

SCHOOL DISTRICT LEGAL STATUS 1000

The legal basis for education in the City of Meriden is the Constitution of the State of Connecticut, the statutes pertaining to education, court interpretation of the validity of these laws, and the powers implied in them.

The official name of the school system is:

Meriden Public Schools

Meriden, Connecticut

The territorial extent of the schools shall be that encompassed by the city lines of Meriden, Connecticut.

Legal Reference:

Connecticut General Statutes, Section 10-240

Date Adopted: April 28, 1981

Amended: November 6, 2013

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: AA

Approved 12/15/2015
Previous Policy Number: AA

COMMUNITY GOALS 1005

The Board shall communicate information about the educational program of the public schools to the community and shall invite community discussion of and suggestions regarding important educational policies. To this end, the Board establishes the following goals:

To develop citizen understanding of the school system in every aspect of its operation;

To develop citizen understanding of the need for adequate financial support for a sound educational program;

To earn the good will, respect, and confidence of the citizenry in the personnel employed in and services provided by the school system; and

To promote a genuine spirit of cooperation between the Board and the community in sharing leadership for the improvement of the community.

Cross Reference:

Policy 1030 (The People and Their School District)

Approved 4/28/1981

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: JA

Approved 12/15/2015
Previous Policy Number: JA

Non-Discrimination 1008

Protected Class Discrimination Prohibited:

It is the policy of the Meriden Board of Education (the "Board") that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, sexual assault, or human trafficking, or any other basis prohibited by state or federal law ("Protected Class") is prohibited in the Meriden Public Schools (the "District"), whether by students, Board employees, Board members or third parties subject to the control of the Board, subject to the conditions and limitations established by law. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities, as well as the District website. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual's association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

- A. Discrimination:** Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual's actual or perceived membership in a Protected Class.
- B. Harassment:** Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to

participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- ▶ objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- ▶ other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- ▶ display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- ▶ graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- ▶ bigoted conduct or communications; or
- ▶ physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at: **the Office of Multilingual Education, Equity, and Instruction, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: (203) 630-4188**

- C. **Gender identity or expression:** Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- D. **Sexual orientation:** Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.
- E. **Veteran:** A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in the United States Army, Navy, Marine Corps, Coast Guard, Air Force, and Space Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).
- F. **Race:** The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.
- G. **Domestic violence:** Domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, such complaints will be handled in accordance with the procedures set forth in the applicable Board policy regarding sex discrimination and sexual harassment. Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in the applicable Board policy regarding Section 504/ADA

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

Any individual who believes a community member has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to **the Office of Multilingual Education, Equity, and Instruction, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: (203) 630-4188** in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Community, which accompany this policy, and are available online at <https://policies.meridenk12.org/policy/default.aspx?id=1> or upon request from the main office of any District school.

Reporting to State and Federal Agencies:

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Washington DC Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475
202 453-6020)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Equal Employment Opportunity Commission (employees only):

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Questions/Requests for Accommodation:

- Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:
1. has questions or concerns about this policy or its accompanying regulations; OR
 2. wishes to request or discuss accommodations based on religion; OR
 3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator or the following District official:

The Office of Multilingual Education, Equity, and Instruction, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: (203) 630-4188

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of sex may contact the District's Title IX Coordinator:

The Office of Multilingual Education, Equity, and Instruction, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: (203) 630-4188

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator:

The Office of Multilingual Education, Equity, and Instruction, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: (203) 630-4188

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d [et seq.](#)

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e [et seq.](#)

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 [et seq.](#)

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905

Age Discrimination in Employment Act, 29 U.S.C. § 621 [et seq.](#)

Americans with Disabilities Act, 42 U.S.C. § 12101

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

Connecticut General Statutes § 1-1n, "Gender Identity or Expression" defined

Connecticut General Statutes § 27-103

Connecticut General Statutes § 46a-51, Definitions

Connecticut General Statutes § 46a-58, Deprivation of rights

Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60

Connecticut General Statutes § 46a-81c, Sexual orientation discrimination: Employment

Connecticut General Statutes § 46b-1, Family relations matters and domestic violence defined

Public Act No.25-139, "An Act Concerning Human Trafficking and Sexual Assault Victims"

Adopted: December 18, 2019

Amended: November 19, 2019

Amended: April 20, 2021

Amended: March 17, 2026

Approved: March 17, 2026

Approved 3/17/2026

Previous Policy Number:

REGULATIONS REGARDING DISCRIMINATION COMPLAINTS 1008 (R)

Protected Class Discrimination Prohibited:

It is the policy of the Meriden Board of Education (the "Board") that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class") is prohibited in the Meriden Public Schools (the "District"), whether by students, Board employees, Board members or third parties subject to the control of the Board. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class harassment or discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual's association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- ▶ objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- ▶ other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- ▶ display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- ▶ graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- ▶ bigoted conduct or communications; or
- ▶ physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or personnel will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of a student or an employee based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy # 4030, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy # 5020, Policy Regarding Title IX of the Educational Amendments of 1972-Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of a student or an employee based on disability will be addressed in accordance with the procedures set forth in Board Policy # 4005, Section 504/ADA (Personnel), or Board Policy #5010, Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

Any individual who believes that they, or another individual, has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to the Office of the Assistant Superintendent, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: 203-630-4173, in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Community.

Complaint Procedure

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

As soon as an individual feels that they, or another individual, has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged have experienced Protected Class discrimination/harassment (the "complainant") and any individual accused of Protected Class discrimination/harassment (the "respondent") (if applicable) will be provided a copy of the Board's policy and regulation and made aware of the individual's rights under this policy and regulation. In the event reported conduct allegedly violates more than one policy, the Board will coordinate an investigation in compliance with the applicable policies, laws and regulations.

The complaint should state the:

1. Name of the complainant,
2. Date of the complaint,
3. Date(s) of the alleged harassment/discrimination,
4. Name(s) of the harasser(s) or discriminator(s),
5. Location where such harassment/discrimination occurred,
6. Names of any witness(es) to the harassment/discrimination,
7. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
8. Proposed remedy.

Any individual who makes an oral complaint of discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form, or request the assistance of a District administrator to do so.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) under this complaint procedure, the Superintendent or designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of a community member, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;

5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.");
7. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. 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;
8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
10. If a complainant or respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Complaint Procedure for Superintendent/Board Member Complaints:

Any district administrator or Board member who receives a complaint of discrimination, harassment or retaliation of a community member by a Board Member and/or the Superintendent shall forward the complaint promptly to the Office of the Assistant Superintendent, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: 203-630-4173. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an independent investigator different from the investigator who investigated the complaint.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a community member, the District will take remedial action designed to:

1. eliminate the discriminatory/harassing/retaliatory conduct,
2. prevent its recurrence, and
3. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

1. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
2. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
3. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
4. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
5. Supports for the complainant; and
6. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination and harassment.

Reporting to State and Federal Agencies:

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

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 860-541-3400).

An employee alleging discrimination or harassment related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER: 800-669-4000).

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

- 1. has questions or concerns about this policy or its accompanying regulations; OR
- 2. wishes to request or discuss accommodations based on religion; OR
- 3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any building administrator or the following District official:

Office of the Assistant Superintendent, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: 203-630-4173

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator:

Office of the Assistant Superintendent, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: 203-630-4173

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator:

Office of the Assistant Superintendent, Meriden Public Schools, 22 Liberty Street, Meriden, CT 06450; Telephone: 203-630-4173

ADOPTED: December 18, 2019

AMENDED: November 19, 2019

AMENDED: April 20, 2021

AMENDED: November 20, 2023

Approved 11/20/2023
Previous Policy Number:

DISCRIMINATION COMPLAINT FORM 1008-e

[/uploads/1008-E_Compliant_Form.docx](#)

Click on the link for the Complaint Form - 1008-E

Approved 4/20/2021
Previous Policy Number:

THE PEOPLE AND THEIR SCHOOL DISTRICT 1010

The people elect a Board of Education to represent them, to determine local educational plans and policy, and to establish publicly endorsed educational goals and objectives.

The Board is mindful that the people are the ultimate governors of public education and that the Board is directly accountable to the people through the elective process. The Board also believes that accountability is a shared responsibility involving students, teachers and other employees, the Superintendent of Schools, and the people themselves, as well as the Board of Education.

The Board, therefore, asserts these beliefs and expectations:

Students should be instructed at home and by the schools in order that they will learn to hold themselves accountable for their own lives, actions and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving (within the limits of each student's abilities) the objectives of each learning experience.

