

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

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| <p>WESTBROOK BOARD OF EDUCATION Tuesday, March 26, 2024 @ 6:00 p.m. Policy Subcommittee Meeting WHs Library</p> |
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AGENDA

- I. Call to Order
- II. Approval of Minutes (Enclosure 1)
 - 1. February 27, 2024
- III. Policy 5112 – Student Attendance Policy - Enclosure 2
 - Westbrook current policy
 - CABE Updated policy
 - Shipman Policy
- IV. Policy 6172.6 – Distance Education Virtual/Online Courses – Enclosure 3
 - Westbrook current policy
 - CABE Updated policy
 - Shipman Policy
- V. Next steps/agenda items
- VI. Adjourn

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

**WESTBROOK BOARD OF EDUCATION
Tuesday, February 27, 2024 @ 6:00 p.m.
Policy Subcommittee Meeting
WHS Library**

MINUTES

Members Present: K. Walker, M. Luft, C. Kuehlewind
Also Present: Superintendent Kristina J. Martineau

- I. Call to Order: The Policy subcommittee meeting was called to order at 6:15 p.m.
- II. Elect Chairperson – K. Walker was nominated as Chairperson. Vote was unanimous.
- III. Approval of Minutes: April 26, 2023: Continue to table Items. III, V. and VI.
- IV. Graduation Policy
 - A. Westbrook Current Policy – 6146
 - B. Recommended Update to current Westbrook Policy based on practice and new legislation)
 - C. CABE – Current Policy – 6146 (as reference)
 - D. Shipman Policy – 5000 series (as reference)

The Policy Subcommittee reviewed and revised Policy 6146 Graduation Requirements and will move forward to the full BOE at the March, 2024 regular BOE meeting for review and possible vote..

- V. Next steps/agenda items: Policy 5112 - March 26, 2024
- VI. Adjourn: MOTION by M. Luft and SECOND by C. Kuehlewind to adjourn at 6:53 p.m.
Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

ENCLOSURE 1

Policy 5112

5112-Westbrook Policy

Student Attendance Truancy and Chronic Absenteeism

5112 – CABA Current Policy

Age of Attendance/Admissions/Placement

Shipman – Admission to the Public Schools at or Before Age
Five

Students

STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

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 Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References: Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Policy Adopted:

Rev 6/00

Rev 3/08

Rev 711

Rev 5/12

Rev 7/12

BOE Approved 6/12/2013

Revised and Approved: 6/13/2017

A mandated policy to consider.

Students

Ages of Attendance/Admissions/Placement

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons, residing in the District, five years of age and over, who reach age five on or before the first day of January (**September, effective July 1, 2024**) of any school year, and under twenty-one (age twenty-two for special education students) who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d.

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

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

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

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

Parents and those who have the control of children five years of age and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the District in which such child resides, 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. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form.

Students

Ages of Attendance/Admissions/Placement (continued)

Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that this District has provided the parent or person with information on the educational opportunities options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.

Enrollment

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

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

If the parents or guardians of any children are unable to pay for such immunizations and/or physicals, the expense of such immunizations and/or physicals shall on the recommendation of the Board, be paid by the Town. Proof of domicile may also be requested by the Building Principal.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age by December 31st of any school year. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age by December 31st of any school year.

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

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

Students

Ages of Attendance/Admissions/Placement (continued)

Residency

The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency.

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, home owners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in C.G.S. 27-103, and who is seeking enrollment in a district school, in which such child is not yet a resident, the Board shall accept the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut as proof of residency in the District.

The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation. The District shall immediately enroll a homeless student and allow such student to attend school even if the student is unable to produce records normally required for enrollment.

