

Agenda

- I. Call to Order / Attendance
 - I.A. Pledge of Allegiance
- II. School / Community Session
 - II.A. Public Participation
- III. Board of Education Student Representative Report
Speaker(s): Isabelle Vagell and Lucy Fritzing
- IV. Superintendent's Report
Speaker(s): Craig A. Cooke, Ph.D.
 - IV.A. School Renewal Plan Presentation
 - IV.B. 2022-2023 Budget Assumptions
 - IV.C. 2022-2023 Budget Presentation
- V. Board Member Comments
- VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)
- VII. Board of Selectmen Liaison
Speaker(s): Scott Murphy
- VIII. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)
 - VIII.A. Line Item Transfers as of January 4, 2022
 - VIII.B. Budget Expenditures as of January 4, 2022
- IX. Action Item: Motion to approve the Consent Agenda
- X. Board Committees / Liaison Updates (Ref. Bylaw #9450)
 - X.A. Curriculum and Student Development
Speaker(s): Members: Steve Pynn, Chair; Catherine Miller, Jen Gordon
 - X.B. Facilities Committee
Speaker(s): Members: Emily Rosenthal, Chair, Steven Pynn, Galen Cawley
 - X.C. Finance Committee
Speaker(s): Members: Calen Cawley, Chair; Diane Infantine-Vyce, Emily Rosenthal
 - X.D. Personnel Committee
Speaker(s): Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly
 - X.E. Policy Committee
Speaker(s): Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Jen Gordon
 - X.E.1. Policy #1361: Visitors to Schools
 - X.E.2. Policy #5110.4: Student Discipline
 - X.E.3. Series 3000 Policies recommended to be rescinded
 - X.E.3.a. #3020.2: Fiscal Year
 - X.E.3.b. #3150: Medical Reimbursement for Special Education Students

- X.E.3.c. #3250: Materials/Service Fees, Charges
- X.E.3.d. #3526: Energy Conservation
- X.E.3.e. #3541.1: Student Transportation Services Contractor & Equipment
- X.E.3.f. #3541.2: Student Transportation Services - Drivers
- X.E.4. Series 4000 Policies recommended to be rescinded
 - X.E.4.a. #4000: Concepts and Roles in Personnel
 - X.E.4.b. #4030: Employee's Leave of Absence
 - X.E.4.c. #4031: Professional Development Days: Teacher Requested
 - X.E.4.d. #4031.1: Professional Development
 - X.E.4.e. #4060: Evaluation/Supervision
 - X.E.4.f. #4111: Recruitment/Selection
 - X.E.4.g. #4112.1: Certification
 - X.E.4.h. #4112.2: Health Examinations
 - X.E.4.i. #4112.4: Orientation

X.F. LEARN Liaison

Speaker(s): Mary Ann Connelly

- XI. Action Item: Motion to approve the 2022-2023 Budget Assumptions
- XII. Action Item: Motion to approve the minutes of the December 14, 2021 Board of Education Meeting (Ref. Bylaw #9540.9)
- XIII. Action Item: Motion to approve the donation of \$1,650.02 from Steady Photography to the Jeffrey School
- XIV. Action Item: Motion to approve the \$1,449.93 donation from Steady Photography to Ryerson Elementary School
- XV. Action Item: Motion to waive the 1st and 2nd readings of the following policies: Policies are recommended to have readings waived due to minor language adjustments due to statutory changes and sunset of a committee:
 - #1361: Visitors to Schools
 - #5110.4: Student Discipline
 - #9450: Board Committees
- XVI. Action Item: Motion to approve the following policies:
 - #1361: Visitors to Schools
 - #5110.4: Student Discipline
 - #9450: Board Committees
- XVII. Action Item: Motion to waive the 1st and 2nd readings of the following policies proposed for rescission:
 - #3020.2: Fiscal Year
 - #3150: Medical Reimbursement for Special Education Students
 - #3250: Materials/Service Fees, Charges
 - #3526: Energy Conservation
 - #3541.1 Student Transportation Services Contractor & Equipment
 - #3541.2: Student Transportation Services - Drivers
 - #4000: Concepts and Roles in Personnel
 - #4030: Employee's Leave of Absence

#4031: Professional Development Days: Teacher Requested
#4031.1: Professional Development
#4060: Evaluation/Supervision
#4111: Recruitment/Selection
#4112.1: Certification
#4112.2: Health Examinations
#4112.4: Orientation

XVIII. Motion to approve rescission of the following policies:

#3020.2: Fiscal Year
#3150: Medical Reimbursement for Special Education Students
#3250: Materials/Service Fees, Charges
#3526: Energy Conservation
#3541.1: Student Transportation Services Contractor & Equipment
#3541.2: Student Transportation Services - Drivers
#4000: Concepts and Roles in Personnel
#4030: Employee's Leave of Absence
#4031: Professional Development Days: Teacher Requested
#4031.1: Professional Development
#4060: Evaluation/Supervision
#4111: Recruitment/Selection
#4112.1: Certification
#4112.2: Health Examinations
#4112.4: Orientation

XIX. Future Agenda Items

XX. Meetings/Dates of Importance

XXI. Adjournment

XXII. *The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting Paula Carabetta at 203-245-5644 or by email at carabettap@madisonct.org at least five (5) business days prior to the meeting.*