The Superintendent should hold teachers and other employees accountable for working with diligent effort, intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The Board should also hold itself accountable for carrying out its mandate to plan, make policy, and lead in the identification of goals and objectives.

Cross Reference:

Policy 0200 (School District Goals)Policy 1005 (Community Goals)

Adopted: April 28, 1981

Approved 11/6/2013

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: AB

Approved 12/15/2015
Previous Policy Number: AB

SEX OFFENDER NOTIFICATION 1020

The Board of Education recognizes its responsibility for the health and safety of the students enrolled within the district and for those youngsters receiving services or participating in programs or events on school district property. Therefore, the Board is desirous of taking appropriate precautionary measures in situations where the district has been advised that a convicted sex offender resides within the district. Pursuant to state law, the Connecticut Department of Public Safety is obligated to notify school superintendents whenever a sexual offender is released into the community or whenever a registrant changes such registrant’s address.

Where school officials are advised that an individual convicted of a sexual offense resides within the school district, the district shall give notice in accordance herewith in an effort to minimize the possibility that the released and registered sex offender will come into contact with students within the district. In addition, the Board believes that cooperation with local law enforcement officials will best promote and protect the safety and well-being of its students.

Whenever information is received that a registered sex offender is residing within the school district, such information will be disseminated to building principals for the purpose of confidentially informing school staff.

The Superintendent may also disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent, have a legitimate need to be notified of such information in order to protect the health, safety or welfare of school district students.

Any notification made pursuant to this policy listing the name(s) of registered sex offenders residing in the Meriden school district shall be in writing and shall include a statement that the school district does not warrant that the list or any other information contained therein is current or accurate. Any information received regarding registered sex offenders shall be dated and kept on file in the Office of the Superintendent of Schools.

In addition, school district personnel shall cross-reference the Connecticut Department of Public Safety’s sexual offender registry prior to hiring any new employee and prior to permitting a vo to work with students in any capacity. Registration as a sexual offender constitutes grounds for denial of employment and/or volunteer opportunities in the Meriden Public Schools.

The Superintendent or his/her designee shall provide training to appropriate staff members regarding the methods for accessing the sexual offender registry information posted on the Connecticut Department of Public Safety and the provisions of these regulations.

Legal Reference: Connecticut General Statutes
Public Act No. 98-111 -An Act Concerning the Registration of Sexual Offenders

United States Code, Title 42

Conn. Gen. Stat. §54-258

14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act

Approved: April 28, 1981

Amended: August 19, 2014

Amended: December 15, 2015

Previous Policy Number: ID2.9

Previous Policy Number: 3516.4

Approved 12/15/2015
Previous Policy Number: 3516.4

ADMINISTRATIVE REGULATIONS REGARDING SEXUAL OFFENDERS 1020-R

Pursuant to state law, the Connecticut Department of Public Safety is obligated to notify school superintendents whenever a sexual offender is released into the community or whenever a registered sexual offender changes his or her address.

In order to provide information from the Connecticut Department of Public Safety to interested persons in the Meriden Public Schools’ community, a link to the Connecticut Department of Public Safety’s sexual offender registry has been placed on the school district’s website.

When the Superintendent of Schools receives a specific notification from the Connecticut Department of Public Safety that a registered sexual offender is being released into the Meriden community, the Superintendent or his/her designee will post the notification from the Connecticut Department of Public Safety on the district’s website within a reasonable period of time.

In addition, school district personnel shall cross-reference the Connecticut Department of Public Safety’s sexual offender registry prior to hiring any new employee and prior to permitting a volunteer to work with students in any capacity. Registration as a sexual offender constitutes grounds for denial of employment and/or volunteer opportunities in the Meriden Public Schools.

The Superintendent or his/her designee shall provide training to appropriate staff members regarding the methods for accessing the sexual offender registry information posted on the Connecticut Department of Public Safety and the provisions of these regulations.

Legal references:

Conn. Gen. Stat. §54-258

Public Act 14-213, “An Act Concerning Notice To The Superintendent Of Schools Or Chief Executive Officer Of A Municipality Upon Release Or Relocation Of A Registered Sexual Offender Into The School District Or Municipality”

Approved: April 28, 2015

Amended: December 15, 2015Previous Policy Number:

Approved 12/15/2015
Previous Policy Number:

PUBLIC INFORMATION PROGRAM 1100

Each principal is authorized to use all means available to keep parents and the community informed of his/her school's programs and activities. However, the release of information of district-wide interest is to be coordinated through the Central Office.

Approved: April 28, 1981Amended: December 15, 2015

Previous Policy Number: JB-R

Approved 12/15/2015
Previous Policy Number: JB

Guidelines for Public Information 1100 (R)

Each principal is authorized to use all means available to keep parents and the community informed of his/her school's programs and activities. However, the release of information of district-wide interest is to be coordinated through the Central Office.

Approved 4/28/1981
Previous Policy Number: JB-R

Public’s Right to Know - Statistical Data 1100.1

In recognition of the need for an informed citizenry and the public's right to know, the Board provides citizens with information about the school system in statistics and studies reported at Board meetings and disseminated in the news media, as well as in special information-sharing meetings conducted by the staffs of the schools and by parent organizations.

In continuing to comply with Connecticut General Statutes §1-200, and continuing to fulfill its responsibility to keep the public informed, while at the same time attempting to control excessive expenditures of staff time in the compilation, assembly and distribution of information relating to the operation of the public schools, the Board has enacted the following policy:

Any requested information covered by Section 1-200 that is readily available in the format in which it is requested will be supplied by the Superintendent for inspection or copying by the person or group making the request. A fee of 50 cents per page will be charged for the cost of reproducing requested information.

Legal Reference:

Connecticut General Statutes, Section 10-15

Approved: April 28, 1981

Amended: December 15, 2015

Previous Policy Number: JB1

Approved 12/15/2015
Previous Policy Number: JB1

School-Sponsored Information Media 1100.2

Formal publications issued by and in the name of the schools shall reflect the high regard in which our schools are held. The exercise of appropriate economy in materials and production is expected.

In addition, the Board encourages the regular distribution by each school of printed and electronic material about its activities to all district parents and interested citizens.

Cross Reference:

Policy 6145.3 (Student Publications)Policy 1325 (Advertising in the Schools)

Approved: April 28, 1981

Amended: December 15, 2015Previous Policy Number: JB2

Approved 12/15/2015
Previous Policy Number: JB2

PARENT INVOLVEMENT 1110

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

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

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

- ▶ Parenting skills shall be promoted and supported.
- ▶ Communication between home and school shall be regular, two-way, and meaningful.
- ▶ Parents shall play an integral role in assisting student learning.
- ▶ Parents shall be welcome in every school and their support and assistance sought.
- ▶ Parent input shall be sought regarding decisions that affect children and families.
- ▶ Community resources shall be made available to strengthen school programs, family practices, and student learning.

In accordance with Section 1118 of the *No Child Left Behind* Act of 2001 ("NCLB"), Public Act 107-110, it is the policy of the Meriden Board of Education to provide parents of all students, as well as parents of students participating in the district's supplemental programs (supplemental educational programs funded by Title I or other federal programs as well as state-funded programs), substantial and meaningful opportunities to participate in the education of their children. To facilitate parental participation, the Board encourages all parents, especially parents of Title I eligible students, to be involved in regular meetings, communications, and activities that will inform them about the district's supplemental programs, to participate in the improvement of such programs and to help improve their child's progress within these programs.

This policy has been developed jointly with, and agreed upon by, parents of children participating in such programs. The district shall distribute this written parental involvement policy to parents of eligible students in an understandable and uniform format. The policy shall be made available to the public and updated periodically, as necessary, to carry out the requirements of parental involvement under Section 1118 of NCLB.

The Board's designee shall, with the involvement of program parents, conduct an annual evaluation of this policy in order to assess its effectiveness in involving parents in the improvement of the supplemental programs and to identify barriers to greater parent participation in program activities.

Each year, the Board's designee shall also conduct a meeting, at a convenient time, to involve parents in the planning, review and improvement of programs funded by supplemental services. All parents of participating children must be invited and encouraged to attend. At this meeting, parents shall be given a description and explanation of the curriculum, the forms of academic assessment used, the proficiency levels students are expected to meet and information regarding the importance of parental involvement.

In addition to the required annual meeting, and if requested by parents, the Board's designee shall offer opportunities for regular meetings at flexible times of the day in order to allow parents to formulate suggestions for the district's supplemental services programs and their application to their children's programs; and to participate, as appropriate, in decisions related to the education of their children.