The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The District shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the District's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

Students

Ages of Attendance/Admissions/Placement

Residency (continued)

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

In summary:

- ❖ A parent with a child 5 and **under 18** is obligated to have that child attend school.
 - Unless the child graduated High School
 - Unless the parent demonstrates the child is receiving equivalent instruction elsewhere.
- ❖ Students **under 18** are subject to mandatory attendance laws
 - Unless they are at least 17 and the parent consents to the child's removal from school having demonstrated the child is receiving equivalent instruction elsewhere.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(18 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(17 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
 - The parent or guardian must attest that the 17 year old withdrawing student has enrolled in an adult education program
- ❖ The parent with a five year old has the option of not sending a child until 6.
- ❖ The parent with a six year old has the option of not sending a child until 7.

(cf. 5118.1 - Homeless Students)

(cf. 5118.3 - Children in Foster Care)

(cf. 6146 - Graduation Requirements)

Students

Ages of Attendance

Legal Reference: Connecticut General Statutes
4-176e to 4-180a Agency hearings
4-181a Contested cases. Reconsideration. Modifications.
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year-olds
10-76a - 10-76g re special education
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15
10-186 Duties of local and regional boards of education re school attendance. Hearings. (as amended by P.A. 19-179)
P.A. 19-179 An Act concerning Homeless Students; Access to education Appeals to State Board. Establishment of hearing board
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations
10-76a-1 General definitions (c) (d) (q) (t)
P.A. 19-179 An Act Concerning Homeless Students' Access to Education "Guidance for Connecticut School Districts: Enrollment Process and Practice," State Department of Education, December 2019.
P.A. 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools and the Establishment of a Purple Star School Program
McKinney-Vento Homeless Assistance Act (PL 107-110 Sec. 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95
Federal Register: McKinney-Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016

Policy adopted:

rev 7/23

rev 2/24

DECLARATION OF LEGAL RESIDENCY
Family Members Living with Relatives or Family Friends

To be completed by property owner

Property Owner: _____

Name of Property Owner – Please print

If the living arrangement of the student should change from what is stated on this form, it is the responsibility of the property owner to notify the Office of the Superintendent within five (5) business days in writing.

Signature of Property Owner – Sign in the Presence of Notary Public

Property Address: _____

Phone Number: _____ Email: _____

The Property Owner must accompany the parents to the meeting with the Superintendent of Schools to present this document.

Children and Family Member living with Property Owner

Adult #1 _____ Adult # 2 _____

Child #1 _____ Child # 2 _____

Child #3 _____ Child # 4 _____

I am making the above statements as a true and bona fide representations, I fully understand that if I make a statement that is false and which is intended to mislead a public servant in the performance of his/her function, I will be in violation of Section 53-157b of the Connecticut General Statutes. The section of the law refers to making a fraudulent statement is a **Class A misdemeanor** and is punishable by a fine, not to exceed \$1,000 and/or up to one year of incarceration.

I further understand that I may be required to update this information at any time and agree to do so upon request from the _____ Board of Education. I may be made to pay for services received if such services were delivered under fraudulent statements and/or circumstances.

NOTARIZED SECTION

On this date _____ appeared before me personally

Month/Day/Year

Print Name of Property Owner

To be known as the individual described herein, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement, before me.

Signature of Notary Public

Commission Expiration Date

SEAL

5112
Form #1
(continued)

This form is to be completed by the custodial parent, guardian and student (where applicable). Once the forms are completed and notarized, a meeting with the Superintendent should be scheduled. Call _____.

PLEASE FILL IN ALL BLANKS

School: _____ Grade: _____

Student's Name: _____ Address: _____

Home telephone number: _____ Name under which number is listed: _____

Name of student's father: _____ Father's address: _____

Street, town, zip

Name of student's mother: _____ Mother's address: _____

Street, town, zip

Please answer the following questions:

- Is remuneration to be received for housing the student, i.e., room, board, travel, medical? ☐ Yes (please specify) ☐ No
- List major reasons for the child residing in _____ :

- Name of person(s) having direct and primary responsibility/authority of the student's daily affairs:

- Name of person(s) authorized to act in child's behalf concerning any medical, disciplinary, or administrative matters: _____ -

Signature (Parent/Legal Guardian) _____ Date : _____

I hereby declare under the penalties of perjury that all of the information supplied on this form is correct to the best of my knowledge. I understand that if any of the information is incorrect, and the student is not entitled to enroll tuition-free as a _____ resident, the student shall be discharged from enrollment in the _____ Public Schools according to the Connecticut General Statutes, Section 10-186, and 10-253, and the prevailing tuition charge for such student will be assessed against me and/or us for each day the student was so enrolled.

