hearing board
 10-187 Appeal from finding of hearing board
 10-220 Duties of boards of education 10-
 275c Regulations school buses and motor
 vehicles used to transport special education students 14-
 277 Operators' duties on stopping bus
 14-279 Vehicles to stop for school bus. Penalties
 52-572 Parental Liability for torts of minors/Damage defined

Regulation adopted:	8/9/25	NORWALK PUBLIC SCHOOLS
Revised:	2/3/87	NORWALK, CONNECTICUT
Revised:	6/06/95	

Mission-Goals-Objectives

Grievance Procedure for Section 504, Title IX, and Title VII Regulations

The Board of Education does not knowingly condone discrimination on the basis of race, color, religion, national origin, marital status, age, sex, sexual orientation, gender identity or expression, or disability in admission or access to, or treatment, or employment in its programs or activities.

Inquiries regarding compliance, including receipt and investigation of any complaint alleging non-compliance may be directed to the Superintendent of Schools, or in the Superintendent's absence, the Supervisor of Special Services.

Definitions

A "grievance" is a complaint by an employee, or group of employees, or a student or group of students based upon an alleged violation of the provisions of Section 504, Title IX, or Title VII, or The Americans with Disabilities Act.

The term "employee" is considered to apply to any employee of the _____ Board of Education. The term "student" is considered to apply to any student enrolled in the _____ Public Schools. The term "teacher" is considered to apply to any teacher employed by the _____ Board of Education. The "teacher", "employee", or "student" may include a group of teachers or a group of employees or a group of students who are similarly affected by a grievance.

An "aggrieved person" is the person or persons making the claim.

The term "days", when used in this article, shall, except when otherwise indicated, mean working days.

Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise under the provisions of Section 504, Title IX, or Title VII.

The parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of the complainant having a problem to discuss the matter informally with any appropriate member of the administration.

Mission-Goals-Objectives

Grievance Procedure for Section 504, Title IX, and Title VII Regulations

Purpose (continued)

Any complainant shall have the right at any time to present any grievance to such persons and through such channels as are designated for that purpose in this article.

Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

If a complainant does not file a grievance in writing as provided herein within 30 days after the aggrieved person knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived.

Informal Procedure

Any student, employee or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation or handicap shall contact the building Principal/supervisor within 30 days of the alleged occurrence to discuss the nature of the complaint.

The Principal/supervisor shall maintain a written record which shall contain the following:

1. Full name and address of complainant.
2. Full name and position of person(s) who allegedly discriminated against the complainant.
3. A concise statement of the facts constituting the alleged discrimination.
4. Dates of the alleged discrimination.

Mission-Goals-Objectives

Grievance Procedure for Section 504, Title IX, and Title VII Regulations

Informal Procedure (continued)

At the time the alleged discrimination complaint is filed, Principal/supervisor shall review and explain the grievance procedures with the complainant and answer any questions. An investigation of the complaint shall begin as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit, the Principal/supervisor shall meet informally with the complainant and the individual(s) against whom the complaint was lodged and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

If the complainant is not satisfied with these initial informal procedures, within twenty (20) school days from the date of the original discussion with the principal/supervisor, more formal procedures may be initiated by the complainant to further explore and resolve the problem.

Formal Procedure

1. Level One - School Principal

If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to the Principal.

The Principal shall within five (5) days render a decision and the reasons therefore in writing to the complainant, with a copy to the Superintendent of Schools.

2. Level Two - Superintendent of Schools

If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the Superintendent of Schools within five (5) days.

The Superintendent of Schools shall represent the administration at Level Two of the grievance procedure. Within ten (10) days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Superintendent. The Superintendent shall within three (3) days of the hearing render the decision and the reasons therefore in writing to the complainant.

Mission-Goals-Objectives

Grievance Procedure for Section 504, Title IX, and Title VII Regulations

Formal Procedure (continued)

3. Level Three - Board of Education

If the complainant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within three (3) days after first meeting with the Superintendent, the person may file the grievance again with the Board of Education within five (5) days.

Within fifteen (15) days after receiving the written appeal, the Board shall meet with the complainant for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within three (3) days.

General Provisions

Decisions rendered at all levels of the formal grievance shall be in writing setting forth the decision and the reasons therefore.

All documents, communications and records dealing with the processing of a grievance shall be filed separately from the existing files of the participants.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

The _____ is the Title VII, Title IX and Section 504 Coordinator and may be contacted at _____.

