

Series 0000 – Mission-Goals-Objectives

5. Equal Opportunity Plan/Nondiscrimination

The Suffield Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, age-or, marital status or veterans' status. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies by the administration.

In keeping with this philosophy, the following shall be objectives of this school district:

To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations and to encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.

In keeping with requirements of federal and state law, the District demands that there will be no discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

- (cf. 4111 – Recruitment & Selection)
- (cf. 4111.1/4211.1 – Affirmative Action)
- (cf. 4118.11 – Nondiscrimination)
- (cf. 4118.111 – Grievance Procedure – Title IX)
- (cf. 4118.113/4218.113 – Harassment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)

(cf. 5145.6 – Student Grievance Procedure)
(cf. 6121 – Nondiscrimination)
(cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.
29 CFR 1604.11 EEOC Guidelines on Sex Discrimination
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol. 62, #49, 29 CFR
Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1966, (U.S. Supreme Court, June 26, 1998)
Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999)
Connecticut General Statutes
46a-60 Discrimination employment practices prohibited
10-15c Discrimination in public schools prohibited. School attendance by five year olds. (Amended by P.A. 97-247 to include “sexual orientation”)
10-153 Discrimination on account of marital status.
17a-101 Protection of children from abuse.
The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008.

Policy adopted: May 5, 1998
Policy revised: July 14, 2009, January 3, 2017

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 2000 – Administration

1. Administrative Staff Organization

A. Management Positions/Teams

(1) Equal Employment Opportunity

The Superintendent and his/her staff should seek out the most qualified candidates for each vacant position. Candidates for all positions shall be considered on the basis of their qualifications and effectiveness. The Suffield Board of Education, as a matter of policy, prohibits discrimination in employment, promotion or assignment in programs or services provided or operated by the Board.

The Board is an Equal Opportunity Employer with respect to all positions within the Suffield Public School System. A job description and required qualifications for a position to be filled will be made available to all applicants. The Board is committed to a policy of non-discrimination on the basis of race, color, ~~religious-creed~~religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, genetic information, physical or mental disability(~~including~~, but not limited to, intellectual disability, present or past history of mental disorder, ~~mental retardation~~physical disability, or learning disability), or veterans' status, except in case of a bona fide occupational qualification or business necessity.

Legal References: Title VII of the Civil Rights Act of 1964, 42 USC, sub 2000e
Age Discrimination in Employment Act, 29 USC Sec 621

Connecticut General Statutes

Connecticut Constitution Article I, Section 20; Amendment V Equal Rights Protection Amendment

10-153 Discrimination on Account of Marital Status

46a-51 (8), (17), (18) Discriminatory Practices

46a-58 (a) Deprivation of Rights

46a-60 Discriminatory Employment Practices Prohibited

46a-79 State Policy Re-Employment of Criminal Offenders

46a-80 Denial of Employment Based Upon Prior Conviction of Crime

46a-81 et.seq. An Act Concerning Discrimination on the Basis of Sexual Orientation

Policy adopted: June 20, 2006

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 3000 – Business & Non-Instructional Operations

3. Expenditures/Expending Authority

B. Purchasing Procedures

The Suffield Board of Education recognizes its obligation to deal fairly in its bidding and purchasing practices. The Board of Education and its employees will not knowingly extend favoritism to any vendor or contractor. Each order shall be placed on the basis of quality, price and delivery. Service of a favorable or unfavorable nature shall be a factor when other considerations are equal. Competitive bidding shall be practiced whenever feasible and to the advantage of the Suffield School system. At all times, employees involved in purchasing should be looking for the highest quality goods or service at the lowest possible price.

This Policy shall also apply to purchases for extra-curricular school activities and for purchases by organized student groups.