Parents will be given opportunities to participate in the joint development of the district's supplemental plan, as required by Section 1112 of NCLB, and in the process of any school review and improvement should a school fail to make adequate annual progress as required by Section 1116 of NCLB. At any time, if a parent is dissatisfied with a school's supplemental program, he/she shall have the opportunity to submit comments for review at the district level.

The Board's designee will provide the coordination, technical assistance and other support necessary to assist Title I schools in planning and implementing effective parent involvement. Parental involvement in Title I programs shall be coordinated with parental involvement strategies under other district programs.

In order to build the schools' and parents' capacity for strong parental involvement, the Board shall:

1. provide assistance to parents of eligible students in understanding topics related to their child's progress, such as explanation of state academic standards and assessment tools, the requirements under Title I, and how to monitor their child's progress;
2. provide materials and training to help parents to work with their children, such as literacy training and using technology;
3. educate teachers, staff and administrators about how to better communicate and work with parents;
4. ensure that information related to school and parent programs, meetings and other activities is sent to participating parents in a format and, to the extent practicable, in a language the parents can understand;
5. provide such other reasonable support for parental involvement activities as parents may request; and
6. inform parents and parental organizations of the existence and purpose of the Parent Involvement Policy and the School-Parent Compact.

School-Parent Compact

This policy further requires that each school involved in supplemental programs shall jointly develop, with parents of eligible children, a School-Parent Compact that outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The School-Parent Compact shall:

1. describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables supplemental services students to meet the State's student academic achievement standards;
2. indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. stress the importance of ongoing parent-teacher communication through parent-teacher conferences, frequent reports to parents, reasonable access to school staff, and opportunities to volunteer, participate in and observe their child's classroom activities.

The Board authorizes the Superintendent, or his/her designee, to develop a School-Parent Compact and other procedures such as those relating to meetings, parent communication and parental involvement activities, as he/she deems necessary in order to ensure compliance with this policy.

The Superintendent is required to include information about parental involvement and actions taken to improve parental involvement, in the strategic school profile he or she submits annually to the Board of Education and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

Legal Reference:

Connecticut General Statutes, Section 10-221Section 1118 of *No Child Left Behind* Act of 2001, Public Act 107-110

Cross Reference:

Policy 1210 (Relations with Parents' Organizations)

Approved: March 3, 1998Amended: March 16, 2004

Amended: December 15, 2015Previous Policy Number: JN

Approved 12/15/2015
Previous Policy Number: JN

School-Parent Compact 1110 (E)

[View / download SCHOOL-PARENT COMPACT \(printable PDF\)](#)

Approved 12/15/2015
Previous Policy Number: JN-E

USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM 1140

The participation of students in interpreting the educational program of the schools to the community shall be encouraged, with the understanding that:

students shall not be exploited for the benefit of any individual or groups;

students shall participate only in situations deemed appropriate by the principal; and

the use of students shall always be evaluated in terms of the effect on the student.

Materials may be distributed through the students in the schools only for organizations which are directly associated with the schools. Other materials which benefit or serve the general welfare of the community may be circulated or announced in school bulletins and/or posters only at the discretion of the Superintendent.

Approved: April 18, 1981

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: JB4

Approved 12/15/2015
Previous Policy Number: JB4

RELATIONS WITH PARENTS' ORGANIZATIONS 1210

The Board endorses the creation of parents' organizations as an appropriate means of achieving the effective involvement of parents in the affairs of the Meriden schools. The Board expects all staff members – but most particularly principals – to work closely and in harmony with the officers and directors of all parents' organizations in the pursuit of the following goals:

to involve parents and school personnel in a cooperative and sustained program of activities which will increase the educational opportunities of children both in the school and at home;

to improve school-home relationships by enabling parents and school personnel to [a] define their relationship; [b] define their roles as they pertain to the students served by the schools; and [c] identify family needs and resources, including those of the community as a whole, as well as school needs and resources;

to provide teachers and administrators with opinions and viewpoints that will lead to better analysis of the needs of students and more relevant program planning; and

to develop the skills needed by school personnel to function effectively in a working relationship with parents and other community members.

Approved: April 28, 1981

Review and No Changes Required: December 15, 2015Previous Policy Number: JM1

Approved 12/15/2015
Previous Policy Number: JM1

RELATIONS WITH EDUCATIONAL RESEARCH AND SERVICE CENTERS 1220

The Superintendent is authorized to cooperate as far as practicable with colleges, universities, and other recognized research agencies in promoting potentially useful research.

Decisions made on research projects involving Meriden Public Schools' students, teachers or other employees will be influenced by the following factors:

The objectives of the research should be clearly stated and the design should produce valid and reliable results which will then be made available to the Meriden Public Schools.

The research should be expected to contribute to the improvement of educational or the general welfare of children.

Data derived from school records, interviews, or questionnaires which have the potential to invade the privacy of students or their families must have advanced written authorization of parents or guardians even though the data is to be collected and reported under conditions of anonymity.

Research proposals should be of sufficient scope and depth to justify the time and effort of Meriden Public Schools' students and staff members.

Instructional activities shall not be interrupted unless there is a clear benefit for the educational program of the Meriden schools.

Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility for the student’s research.

Notwithstanding the language of this policy, Meriden Public Schools shall at all times comply with the Federal requirements of the Family Educational Rights and Privacy Act regarding personally identifiable student information and educational records.

Approved: April 28, 1981

Amended: December 15, 2015Previous Policy Number: LB

Approved 12/15/2015
Previous Policy Number: LB

Procedures for Conducting Research Studies in Meriden Public Schools 1220 (R)

The Meriden Public Schools has an interest in sponsoring or assisting in worthwhile research projects and encourages the use of school facilities in carrying out such projects.

The criteria upon which approval of a proposal for such a research project will be based are:

1. value of the study for Meriden Public Schools;
2. the demands the study makes in terms of pupil and staff time;
3. the extent to which the project disrupts the schools regular routine; and
4. the ultimate value of the study for education.

PROCEDURES

1. Submission of a detailed plan of study to the Grants Administrator:a. Statement of the nature and purpose of the study.b. Name of the sponsoring institution.c. Information which must be obtained from school records.d. Amount and kind of assistance required of school personnel.e. Time and duration of study.
2. Evaluation of the plan by the Grants Administrator and administrators responsible for the area in which the study will be conducted.
3. Final approval is required by the Superintendent of Schools.

After the proposal has been approved, the person conducting the study may expect to receive the full cooperation of all concerned with it. A summary of the results of the study will be filed with the Grants Administrator.

Approved 4/28/1981

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: LB-R

Approved 12/15/2015
Previous Policy Number: LB-R

Visitors and Observations in Schools 1240

The Meriden Board of Education (the “Board”) encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school principal or designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations. The Board further desires to work collaboratively with parents with an educational nexus with the Meriden Public Schools (the “District”), its educational programs, or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board’s schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board’s Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area of the school office, prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, refraining from engaging with students and/or staff except as permitted by the school officials and consistent with the purpose of the visit in question, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening or personal protective equipment (“PPE”) protocols.

In the event that a federal immigration authority appears in person at a school in the District or otherwise contacts a school to request information, in accordance with applicable law and pursuant to the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education (“CSDE”) or any subsequent applicable CSDE guidance, such authority shall be directed to communicate with the administrator designated for such interactions, who will follow the protocols outlined in the school’s Security and Safety Plan. For purposes of this policy, a “federal immigration authority” means “any officer, employee or other person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor agency thereto who is charged with enforcement of the civil provisions of the Immigration and Nationality Act.”

Legal References:
Conn. Gen. Stat. § 10-222m
Conn. Gen. Stat. § 54-192h
Public Act No. 25-1, “An Act Concerning Interactions Between School Personnel and Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts and Revenue Sharing Agreements”
Connecticut State Department of Education, *Guidance to K-12 Public Schools Pertaining to Immigration Activities* (January 28, 2025).
“Connecticut State Department of Education, *Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations* (March 28, 2018).