Regulation approved:

rev 1/09

DRAFT

Students Series

POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

ADMINISTRATIVE REGULATIONS REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.

5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she or his/her parent/legal guardian should make a written complaint to **[INSERT HERE THE NAMES OF APPROPRIATE SCHOOL PERSONNEL – PREFERABLY ONE OF EACH SEX]** or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant,
 - B. Date of the complaint,
 - C. Date(s) of the alleged harassment/discrimination,
 - D. Name(s) of the harasser(s) or discriminator(s),
 - E. Location where such harassment/discrimination occurred,
 - F. Names of any witness(es) to the harassment/discrimination,
 - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
 - H. Remedy requested.

4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, such as due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or his/her designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
7. The Title IX Coordinator or designee shall promptly investigate all complaints of sexual discrimination or sexual harassment against a student, regardless of whether the conduct occurred on or off-school grounds. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged perpetrator, the student will be informed that the District's ability to investigate and/or take corrective action may be limited.
9. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
 - a) offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
 - b) provide the complainant with a copy of the Board's sexual harassment policy and accompanying regulations;

- c) consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;
 - d) investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
 - e) consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;
 - f) communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within sixty (60) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
 - g) when sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment;
10. If the student complainant or alleged perpetrator is dissatisfied with the findings of the investigation, he or she may file a written appeal within thirty (30) calendar days to the Title IX Coordinator, or, if he/she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, within fifteen (15) school days following the receipt of the written request for review.

If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, so as to ensure that

any such bullying investigation complies with the requirements of applicable Board policies.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

At any time, a complainant alleging sex discrimination or sexual harassment may file a formal complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER (617) 289-0111).

Copies of this regulation will be distributed to all students.

Title IX Coordinator

The Title IX Coordinator for the _____ Board of Education is: _____, whose office is located at _____ and whose telephone number is _____.

Regulation approved:

ADOPTED: _____

REVISED: _____

7/22/16

**Series 5000
Students**

**COMPLAINT FORM REGARDING SEX DISCRIMINATION
AND SEXUAL HARASSMENT (STUDENTS)**

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

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

Detailed statement of the circumstances constituting the alleged discrimination or
harassment _____

Remedy requested _____

7/22/16

**CITY OF NORWALK
BOARD OF EDUCATION
POLICY COMMITTEE
SPECIAL MEETING
MAY 11, 2017**

ATTENDANCE: Heidi Keyes, Chair; Erik Anderson, Mike Barbis

STAFF: Dr. Frank Costanzo

Call to Order

Ms. Keyes called the meeting to order at 5:15 p.m. and noted those in attendance listed above represented a quorum.

Procedures and Policy Design for School Signage

Dr. Costanzo presented the revised draft of the policy that was presented last week, as follows:
Exterior School Signage Policy

Purpose

The Board of Education (Board) recognizes that public schools must define and display their school identity to members of the neighborhood and larger community. One of the easiest and most effective ways to do so is through exterior school signage. It is important that the District allows schools the flexibility and autonomy necessary in deciding the design features of their school's signage. Signage must not interfere with the educational program but should serve to showcase the school's core values, symbolize the school's uniqueness or theme. Exterior signage may also provide basic information to the passersby. Schools shall not go about adding or modifying exterior signage, except as provided by this policy.

1. All initial requests for adding or changing existing school signage must be voted on by the school governance council, submitted to the appropriate Principal for review and approval, and approved by the Superintendent or his/her designee prior to the launch of any design work.
2. The district's Facilities department must be included in the process of adding or changing any exterior school signage.
3. The request to design and place an exterior school sign must include a description of the location requested, an accurate color and graphic representation of the sign with size and materials indicated and must be voted on by the school governance council, submitted to the appropriate Principal for review and approval, and approved by the Superintendent or his/her designee
4. The approved project must then be forwarded to the City's Zoning Office for final approval. All exterior school signage must meet the municipality's signage code.

There was discussion and agreement to approve and forward this to the full Board for adoption.

**** MR. BARBIS MOVED TO APPROVE POLICY 1326 EXTERIOR SCHOOL
SIGNAGE AND FORWARD TO THE FULL BOARD FOR ADOPTION.**

**** MR. ANDERSON SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

**** MR. ANDERSON MOVED TO ADJOURN THE MEETING**

**** MR. BARBIS SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,
M. Knox,
Telesco Secretarial Services