

Integrated Day Charter School
Governing Board Minutes
May 20, 2009

No Public Comment

A motion was made by Jason Jones and seconded by June Morrone to accept the April 22, 2009 IDCS Governing Board minutes are written. The vote was 10 in favor with one abstention (Melissa Dearborn).

Professional Development—Main points were: Good governance is essential to the school's success; Board recruitment is important; leadership with expertise is also critical for charter schools and needs to be built from within. Anna James shared that the team approach to solving problems in our community is impressive. Jason Jones asked if we are setting goals based on CMT outcomes. We need to set parameters for writing and math. It is important to define performance based on expected outcomes and make sure they align with our mission. Our Annual report shows tracking of students over time on CMT scores. We need to identify best practices and continue using them. We also have to succeed as a small business.

Director's Report

H1N1 update—The state of Connecticut has revised its stance on closing schools and is not recommending it. Area first responders were invited to a meeting and given appropriate information.

Arts Night—Our annual Arts Night was very impressive with multiple displays, a plant sale, book signing, IDEA store, and display of Norwich's 350th Quilt (three of our teachers worked on it).

Floor Plan of Proposed Classroom Changes--Space consultant, Sheila Skahan, visited the school and made recommendations. Moving the 5/6 classrooms downstairs was suggested, with preK & K on the second floor. A code compliance analysis must be done before making changes. Art would move to the 3rd floor to accommodate the kiln. A subcommittee of the Finance Committee is writing a proposal for the child care program; infant care is more expensive. The school budget cannot continue to subsidize this program. Safe egress for day care children is of concern to the fire marshal. There is a misconception in the IDCS community about daycare and its relationship to the school—it is not part of the IDCS. Under our SDE charter, it is a separate business operation.

Uniforms—The School Council decided at its last meeting against sending home a survey to see if families want to adopt uniforms, since this goes against the philosophy of the school. The dress code needs to be enforced. A letter went home to parents outlining the current dress code. Dr. Deglin asked why a questionnaire could not be sent home. It was agreed to add the discussion of uniforms to the June agenda. Board members will review the school's mission and vision before the next meeting.

Writing—A developmental chart was shared showing the progression of writing skills at each grade level. Teachers looked at writing samples by grade. The need for cursive writing is under discussion.

Committee Reports

The **Governance Committee** met on May 11 and will meet again June 8 at 5 p.m. Their goal is to have a slate for next year's Governing Board and to have committee assignments ready. Orientation for new Board members is also under consideration.

The **Planning Committee** met on May 11 to review the information collected from parents and staff in the SWAT analysis. Results will be shared with the school community.

The **Curriculum Committee** did not meet. The new parent survey (with the old survey on the back) was provided. George Rezendes suggested we survey the entire parent population for a higher number of responses. It was suggested that we provide copies of the survey to parents at the annual picnic on June 11. George Rezendes will meet with Mary Osten on this.

The **Finance Committee** reviewed the proposed budget, Task Force recommendations and facility grant update. The next meeting is scheduled for June 3 at 4:30 p.m..

The **Building Committee** met to discuss the recommendation to use the blue building as an early childhood development center, with day care for our preK students. Users would need to be notified. The Committee also looked at the cost of new construction vs. rebuilding. A Phase 2 assessment is needed to determine hazardous materials, anticipating it will cost about \$13,000, which includes an analysis of the space around the building (soil). An inspection of the building itself will also be required at an additional cost. June Morrone suggested looking into modular classrooms. We would need to determine if it would be acceptable to the Condo community and if the cost would be lower. Demolition of the building might be an issue with the Condo Association.

The **Non-Contract Employee Compensation Task Force** met on May 4. A subgroup also met (Jason Jones, Carl Davis and Anna James) and devised a salary schedule, which was reviewed. The proposed schedule will be brought to the Board for discussion. The next meeting is scheduled for June 1. The committee will review benefits next.