APPROVED:April 28, 1981
AMENDED:December 15, 2015
AMENDED:December 18, 2018
AMENDED:April 7, 2026
APPROVED:April 7, 2026

Approved 4/7/2026
Previous Policy Number: JK

Guidelines for School Visitations 1240 (R)

ADMINISTRATIVE REGULATIONS

REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS

- Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the building Principal or responsible administrator of the respective school building or program.
- A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
- All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
- When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
- When determining whether to approve a request to visit and/or observe individual students or student programs, the building Principal or responsible administrator shall consider the following factors:
 - the frequency of visits;
 - the duration of the visit;
 - the number of visitors involved;
 - the effect of the visit on a particular class or activity;
 - the age of the students;
 - the nature of the class or program;
 - the potential for disclosure of confidential personally identifiable student information;
 - whether the visitor/observer has a legitimate educational interest in visiting the school;
 - whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information;
 - any safety risk to students and school staff; and
 - compliance with the Board's Guidelines for Independent Educational Evaluations, if applicable.
- The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria. When a requested observation is refused, the building Principal or responsible administrator will provide the parent/guardian with the reason for the decision and will work to develop alternative ways for the parent/guardian to obtain the information the parent/guardian seeks.
- If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy. The building Principal or responsible administrator shall determine a reasonable amount of time for observations of individual students or student programs.
- Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.
- The district has an obligation to maintain the confidentiality of personally identifiable student information. All visitors and observers must restrict their visits and observations to the purpose identified in the request to visit or observe and are strictly prohibited from observing or collecting information on other students within the school. If the visitor/observer views, accesses or otherwise obtains personally identifiable student information concerning another student, the visitor/observer must notify the building Principal or responsible administrator as soon as possible.
- A refusal to comply with any of the Board's policy provisions and/or regulations concerning visitors shall constitute grounds for denial of the visitor's privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

Legal References:

"Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (Mar. 28, 2018).

Approved: April 28, 1981

Amended: December 15, 2015

Amended: December 18, 2018

Previous Policy Number: JK-R

Approved 12/18/2018
Previous Policy Number: JK-R

COMMUNITY INVOLVEMENT IN DECISION-MAKING 1300

The Board recognizes that the public provides a vast resource of experience useful to the public schools. The Board encourages the involvement of citizens as advisors and resource people. The following are two major ways in which the will of the community shall influence the development of Board policies:

The Board members will remain mindful that they are elected to represent the people of the district.

All citizens of the district will be encouraged to express ideas, concerns, and judgments about the schools through such means as a) written suggestions or proposals, b) presentations at hearings, c) responses to surveys made through interviews, written instruments or other means and d) comments at meetings of the Board.

Approved: April 28, 1981

Amended: December 15, 2015Previous Policy Number: JC1

Approved 12/15/2015
Previous Policy Number: JC1

SCHOOL VOLUNTEERS, STUDENT INTERNS AND OTHER NON-EMPLOYEES 1305

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

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

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

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References:

Connecticut General Statutes § 10-4g program; school-	Parental and community involvement based teams.	in schools; model
Connecticut General Statutes § 10-220	Duties of boards of education.	
Connecticut General Statutes § 10-235 certain of litigation.	Indemnification of teachers, board volunteers and students in damages	members, employees and suits; expenses
Connecticut General Statutes § 54-250 et seq.	Registration of sexual offenders.	

ADOPTED: April 28, 1981

AMENDED: December 15, 2015

AMENDED: April 20, 2021

Approved 4/20/2021
Previous Policy Number: JC2

ADMINISTRATIVE REGULATIONS REGARDING SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES 1305 (R)

Screening Procedure

The following procedure has been established for screening volunteers, interns and other non-employees (“volunteers”) within the Meriden Public Schools (the “District”). For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a District employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study; however, student interns are not students who are enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.

This procedure identifies those situations in which an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry within 10 days of application and/or request to volunteer within the District. All results must be received by the [Human Resources Office] before the volunteer may commence his or her services. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

Screening Procedure Definitions

The District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a District employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- assisting in a classroom, cafeteria, or library when a staff member is present; or
1. accompanying a class on a field trip during the school day with a staff member; or
 2. helping in the school office during regular school hours; or
 3. assisting in the cafeteria or library during regular school hours; or
 4. assisting during extracurricular events (*g.*, dances, fairs, open houses, sporting events).

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a District employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the DCF Child Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as those listed below:

1. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
2. chaperoning an overnight field trip; or
3. working in direct contact with students without the direct presence of a District employee; or
4. working as a student intern; or
5. coaching

Upon receipt of DCF Child Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the DCF registry, the Superintendent or his or her designee will notify the volunteer of the results of the DCF registry check and will provide an opportunity for the volunteer to respond to the results of the DCF registry check. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may be approved to volunteer within the District.

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

Prior Approval Required

All school volunteers (including student interns or other non-employees working in the schools) must be approved in advance by the building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (*i.e.*, destination, proof of identification, etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit.

Legal Reference:

Connecticut General Statutes § 10-4g	Parental and community involvement	in schools; model
program; school-	based teams.	
Connecticut General Statutes § 10-220	Duties of boards of education.	
Connecticut General Statutes § 10-235	Indemnification of teachers, board	members,
employees and certain	volunteers and students in damages	
	suits; expenses of litigation.	
Connecticut General Statutes § 54-250 et seq.	Registration of sexual offenders.	

Dated: 4-20-21

Approved 4/20/2021
Previous Policy Number: JC2-R

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES 1311

Members of the certified staff are encouraged to take an active part in the affairs of the community.

The Superintendent, as time permits, is urged to participate in community life, providing opportunities for all citizens to be in contact with their school system and its operation.

The principals are encouraged to be active members of the school community.

Approved: April 28, 1981

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: JD

Approved 12/15/2015
Previous Policy Number: JD

Staff Participation in Political Activities 1311.1

The Board does not discourage its employees from seeking office or from participating in campaigns for public office. Such activities, however, shall not conflict, interfere with, or detract from the performance of their duties or the duties of other Board employees.

Approved: April 28, 1981

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: GA2

Approved 12/15/2015
Previous Policy Number: GA2

PUBLIC COMMENT 1312

The Board recognizes its responsibility for all programs of study in the Meriden Public Schools, as well as for all instructional materials used in those programs. Accordingly, it is the Board’s policy to approve substantive revisions in curriculum on a K-8 basis and all additions, deletions, or substantial revisions in courses at the high school level. The Board shall also approve all basic texts and ensure that such texts are selected in a manner prescribed by the Board.

The Superintendent shall provide administrative procedures, including the establishment of a committee, to review any complaints regarding programs or instructional materials.

Cross Reference:

Policy 6141 (Curriculum Adoption & Revision)Policy 6161 (Instructional Materials Selection and Adoption)Policy 6160 (Textbook Selection and Adoption)

Approved: April 28, 1981

Amended: December 15, 2015Previous Policy Number: JL1

Approved 12/15/2015
Previous Policy Number: JL

Procedures to Review Comments Regarding Programs or Instructional Materials 1312(R)

For the purposes of Policy 1312, the procedures and forms developed for the re-evaluation of texts, other classroom instructional materials, and library/media materials (6161.2 (R) and 6160.1 (E)) shall be used to review complaints about materials related to this policy. Procedure 6161.2 (R) and Form 6160.1 (E) are to be used in responding to programmatic complaints.

Approved: April 28, 1981

Amended: December 15, 2015Previous Policy Number: JL1-R

Approved 12/15/2015
Previous Policy Number: JL1-R

Public Comment about School Personnel 1312.1

Complaints about school personnel made directly to the Board or individual Board members shall be referred to the Superintendent for study and possible resolution. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he or she sees them.

Approved 4/28/1981
Previous Policy Number: JL2

Public Comment about Curriculum and Instructional Materials 1312.2

The Board recognizes its responsibility for all programs of study in the Meriden Public Schools, as well as for all instructional materials used in those programs. Accordingly, it is the Board’s policy to approve substantive revisions in curriculum on a K-8 basis and all additions, deletions, or substantial revisions in courses at the high school level. The Board shall also approve all basic texts and ensure that such texts are selected in a manner prescribed by the Board.

The Superintendent shall provide administrative procedures, including the establishment of a committee, to review any complaints regarding programs or instructional materials.

Cross Reference:

Policy 6141 (Curriculum Adoption & Revision)Policy 6161 (Instructional Materials Selection and Adoption)Policy 6160 (Textbook Selection and Adoption)

Approved 4/28/1981
Previous Policy Number: JL1

STUDENT PERFORMANCES 1321

The Board agrees that the two high school bands are required to march only in the Memorial Day and Veterans' Day parades unless the parades are held on Sunday.

The middle school bands and elementary drum corps units march only on Memorial Day unless the parade is held on Sunday.

The participation of bands in any other parade shall be at the discretion of the Supervisor of Fine Arts.

Approved 4/28/1981
Previous Policy Number: IK

PUBLIC SALES ON SCHOOL PROPERTY 1323

inasmuch as the Meriden Public Schools is operated primarily for the academic interests of the children of Meriden, public sales will generally not be allowed on school property during school hours.