**MADISON PUBLIC SCHOOLS
ANNUAL OPERATING BUDGET GUIDELINES**

1. Continue to respond to and prioritize educational needs from COVID Pandemic.
2. Review line items and reallocate funding, based on expenditure history, to fund priority needs.
3. Include known costs, and project anticipated contractual settlements, associated with employee contracts.
4. Align staffing profiles in accordance with enrollment projections, class size policy, state mandates and programmatic needs.
5. Align per pupil core allocation funding levels for students based on projected Pre-K – 12 enrollment.
6. Where possible, pre-purchase electricity and diesel fuel, while estimating pricing on natural gas market.
7. Realize efficiencies in the following areas:
 - Energy conservation,
 - Preventative facilities maintenance,
 - Collaborative staffing arrangements with the Town of Madison,
 - Participation in purchasing consortiums
8. Prepare for new state guidelines and legislation.
9. Support and prepare for district reconfiguration to K-5/PreK-5.
10. Include Health Insurance funding projections.

2022-2023 OPERATING BUDGET OBJECTIVES

- Continue to provide the funding for special education services which are outlined in students' individual education plan.
- Support inclusion of:
 - Math Coach - Grades 7-9
 - Advanced Placement Student Support Program
 - Increased support for English Language Learners
- Respond to identified priorities to the curriculum cycle:
 - Plan and start writing process for systemic K-12 Wellness: PE/Health/Counseling
 - Develop curriculum for K-12 Music/Theater
- Technology:
 - Support of technology obsolescence replacement plan, which now includes the 1:1 Chromebook initiative for K-12
 - Continue Promethean Board Project and other technology upgrades
- Continue to respond to planned and cycled maintenance needs, as well as adequately fund repairs and maintenance by increasing annual funding by \$50,000.

MADISON PUBLIC SCHOOLS LINE ITEM TRANSFERS 1.4.2022

LINE	SOURCE	EFF DATE	ORG	OBJECT	ACCOUNT	COMMENT	DR/CR	AMOUNT
1	BUA	12/06/2021	GE41210C	51114	1000-9101-1500-412-10-00000-51114	Future servance NAGE outsource	C	75,000
2	BUA	12/06/2021	GE40710G	53000	1000-9101-2310-407-10-00000-53000	Future servance NAGE outsource	D	75,000

21-22 MADISON PUBLIC SCHOOLS EXPENDITURE
BOE MEETING 1.4.22

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51000 NEW STAFF AREA I	-153,266	0	-153,266	.00	.00	-153,266.00	.0%
51060 REDUCTION/BUDGET	-218,250	0	-218,250	-38,800.00	.00	-179,450.00	17.8%
51109 11TH COURSE STIPENDS	15,000	0	15,000	.00	.00	15,000.00	.0%
51110 TEACHERS	23,181,293	-92,812	23,088,481	7,332,358.03	15,093,143.43	662,979.08	97.1%
51111 ADMINISTRATORS	2,120,192	0	2,120,192	996,853.50	1,121,855.50	1,483.25	99.9%
51112 EPED	214,812	0	214,812	110,100.00	108,226.00	-3,514.00	101.6%
51113 CO CURRICULAR	450,325	2,811	453,136	163,982.00	131,658.75	157,495.11	65.2%
51114 EARLY RETIREMENT	234,008	-81,104	152,903	.00	18,270.00	134,633.38	11.9%
51116 DIRECTORS / MANAGERS	361,052	0	361,052	307,135.76	53,916.20	.19	100.0%
51120 OFFICE STAFF	1,560,605	-507	1,560,098	636,341.16	921,729.80	2,027.35	99.9%
51121 INSTRUCTIONAL PARAPROFESSIO	2,045,831	-8,500	2,037,331	653,553.95	1,237,546.71	146,230.81	92.8%
51122 CUSTODIANS	1,655,737	0	1,655,737	529,092.60	1,001,740.00	124,904.89	92.5%
51123 MEDIA / TECH PARAPROFESSIONAL	290,192	4,862	295,054	115,305.41	172,355.99	7,392.75	97.5%
51124 SECURITY / SUSPENSION	420,580	0	420,580	270,750.36	128,622.90	21,206.60	95.0%
51126 SCHOOL HEALTH SERVICES	368,467	0	368,467	125,901.61	222,221.63	20,343.90	94.5%
51127 EVENT STAFF	16,490	0	16,490	11,948.40	150.00	4,391.60	73.4%
51128 ATHLETIC TRAINER	41,649	0	41,649	15,866.40	25,782.93	.00	100.0%
51129 ATTENDANCE INCENTIVE	13,500	0	13,500	.00	.00	13,500.00	.0%
51130 THERAPISTS / OCCUP & PHYS	419,405	0	419,405	131,736.46	285,195.28	2,473.07	99.4%
51210 SUBSTITUTE TEACHERS	381,900	82,750	464,650	163,268.09	191,700.90	109,681.01	76.4%
51212 SUBS / SCHOOL HEALTH SERVICES	16,320	0	16,320	2,332.54	.00	13,987.46	14.3%
51221 CLASSIFIED SUBS	14,000	0	14,000	4,516.15	.00	9,483.85	32.3%
51320 OVERTIME	72,870	0	72,870	50,802.70	6,370.91	15,696.39	78.5%
51321 CUSTODIAL/CASUAL LABOR	93,806	0	93,806	65,811.57	.00	27,994.43	70.2%
52130 LIFE INSURANCE	49,950	0	49,950	19,452.73	24,496.47	6,000.80	88.0%
52200 SOCIAL SECURITY	604,970	0	604,970	373,936.81	.00	231,033.19	61.8%
52201 MEDICARE	491,744	0	491,744	.00	.00	491,744.00	.0%
52202 FSA ADMINISTRATION	3,000	0	3,000	709.60	1,071.00	1,219.40	59.4%
52300 PENSION-DEF BENEFIT	1,121,499	0	1,121,499	246,053.13	.00	875,446.07	21.9%
52301 PENSION-DEF CONTRIBUTION	13,000	17,500	30,500	10,967.99	.00	19,532.01	36.0%
52500 UNEMPLOYMENT	50,000	0	50,000	12,063.91	.00	37,936.09	24.1%
52600 WORKER'S COMP	291,981	-3,988	287,993	285,056.00	.00	2,937.32	99.0%
52700 DISABILITY INSURANCE	72,000	0	72,000	30,280.61	36,034.45	5,684.94	92.1%
53000 UNBUDGETED EXPENSE	75,000	75,000	150,000	75,000.00	.00	75,000.00	50.0%
53101 LABOR & LEGAL SVCES	110,000	0	110,000	50,563.00	.00	59,437.00	46.0%
53222 EVALUATION SERVICES	139,500	-3,000	136,500	26,655.18	61,898.50	47,946.32	64.9%
53224 STAFF DEVELOPMENT	218,969	-2,091	216,878	45,187.74	7,594.22	164,095.81	24.3%
53225 NEASC ACCREDITATION SERVICES	4,540	0	4,540	4,210.00	.00	330.00	92.7%
53230 STUDENT SUPPORT SERVICES	51,000	15,000	66,000	16,842.84	2,250.00	46,907.16	28.9%
53231 ADULT EDUCATION	45,000	0	45,000	42,000.00	.00	3,000.00	93.3%
53300 PROF / TECH SVCES	1,269,860	7,550	1,277,410	743,668.52	392,308.96	141,432.52	88.9%
53305 PROF TECH MEDICAL	15,630	2,497	18,127	15,319.51	.00	2,807.49	84.5%
54210 DISPOSAL / RECYCLING	73,200	0	73,200	35,311.98	32,000.02	5,888.00	92.0%
54220 SNOW REMOVAL	64,946	0	64,946	.00	9,500.00	55,446.00	14.6%