Food Services - Carl Davis and Mary Osten met with Roberta Jacobs, from Norwich Public Schools, who suggested we hire a manager/cook to implement our new lunch program now that the kitchen equipment is in place. It could include a "grab and go" breakfast program. She also suggested looking into the bidding cooperative run by East Conn, which requires a small fee but would allow us to get the lowest prices. We would not be eligible for government commodities next year, as they need to be ordered by February of the previous year. Norwich Public Schools uses the Nutrikids computer system and is very happy with it. A job description and pay rate needs to be established. QFO certification would be required. This would be a full time, 7 hr. a day position, with part time servers hired to assist with the lunch program. Carl Davis will

provide a job description for this position next month. Carl envisions a paraprofessional using a lap top to record who is eating hot lunch to meet the reporting requirements from the state and avoid using lunch lines.

The **Business Report** includes a draft of next year's budget with no program changes. Expenses are \$275,000 more than anticipated revenue. The Finance Committee is proceeding with the same priority list of reductions as used last year.

Healthy Food Certification – Carl Davis recommended that we decline, get the new lunch program underway and then look at again.

The Board needs to approve or change the current pay rate of \$80 a day for substitute teachers.

Discussion Items

Attendance Policy – Phone calls to the homes of absent children will be done by a team of several staff members.

Bullying Policy – Melissa Dearborn commented that the bully and the bullied need equal consideration and help. Responsive Classroom addresses bullying and Amy Sheppard covers it in her health classes. Cyber bullying is covered in Media lessons. Page 1 and 2 of the handout are policy and the remainder is implementation. If parents request a copy of our bullying policy, the entire document would be given.

A spread sheet was provided with **Non-certified Compensation Task Force** recommendations, which proposes a salary schedule for the positions listed. The Board's feedback is needed for budgetary purposes; we will move gradually toward meeting the steps. The schedule shows averages of compensation information collected from other districts in this area. The custodial salaries were the most out of line; paraprofessionals were fairly comparable to other districts. Moving the noncertified staff to a salary schedule is the key objective. The IDCS needs to be competitive in the market place in order to attract quality workers. The Task Force is recommending the Board adopt the schedule of pay rates with the goal of implementing it gradually and with consideration for budgetary needs.

2009-2010 Draft Budget includes known funding levels but no carry over, although we anticipate there will be some. The budget also includes top step pay rates for new hires. Funding will be level for the next three years.

Non-certified Staff Compensation—The initial goal was to be able to provide the same increase to non-certified staff as was provided to teaching staff. The recommended 4.5% gross wage increase would total a little over \$26,000. The Task Force realizes the school cannot fully implement the schedule, which would cost almost \$50,000. The schedule provided moves non-certified staff toward the next step, limiting individual increases to no more than 4.5%. It might take 3-4 years to catch up to the proposed established schedule. It would foster goodwill if 4.5% were used for all. There will be less possibility to do this in future years.

Facilities Grant Projects—Security considerations need to be addressed, such as rekeying the building, putting up a gate across the dirt access road to the playground area and new fencing along the perimeter. This would use up most of the security project funds.

The Board agreed to the implementation of a half day pay rate for **substitutes teachers**.

Action Items

A motion was made by Stuart Deglin and seconded by Melissa Dearborn to approve the salary schedule concept with budgetary guidance of an increase for non-certified staff not to exceed a 4.5% gross wage increase. The vote was 11 in favor, 0 opposed.

A motion was made by Jason Jones and seconded by Scott Swartz to decline healthy food certification at this time. The vote was 11 in favor, 0 opposed.

A motion was made by Matt Curtiss and seconded by Frank Maletz to keep the current rate of pay for substitute teachers at \$80, with a half day pay rate of \$40. The vote was 11 in favor, 0 opposed.

A motion was made by Laura McMahon and seconded by June Morrone to approve the Attendance Policy as presented. The vote was 11 in favor, 0 opposed.