NOTARIZED SECTION

On this date _____ appeared before me personally
Month/Day/Year Print Name of Property Owner

To be known as the individual described herein, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement, before me.

Signature of Notary Public

Commission Expiration Date

SEAL

Once this document is completed and notarized, a meeting with the superintendent must be scheduled before enrollment is completed.

Superintendent's Approval: _____ Date: _____

_____, Connecticut
PUBLIC SCHOOLS

**ACKNOWLEDGMENT OF OPTION TO EXEMPT ATTENDANCE OF
CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____ who was
Name of Child *Address*

born on _____ do hereby choose not to send my child to public
Date

school during the _____.
School Year

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational
opportunities and school accommodations available in the school system.

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other

Date

_____, Connecticut

**ACKNOWLEDGMENT OF OPTION TO WITHDRAW CHILD
SEVENTEEN YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____
Name Child *Address*

born on _____ do hereby elect to withdraw from public school.
Date of birth

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational
options available in the school system and the community.

ATTESTMENT BY:

Signature of School Counselor *Date*

OR

Signature of School Administrator *Date*

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other *Date*

*A child **seventeen years of age** or older who voluntarily terminates enrollment in a school district and subsequently seeks readmission, the local or regional board of education for the school district may deny school accommodations to the child for up to ninety school days from the date of such termination. Unless the child seeks readmission to the school district not later than ten school days after the termination in which case the board shall provide school accommodations to the child not later than three school days after the child seeks readmission.*

_____, Connecticut

Request for a Waiver

**To Request an Exemption to Public Act 23-208
Establishing an Age 5 Kindergarten Cutoff Date of September 1**

Pursuant to Public Act 23-208 of the Connecticut General Statutes,

I, _____, of _____
Name of Parent or Guardian *Address*

the parent, guardian, or other person charged with the care of the following child,

_____, of _____ who was born
Name of Child *Address*

on _____ request that my child attend kindergarten prior to reaching five
Date of Birth

(5) years of age on September 1st. I understand that my child will be subject to an assessment by the principal and a certified staff member, who will determine whether admitting my child is “developmentally appropriate.”

Acknowledged by:

Signature of Parent or Guardian

Date



**Series 5000
Students**

ADMISSION TO THE PUBLIC SCHOOLS AT OR BEFORE AGE FIVE

The _____ Board of Education (the “Board”) complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board’s jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184.

Effective July 1, 2024, the _____ Public Schools (the “District”) shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child’s parent or guardian may submit a written request to the principal of the school seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate.

Legal Reference:

Connecticut General Statutes

| | |
|--------|-----------------------------------------------------------------------------------|
| 10-15c | Discrimination by public schools prohibited. School attendance for five-year-olds |
| 10-220 | Duties of boards of education |
| 10-221 | Board of education to prescribe rules, policies, and procedures |
| 10-184 | Duties of parents. School attendance age requirements |

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

ADOPTED: _____

REVISED: _____

10/3/23

ADMINISTRATIVE REGULATIONS REGARDING EARLY ADMISSION TO KINDERGARTEN

[Pursuant to Public Act 23-208 and guidance released by the Connecticut State Department of Education on October 23, 2023, “New Entry Age for Kindergarten: Considerations for Connecticut Schools,” boards of education are required, if requested in writing by a child’s parent or guardian, to implement an assessment process for determining the developmental appropriateness of an underage child seeking early admission to kindergarten. These administrative regulations are intended to assist districts with the assessment process and should be tailored to the district’s specific needs.]