21-22 MADISON PUBLIC SCHOOLS EXPENDITURE
BOE MEETING 1.4.22

FOR 2022 13

54300	REPAIRS & MAINT	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
54300	REPAIRS & MAINT	574,204	274	574,478	269,448.54	120,608.67	184,420.67	67.9%
54307	TECH / INFRASTRUCTURE	42,000	0	42,000	3,795.00	15,238.82	22,966.18	45.3%
54309	EMERGENCY MAINTENANCE	50,000	0	50,000	.00	.00	50,000.00	.0%
54310	KITCHEN MAINTENANCE	13,401	0	13,401	8,174.31	.00	5,226.69	61.0%
54313	TREATMENT PLANT REPAIRS	29,000	0	29,000	5,786.00	1,219.00	21,995.00	24.2%
54320	REPAIR / CONTRACTS	36,500	0	36,500	2,358.15	843.00	33,298.85	8.8%
54330	ALARM SERVICES	12,372	0	12,372	10,907.45	657.50	807.05	93.5%
54340	TELEPHONE MAINTENANCE	14,024	0	14,024	.00	.00	14,024.00	.0%
54420	RENTAL AGREEMENTS	29,152	3,586	32,739	10,241.22	2,892.78	19,604.50	40.1%
54600	TREE SERVICES	8,828	0	8,828	1,900.00	.00	6,928.00	21.5%
54900	PURCHASE SVCS	353	0	353	.00	.00	353.10	.0%
55110	STUDENT ACTIV TRANS	165,505	-3,836	161,668	35,896.01	5,734.68	120,037.72	25.8%
55111	REGULAR TRANSPORTATION	1,973,180	0	1,973,180	854,092.57	2,144.59	1,116,942.84	43.4%
55113	FUEL / TRANSPORTATION	283,000	0	283,000	58,394.56	9,611.30	214,994.14	24.0%
55114	SCHOOL CHOICE TRANSPORT	67,500	0	67,500	27,204.00	.00	40,296.00	40.3%
55120	SPED TRANSPORTATION	1,265,039	0	1,265,039	578,497.10	207,596.45	478,945.45	62.1%
55201	GENERAL INSURANCE	293,336	3,188	296,524	296,524.00	.00	.00	100.0%
55203	STUDENT INSURANCE	18,811	0	18,811	17,094.00	.00	1,717.00	90.9%
55301	TELECOMMUNICATIONS	152,942	1,588	154,530	60,752.22	72,683.44	21,094.10	86.3%
55302	POSTAGE	21,188	-100	21,088	4,634.38	3,613.64	12,839.89	39.1%
55303	REPORTS/PUBLIC RELATIONS	4,650	0	4,650	.00	.00	4,650.00	.0%
55400	LEGAL NOTICES & ADS	900	0	900	.00	.00	900.00	.0%
55500	PRINTING & BINDING	44,817	0	44,817	11,169.59	16,016.40	17,631.00	60.7%
55501	PRINTING / INSTRU SUPPLIES	34,845	0	34,845	7,925.92	983.84	25,935.59	25.6%
55608	TUITION / TYPICALS	-100,000	0	-100,000	-32,070.00	.00	-67,930.00	32.1%
55610	EXT PLACEMENTS / PUBLIC	399,214	0	399,214	324,767.33	291,535.87	-217,089.20	154.4%
55630	EXT PLACEMENTS / PRIVATE	1,809,847	-29,237	1,780,610	901,779.64	1,026,421.13	-147,590.65	108.3%
55640	SCHOOL CHOICE TUITION	76,000	0	76,000	.00	.00	76,000.00	.0%
55641	EXTENDED YEAR SERVICES / SPED	106,000	4,737	110,737	110,736.88	.00	.00	100.0%
55643	EXT PLACEMENT/ GENERAL ED	10,000	0	10,000	3,890.25	.00	6,109.75	38.9%
55801	TRAVEL (STAFF)	27,600	0	27,600	4,488.09	1,795.21	21,316.70	22.8%
55802	TRAVEL (BOE)	320	0	320	.00	.00	320.00	.0%
55900	MISC PURCH SERVICES	8,850	0	8,850	3,935.00	3,540.00	1,375.00	84.5%
56101	OFFICE SUPPLIES	40,626	200	40,826	19,343.19	142.64	21,340.25	47.7%
56110	INSTRUCTIONAL SUPPLIES	403,381	-2,245	401,136	206,041.30	31,468.97	163,625.95	59.2%
56120	INSTRUCTIONAL SOFTWARE	23,876	9,500	33,376	29,262.84	263.19	3,849.97	88.5%
56130	CUSTODIAL SUPPLIES	82,132	-520	81,612	50,740.18	22,711.10	8,160.31	90.0%
56131	MAINTENANCE SUPPLIES	78,000	0	78,000	46,597.11	8,580.18	22,822.71	70.7%
56140	FIELDS MAINTENANCE	112,900	0	112,900	82,932.00	.00	29,968.00	73.5%
56206	GAS SERVICES	268,639	0	268,639	43,178.48	.00	225,460.52	16.1%
56207	HEATING FUEL	10,944	0	10,944	.00	.00	10,944.00	.0%
56210	WATER	42,650	0	42,650	13,862.50	.00	28,787.50	32.5%
56220	ELECTRICITY	770,358	0	770,358	279,424.27	3,375.47	487,558.26	36.7%
56260	EQUIPMENT MAINTENANCE	21,672	0	21,672	9,633.18	.00	12,038.82	44.4%