A motion was made by Stuart Deglin and seconded by Lynsey Teixeira to approve the first two pages of the Bullying Policy. Administrative regulations will be developed. The vote was 11 in favor, 0 opposed.

A motion was made by Matt Curtiss and seconded by Scott Swartz to go into Executive Session at 8:02 p.m. to discuss the 2009-2010 Director's contract. The vote was 11 in favor, 0 opposed.

A motion was made by Matt Curtiss and seconded by Laura McMahone to come out of Executive Session at 8:32 p.m. The vote was 11 in favor, 0 opposed.

There was no further discussion or action taken.

A motion was made by Matt Curtiss and seconded by Jason to adjourn at 8:34 p.m. The vote was 11 in favor, 0 opposed.

Next meeting: June 17, 5:30 p.m.

**Integrated Day Charter School
Director's Agenda Items
May 20, 2009**

I H1N1 – Update

Current State Department of Education directives have been reversed. There has been a major policy shift, schools are being advised not to close. Schools have been advised to place emphasis on the sick child or staff member. The pandemic has proven not to be as deadly as suspected.

II Arts Night

Arts Night proved to be another incredible event with extensive family participation. Events included:

- Art displays
- Instrumental music recitals
- Modern day version of "Chicken Little"
- Jason Deeble's book signing, Sir Ryan's Quest
- June Morrone's plant sale/fund raiser
- IDEA store
- City of Norwich quilt display

III Classroom Space Changes

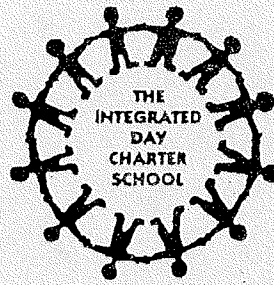
Based on conversations that have taken place over the last few years and recommendations from a space consultant, Sheila Skahan, there will be some classroom changes next year.

IV Dress Code - Update

Families have been reminded that there is an existent dress code at IDCS.

V Conversations about the Writing process

68 Thermos Avenue
Norwich, CT 06360



860-892-1900 Tel.
860-892-1902 Fax

Dear Parents and Caregivers,

These past two weeks have brought us wonderful color and spring weather. As the days become warmer, it is time to review our IDCS Dress Code.

Please review the following code with your children.

IDCS Dress Code

1. No bandanas or hats within the school building or indoors at any school functions.
2. No chains, spikes, or studs can be worn, except necklaces, bracelets and anklets.
3. No clothing that advertises alcoholic beverages, drug culture, violence, sexual harassment, swear words, etc.
4. No gang colors, gang paraphernalia or clothing adjustments, such as pant ankles rolled up or pocket hanging out.
5. No slip dresses, strap tanks, cut-off jeans, short shorts, halters, one strap tops, tube tops, swimsuits or apron tops.
6. Underwear straps cannot be visible.
7. Boxers or other underwear cannot show. T-shirts must cover undergarments.

*This is the NFA Dress Code Policy. It is felt that students should get used to the policy of the high school for a smooth transition into ninth grade.

We request your assistance in ensuring that each child dresses appropriately for school.

Enjoy this great weather!

Anna B. James

Director

Finance Committee Meeting – 5/6/09

AGENDA/Notes

1. Budget Development (2009-2010)
 - Objective: Draft for initial Board review
 - i. Teacher staffing budget + \$139,457 (top step new hires)
 - ii. Budget 4.5% GWI for non-contract + \$26,013
 - iii. Level state funding projected
 - iv. Use the same reduction priorities as last year to develop budget
2. Compensation Task Force pay rate recommendations
 - i. Objective to meet cert staff GWI of 4.5%
 - ii. Cost = \$26,013; work within this limit toward new schedules
 - iii. Proposed pay schedules provided for review
 - iv. Recommend limit any individual increase to 4% for budgetary realities
3. Facilities Grant update:
 - Determination on additional funds to apply to building project: Committee recommends minimum additional funding due to lean years ahead; need to maintain reserves for emergencies. Move forward with Phase II environmental and hazardous materials analysis and have architect develop plan to minimally renovate/preserve building. If excess grant funds available, apply to other approved projects.
4. Other business - None
5. Next regular meeting will be June 3rd at 4:30. 2009-2010 budget process will continue – *objective will be to have budget prepared for Board approval.*