In accordance with state law, effective July 1, 2024, the _____ Public Schools (the “District”) are open to all children five years of age and over who reach age five on or before September 1 of any school year. A child who has not reached the age of five on or before September 1 of the school year may be admitted to kindergarten only (1) upon a written request by the parent or guardian of the child to the principal of the school in which the child would be enrolled based on District residency requirements, and (2) following an assessment of the child, conducted by the principal of the school and an appropriate certified staff member of the school, to ensure that admitting the child is developmentally appropriate (“Early Admission Process”). The Early Admission Process shall be available only for a child who will reach the age of five on or after September 2 and before January 1 of the school year.

I. Assessment

- A. The District will assess a child who does not meet the statutory age requirement if admission of such child is requested in writing by a child’s parent or guardian. Such request must be sent by electronic mail to the principal of the school in which the child would be enrolled based on District residency requirements (the “Building Principal”) and must be received by the Building Principal no later than **[DATE]**.
- B. The Building Principal and an appropriate certified staff member of the school (together, the “Assessment Team”) will conduct an assessment of the child to gather information pertaining to the question of whether admitting the child is developmentally appropriate.
- C. The Assessment Team will take a holistic approach to assess a child’s developmental level in a variety of developmental domains (e.g. cognitive, social-emotional, physical development and health, etc.). The Assessment Team will use the Connecticut Early Learning and Development Standards (ELDS) as a guide to assessing a child’s developmental level. **[OPTIONAL: The Assessment Team will use the following assessment(s) to determine whether early admission to kindergarten is developmentally appropriate: _____]**

NOTE: Schools have discretion in determining whether “an assessment” will be a stand-alone tool, or a holistic measure of a child’s developmental level. The CSDE does not require that districts use a specific assessment tool. Any assessment tool used as part of the assessment process should yield results that are valid and reliable for the intended uses.]

- D. The Assessment Team will obtain information from the parent or guardian as part of the assessment.
- E. The Assessment Team will gather and consider relevant information from the child’s preschool teacher/early care provider, if available, as part of the assessment.
- F. The Assessment Team will conduct the assessment in a manner that is designed to be culturally and linguistically appropriate.

- G. ***[NOTE: CSDE Guidance provides that an established assessment calendar that includes specific, yet multiple times for receiving written parental requests for enrollment will ensure staff have the most current assessment of a child’s developmental level. The guidance notes that developmental assessments administered too early may not provide a fair assessment of a child’s developmental level at the start of the school year and that assessments administered at inconsistent times across children may provide an unfair amount of maturation time to children who are assessed closer to the start of school. Thus, districts should determine an assessment schedule that is specific to district needs.]*** The Assessment Team will assess children whose parents request early admission at specifically defined times. If the request for early admission is received before **[DATE]**, the Early Admission Process will occur _____. If the request for early admission is received on or after **[DATE]**, the Early Admission Process will occur _____. All requests for early admission must be submitted by **[DATE]**.

- H. The Early Admission Process will be administered universally across all schools in the District that operate kindergarten classrooms.

II. Children with Disabilities

- A. All parents and guardians, including those of children with disabilities, may request early entry to kindergarten pursuant to the Early Admission Process in Section I.
- B. For a child with an Individualized Education Programs (IEPs), the Early Admission Process will be individualized and in alignment with the documented IEP accommodations/modifications in Section 5 (Supplementary Aids and Services) and Section 11 (District and State Testing).

- C. For a child with a Section 504 plan, the Early Admission Process will be individualized and in alignment with the accommodations documented in the child's 504 plan.

III. Notification

The District will strive to notify parents and guardians who have requested their child be granted early admission to kindergarten as soon as possible.

Legal Reference:

| | |
|---------------------------|-----------------------------------------------------------------------------------|
| Conn. Gen. Stat. § 10-15c | Discrimination by public schools prohibited. School attendance for five-year-olds |
| Conn. Gen. Stat. § 10-220 | Duties of boards of education |
| Conn. Gen. Stat. § 10-221 | Board of education to prescribe rules, policies, and procedures |
| Conn. Gen. Stat. § 10-184 | Duties of parents. School attendance age requirements |

Public Act 23-208, "An Act Making Certain Revisions to the Education Statutes."