1. Purchasing Procedures:

A. Definitions for this Policy

- 1) Verbal Quotation: An oral notice whereby a vendor informs the District of the conditions and price under which the vendor will furnish goods or services to a District. Information pertinent to quotes, including the vendor's name and telephone number, the contact person, the date the quote was obtained, and the amount quoted, shall be documented on the Purchase Order Requisition. All documentation is to be kept with the Purchase Order for future reference.
- 2) Written Quotation: In response to a set of specifications set forth by the District, a notice in writing delivered to the District by a specified date describing the conditions and price under which the vendor will furnish goods or services. All documentation is to be kept with the Purchase Order for future reference.
- 3) Sealed Bid: In response to a set of specifications set forth by the District, a notice in writing delivered to the District by a specified date describing the conditions and price under which the vendor will furnish goods or services. Sealed Bids will be delivered in sealed envelopes to the District and will be opened in public at a date, time and location specified by the District. Whenever practical, feasible and to the advantage of the District, appropriate advertisements will be placed at the State Portal and/or in area newspapers. All documentation is to be kept with the Purchase Order for future reference.
- 4) Emergency Situation: In an emergency situation, purchasing procedures outlined in this policy may be omitted. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent of Schools and/or the Director of Fiscal Administration. A Purchase Order for said goods or services shall be completed with the appropriate information on the next business day. All documentation is to be kept with the Purchase Order for future reference.

- 5) Cooperative Purchasing: Bids through a cooperative bidding procedure or bidding conducted by the State of Connecticut shall be excluded from local purchasing requirements.
- 6) Local Contractor Bid Preference: Contractors whose “principal place of business” is in Suffield may be given preference, for purchases of \$5,000.00 or less, if they are within 5 percent of the low bid. If more than one local Contractor/Vendor is bidding, preference shall be given to the local Contractor/Vendor who is the nearest responsible low bidder. To the extent the conflicting federal or state statutes or regulations apply to the bid in question, such conflicting federal or state statutes or regulations will govern.

B. Purchases for less than \$2,500

The purchaser may solicit oral or written quotations, but may dispense with the bidding if it is not to the advantage to the District.

C. Purchases between \$2,500 and \$7,999

The purchaser will solicit at least 3 verbal or written quotations if the product or service permits competitive pricing and if feasible and to the advantage of the District. Where advantageous to the district, multiyear agreements not to exceed 5 years may be contracted.

D. Purchases between \$8,000 and \$14,999

The purchaser will solicit at least 3 written quotations if the product or service permits effective competitive pricing and if feasible and to the advantage to the District. Where advantageous to the District, multiyear agreements not to exceed 5 years may be contracted.

E. Purchases above \$15,000

The purchaser will solicit sealed bids for the purchase of goods or services above \$15,000 if the product or service permits competitive pricing and if feasible and to the advantage to the District. Where advantageous to the District, multiyear agreements not to exceed 5 years may be contracted.

F. Purchases Using State or Federal Grant Money

Purchases will follow the Board policy, except where specific rules or regulations require the use of alternate guidelines.

2. Approval of Purchases

In accordance with the policies of the Board of Education, the Superintendent of Schools, or his or her designee, shall have the authority to approve and direct all purchases and expenditures. The Superintendent shall delineate areas where over-expenditures may occur in the budget and shall define areas from which funds may be reallocated in order to meet shortage areas.

3. Gifts

No Board member or employee of the Suffield Public Schools or their families shall have any financial interest in any contract entered into by the Suffield Public Schools. This shall also preclude the acceptance of any gratuities, financial or otherwise, from any supplier or materials or services to the District. Any employee who accepts gratuities as defined in this paragraph may be subject to dismissal, subject to other Board policies or regulations (policy and regulation 1313 – Gifts to Schools).

4. Endorsements

Employees of the District will not endorse products or services in such a manner that will identify him or her as an employee of the District.

5. Affirmative Action

The school district shall not enter into any contract with a person, agency or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, ~~religious-religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, genetic information, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disorder, physical disability, or learning disability) or veterans' status, creed, age, marital status, national origin, sex, gender identity or expression, sexual orientation or physical handicap or disability~~, either in employment practices or in the provisions of benefits or services to students or employees.

Policy adopted: December 6, 1983
Policy revised: March 3, 2009

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 4000 – Personnel – Certified & Non-Certified

1. Certified Personnel

A. Permanent Personnel

1. Recruitment and Selection

(a) Affirmative Action: Equal Employment Opportunities

Consistent with the mandates of Federal Law and state statutes it shall be the policy of the Suffield Board of Education not to permit unlawful discrimination on the basis of religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, genetic information, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disorder, physical disability, or learning disability) or veterans' status, race, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, physical disability (including pregnancy), ancestry, genetic information, or national origin, or veterans' status in establishing and implementing hiring and employment practices and in establishing and providing educational programs and activities.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

In order to ensure continued implementation of the policy pertaining to non-discrimination, the Superintendent of Schools shall supervise and coordinate the conduct of an evaluation of all existing employment and educational programs and practices. Complaints alleging unlawful discrimination of the above shall be filed in writing with the Superintendent of Schools who shall himself/herself, or through a designee, investigate the complaint. The Superintendent will render a decision in writing within thirty (30) days.