21-22 MADISON PUBLIC SCHOOLS EXPENDITURE
BOE MEETING 1.4.22

FOR 2022 13

56410	TEXTBOOKS & REPLACEMENT	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
56410	TEXTBOOKS & REPLACEMENT	33,310	-807	32,503	14,105.95	302.36	18,095.01	44.3%
56411	TEXTBOOKS / NEW	36,500	0	36,500	.00	.00	36,500.00	.0%
56420	AWARDS	4,365	0	4,365	1,358.70	17.55	2,988.75	31.5%
56421	MEDIA SUPPLIES	35,428	3,000	38,428	12,792.53	3,622.43	22,013.38	42.7%
56422	PERIODICALS	26,272	0	26,272	23,568.30	29.95	2,673.91	89.8%
56423	PRINT COLLECTION	53,304	-5,650	47,654	13,865.70	7,269.80	26,518.12	44.4%
56550	STAFF UNIFORMS	5,258	520	5,778	5,778.41	.00	.00	100.0%
56551	UNIFORMS / STUDENT GROUPS	23,280	0	23,280	12,820.00	304.95	10,155.05	56.4%
56900	SUPPLIES	66,960	0	66,960	24,997.66	2,486.05	39,476.64	41.0%
57301	EQUIPMENT	211,936	-2,419	209,517	82,931.12	40,805.74	85,780.44	59.1%
57302	OS SOFTWARE	282,500	0	282,500	175,715.72	36,056.98	70,727.30	75.0%
57303	EQUIP - LEASE/PURCHASE	39,120	0	39,120	19,545.18	19,574.82	.00	100.0%
57304	COMPUTER HARDWARE	549,550	0	549,550	270,918.92	237,839.50	40,791.58	92.6%
57310	VEHICLES	0	0	0	-24.45	.00	24.45	100.0%
57400	PUBLIC SAFETY	26,023	0	26,023	2,854.12	7,469.31	15,699.57	39.7%
58100	DUES, FEES & MEMBSHPS	64,390	2,253	66,643	51,304.85	3,610.00	11,727.68	82.4%
58101	ATHLETIC EVENT FEES	10,379	0	10,379	265.00	1,820.00	8,294.00	20.1%
GRAND TOTAL		49,179,440	0	49,179,440	18,758,271.21	23,498,527.86	6,922,640.78	85.9%

** END OF REPORT - Generated by Kristen Bartosic **

21-22 MADISON PUBLIC SCHOOLS EXPENDITURE
BOE MEETING 1.4.22

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	11	Y	N
Sequence 2	0	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
21-22 MADISON PUBLIC SCHOOLS EXPENDITURE

Includes accounts exceeding 0% of budget.

Print totals only: Y
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2021/ 1
 To Yr/Per: 2021/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: F
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2022/13
Print MTD Version: N

Roll projects to object: N
Carry forward code: 2

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The Madison Board of Education recognizes that procedures for visitors to schools are important for student and staff safety.

Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to, utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitor’s reception area of the school office, prominently displaying visitor’s badges or other identification required for visitors to the school buildings, limiting access to those areas of the building and grounds for which the visitors have authorized access, and complying with directives of the school officials at all times. All visitors and observers permitted into school buildings or on school ground must comply with all school health and safety protocols in place at the time.

Visitors who will be entering the building beyond the main office area will be required to register ~~in~~ at the security desk/main office ~~principal’s office~~ upon arrival at the school, at which time a background check on the sex offender registry will be conducted. If a result is received, a school administrator will be contacted. Access to the building may be denied by the administrator.

Legal References:

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

First Reading:

**ADMINISTRATIVE REGULATIONS
REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the building Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for the proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building Principal or responsible administrator shall consider the following factors:
 - a. the frequency of visits;
 - b. the duration of the visit;
 - c. the number of visitors involved;
 - d. the effect of the visit on a particular class or activity;

- 68
69 e. the age of the students;
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71 f. the nature of the class or program;
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73 g. the potential for disclosure of confidential personally identifiable student
74 information;
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76 h. whether the visitor/observer has a legitimate educational interest in
77 visiting the school;
78
79 i. whether the visitor/observer has professional ethical obligations not to
80 disclose any personally identifiable student information;
81
82 j. any safety risk to students and school staff; and
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84 k. compliance with the Board's Guidelines for Independent Educational
85 Evaluations, if applicable.
86
- 87 6. The building Principal or responsible administrator has the discretion to limit, or
88 refuse, requests for visits and/or observations of student programs in light of the
89 above criteria. When a requested observation is refused, the building Principal or
90 responsible administrator will provide the parent/guardian with the reason for the
91 decision and will work to develop alternative ways for the parent/guardian to
92 obtain the information the parent/guardian seeks.
93
- 94 7. If a building Principal or responsible administrator approves a request to visit a
95 school building and/or observe a student program, arrangements must be made in
96 advance to ensure that the visit will not disrupt educational programs. The length
97 and scope of any visit shall be determined by the building Principal or responsible
98 administrator in accordance with these regulations and accompanying Board
99 policy. The building Principal or responsible administrator shall determine a
100 reasonable amount of time for observations of individual students or student
101 programs.
102
- 103 8. Upon arrival, all visitors must comply with any and all applicable building
104 security procedures, including but not limited to utilizing security buzzers for
105 access, complying with requests for photo identification, reporting directly to and

106 signing in and out at the visitors’ reception area of the school office, prominently
107 displaying visitors’ badges or other identification required for visitors to the
108 school buildings, limiting access to those areas of the buildings and grounds for
109 which the visitors have authorized access, and complying with directives of
110 school officials at all times.

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112 9. The district has an obligation to maintain the confidentiality of personally
113 identifiable student information. All visitors and observers must restrict their
114 visits and observations to the purpose identified in the request to visit or observe
115 and are strictly prohibited from observing or collecting information on other
116 students within the school. If the visitor/observer views, accesses or otherwise
117 obtains personally identifiable student information concerning another student, the
118 visitor/observer must notify the building Principal or responsible administrator as
119 soon as possible.

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121 10. All visitors and observers permitted inside school buildings or on school grounds
122 must comply with all school health and safety protocols in place at the time,
123 including but not limited to any health screening protocols.

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125 11. A refusal to comply with any of the Board’s policy provisions and/or regulations
126 concerning visitors shall constitute grounds for denial of the visitor’s privileges,
127 as determined appropriate by the building Principal or designee. Such refusal may
128 also result in a referral to law enforcement personnel, as determined appropriate
129 by the building Principal or designee.

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133 Legal References:

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135 “Guidelines Regarding Independent Educational Evaluations at Public Expense
136 and In- School Observations,” Connecticut State Department of Education (Mar. 28,
137 2018).

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Student Discipline
(formerly Suspension/Expulsion/Exclusion
From School/School Activities

I. Definitions

A. Cannabis means marijuana, as defined by Conn. Gen. Stat. § 21a-240.

II.

A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.

F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited

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to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.

G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

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- 64 I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa
65 or chinese star.
- 66 J. **Removal** is the exclusion of a student from a classroom for all or part of a single
67 class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- 68 K. **School Days** shall mean days when school is in session for students.
- 69 L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized
70 by the Board and includes activities conducted on or off school property.
- 71 M. **Seriously Disruptive of the Educational Process**, as applied to off-campus
72 conduct, means any conduct that markedly interrupts or severely impedes the day-
73 to-day operation of a school.
- 74 N. **Suspension** means the exclusion of a student from school and/or transportation
75 services for not more than ten (10) consecutive school days, provided such
76 suspension shall not extend beyond the end of the school year in which such
77 suspension is imposed; and further provided no student shall be suspended more
78 than ten (10) times or a total of fifty (50) days in one school year, whichever results
79 in fewer days of exclusion, unless such student is granted a formal hearing as
80 provided below.
- 81 O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any
82 police baton or nightstick, any dirk knife or switch knife, any knife having an
83 automatic spring release device by which a blade is released from the handle,
84 having a blade of over one and one-half inches in length, any stiletto, any knife the
85 edged portion of the blade of which is four inches and over in length, any martial
86 arts weapon or electronic defense weapon, or any other dangerous or deadly
87 weapon or instrument, unless permitted by law under Section 29-38 of the
88 Connecticut General Statutes.
- 89 P. Notwithstanding the foregoing definitions, the reassignment of a student from one
90 regular education classroom program in the district to another regular education
91 classroom program in the district shall not constitute a suspension or expulsion.
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Q. For purposes of this policy, references to “school”, “school grounds”, and “classroom” shall include physical educational environments, as well as ~~virtual educational environments, whether synchronous or asynchronous, which occur on in which students are engaged in remote learning, which means instruction by means of one or more~~ Internet-based software platforms ~~that allow students to engage in~~ as part of a remote learning.