Connecticut State Department of Education, *New Entry Age for Kindergarten: Considerations for Connecticut Schools*, October 23, 2023.

11/28/2023

Policy 6172.6

6172.6-Westbrook Policy

Distance Education Virtual/Online Courses

6172.6 Current Policy

Distance Education – Remote/Online Courses

Shipman – Credit for online Courses (Optimal: Remote Learning)

Instruction

Distance Education Virtual/Online Courses

The Westbrook Board of Education (“Board”) recognizes the importance of technology in education and the growing popularity and use of online coursework as an alternative means of instruction for students in the Westbrook Public Schools (“District”).

A virtual school is hereby defined as an educational organization that offers courses at various grade levels through Internet or Web-based methods. These schools can offer courses to enhance, supplement or enrich the existing curriculum and can also provide an alternative means of instruction. Interactive distance learning does not require the student to be physically present in the same location as the instructor or other students.

Pre-approval of Courses Identified by Students and Parents

Virtual/on-line courses may be part of this District's educational program delivery system to increase accessibility and flexibility in the delivery of instruction. In addition to regular classroom-based instruction, students in the District may earn credit through distance education provided by virtual/online courses.

To receive credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal or his/her designee. The decision of the principal or his/her designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the requirements set forth below are met.

District-Provided Distance Learning

Students may also earn credit for high school graduation by participating successfully in distance learning offered by the Board during the COVID-19 health emergency, or other long-term school closure related to a community-wide emergency. Determination of successful participation will be made by the teacher teaching the course through district-provided distance learning, taking into account work performed by the student prior to the school closure.

Requirements for Online Coursework

In accordance with Connecticut General Statutes § [10-221a](#), the Board sanctions the receipt of online course credit to be used toward high school graduation requirements if the following requirements are met:

1. the workload required by the on-line course is substantially equivalent to that of a similar course taught in a traditional classroom setting,
2. the content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate,
3. the course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in on-line demonstrations, discussion boards or virtual labs,

4. the program of instruction for such on-line coursework is planned, ongoing and systematic, and

5. the courses are:

(1) taught by teachers who are certified in the state or another state and have received training on teaching in an on-line environment, or

(2) offered by institutions that are accredited by the Department of Higher Education or regionally accredited.

6. The principal has determined, in his or her professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

If the drop-out rate of the District is determined to be 8% or higher in the previous school year, the Board of Education shall establish an on-line credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete on-line District-approved coursework toward meeting high school graduation requirements. The District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.

The Board recognizes students may benefit from on-line courses or post-secondary courses to assist students in obtaining credits necessary to earn a diploma, to maintain academic standings or to provide enrichment for those who might require special courses.

The District will not use on-line courses as the sole medium for instruction in any required subject area except during the COVID-19 health emergency, other long-term school closure related to a community-wide emergency or as otherwise determined by the Board.

High school students may also earn a maximum of one unit of academic credit per year to be applied toward graduation requirements by completing online courses through agencies approved by the Board unless the Principal waives that provision in writing stating the reasons why, citing whatever circumstances that have caused this waiver.

Credit from an online or virtual course or a university/college course may be earned in any one of the following circumstances if the previously outlined "Requirements for Online Coursework" are met:

1. The course is not offered at the District's high school;
2. The high school does offer the course, but the student is unable to take it due to an unavoidable scheduling conflict;
3. The course will serve as an alternative or a supplement to extended homebound instruction;
4. The District has expelled the student from the regular school setting, and the student has been offered an alternative educational opportunity;
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment;
6. A student has failed a course and wishes to recover credits in that course area; or

7. The student's PPT or Section 504 Team has determined it to be an appropriate means of instruction.

As determined by Board/school policy, students applying for permission to take a virtual/on-line course will do the following:

- Complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online/college learning environment.
- Obtain the written approval of the Principal or his/her designee before a student enrolls in a virtual course or the university/college course.
- Adhere to the District code of conduct to include rules of behavior and consequences for violations.
- Adhere to attendance requirements of the District.