If the complainant is not satisfied with the decision of the Superintendent of Schools, the complainant may appeal to the Board of Education within ten (10) days of receipt of the decision of the Superintendent. Such an appeal shall be filed in writing with the Superintendent of Schools in his/her capacity as the Executive Agent of the Board of Education.

If it deems necessary, the Board of Education shall hold a hearing to gather additional information. The Board of Education shall render a decision on any such appeal, in writing, within twenty (20) days of its being filed, or if a hearing should be held, within twenty (20) days of the conclusion of such hearing.

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

PA 91-58 An act concerning discrimination on the basis of sexual orientation.

Policy adopted: November 16, 1999
Policy revised: November 18, 2008

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 4000 – Personnel – Certified & Non-Certified

2. Non-Certified Personnel

A. Permanent Personnel

(1) Recruitment and Selection

(a) Affirmative Action: Equal Employment Opportunities

Consistent with the mandates of Federal Law and state statutes it shall be the policy of the Suffield Board of Education not to permit unlawful discrimination on the basis of religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, genetic information, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disorder, physical disability, or learning disability) or veterans' status, race, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, physical disability (including pregnancy), ancestry, genetic information, national origin, or veterans' status or national origin in establishing and implementing hiring and employment practices and in establishing and providing educational programs and activities.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

In order to ensure continued implementation of the policy pertaining to non-discrimination, the Superintendent of Schools shall supervise and coordinate the conduct of an evaluation of all existing employment and educational programs and practices. Complaints alleging unlawful discrimination of the above shall be filed in writing with the Superintendent of Schools who shall himself/herself, or through a designee, investigate the complaint. The Superintendent will render a decision in writing within thirty (30) days.

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If it deems necessary, the Board of Education shall hold a hearing to gather additional information. The Board of Education shall render a decision on any such appeal, in writing, within twenty (20) days of its being filed, or if a hearing should be held, within twenty (20) days of the conclusion of such hearing.

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

PA 91-58 An act concerning discrimination on the basis of sexual orientation.

Policy adopted: November 16, 1999
Policy revised: November 18, 2008

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 4000 – Personnel – Certified & Non-Certified

1. Certified Personnel

A. Permanent Personnel

(8) Rights, Responsibilities and Duties

(a) Civil and Legal Rights

(i) Nondiscrimination

The Suffield Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religious-religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, genetic information, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disorder, physical disability, or learning disability) or veterans' status, race, color, religion, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member.

Legal references: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq*
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq*
 Title IX of the Education Amendments of 1972, 20 USCS § 1681 *et seq*
 Age Discrimination in Employment Act, 29 U.S.C. § 621
 Americans with Disabilities Act, 42 U.S.C. § 12101
 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
 Connecticut Fair Employment Practices Act
 Connecticut General Statutes § 46a-60
 Connecticut General Statutes § 10-153.
 Discrimination on basis of marital status
 Connecticut General Statutes § 46a-81a.
 Discrimination on basis of sexual orientation

Policy adopted: November 18, 2008

SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut

Series 4000 – Personnel – Certified & Non-Certified

2. Non-Certified Personnel

A. Permanent Personnel

(8) Rights, Responsibilities and Duties

(a) Civil and Legal Rights

(i) Nondiscrimination

The Suffield Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religious-religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, genetic information, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disorder, physical disability, or learning disability) or veterans' status, ~~race, color, religion, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, disability or genetic information~~, except in the case of a bona fide occupational qualification.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member.

Legal references: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq*
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq*
 Title IX of the Education Amendments of 1972, 20 USCS § 1681 *et seq*
 Age Discrimination in Employment Act, 29 U.S.C. § 621
 Americans with Disabilities Act, 42 U.S.C. § 12101
 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
 Connecticut Fair Employment Practices Act
 Connecticut General Statutes § 46a-60
 Connecticut General Statutes § 10-153.
 Discrimination on basis of marital status
 Connecticut General Statutes § 46a-81a.
 Discrimination on basis of sexual orientation

Policy adopted: November 18, 2008

SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut

Series 5000 - Students

0. Concepts and Roles in Student Policies

The focus of the school system is on the learner, the student. The student's educational development is the central concern of the Board of Education's policies and the administrator's regulations.