Student or PTA-sponsored sales which will benefit the student community shall be approved by the principal.

Approved: April 28, 1981

Amended: December 15, 2015

Previous Policy Number: JF1

Approved 12/15/2015
Previous Policy Number: JF1

PUBLIC SOLICITATION IN THE SCHOOLS 1324

Community charities and philanthropical organizations shall not be allowed to solicit from students or staff on school property during school hours unless such solicitation has been approved by the Superintendent of Schools.

Cross Reference:

Policy 4035 (Solicitations)

Approved: April 28, 1981

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: JH

Approved 12/15/2015
Previous Policy Number: JH

ADVERTISING IN THE SCHOOLS 1325

In no event shall the school system, including the staff and pupils, be employed in any manner for advertising or otherwise promoting the interests of any commercial or non-school agency.

The schools may cooperate in furthering the work of any non-profit, community-wide social service agency provided that such cooperation does not restrict or impair the educational program of the schools and benefits the community or the student body of Meriden Public Schools.

The schools may also participate in radio or television programs when such participation is supplemental and beneficial to the program of the schools.

The Superintendent may announce or authorize to be announced any lecture or other community activity of particular educational merit.

The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities which are in the public interest, are non-partisan, and reflect the educational interests of the school system.

School publications may accept and publish paid advertising under established administrative procedures. However, advertising materials of a commercial, political or a religious nature shall not be displayed or distributed in the schools or on school grounds.

Further, students shall not be used as agents for distributing non-school related materials without the approval of the Superintendent.

Cross Reference:

Policy 4035 (Solicitations)Policy 6145.3 (Student Publications)

Approved: April 28, 1981

Amended: December 15, 2015Previous Policy Number: JJ

Approved 12/15/2015
Previous Policy Number: JJ

Distribution of Printed Advertisements or Announcements Application Form 1325 (E)

Approved 4/28/1981
Previous Policy Number: JJ-E

SPECIAL INTEREST MATERIALS 1326

As a general rule, supplementary printed materials from commercial, political, religious, or other non-school sources will not be used in any way in the schools. Approval may be given to materials which are of an obvious educational quality, which supplement and enrich text and reference book materials used in the specific school courses, and which do not reflect a partisan or sectarian point of view.

With the approval of the principal, teachers may for specific purposes use special aids (non-printed materials) such as models, cuts, films, slides, pictures, charts and exhibits, even though such materials may bear the name of commercial business firms which may have provided the aids. Such materials must, in the judgment of the principal, meet the criteria listed in the above paragraph.

Cross Reference:

Policy 6161 (Instructional Materials, Selection and Adoption)Policy 1312 (Public Comment)Policy 1312.2 (Public Comment about Instructional Materials)

Approved 4/28/1981
Previous Policy Number: JE1

USE OF SCHOOL FACILITIES 1330

In accordance with Conn. Gen. Stat. § 10-239, the Meriden Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

1. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

Facility	Application Submitted To
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (g., PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.

- 2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
- 3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
- 4. Obscene advertising, decorations or materials shall not be permitted on school property.
- 5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
- 6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

Category	Fee
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

"Associated costs" shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

Legal References:

- Conn. Gen. Stat. § 10-239
- Conn. Gen. Stat. § 10-215f
- Conn. Gen. Stat. § 10-221q
- Conn. Gen. Stat. Title 9
- Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905

Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

ADOPTED: April 28, 1981

Amended: April 4, 1995

Amended: December 15, 2015

Amended: April 20, 2021

Previous Policy Number: CB12-R

Approved 4/20/2021
Previous Policy Number: CB12

Agreement for Use of Board of Education Property 1330 (E)

[View / Download Agreement for Use of Board of Education Property \(printable pdf form\)](#)

Approved 12/15/2015
Previous Policy Number: CB12-E

Guidelines for the Use of School Facilities 1330 (R)

The Meriden Board of Education believes that public school facilities should be used as community resources for the benefit of the people of Meriden. The Board, therefore, favors and encourages family and group participation in activities on school premises which are conducive to good citizenship. To attain these ends, school buildings are made available to local organizations, except when school is in regular session or is otherwise being used for school activities.

Application for the non-school use of school facilities must be made through the particular school involved and/or the Office of Adult, Career and Vocational Education, except for the use of playgrounds, swimming pools, tennis courts, and school sites during the period from June 1 to September 1, which shall be supervised by the Department of Parks and Recreation of the City of Meriden. No non-school use may be authorized for more than five months after which a new application must be made.

No permanent structures may be erected on school sites, nor may facilities be changed or altered without specific written permission of the Board of Education. Cafeteria kitchens and equipment may not be used for non-school activities without the written permission of the Superintendent of Schools or his/her designee.

Upon request, applicants for the use of school facilities will furnish certificates of insurance or other evidence satisfactory to the particular school involved and/or the Supervisor of Adult, Career and Vocational Education to protect the Board and the City of Meriden from liability for any injury or damage to persons or property occurring during the use of school facilities.

The use of schools, in its general sense, does not include the use of the school's equipment. The principal of the school is authorized to assign such items for use at his/her discretion.

All users will pay personnel costs related to building rentals. If recommended by the Superintendent, the basic rental fee can be waived for non-profit activities that benefit the community.

If a community organization wishes to have the energy surcharges, as well as the basic rental fee, waived, they must submit in writing to the President of the Board of Education proof that the organization has provided, for at least two consecutive years, scholarships to the students of the Meriden Public Schools. The President will then respond through the Superintendent to the request within 30 days.

Detailed information may be found in the Guide for the Use of School Facilities located in the Office of the Supervisor of Adult, Career and Vocational Education.

Adopted 4/28/1981Amended 4/4/1995

Approved 4/4/1995
Previous Policy Number: CB12-R

Community Use of School Facilities 1330.1

The Board believes that the public schools are an integral part of the community. Therefore, the Board encourages the public use of school facilities.

Authorization by the Superintendent and Building Principal, or Athletic Director of the use of school facilities shall not be considered as an endorsement or approval of the activity, group or organization, nor the purposes it represents. No application for use of school facilities shall be denied on grounds of disagreement with the philosophy or views of the applicant. However, the Board or the Superintendent may deny such use when it appears to be not in the public interest.

The Superintendent, Building Principal, or Athletic Director shall permit the use of facilities and charge for them in accordance with the separate rules and regulations governing facility use.

Legal Reference:

Connecticut General Statutes, Section 10-220, 10-239

Cross Reference:

Policy 1330 (Use of School Facilities)School Facilities Use Guide

Approved: April 28, 1981

Amended: December 15, 2015

Previous Policy Number: JF

Approved 12/15/2015
Previous Policy Number: JF

Rentals and Service Charges 1330.2

The Board desires to cooperate with other city agencies and community organizations by making available school facilities and certain specified items of equipment or services when doing so will not be in conflict with the educational program. Charges, if any, for use of such facilities and equipment, shall take into consideration operation and maintenance costs. Receipts for such charges shall be deposited in a proper account.

Cross Reference:

Policy 1330 (Use of School Facilities)Policy 1330.1 (Community Use of School Facilities)

Approved: April 28, 1981

Amended: December 15, 2015

Previous Policy Number: DD2

Smoking at Public Functions on School Premises 1340

The Meriden Board of Education prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) within any indoor facility owned, leased or contracted for, and utilized, by the Board, for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children. For purposes of this policy, the term “electronic nicotine delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Adopted 4/28/1981

Date Amended: November 17, 2015Previous Policy Number: JF2

Legal References:

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

Public Act 14-76, “An Act Concerning The Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention”

Approved 11/17/2015
Previous Policy Number:

RELATIONS WITH COMMUNITY ORGANIZATIONS 1400

Utilization of the talents of members of the community will assist in the success of the school system. Consequently, it is important that community groups and associations play a role in the affairs of the schools.

In support of this policy, each school should make a systematic effort to identify individuals and groups of individuals who are interested in the schools and have resources that will enhance the learning program. Plans should be made to cooperate with and involve such individuals and groups in the school program.

Organizations with educational programs to present to the students in the Meriden Public Schools should contact the Superintendent for approval.

Cross Reference:

Policy 1300 (Community Involvement in Decision-Making)Policy 1305 (Community Involvement as Volunteers)

Approved: April 28, 1981

Reviewed and No Changes Required: December 15, 2015

Previous Policy Number: JM

Approved 12/15/2015
Previous Policy Number: JM

RELATIONS WITH LOCAL GOVERNMENT AUTHORITIES 1410

Inasmuch as the Meriden Public Schools serve the community at large, it is in the community’s interest to relate the functions of the Board to other city agencies concerned with the security, safety, health and well-being of the citizenry.