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be posted on student transcripts.

Any expense incurred for taking an online course identified by the student and/or parent shall be the responsibility of the student/parent and shall not be the responsibility of the Board. Distance learning provided to students during the COVID-19 or other community-wide emergency shall be provided at Board expense. The tuition fee for a virtual course will be borne by the Board for students who are expelled.

District Review Committee

The Superintendent shall establish a committee to review all distance education courses or programs prior to use by the District.

Distance Education Evaluation

The District will evaluate the educational effectiveness of the distance education courses and the teaching/learning process to include assessments based on state curriculum standards.

(cf. [6141.321](#) - Electronic Information Resources)

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of education to prescribe rules, policies and procedures.

[10-221a](#) High school graduation requirements.

BOE Policy: 0t6/2012

Revision Approved: May 12, 2020

Westbrook Public Schools

Westbrook, CT

Instruction

Distance Education

Remote/Online Courses

The Board of Education believes that education through remote/online courses or through university or college courses is an alternative (effective) means of instruction for students. A remote school is hereby defined as an educational organization that offers courses at various grade levels through Internet or Web-based methods. These schools can offer courses to enhance, supplement or enrich the existing curriculum and can also provide an alternative means of instruction. Interactive distance learning does not require the student to be physically present in the same location as the instructor or other students.

Remote/on-line courses will be part of this District's educational program delivery system to increase accessibility and flexibility in the delivery of instruction. In addition to regular classroom-based instruction, students in the District may earn credit through distance education provided by remote/online courses.

In order to earn credits in meeting the requirements for high school graduation through the successful completion of on-line coursework, the Board, in compliance with C.G.S. [10-221a](#) (17) shall ensure, at a minimum, that (a) the workload required by the on-line course is equivalent to that of a similar course taught in a traditional District classroom setting, (b) the content is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate, (c) the course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in on-line demonstrations, discussion boards or remote labs, (d) the program of instruction for such on-line coursework is planned, ongoing and systematic, and (e) the courses are (1) taught by teachers who are certified in the state or another state and have received training on teaching in an on-line environment, or (2) offered by institutions of higher education that are accredited by the Department of Higher Education or regionally accredited; or (3) toward meeting the high school graduation requirement upon the successful completion of the board examination series permitting students in grades 9 through 12 to substitute achievement of a passing score on a series of examinations approved by the State Board of Education for meeting credit requirements for graduation.

If the drop-out rate of the District is determined to be 8% or higher in the previous school year, the Board of Education shall establish an on-line credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete on-line District-approved coursework toward meeting high school graduation requirements. Each high school within the District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.

Insert additional district information as to how remote/online courses links to district mission/goals/strategies focusing on student achievement and accountability.

The Board of Education recognizes students may benefit from on-line courses or post-secondary courses to assist students in obtaining credits necessary to earn a diploma, to maintain academic standings or to provide enrichment for those who might require special courses.

The District will not use on-line courses as the sole medium for instruction in any required subject area for students in grades K-8.

The District will integrate on-line courses as part of the regular instruction provided by a certified teacher for grades K-12.

Dual instruction is allowed as part of remote learning when it is needed to implement a student's IEP or 504 plan or as part of an intradistrict or interdistrict cooperative learning program for students on school grounds during a regular school day.