Each child of each parent shall be given equal opportunity. However, children vary widely in capacities, interests, and social/economic background. Therefore, no two can be treated exactly alike if the fullest development of each is to be achieved.

The Board of Education will attempt to erase any limitations of facilities and means that stand in the way of our school's availability to all who wish to learn.

Discrimination among students attending our schools with respect to race, color, religious religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, genetic information, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disorder, physical disability, or learning disability) or veterans' status,~~race, color, religious creed, age, marital status, national origin, gender, sexual orientation, gender identity or expression, or physical disability~~ is prohibited.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds.

10-184 Duties of parents. (re: mandatory schooling of children five years of age and over and under eighteen)

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-226a Pupils of racial minorities.

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

Policy adopted: May 1, 2007

Policy revised:

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 3000 – Business & Non-Instructional Operations**5. Non-Instructional Operations****C. Buildings****(2) Equipment Inventory**

It shall be the responsibility of the Director of Fiscal Administration to organize and direct a fixed asset inventory system and serve as the liaison to the Town of Suffield designated insurance agent for all matters of insurance claims and property control.

A physical inventory by an appraised consulting firm shall be conducted at least every other year and a report shall be generated which will include all information required for the Town and the Board's insurance agent or company.

Policy adopted: January 2, 1979
Policy revised: November 1, 1988
November 18, 2008

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 1000 – Community Relations

1. Communication with the Public

A. Media Communication

(1) Parent Involvement

In order to assure collaborative relationships between students' families and the Board of Education and district personnel, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education. Formal written communication originating from the district shall be delivered to all parent(s)/guardian(s) unless extenuating circumstances occur, in which case it will be at the sole discretion of the Superintendent. Parents are encouraged to maintain up-to-date contact information in the district information portal;
~~1.~~
2. Encourage involvement in their child's school and education;
3. Establish effective two-way communication between all families and district staff;
4. Seek input from parent(s)/guardian(s) on significant school-related issues;
5. Inform parent(s)/guardian(s) on how they can assist their children's learning;
6. Utilize technology to foster effective communication between families and their schools;
- ~~6. Formal written communication originating from the district shall be delivered to all parent(s)/guardian(s) unless extenuating circumstances occur, in which case it will be at the sole discretion of the Superintendent.~~

The Superintendent shall periodically report to the Board on the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies and procedures as amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities.

Policy adopted: October 6, 1998
Policy revised: June 20, 2006

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 6000 – Instruction

1. Elementary and Secondary

G. Curriculum Extensions

(2) Summer Learning AcademySchool

I. A Summer Learning Academy summer-school program of study will be offered each summer to residents of Suffield for the purpose of:

1. Making up credit loss and/or required courses
2. Improvement of Grade Point Average (GPA)
3. Elective courses
4. Enrichment classes
5. Maintenance of Skills/Academic Intervention

II. General Guidelines:

A. Elementary School:

The primary objective of the elementary Summer Learning Academy is to strengthen student skills in literacy and numeracy, ensure continuity of the curriculum, and provide opportunity to further develop academic and personal areas of interest. This will be a fee-based opportunity. The district will work with families who may not have the financial means to cover the full costs associated with attending the elementary Summer Learning Academy for remedial support in literacy and mathematics.

B. Middle School:

1. The primary objective of the middle school Summer Learning Academy summer-school program is to strengthen student skills and provide additional learning time to demonstrate proficiency in courses failed for the academic year. Additionally, the program may provide opportunity for students to further develop academic and personal areas of interest. This will be a fee-based opportunity. The district will work with families who may not have the financial means to cover the full costs associated with attending the middle Summer Learning Academy for remedial support in literacy and mathematics;:-
2. If a student is recommended by school administration for Summer Learning Academy summer-school remediation in English Language Arts (Reading or Writing) or Mathematics, the student is mandated to attend and -must complete all established requirements-requirements for the provided Summer Learning Academy summer-school course in order to earn a passing grade and advance to the next grade level within the course sequence;:-
3. Board Policy and Regulation 5123.2 defines the specific conditions under which a student may achieve promotion in summer school;:-

4. Enrollment for any Summer Learning Academy summer school course taken in Suffield or outside the Suffield school district by a Suffield Public Schools student must receive the prior approval of the student's building school administrator.