The Board and the administration welcome all governmental agencies and commissions to participate in the planning and execution of such projects as will be mutually beneficial to students and all city residents.

Approved 4/28/1981
Previous Policy Number: JM2

RELATIONS WITH POLICE AUTHORITIES 1411

it is the policy of the Board to cooperate with law enforcement agencies in the interest of the welfare of all citizens. At the same time, the school system has the responsibility for the welfare of the students while they are in the care of the schools. To carry out this responsibility, school officials should observe the following:

A student is not immune from the law by virtue of his/her status as a student, nor is the school building a sanctuary from the law or the proper actions of law enforcement personnel. Whenever the police have cause to believe that a crime has been committed or when they have a search warrant or an arrest warrant, they shall be admitted in the exercise of their designated authority.

In the event of student interrogation by the police on school grounds, such interrogation shall be conducted in private and in the presence of a member of the school administration. In addition, the principal shall make a reasonable effort to inform parents that such interrogation is about to take place.

Approved: April 28, 1981

Amended: December 15, 2015

Previous Policy Number: JM3

Approved 12/15/2015
Previous Policy Number: JM3

Procedures for Cooperating with Police Authorities 1411 (R)

Criminal Activity Affecting the Operation of the School

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

Criminal Activity Not Involving the Operation of the School

Police interrogation of students regarding criminal activity not involving the operation of the school will generally not be allowed on school grounds provided that, where an emergency exists which requires speedy investigation, such interrogation of students may be allowed to take place with the approval of the Superintendent or his/her designee.

Approved: April 28, 1981

Amended: December 15, 2015

Previous Policy Number: JM3-R

Approved 12/15/2015
Previous Policy Number: JM3-R

MILITARY RECRUITERS 1412

The Board will provide the same access to student directory information and will provide the same on campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to non-military recruiters or commercial concerns.

Legal Reference:

Connecticut General Statutes, Section 1-19, Subsection (b) Subdivision (11)Public Act No. 84-87, An Act Providing Military Recruiters Access to Schools and to Directory Information

Cross Reference:

Policy 5200 Confidentiality and Access to Education RecordsPolicy 1330.1 Community Use of School Facilities

Approved: June 4, 1985

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: JK.1

Approved 12/15/2015
Previous Policy Number: JK.1

RELATIONS WITH OTHER SCHOOLS AND DISTRICTS 1413

It is the policy of the Meriden Public Schools to cooperate to the maximum extent possible with other school districts and with other local, state and regional agencies and organizations in the solution of educational problems of common concern. This cooperation shall extend to such areas as research, exchange of information and data, coordination of curriculum, and coordination of school calendars and activities.

Approved 4/28/1981
Previous Policy Number: LA

RELATIONS WITH COLLEGES AND UNIVERSITIES 1414

The Board desires that staff and students of the Meriden Public Schools benefit in every way from resources provided by the colleges and universities in our area. The Superintendent is to keep the Board and the administration informed of all opportunities for shared and cooperative services between the district and institutions of higher learning.

Approved: April 28, 1981

Reviewed and No Changes Required: December 15, 2015Previous Policy Number: LC

Approved 12/15/2015
Previous Policy Number: LC

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES 1415

It shall be the policy of the Board to seek the highest status of membership for its high schools in the New England Association of Schools and Colleges, to cooperate in the Association's evaluations, and to consider its recommendations.

Approved: April 28, 1981

Amended: December 15, 2015Previous Policy Number: LD

Approved 12/15/2015
Previous Policy Number: LD

RELATIONS WITH NEWS MEDIA 1420

The Board encourages sound relations with the news media in the community and in the surrounding geographical area. The Superintendent shall issue periodic releases to the news media which will provide information to the community concerning the schools and various aspects of the school program.

Cross Reference:

Policy 9150 (Meeting Conduct: Broadcasting and Taping of Meetings)

Approved 4/28/1981
Previous Policy Number: JB3

School Security and Safety 1500

The Meriden Board of Education (the "Board") will develop and implement an all-hazards security and safety plan with a school-specific annex for each school within the Meriden Public Schools (the "District") or a school security and safety plan for each school within the District (together, "School Security and Safety Plans") to bolster existing emergency preparedness, response capability, and school safety and security measures and to address all-hazards threats. School Security and Safety Plans will be based on the school security and safety plan standards developed by the Connecticut Department of Emergency Services and Public Protection("DESPP"), the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education ("CSDE"), and other applicable requirements.

For the school year commencing July 1, 2024, and each school year thereafter, each School Security and Safety Plan shall be updated to include protocols for interacting with a federal immigration authority who appears in person at a school in the District or otherwise contacts a school to request information. For purposes of this policy, a "federal immigration authority" means "any officer, employee or other person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor agency thereto who is charged with enforcement of the civil provisions of the Immigration and Nationality Act."

Such protocols shall be based on applicable law and the CSDE's Guidance to K-12 Public Schools Pertaining to Immigration Activities"), or any subsequent applicable CSDE guidance, and shall include, at a minimum:

- A. the designation of at least one administrator at each school to serve as the individual responsible for interacting with the federal immigration authority;
- B. provisions that such administrator, or any other school employee, may:
 - 1. request and record a federal immigration authority's identification, including the name, badge or identification number, telephone number and business card of such federal immigration authority;
 - 2. ask such federal immigration authority if the federal immigration authority is in possession of a judicial warrant to support the federal immigration authority's request and, if so, to produce such judicial warrant;
 - 3. review any warrant or other materials that the federal immigration authority produces to determine who issued such warrant and what the warrant or other material authorizes the federal immigration authority to do; and
 - 4. consult with legal counsel for the Board, or guidance developed by such legal counsel, on how to interact with the federal immigration authority with regards to the nature of the request, whether a warrant is produced, the details of any such warrant, whether such warrant is a judicial warrant or an administrative warrant, whether the federal immigration authority is claiming exigent circumstances, and any other consideration identified by the Board's legal counsel; and
- C. permission for other school personnel to direct such federal immigration authority who requests access to any records, information, the interior of the school building or other school personnel to communicate with the administrator designated to interact with the federal immigration authority.

The Board shall annually submit its School Security and Safety Plans to DESPP, in accordance with state law. School Security and Safety Plans should be kept securely and will only be provided to the Board, school staff and administration, members of the school security and safety committees, members of state and local law enforcement, first responders, local municipal officials, or other persons authorized by the Board or the Superintendent (e.g., consultants, contractors). Pursuant to Connecticut General Statutes § 1-210(b)(19), School Security and Safety Plans will not be available to the public.

Legal References:

State Law:

- Conn. Gen. Stat. § 1-210(b)(19)
- Conn. Gen. Stat. § 10-222m
- Conn. Gen. Stat. § 10-222n
- Conn. Gen. Stat. § 10-222aa
- Conn. Gen. Stat. § 10-231
- Conn. Gen. Stat. § 28-7
- Conn. Gen. Stat. § 54-192h

Public Act No. 25-1, "An Act Concerning Interactions Between School Personnel and Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts and Revenue Sharing Agreements"

State Standards:

Federal Guidance:

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans* (June 2013).

Adopted: December 15, 2015

Amended: April 7, 2026

Approved: April 7, 2026

Approved 12/15/2015

Previous Policy Number:

SCHOOL SECURITY AND SAFETY ADMINISTRATIVE REGULATIONS 1500(R)

1. Security and Safety Committee

In order to create a fully individualized safety plan for each district school, each school will establish a school security and safety committee.* The committee is responsible for assisting in the development of the school's plan and in administering the plan. The committee will meet at least annually to review and update the school's security and safety plan as necessary. In determining whether the security and safety plan requires updating, the committee will take into account the results of the security and vulnerability assessment of the school, as described in Section IV below. The security and safety committee shall also be notified of any instances of disturbing or threatening behavior that may not meet the definition of bullying and shall report such information, as necessary, to the district safe school climate coordinator. Any information provided under this regulation shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

[This committee may be the same as the Safe School Climate Committee as long as the Safe School Climate Committee has the required members listed below.]

The school security and safety committee shall include in its membership a local police officer, a local first responder, a teacher, a building administrator, a mental health professional, and a parent or guardian of a student at the school **[and any other person the Board deems necessary such as custodian, property manager, local emergency management director, local public health director, information technology manager, transportation coordinator, and school nurse]**. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student. Subject matter experts, including but not limited to the local public works director, food services director, the Superintendent of Schools, additional law enforcement members or first responders and representatives of the municipality or others shall be invited to participate as needed.