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II. Scope of the Student Discipline Policy

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A. Conduct on School Grounds, on School Transportation or at a School-Sponsored Activity:

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1. Suspension. Students may be suspended for conduct on school grounds, on school transportation, or at any school-sponsored activity that violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.

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2. Expulsion. Students may be expelled for conduct on school grounds, on school transportation or at any school-sponsored activity that either (1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.

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B. Conduct off School Grounds:

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Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct *violates a* publicized policy of the Board and is seriously disruptive of the educational process.

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C. Seriously Disruptive of the Educational Process

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In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in Section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. The Administration and/or the Board of Education

may also consider (5) whether the off-campus conduct involved the illegal use of drugs

D. On and after January 1, 2022, a student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.
7. Refusal by a student to ~~identify themselves~~ respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

- 154 8. Inappropriate displays of public affection of a sexual nature and/or sexual activity
155 on school grounds, on school transportation, or at a school-sponsored activity.
- 156 9. A walk-out from or sit-in within a classroom or school building or school grounds.
- 157 10. Blackmailing, threatening or intimidating school staff or students (or acting in a
158 manner that could be construed to constitute blackmail, a threat, or intimidation,
159 regardless of whether intended as a joke)
- 160 11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon,
161 electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal
162 knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or
163 unloaded, whether functional or not, or any other dangerous object or instrument.
164 The possession and/or use of any object or device that has been converted or
165 modified for use as a weapon.
- 166 12. Possession of any ammunition for any weapon described above in paragraph 11.
- 167 13. Unauthorized entrance into any school facility or portion of a school facility or
168 aiding or abetting an unauthorized entrance.
- 169 14. Possession or ignition of any fireworks, combustible or other explosive materials,
170 or ignition of any material causing a fire. Possession of any materials designed to
171 be used in the ignition of combustible materials, including matches and lighters.
- 172 15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine
173 delivery systems (e.g. e-cigarettes), electronic cannabis delivery system, or vapor
174 products, or the unlawful possession, sale, distribution, use or consumption of
175 drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs,
176 narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or
177 alcoholic beverages), including being under the influence of any such substances
178 or aiding in the procurement of any such substances. For the purposes of this
179 Paragraph 15, the term “electronic nicotine delivery system” shall mean an
180 electronic device used in the delivery of nicotine or other substances to a person
181 inhaling from the device, and includes, but is not limited to, an electronic
182 cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic
183 hookah and any related device and any cartridge or other component of such
184 device, including, but not limited to, electronic cigarette liquid. For purposes of
185 Paragraph 15, the term “electronic cannabis delivery system” shall mean an
186 electronic device that may be used to simulate smoking in the delivery of cannabis

to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

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- 220 21. Making false bomb threats or other threats to the safety of students, staff
221 members, and/or other persons.
- 222 22. Defiance of school rules and the valid authority of teachers, supervisors,
223 administrators, other staff members and/or law enforcement authorities.
- 224 23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically
225 authorized by school staff.
- 226 24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on
227 school grounds or at any school-sponsored activity.
- 228 25. Leaving school grounds, school transportation or a school-sponsored activity
229 without authorization.
- 230 26. Use of or copying of the academic work of another individual and presenting it as
231 the student's own work, without proper attribution; or any other form of
232 academic dishonesty, cheating or plagiarism.
- 233 27. Possession and/or use of a cellular telephone, radio, portable audio player, CD
234 player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or
235 handheld device, or similar electronic device, on school grounds, on school
236 transportation, or at a school-sponsored activity in violation of Board policy
237 and/or administrative regulations regulating the use of such devices.
- 238 28. Possession and/or use of a beeper or paging device on school grounds, on school
239 transportation, or at a school-sponsored activity without the written permission of
240 the principal or designee.
- 241 29. Unauthorized use of or tampering with any school computer, computer system,
242 computer software, Internet connection or similar school property or system, or
243 the use of such property or system for inappropriate purposes.
- 244 30. Possession and/or use of a laser pointer, unless the student possesses the laser
245 pointer temporarily for an educational purpose while under the direct supervision
246 of a responsible adult.
- 247 31. Hazing.
- 248 32. Bullying, defined as ~~the repeated use by one or more students of a written, oral or~~
249 ~~electronic communication, such as cyberbullying, directed at another student~~
250 ~~attending school in the same district, or a physical act or gesture by one or more~~

~~students repeatedly directed at another student attending school in the same school district, an act that is direct or indirect and severe, persistent or pervasive, which:~~

- ~~a. causes physical or emotional harm to such student or damage to such student's property an individual;~~
- ~~b. places such student an individual in reasonable fear of harm to student, or of damage to student's property physical or emotional harm; or ;~~
- ~~c. creates a hostile environment at school for such student;~~
- d. infringes on the rights or opportunities of ~~such student~~ an individual at school; or
- e. ~~substantially disrupts the education process or the orderly operation of a school.~~

Bullying ~~includes shall include~~ , but ~~is-need~~ not limited be to, ~~repeated-a~~ written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

- 33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- 34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols developed in connection with the COVID-19 pandemic, such as, but not limited to, physical distancing and mask-wearing requirements.
- 35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.