**IDCS, Inc
Governing Board
Business Report
May 20, 2009**



Facilities:

- **Condo Association:** N/A
- **Building:**
 - Summer floor replacement project planning is on track.
 - Day Care Building: The **Building Committee** met April 27th:
 - Committee agrees to define use of building as an Early Childhood Education Center with Pre-Kindergarten and daycare dedicated to opposite sessions of Pre-K.
 - Administration will inform existing users and staff of defined usage
 - New construction costs approximately \$575K; Rebuild costs approximately \$540K. Committee recommends new construction
 - Committee agrees to proceed with Phase II assessment approximate cost of \$12K-\$15K
 - Building Fund Grant \$274K
Committee/Bus Mgr will explore additional funding
Possible multi phase construction as funding becomes available
 - Committee/Bus Mgr will explore possibility of modular building

Finance:

- Finance Committee met May 6th. Budget draft provided for Board review. (see minutes)
- Committee will meet June 3rd at 4:30 to work through final details of 2009-2010 budget.

Food Service:

- **Task Force:** Mary Osten and Carl Davis met with Roberta Jacobs, NPS F.S. Director, on May 20th and got tips & recommendations. Additionally, the SDE Child Nutrition office has been contacted regarding technical assistance.
- **Healthy Food Certification (action)** – Recommend not participating in program during first year of kitchen operations.

Personnel:

- **Non-Contract Compensation Task Force update:** Working group met April 29th to prep step schedule proposal. Identified average salary ranges from district samples and set proposed range for IDCS positions. Proposed rates reflect the “position”, not any current individuals. Full Task Force met May 4th – reviewed proposed schedule (included for review). Next meeting: June 1, 2009.
- **Policy annual review/substitute pay rates – for action**

Other: None

As we are now required by law to post meeting schedules and minutes on our web site; all committee chairs can provide this information to the Business Manager for posting. Minutes/reports will be posted with monthly Board minutes.

IDCS Health & Safety Committee

May 5, 2009

Members:

Carl Davis, Business Manager	June Morrone, Teacher
Myron Huntley, Maintenance Supervisor	Jason Deeble, Teacher
Donna Manca, School Nurse	Denise Martin, Paraprofessional

Agenda/Notes:

1. Old Business

a. Playground safety and recess schedule-schedule under review. Develop maintenance schedule for playground to ensure chip level remains adequate. Remove rocks near the monkey bars.

i. Playground safety training available through our on-line tutorial system under “staff training”
(http://www.idcs.org/support_services/business_services_hr/)

ii. Other safety related tutorials available:

Back Safety	Bloodborne Pathogens
Fire Extinguisher Use	Food Safety
Hand Washing	Hazard Communication
Ladder Safety	Lockout – Tagout
Office Ergonomics	Personal Protective Equip
School Bus Driver Safety	Slip and Fall Prevention
Workplace Violence	

2. New Business

- a. Safe use of school equipment – staff need to be aware of appropriate use of school equipment; not all equipment is appropriate for adults to use in the same manner as children.
- b. Review of insurance company site inspection items – reviewed items, action taken and open issues.
- c. School Safety Inspection Form – reviewed sample form. Modifications will be made and adopted for implementation.
- d. Pandemic Flu and school closures – update on current events and changes in policies regarding closing schools.
- e. Dismissal time – need to monitor walkers who go up to parking areas to meet parents.
- f. New picnic site – Jason Deeble will check it for possible hazards.