High school students may also earn a maximum of ____ units of academic credit *[number of credits to be decided at the local district level]* to be applied toward graduation requirements by completing online courses through agencies approved by the Board unless the Principal waives that provision in writing stating the reasons why, citing whatever circumstances that has caused this waiver. *[Option: insert approved agencies here such as the Remote High School, the Michigan Remote High School, or the Kentucky Remote High School.]*

Credit from an online or remote course or a university/college course may be earned only in the following circumstances:

1. The course is not offered at the District's high school.
2. The high school does offer the course, but the student is unable to take it due to an unavoidable scheduling conflict.
3. The course will serve as an alternative or a supplement to extended homebound instruction.
4. The District has expelled the student from the regular school setting, and the student has been offered an alternative educational opportunity.
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
6. Students taking such courses must be enrolled in the District and take the courses during the regular school day at the school site.
7. A student has failed a course and wishes to recover credits in that course area.
8. The student's PPT or Section 504 Team has determined it to be an appropriate means of instruction.

9. Add additional circumstances here.

As determined by Board/school policy, students applying for permission to take a remote/on-line course will do the following:

- Complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online/college learning environment.

- Obtain the written approval of the Principal or his/her designee before a student enrolls in a remote course or the university/college course.
- Adhere to the District code of conduct to include rules of behavior and consequences for violations.
- Adhere to attendance requirements of the District.

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be posted on student transcripts.

The tuition fee for a remote course shall be borne by the District for students enrolled full-time. *(Alternative: Any and all fees imposed on the learner are the sole responsibility of the learner and not the Board of Education or its designee.)* The Board shall pay the fee for expelled students who are permitted to take remote courses in alternative settings.

Through its policies and/or supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking remote courses.

Students will have access to sufficient library media resources such as a “remote library” available through the World Wide Web, laboratory facilities, technical assistance, and hands-on training and information.

District Review Committee

The Superintendent shall establish a committee to review all distance education courses prior to use by the District. This committee will be comprised of *(insert District choices here; for example, the director of instruction, district curriculum coordinator, library media specialist, district technology coordinator, department heads, classroom teachers, student representatives, etc.).*

Remote Learning Option – Grades 9-12 (Optional)

For the school year beginning July 1, 2022 and each school year thereafter, the Board of Education authorizes remote learning as an option for students in grades nine to twelve, inclusive. Such instruction must be in compliance with the standards for remote learning developed by the Commissioner of Education.

Attendance of students engaged in a remote learning program shall be in compliance with the Connecticut Department of Education’s guidance on student attendance during remote learning. A student engaged in such program shall be considered to be in attendance if such student spends not less than one-half of the school day during such instruction engaged in:

1. Remote classes,
2. Remote meetings,
3. Activities on time-logged electronic systems, and
4. The completion and submission of assignments.

Remote Learning Option – Grades K-12 (Optional)

For the school year beginning July 1, 2024 and each school year thereafter, the Board of Education authorizes remote learning as an option for students in grades kindergarten to twelve,

inclusive. Such instruction must be in compliance with the standards for virtual learning developed by the Commissioner of Education.

Attendance of students engaged in a remote learning program shall be in compliance with the Connecticut Department of Education's guidance on student attendance during virtual learning. A student engaged in such program shall be considered to be in attendance if such student spends not less than one-half of the school day during such instruction engaged in:

1. Remote classes,
2. Remote meetings,
3. Activities on time-logged electronic systems, and
4. The completion and submission of assignments.

(cf. [6141.321](#) - Computers: Acceptable Use of the Internet)

(cf. 6141.1 - Independent Study)

(cf. [6146](#) - Graduation Requirements)

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of education to prescribe rules, policies and procedures.

[10-221a](#) High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses ,Other Subject Areas) and P.A. 10-111, An Act Concerning Education

P.A. 21-46 An Act Concerning Social Equity and the Health, Safety and Education of Children.

P.A. 2-80 An Act Concerning Childhood Mental and Physical Health Services in School

Policy adopted:

CREDIT FOR ONLINE COURSES *[OPTIONAL: AND REMOTE LEARNING]*

The _____ Board of Education (“Board”), in accordance with Connecticut General Statutes § 10-221a, sanctions the receipt of online course credit to be used toward high school graduation requirements, in accordance with this policy.