- 280 36. Engaging in a plan to stage sexual activity for the purposes of recording it by
281 electronic means; or recording by electronic means sexual acts for purposes of
282 later publication.
- 283 37. Using computer systems, including email, ~~distance~~ remote learning platforms,
284 instant messaging, text messaging, blogging, or the use of social networking
285 websites, or other forms of electronic communications, to engage in any conduct
286 prohibited by this policy.
- 287 38. Use of a privately owned electronic or technological device in violation of school
288 rules, including the unauthorized recording (photographic or audio) of another
289 individual without permission of the individual or a school staff member.
- 290 39. Engaging in teen dating violence, defined as any act of physical, emotional or
291 sexual abuse, including stalking, harassing and threatening, ~~that~~ which occurs
292 between two students who are currently in or who have recently been in a dating
293 relationship.
- 294 40. Any action prohibited by any Federal or State law.

#5110.4(k)

- 296 41. Any other violation of school rules or regulations or a series of violations which
297 makes the presence of the student in school seriously disruptive of the educational
298 process and/or a danger to persons or property.

299 IV. Discretionary and Mandatory Expulsions

- 300 A. A principal may consider recommendation of expulsion of a student in grades three
301 to twelve, inclusive, in a case where ~~he/she~~ the principal has reason to believe the
302 student has engaged in conduct described at Sections II.A. or II.B., above.
- 303 B. A principal must recommend expulsion proceedings in all cases against any student
304 in grades kindergarten to twelve, inclusive, whom the Administration has reason to
305 believe:
- 306 1. was in possession on school grounds, on school transportation, or at a school-
307 sponsored activity of a deadly weapon, dangerous instrument, martial arts
308 weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to
309 time; or

- 310 2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in
311 violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as
312 defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a
313 martial arts weapon in the commission of a crime under chapter 952 of the
314 Connecticut General Statutes; or
- 315 3. was engaged on or off school grounds or school transportation in offering for
316 sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-
317 240(9)), whose manufacturing, distribution, sale, prescription, dispensing,
318 transporting, or possessing with intent to sell or dispense, offering or
319 administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277
320 and 21a-278.

321 The terms “dangerous instrument,” “deadly weapon,” electronic defense
322 weapon,” “firearm,” and “martial arts weapon,” are defined above in Section I.

323 **#5110.4(I)**

324 C. In any preschool program provided by the Board of Education or provided by a
325 regional educational service center or a state or local charter school pursuant to an
326 agreement with the Board of Education, no student enrolled in such a preschool
327 program shall be expelled from such preschool program, except an expulsion
328 hearing shall be conducted by the Board of Education in accordance with Section
329 VIII of this policy whenever the Administration has reason to believe that a student
330 enrolled in such preschool program was in possession of a firearm as defined in 18
331 U.S.C. § 921, as amended from time to time, on or off school grounds, on school
332 transportation, or at a preschool program-sponsored event. The term “firearm” is
333 defined above in Section I.

334 D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an
335 inquiry concerning the expulsion recommendation. If the Superintendent or
336 designee determines that a student should or must be expelled, student shall forward
337 ~~their~~ such recommendation to the Board of Education so that the Board can
338 consider and act upon this recommendation.

339 E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall
340 be the policy of the Board to expel a student in grades kindergarten to twelve,
341 inclusive, for one (1) full calendar year for the conduct described in Section
342 IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool
343 program for one (1) calendar year for the conduct described in Section IV.C. For

344 any mandatory expulsion offense, the Board may modify the term of expulsion on a
345 case-by-case basis.

346 **V. Procedures Governing Removal from Class**

347 A. A student may be removed from class by a teacher or administrator if ~~the~~ student
348 deliberately causes a serious disruption of the educational process. When a student
349 is removed, the teacher must send ~~the~~ student to a designated area and notify the
350 principal or ~~student's principal's~~ designee at once.

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- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
 - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 - 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
 - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that student should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student’s previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student’s disciplinary

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- problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
- b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil’s conduct on school grounds or on school transportation is of a violent or sexual nature that endangers persons.
3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.

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9. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration.
11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

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B. In cases where a student’s suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

- A. Emergency Exception

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat.

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§ 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. Hearing Panel:

Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.

1. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to student’s parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to student’s parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
 - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.

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- 502 c. A short, plain description of the conduct alleged by the Administration.
- 503 d. The student may present as evidence relevant testimony and documents
- 504 concerning the conduct alleged and the appropriate length and conditions of
- 505 expulsion; and that the expulsion hearing may be the student's sole
- 506 opportunity to present such evidence.
- 507 e. The student may cross-examine witnesses called by the Administration.
- 508 f. The student may be represented by an attorney or other advocate of
- 509 student's choice at ~~his/her~~ the student's expense or at the expense of
- 510 student's parent(s) or guardian(s).
- 511 g. A student is entitled to the services of a translator or interpreter, to be
- 512 provided by the Board of Education, whenever the student or student's
- 513 parent(s) or guardian(s) requires the services of an interpreter because
- 514 student(s) do(es) not speak the English language or is(are) disabled.
- 515 h. The conditions under which the Board is not legally required to give the
- 516 student an alternative educational opportunity (if applicable).
- 517 i. Information concerning the parent's(s') or guardian's(s') and the student's
- 518 legal rights and about free or reduced-rate legal services and how to access
- 519 such services.
- 520 j. The parent(s) or guardian(s) of the student have the right to have the
- 521 expulsion hearing postponed for up to one week to allow time to obtain
- 522 representation, except that if an emergency exists, such hearing shall be held
- 523 as soon after the expulsion as possible.