3. Adjourn

Integrated Day Charter School
Governing Board



Policy Series: 4000
Policy Number: 4120/4121

Personnel - Certified

Temporary, Part-time and Substitutes

IDCS will always endeavor to hire the most highly qualified candidate who provides the best fit with the school's educational philosophy. The Board shall employ such persons as may be needed to conduct the business of the school in accordance with Board policy, state statutes and regulations of the State Department of Education.

The Director is authorized to hire, as needed, those personnel required to ensure the continuity of the school's program. Such action will be reported to the Board at the first available meeting of the Board.

The Board shall set, as part of the annual budget approval process, a daily pay rate for substitute teachers and an extended daily rate for substitute teachers employed in the same position for more than 20 consecutive days.

Legal reference: Connecticut General Statutes

10-66	Charter Schools
10-144o through 10-145f	re: Teacher certification
10-151	Employment of teachers
10-153	Discrimination on account of marital status
10-155f	Residency requirement prohibited
46a-60	Discriminatory employment practices prohibited

IDCS
2009 - 2010
Pay Rates for Substitute Teachers

1. All substitutes shall be paid on a per-diem basis for days actually worked.

2. Pay rates shall be established as follows:

Daily substitute rate: \$80.00 per full day
\$40.00 per half day

Extended rate for long-term substitutes (> 20 days in same assignment)

Days 1 – 20: \$ 80.00 per day

Days 21 – 40: \$160.00 per day

Days 41 and beyond: \$212.78 per day (equivalent to Step 1-BA/188 teacher
work days)
(requires appropriate certification)

Substitute teachers will be hired per state regulations regarding certification. Substitute teachers are required to hold a minimum of a bachelor's degree unless IDCS has requested and received a waiver from the State Dept. of Education. Any substitute serving in the same assignment for greater than 40 days must hold appropriate Connecticut certification.

- Rates approved at May 21, 2009 Governing Board meeting

INTEGRATED DAY CHARTER SCHOOL

Series 5000, Students

STUDENT ATTENDANCE AND TRUANCY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Governing Board, through the director or designee, will adopt and maintain procedures to implement this policy.

Legal References:

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes §10-198a

ADOPTED _____

REVISED: _____

**ADMINISTRATIVE REGULATIONS REGARDING
ATTENDANCE AND TRUANCY**

A. Definitions

1. "Student" - a student enrolled at the Integrated Day Charter School.
2. "Unexcused absence" - any absence from a regularly scheduled school day, which absence is not an excused absence.
3. "Excused absence" - an absence from a regularly scheduled school day which, as determined by the director or designee, is for:
 - a) reasons of health, including illness, incapacity, or doctor's visits (the administration reserves the right to require physician or other appropriate certification for health-related absences);
 - b) religious holidays;
 - c) court appearance;
 - d) funeral or death in the family;
 - e) approved school activities, including field trips;
 - f) suspension or expulsion;
 - g) in limited circumstances, special activities or emergencies with the consent of the parent or other person having control of the child.
4. "Truant" - any student five to eighteen years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

B. Procedures for students in grades K-8

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the director or designee shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly.
 - b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the director or designee shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

The Integrated Day Charter School implements a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the director or designee make a reasonable effort to notify the parent or other person having control of such student by telephone of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. Reasonable efforts include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts are recorded on a form provided by the director or designee. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

C. Procedures applicable to students ages five to eighteen

1. Intervention

- a. When a student is truant, the director or designee shall schedule a meeting with the parent or other person having control of such student and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. If the parent or other person declines to attend the meeting, that fact shall be documented and the meeting shall proceed with school personnel in attendance.
- b. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a, above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the director or designee shall file for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- c. The director or designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems shall be referred to the Child Study Team or other appropriate body for program review and assistance. The Team will review the student's need for referral for a planning and placement team ("PPT") meeting to review the student's needs and potential eligibility for special education. A special education student who is experiencing attendance problems shall be referred for a PPT meeting for program review. Referrals to PPT for consideration of special education eligibility and/or review of an identified

student's individualized education plan ("IEP") shall be coordinated with the local education agency ("LEA") for the community in which the student resides.