1. Security and Safety Plan

Each school's all-hazards school security and safety plan will be created using the format prescribed by the Connecticut State Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security in conjunction with the Connecticut State Department of Education. The Board will submit the finalized school security and safety plan for each school to the Department of Emergency Services and Public Protection. Additionally, each plan will be filed as an annex to the municipality's Local Emergency Operations Plan, filed annually with DESPP/DEMHS pursuant to Conn. Gen. Stat. § 28-7. A reference kit that meets the requirements of DESPP/DEMHS will be created in conjunction with the security and safety plan, which will be available to first responders in the event of a safety or security emergency.

III. Training and Orientation for School Employees

Each school employee at the school shall receive an orientation on the school's security and safety plan. Additionally, each school employee at the school shall receive violence prevention training in a manner described in the security and safety plan. The training will be conducted in cooperation with the school safety and security committee and shall include local law enforcement, fire, emergency management, and emergency medical services. The goal of the orientation and training is to provide the school community and municipal officials with an understanding of the need for unified planning, preparedness and response.

1. Assessments

At least every two years, the Board shall conduct a security and vulnerability assessment for each school in the district. Each school's security and safety committee shall be advised of the results of the assessment for the committee's school and such results shall be considered by the committee in updating and revising the school's security and safety plan.

Local law enforcement and other public safety officials including the local emergency management director, fire marshal, building inspector and emergency medical services representative shall evaluate, score and provide feedback on fire drills and crisis response drills at each school in the district. By July 1st of each year, the Board shall submit a report to the Department of Emergency Management Homeland Security Regional Coordinator regarding types, frequency and feedback related to the fire drills and crisis response drills.

Legal References:

State Law:

Public Act 13-3, *An Act concerning Gun Violence Prevention and Children's Safety*

Conn. Gen. Stat. § 1-210 (b)(19) Conn. Gen. Stat. § 28-7

Conn. Gen. Stat. § 10-231

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*, December 30, 2013.

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013

ADOPTED: December 15, 2015

Approved 12/15/2015

Previous Policy Number:

POOL SAFETY PLAN (ADMINISTRATIVE REGULATIONS) 1520(R)

The Board of Education establishes these procedures to govern the conduct of any student aquatic activity that takes place in any of its school swimming pools.

1. Definitions:
1. School Swimming Pool: means any swimming pool approved for use by the Board for student aquatic activities;

1. Student Aquatic Activities: means any physical education class, interscholastic athletics or extracurricular activities offered to students by the board of education that makes use of a school swimming pool;

1. Qualified Swimming Coach: means any person who (A) holds a valid coaching permit issued by the State Board of Education, and (B) (i) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (ii) has completed a safety training for swim coaches and instructors course offered by the American Red Cross or an organization approved by the State Board of Education, or (iii) was certified as a lifeguard for at least five years during the previous ten years and has at least five years' experience as a swimming coach or an instructor of a physical education course that makes use of a school swimming pool;

1. Qualified Educator: means any person who (A) holds a valid certificate issued by the State Board of Education, pursuant to section 10-145b of the general statutes, with an endorsement in physical education, (B) (i) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (ii) has completed a safety training for swim coaches and instructors course offered by the American Red Cross or an organization approved by the State Board of Education, or (iii) was certified as a lifeguard for at least five years during the previous ten years and has at least five years' experience as a swimming coach or an instructor of a physical education course that makes use of a school swimming pool, (C) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-1 of the regulations of Connecticut state agencies, as amended from time to time, and (D) has completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health;

1. Qualified Lifeguard: means any person who (A) is sixteen years of age or older, (B) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (C) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-1 of the regulations of Connecticut state agencies, as amended from time to time, and (D) has completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health.
1. Mandatory Supervision
1. In addition to the person responsible for conducting any student aquatic activity that makes use of a Board school swimming pool, there shall be at least one qualified educator, qualified swimming coach or qualified lifeguard who shall be solely responsible for monitoring such school swimming pool during such student aquatic activities for swimmers who may be in distress and providing assistance to such swimmers when necessary.

1. For the school year commencing July 1, 2014, and each school year thereafter, any physical education course that makes use of a Board school swimming pool shall have at least one qualified educator who shall serve as the instructor of such physical education course and be responsible for implementing the provisions of the school swimming pool safety plan, and at least one qualified educator, qualified swimming coach or qualified lifeguard whose primary responsibility is to monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.

1. For the school year commencing July 1, 2014, and each school year thereafter, any interscholastic athletic activity that makes use of a Board school swimming pool shall have at least one qualified swimming coach who shall serve as a coach of the participating students and be responsible for implementing the provisions of the school swimming pool safety plan, and at least one qualified educator, qualified swimming coach or qualified lifeguard whose primary responsibility is to monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.

1. For the school year commencing July 1, 2014, and each school year thereafter, any extracurricular activity that makes use of a Board school swimming pool shall have at least one qualified lifeguard who will monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary, and be responsible for implementing the provisions of the school swimming pool safety plan.

III. Plan Review

The Board's Pool Safety Plan shall be reviewed and updated as necessary prior to the commencement of each school year.

Legal References:

State Law:

Public Act 13-161, *An Act concerning Pool Safety at Public Schools*

ADOPTED: December 15, 2015

Approved 12/15/2015
Previous Policy Number:

POLICY REGARDING AUTOMATIC EXTERNAL DEFIBRILLATORS 1550

In order to assist individuals who may experience cardiac arrest on school property, the Meriden Board of Education has acquired external defibrillators for use in certain school buildings. It is the policy of the Meriden Board of Education to support the use of these automatic external defibrillators during medically appropriate circumstances on school property.

Requirements concerning the use and maintenance of AEDs are set forth in the accompanying Administrative Regulations as may be supplemented by or amended by the Administration from time to time.

For purposes of this policy and the accompanying regulations, an AED is a device that:

- 1) is used to administer an electric shock through the chest wall to the heart;
- 2) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis and, if necessary apply therapy;

3) guides the user through the process of using the device by audible or visual prompts; and

4) does not require the user to employ any discretion or judgment in its use.

Legal References:

Connecticut General Statutes

19a-175 Definitions

19a-197 Automatic external defibrillators. Registry established. Regulations. Simultaneous communication with physician not required.

52-557b Good Samaritan Law

10-212d Availability of Automatic External Defibrillators in Schools

Regulations of Connecticut State Agencies

Department of Public Health 19a-179-1 et seq.

ADOPTED: December 15, 2015

Approved 12/15/2015
Previous Policy Number:

AUTOMATIC EXTERNAL DEFIBRILLATOR LOG 1550(E)

[AUTOMATIC EXTERNAL DEFIBRILLATOR LOG](#)

Approved 12/15/2015
Previous Policy Number:

AUTOMATIC EXTERNAL DEFIBRILLATORS 1550(R)

1. Definitions:

Automatic External Defibrillator (AED) — means a device that: (A) is used to administer an electric shock through the chest wall to the heart; (B) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis, and, if necessary, apply therapy; (C) guides the user through the process of using the device by audible or visual prompts; and (D) does not require the user to employ any discretion or judgment in its use.

CPR Provider — a person who is CPR certified, and has a copy of his/her certification on record with the Meriden Public Schools.

1. Defibrillator Location

1. The Meriden Public Schools will have defibrillators in school buildings designated by the Meriden Board of Education.
2. The AEDs will be strategically placed and readily accessible to maximize rapid utilization.
3. Each AED within the District will be registered with the Town's Emergency Medical Service Provider and with the Connecticut Office of Emergency Medical Services through the use of Appendix VI of these Regulations.
4. **[Include if the District has only one AED for each school, rather than a separate portable AED for the Athletic Department].** After school hours, the AED may be moved from its designated location by an AED-certified athletic trainer/coach/staff member to support athletic department activities. A visible sign must be left in the place of the AED with the phone number and the location of the individual having possession of the AED. The AED must be returned to its designated location upon completion of the supported activity.