C. High School:

1. The primary objective of the high school Summer Learning Academy summer program is to afford students the opportunity option to make up lost credits/required courses, improve grade point average and/or take enrichment courses. This will be a fee-based opportunity. The district will work with families who may not have the financial means to cover the full costs associated with attending the elementary Summer Learning Academy for remedial support in literacy and mathematics.
- 1.2. Details are specified in Part III of this policy.;
- 2.3. Enrollment and credit for any Summer Learning Academy summer school course taken in Suffield or outside the Suffield school district by a Suffield Public Schools student must receive the prior approval of the student's school counselor and building school administrator.;
- 3.4. Summer Learning Academy Summer school courses will be coded as Academic (College Prep) level courses with final grade (letter grade) indicated on the transcript and will not be consistent with BOE Policy 6146.1; calculated towards computing class rank (QPA) per BOE policy 6146.1.
- 4.5. No more than 50% of the total credits needed in a required subject area for graduation may be accrued in the Summer Learning Academy summer school.;
- 5.6. The student must complete all established requirements for a given Summer Learning Academy summer school course to receive credit.

III. High School Summer Learning Academy Summer School Options:

A. Making-up lost credit(s)/required courses.

1. Available to students who have lost credit(s) due to failed courses. Students must have been enrolled for the entire course and earned a minimum final course average of 50 or obtain administrative approval to enroll in a Summer Learning Academy summer school course.;
2. Credits for any Summer Learning Academy summer school course will be awarded only up to the course credit lost in any individual course during the current school year.;
3. If a required or make-up course is not offered during the Summer Learning Academy summer school, an appropriate substitute course, approved by a building school administrator, may be taken.;
4. Both the regular year's grade and the summer school grade will be included on the transcript and shall be factored into the student's career GPA.

B. Improving Grade Point Average:

1. Students who have passed a course during the school year but who wish to improve their final grade may elect to take a Suffield Summer Learning Academy Summer School course. Courses taken outside of Suffield Summer Learning Academy Summer School must adhere to BOE policy 6146.1.
2. The final grade earned in summer school courses will be added to the student's high school transcript. Both the grade earned during the school year and the Summer Learning Academy summer school grade will be included on the student's transcript.
3. Computation of a new GPA using the final grade earned in Summer Learning Academy summer school will be at the discretion of the student.

C. Enrichment Courses:

1. These courses are available to students who wish to take prerequisite courses or who wish to increase their general knowledge.
2. Credit awarded for these courses will follow the state guidelines (i.e., 122 clock hours ~~= 1.1~~ credit).
3. Courses(s) taken at colleges will be granted high school credit with administrative approval and in accordance with school policy.
4. Students may elect to include college credit on their high school transcript.

IV. Operational Guidelines:

- A. The ~~director of summer school~~ administration or designee is responsible for the:
 1. Recommendation of Summer Learning Academy summer school schedule, courses, and hours to the Superintendent of Schools for approval;
 2. Assignment of students;
 3. Setting and collecting fees.
- ~~(C through D applies to middle and high school only)~~
- B. Transportation to and from summer school is the responsibility of the individual student or family;
 - C. More than one absence will result in loss of credit and/or dismissal without refund, subject to appeal for middle school and high school attendees. If a student is late to class by ten minutes or more, it will be recorded as a tardy. Three tardies will be considered an absence.
 - D. The disciplinary code of the Summer Learning Academy summer school will differ in no respect from the regular school year. Violation of the disciplinary code may result in loss of credit and/or dismissal without refund.
 - E. A final assessment must be taken at the conclusion of all high school and middle school Summer Learning Academy summer school courses. The final assessment will be comparable in difficulty and scope as that given during the regular school year. The final assessment/review may be approved by the appropriate department chairperson(s). In any generic course a comparable final assessment is to be used.

- V. **Tuition will be determined on an annual basis.** The district will work with families who may not have the financial means to cover the full costs associated with attending the Summer Learning Academy for remedial support in literacy and mathematics.

Policy adopted:

Policy revised:

SUFFIELD PUBLIC SCHOOLS

Suffield, Connecticut