2. Removal from School Roster for Extended Absence

- a. The director or designee may initiate proceedings to remove a student from the school roster under the following circumstances: (1) the student fails to attend school for fifteen (15) consecutive school days without providing an explanation for such absence; or (2) school officials learn that the student is enrolled at another school. Under such circumstances, the director or designee shall send a certified letter to the parents and the student's last known address stating that the student is in danger of being removed from the school roster due to his/her extended absence. The letter shall direct the parent or other person having control of the student to explain the circumstances of the student's absence within ten (10) calendar days, and shall state explicitly that the student shall be removed from the school roster if the parent or other person having control of the student fails to respond within ten (10) calendar days. If the parent or other person having control of the student in fact fails to explain the circumstances of the student's absence to the satisfaction of the director or designee, or fail to respond within ten (10) calendar days, the director or designee may remove the student from the school roster.
- b. Notice of a student's removal from the school roster shall be sent to the parents and the student's last known address by certified mail, with a copy of the letter being sent to the LEA for the community in which the student resides.

D. Hearing on Disenrollment:

Parents of a disenrolled student may appeal the Director's decision concerning disenrollment to the Governing Board in accordance with the following procedures:

1. The parents must file a written appeal with the Governing Board within ten (10) calendar days of the Director's written notification of disenrollment. Such appeal shall set forth the basis on which the parents seek review of that decision, and a copy of said appeal shall be sent to the Director. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
2. Within a reasonable period of time of its receipt of a written appeal of the Director's decision, the Governing Board or a committee of the Governing Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the parents prior to the commencement of the hearing.
3. At the hearing, the parents shall have an opportunity to present facts and evidence in support of reinstatement, and the Director shall have the opportunity (but shall

not be obligated) to present facts and evidence in support of the decision of disenrollment.

4. The decision on disenrollment shall be affirmed unless the Governing Board determines that the decision is arbitrary and capricious. The parents shall bear the burden of proof on this point.
5. Within a reasonable period of time following the hearing, the Governing Board shall determine whether the Director acted in an arbitrary and capricious manner in making his/her decision to disenroll the student, and shall provide a written decision to the parents concerning same. The decision of the Governing Board shall be final.

APPROVED: _____

REVISED: _____

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NOTIFICATION REGARDING STUDENT ATTENDANCE

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.

In order to assist parents and other persons in meeting this responsibility, the Integrated Day Charter School monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Governing Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

INTEGRATED DAY CHARTER SCHOOL

Absence Notification

Please provide the following information and return the completed form, signed and dated to:

Student's Name: _____
Address: _____

School/grade: _____ / _____
Father's Daytime Telephone Number*: _____
Mother's Daytime Telephone Number*: _____
Daytime Telephone Number* of
Other Person Having Control
of Student: _____ Relationship to Student: _____

*If no daytime telephone number is available, please specify other means by which school personnel may contact you during the school day. _____

Signature: _____

Date: _____

IDCS TELEPHONE LOG
UNEXCUSED ABSENCES

_____ Date _____

_____ School _____

School Staff Member/ Volunteer	Student's Name	Parent or Other Person Having Control of Student	Telephone Number	Outcome*
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____
				Attempt #1 _____ Attempt #2 _____

* No answer = N
Left Message = LM
Notification made = NM

538697 v.03 S4

Integrated Day Charter School

Series 5000. Students

POLICY BULLYING BEHAVIOR IN THE SCHOOLS

~~*[Version that includes off-campus behavior in the definition of bullying.]*~~

In accordance with state law, it is the policy of the Integrated Day Charter School Governing Board that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden.