III. Responsibility for Operation, Maintenance and Record-Keeping

1. The school nurse at each building in which an AED is installed will check the AED in the building on a regular basis, at least monthly. It will be that nurse's responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. If the nurse notes any problems, or the AED's self-diagnostic test has identified any problems, the nurse must contact the School Nurse Supervisor or designee immediately.
2. After performing an AED check, the nurse shall indicate on the AED service log (Appendix IV) that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service".
3. The **[School Nurse Supervisor or School Nurse]** or his/her designee shall be responsible for the following:
 1. a) AED service checks during the contracted school year;
 2. b) the replacement of equipment and supplies for the AED;
 3. c) the repair and service of the AED;
 4. d) all recordkeeping for the equipment during the school year;
 5. e) providing/scheduling training for all Board employees who require such training or would like to receive such training;
 6. f) maintaining a list of CPR certified persons;
 7. g) keeping all records concerning incidents involving the use of an AED;
 8. h) maintaining copies of the certifications signed by the CPR certified person regarding understanding of and agreement to comply with Meriden Board of Education AED policies and procedures (Appendix III);
 9. i) reporting the need for revising the AED policy and administrative regulations to the Special Education Director and/or Superintendent;

10. j) registering the AEDs in accordance with state law (Appendix VI).

1. Training for CPR certified persons

The Meriden Board of Education will provide initial training or refresher training to the following classes of individuals on an annual basis:

- 1) Staff who work in the Health Services Department, including all school nurses and the Nursing Supervisor;
- 2) Staff who work in the Athletic Department, including all athletic trainers, head coaches and the Athletic Director;
- 3) All building administrators; and
- 4) Volunteers from the faculty and staff at each school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. Individuals completing this training will be considered a CPR certified person. **[Note: Additional staff members may be required to receive training if the District has received State or Federal or private funds designated for the purchase of AEDs and for training employees on the use of AEDs and in CPR. For additional information, see Conn. Gen. Stat. § 10-212d]**

1. Procedures for Use of an AED

- 1. To the extent practicable, AEDs should be retrieved and used by CPR certified persons or other trained emergency medical services personnel. In the event no CPR certified person is available or present, an AED may be used by Trained and Untrained Individuals in order to provide emergency care to an individual who may be in cardiac arrest on school property.
- 2. AEDs may only be used in medically appropriate circumstances.
- 3. In the event of use, the school's nurse shall or the school's nurse supervisor shall promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall be immediately reported to the School Nurse.

Adopted December 15, 2015

Approved 12/15/2015
Previous Policy Number:

AUTOMATIC EXTERNAL DEFIBRILLATOR INCIDENT REPORT 1550.2(E)

[AUTOMATIC EXTERNAL DEFIBRILLATOR INCIDENT REPORT](#)

Approved 12/15/2015
Previous Policy Number:

AUTOMATIC EXTERNAL DEFIBRILLATOR SERVICE LOG 1550.3(E)

[AUTOMATIC EXTERNAL DEFIBRILLATOR SERVICE LOG](#)

Approved 12/15/2015
Previous Policy Number:

AED AGENCY NOTIFICATION LETTER 1550.4(E)

[AED AGENCY NOTIFICATION LETTER](#)

Approved 12/15/2015
Previous Policy Number:

POLICY REGARDING POSSESSION OF DEADLY WEAPONS OR FIREARMS 1570

I. Definitions:

- A. Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Gen. Stat. § 53a-3 (6).
- B. Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged." Gen. Stat. § 53a-3 (19).
- C. Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of

Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive.” Gen. Stat. § 53a-3 (9).

D. Real Property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

E. School-Sponsored Activity means “any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.” Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity, if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

(Optional Exception: Conn. Gen. Stat. § 53a-217b permits school districts to regulate access to school property by hunters in possession of firearms. School districts concerned with this issue should consider including the following paragraph as part of their policy.)

C. The person possesses the deadly weapon or firearm while crossing school property in order to gain access to public or private lands open to hunting or for other lawful purposes and entry on such school property is permitted by the Board of Education. In the case of a firearm, the person's firearm shall not be loaded.

(Optional Exception: Conn. Gen. Stat. § 10-244a, “An Act Concerning School Safety,” permits school districts to hire a sworn member of an organized local police department or a retired police officer to provide school security and to possess a firearm while in the performance of his or her duties. School districts opting to hire such sworn law enforcement or retired law enforcement officers should ensure that their security program meets all of the requirements of Conn. Gen. Stat. § 10-244a and should consider including the following paragraph as part of their policy.)

C. An armed security officer employed by the Board of Education to provide security services pursuant to Conn. Gen. Stat. § 10-244a engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

ADOPTED: December 15, 2015

Amended: April 20, 2021

Legal References:

Connecticut General Statutes § 10-233a

- ▶ 10-244a
- ▶ 29-28(e)
- ▶ 53a-3
- ▶ 53a-217b

Note: Under state law, in order to prohibit all persons from carrying deadly weapons and/or firearms onto school property (including persons who hold a legal permit to carry such weapons elsewhere), a school district must affirmatively pass a policy prohibiting such items. The policy above accomplishes this goal. Districts may legally prohibit other weapons as well, but issues exist regarding 1) a district's practical ability to enforce such prohibitions and 2) the definitions used to describe other types of weapons. If a district chooses to enact a wider prohibition on weapons, it is well advised to consult legal counsel for assistance in drafting a policy containing a wider prohibition.

Approved 4/20/2021
Previous Policy Number:

The Meriden Board of Education (the “Board”) prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, within any of its schools, including in any area of a school building, including but not limited to any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular preschool, kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity.

The following definitions shall apply to this policy:

“Any area” shall mean the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

“Cannabis” shall mean marijuana, as defined in Conn. Gen. Stat. § 21a-240.

“Electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

“Electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid or synthetic nicotine.

“School-sponsored activity” shall mean any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

“Smoke” or “smoking” shall mean the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“Vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product. The Board further prohibits smoking including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product on the real property of any administrative office building. Real property means the land and all temporary and permanent structures comprising the district’s administrative office building(s) and includes, but is not limited to storage facilities and parking lots.

Legal References:Conn. Gen. Stat. § 10-233a(h)Conn. Gen. Stat. § 19a-342Conn. Gen. Stat. § 19a-342aConn. Gen. Stat. § 21a-415Conn. Gen. Stat. § 53-344b June Special Session, Public Act No. 21-1Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

ADOPTED: November 17, 2015Amended: September 1, 2020Amended: November 15, 2022

Approved 11/15/2022
Previous Policy Number:

EXTRACURRICULAR ACTIVITIES 1700

The Meriden Board of Education is committed to providing a stimulating educational experience and fostering the passions, health, and curiosities of students enrolled in Meriden Public Schools. The Board of Education recognizes the value of athletic and other extracurricular activities and the integral role that these activities play in public school education. It is therefore the policy of the Meriden Board of Education to permit only students currently enrolled in the Meriden Public Schools to participate in extracurricular activities, including interscholastic athletics, offered by the Board.

The Meriden Public Schools is a member of the Connecticut Interscholastic Athletic Conference (CIAC) and, when applicable, the eligibility of students to participate in athletic programming is to be determined in accordance with CIAC criteria and regulations. *Subject to the approval of the Superintendent, the Administration at the high schools may jointly adopt additional eligibility standards for participation in extracurricular activities.*

Approved: 12/6/2016

Amended: 4/23/19

Approved 4/23/2019
Previous Policy Number:

HIGH SCHOOLS EXTRACURRICULAR ACTIVITIES ACADEMIC STANDARDS 1700-S

All students participating in designated clubs, activities, or athletics that represent Maloney or Platt High School and meet regularly are required to carry a minimum of six (6) classes per semester, unless a waiver from the principal is obtained. Students who are not passing five courses or have more than one F at the end of the three-week reporting window will be placed on academic warning. Students on academic warning will have one week to show progress in improving their grades. If progress is not shown after one week, students will be placed on probation.

The definition of probation status means the student may participate in practices or meetings, but cannot compete in any performance or contest. The student on academic warning or probation will be required to attend after-school support sessions. If the student is placed on probation, he/she will remain on probation until the next reporting period. If, at any point during the probationary period, a student can provide a PowerSchool printout *to the administration office or the athletic office* confirming that he/she is passing five classes or has less than two Fs, he/she will be reinstated. If a student is placed on academic warning for a second time during a season or activity, he/she will automatically be placed on probation until he/she meets the requirements of immediately.

Students who are placed on probation but believe that they have extenuating circumstances may petition their grade-level administrator. Final decisions on student eligibility are made by the school principal or his/her designee. *If the grade-level administrator grants a waiver, this information should also be sent to the Superintendent.*

Designated athletic teams, clubs, and ensembles include, but are not limited to:

- ▶ All interscholastic athletics, including Cheerleading
- ▶ Homecoming
- ▶ Powder Puff
- ▶ Drama (during the fall and spring show seasons)
- ▶ Winter Guard (during their respective competitive seasons)
- ▶ Prom

- ▶ Senior Picnic
- ▶ And other such activities that meet on a regular basis

5-5-2026

Approved 5/5/2026

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