[OPTIONAL: In accordance with Connecticut General Statutes § 10-4w, beginning with the school year commencing July 1, 2022, the Board also authorizes the _____ Public Schools (the “District”) to offer remote learning for students in grades nine through twelve in accordance with this policy. Further, beginning with the school year commencing July 1, 2024, the Board authorizes the District to offer remote learning for students in grades kindergarten through twelve in accordance with this policy.]

I. CREDIT FOR ONLINE COURSES

A. Pre-approval of Courses

To receive credit for online courses to be used toward high school graduation requirements, for courses that are not part of the Board’s remote learning model, students must, prior to registering for the course, receive approval from the high school principal or designee. The decision of the principal or designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the requirements set forth below are met.

B. Requirements for Online Coursework

1. The workload required by the online course is equivalent to that of a similar course taught in a traditional classroom setting;
2. The content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
3. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards or virtual labs;
4. The program of instruction for such online coursework is planned, ongoing and systematic;
5. The courses are:

- a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
 - b. offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or regionally accredited; and
6. The principal has determined, in the principal's professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

C. Additional Requirements

Only students in grades 9-12 are eligible to receive credit toward high school graduation by taking online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade.

Any expense incurred for taking an online course identified by the student and/or parent to supplement the District's curricular offerings shall be the responsibility of the student/parent and shall not be the responsibility of the Board.

[OPTIONAL:]

II. REMOTE LEARNING

For the school years commencing July 1, 2022 and July 1, 2023, the Board authorizes remote learning to students in grades nine through twelve in accordance with the requirements set forth below. For the school year commencing July 1, 2024, and for each school year thereafter, the Board authorizes remote learning to students in grades kindergarten through twelve in accordance with the requirements set forth below.

A. Definitions

"Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

"Dual instruction" means the simultaneous instruction by a teacher to students in-person in the classroom and students engaged in remote learning.

B. Remote Learning Model

1. *For the school years commencing July 1, 2022 and July 1, 2023, the Board authorizes the District to offer remote learning for students in grades nine through twelve.*
2. *Beginning with the school year commencing July 1, 2024, and for each school year thereafter, the Board authorizes the District to offer remote learning for students in grades kindergarten through twelve.*
3. *Student attendance during remote learning will be assessed in accordance with the Board's policy regarding attendance and the Connecticut State Department of Education's guidance on student attendance during remote learning. The District will count as "in attendance" any student who spends not less than one-half of the school day during such instruction engaged in (a) virtual classes, (b) virtual meetings, (c) activities on time-logged electronic systems, and (d) the completion and submission of assignments.*
4. *Except as may be required by other applicable law, the Board prohibits dual instruction as part of remote learning.*
5. *The remote learning programming must:*
 - a. *Articulate clear educational goals;*
 - b. *Clearly organize course offerings in a way that can be easily navigated by students, parents/guardians, teachers, administrators and other stakeholders;*
 - c. *Integrate quality instructional materials to enable and enrich student learning;*
 - d. *Regularly evaluate technology that supports the learning goals and enhances the learning experience;*
 - e. *Contain content that aligns with appropriate learning standards and includes provisions for both intervention and accelerated learning opportunities;*
 - f. *Provide opportunities for student-to-student and student-to-teacher interactions that support active learning;*
 - g. *Integrate research-based Universal Design for Learning (UDL); and*
 - h. *Comply with the Connecticut State Department of Education Standards for Remote Learning.*

The Board authorizes the Superintendent of Schools or designee to develop administrative regulations as may be necessary and appropriate to implement this policy.]

Legal References

Public Act No. 22-80, “An Act Concerning Childhood Mental and Physical Health Services in Schools”

Connecticut General Statutes § 10-4w

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-221a

Connecticut State Department of Education, Standards for Remote Learning Grades 9-12 (February 2022), *available at* <https://portal.ct.gov/-/media/SDE/Remote-Learning-Commission/CT-Standards-for-Remote-Learning-Grades-9-12-FINAL.pdf>.

APPROVED: _____

REVISED: _____

8/11/2022