The Director or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by which they may make such anonymous reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, (4) require school administrators to investigate any written reports and to review any anonymous reports (except that no disciplinary action shall be taken solely on the basis of an anonymous report), (5) include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct concerning bullying, (7) require IDCS school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting, (8) require the IDCS to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commissioner of Education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (10) identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. *Such regulations may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school.* Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed

under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "**Bullying**" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year. Such overt acts, which occur off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

For purposes of this policy, "**School-Sponsored Activity**" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the IDCS Governing Board.

For the purposes of this policy, "**Prevention and Intervention Strategy**" may include, but shall not be limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education, (2) a school survey to determine the prevalence of bullying, (3) establishment of a Bullying Prevention Coordinating Committee with broad representation to review the survey results and implement the strategy, (4) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (5) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (6) inclusion of grade-appropriate bullying prevention curricula in kindergarten through grade eight, (7) individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and school staff, (8) school-wide training related to safe school climate, and (9) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the IDCS Governing Board's policies on student discipline, suspension and expulsion.

Effective July 1, 2009, this policy and the applicable regulations shall be included in the school's publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

Legal References:

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Public Act No. 08-160

6/13/08
320664 v.20

**ADMINISTRATIVE REGULATIONS CONCERNING
BULLYING BEHAVIOR IN THE SCHOOLS**

[Version that includes off-campus behavior in the definition of bullying.]

The following sets forth the procedures to implement the IDCS Governing Board Policy concerning the prohibition against bullying. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school, in accordance with the Governing Board's Student Discipline policy. The school's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will subject the perpetrator to disciplinary action in accordance with the Governing Board's policies on student discipline, suspension and expulsion.

I. Definition:

In accordance with IDCS Governing Board policy, "bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on or off school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Overt acts occurring off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Governing Board policy. The determination that conduct does not constitute bullying under state law and Governing Board policy, however, does not restrict the right of the Administration and the IDCS Governing Board to impose appropriate disciplinary consequences for student misconduct.

- Location. Bullying behavior in violation of Governing Board policy may occur on or off school grounds, at a school-sponsored activity, or on a school bus. Conduct that occurs off-campus, (e.g. physical intimidation in the community) is considered bullying under the Governing Board's Policy and this Regulation. Cyber-bullying, which is the use of electronic equipment to commit acts of bullying, is also considered bullying.

- Misconduct Committed More Than Once. Bullying behavior in violation of Governing Board policy must be “committed more than once against any student during the school year.” An isolated incident, however egregious, is not “bullying” under state law and Governing Board policy. However, where there are multiple incidents of bullying against one student or multiple students by the same individual, during the school year, the responsible administrator shall develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.
- Ridicule, harassment, humiliation, and/or intimidation. Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation of the perpetrator.
- Types of conduct. Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, harass, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:
 1. Physical violence and/or attacks;
 2. Verbal taunts, name-calling and put-downs, including taunts based on race, ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics such as socioeconomic status or physical appearance;
 3. Threats and intimidation (through words and/or gestures);
 4. Extortion or stealing of money and/or possessions;
 5. Cyberbullying, defined as use of computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to commit acts of bullying.

II. Complaint processes

A. Publication of the policy and regulations against bullying

Effective July 1, 2009, this policy and the applicable regulations shall be included in the school’s publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

B. Appropriate school personnel

All school administrators are charged with the responsibility of taking reports of bullying and appropriately investigating same. Reports may be made to any building administrator or to the school district’s Bullying Prevention Coordinator,

[name], [Central Office Administrator], at [telephone number and email address].

C. Formal/written complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any building administrator or with the school district's Bullying Prevention Coordinator, [name], [Central Office Administrator], at [telephone number and email address], for review and action in accordance with Section III below.

Dir/Designee
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D. Informal/verbal complaints by Students

Students may also make informal/verbal complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist. Such informal/verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal/verbal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the director for review and action in accordance with Section III below.

E. Anonymous complaints

Students who make complaints of bullying to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist, may request that their name be maintained in confidence by the staff member who receives the complaint. Should anonymity be requested, the director or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.