524 D. Hearing Procedures:

- 525 1. The hearing will be conducted by the Presiding Officer, who will call the
- 526 meeting to order, introduce the parties, Board members and counsel, briefly
- 527 explain the

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- 530 hearing procedures, and swear in any witnesses called by the Administration or
531 the student.
- 532 2. The hearing will be conducted in executive session. A verbatim record of the
533 hearing will be made, either by tape recording or by a stenographer. A record
534 of the hearing will be maintained, including the verbatim record, all written
535 notices and documents relating to the case and all evidence received or
536 considered at hearing.
- 537 3. The Administration shall bear the burden of production to come forward with
538 evidence to support its case and shall bear the burden of persuasion. The
539 standard of proof shall be a preponderance of the evidence.
- 540 4. Formal rules of evidence will not be followed. The Board has the right to
541 accept hearsay and other evidence if it deems that evidence relevant or material
542 to its determination. The Presiding Officer will rule on testimony or evidence
543 as to it being immaterial or irrelevant.
- 544 5. The hearing will be conducted in two (2) parts. In the first part of the hearing,
545 the Board will receive and consider evidence regarding the conduct alleged by
546 the Administration.
- 547 6. In the first part of the hearing, the charges will be introduced into the record by
548 the Superintendent or designee.
- 549 7. Each witness for the Administration will be called and sworn. After a witness
550 has finished testifying, he/she will be subject to cross-examination by the
551 opposite party or his/her legal counsel, by the Presiding Officer and by Board
552 members.
- 553 8. The student shall not be compelled to testify at the hearing.
- 554 9. After the Administration has presented its case, the student will be asked if they
555 have any witnesses or evidence to present concerning the charges. If so, the
556 witnesses will be sworn, will testify, and will be subject to cross examination
557 and to questioning by the Presiding Officer and/or by the Board. The student
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- choose to make a statement at this time. If the student chooses to make a statement, they will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or the student's representative.
10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems ~~which-~~ that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.

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15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student’s name and other personally identifiable information.

16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student’s parents to pay for participation in the program.

17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

18. The hearing may be conducted virtually, via video conference, at the direction of the Board, in the event school buildings are closed to students or individuals are provided limited access to school buildings as a result of the COVID-19 pandemic. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

E. Presence on School Grounds, on School Transportation, and Participation in School-Sponsored Activities During Expulsion:

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During the period of expulsion, the student shall not be permitted to be on school property or on school transportation and shall not be permitted to attend or participate in any school-sponsored activities, except for the student’s participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property or school transportation for a specified purpose or to participate in a particular school-sponsored activity.

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F. Stipulated Agreements:

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In lieu of the procedures used in this Section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation on the student’s own behalf. ~~and Recommendation on his or her own behalf.~~

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If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

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IX. Alternative Educational Opportunities for Expelled Students

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A. Students under sixteen (16) years of age:

652 Whenever the Board of Education expels a student under sixteen (16) years of age,
653 it shall offer any such student an alternative educational opportunity.

654 B. Students sixteen (16) to eighteen (18) years of age:

655 1. The Board of Education shall provide an alternative educational opportunity to a
656 sixteen (16) to eighteen (18) year-old student expelled for the first time if the
657 student requests it and if the student agrees to the conditions set by the Board of
658 Education. Such alternative educational opportunity may include, but shall not
659 be limited to, the placement of a pupil who is at least seventeen years of age in
660 an adult education program. Any pupil participating in an adult education
661 program during a period of expulsion shall not be required to withdraw from
662 school as a condition to ~~his/her~~ participation in the adult education program.

663 2. The Board of Education is not required to offer an alternative educational
664 opportunity to any student between the ages of sixteen (16) and eighteen (18)
665 who is expelled for a second, or subsequent, time.

666 3. The Board of Education shall count the expulsion of a pupil when ~~he/she~~ the
667 student was under sixteen (16) years of age for purposes of determining whether
668 an alternative educational opportunity is required for such pupil when ~~pupil~~ the
669 student is between the ages of sixteen and eighteen.

670 C. Students eighteen (18) years of age or older:

671 The Board of Education is not required to offer an alternative educational
672 opportunity to expelled students eighteen (18) years of age or older.

673 D. Content of Alternative Educational Opportunity

674 1. For the purposes of Section IX, and subject to Subsection IX.E, below, any
675 alternative educational opportunity to which an expelled student is statutorily
676 entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-
677 74j and in accordance with the *Standards for Educational Opportunities for*
678 *Students Who Have Been Expelled*, adopted by the State Board of Education,
679 with an individualized learning plan, if the Board provides such alternative
680 education, or (2) in accordance with the *Standards for Educational*
681 *Opportunities for Students Who Have Been Expelled*, adopted by the State Board
682 of Education.

683 . The Superintendent, or designee, shall develop administrative regulations
684 concerning alternative educational opportunities, which administrative
685 regulations shall be in compliance with the standards adopted by the State Board
686 of Education. Such administrative regulations shall include, but not limited to,
687 provisions to address student placement in alternative education; individualized
688 learning plans; monitoring of student(s) placements and performance; and a
689 process for transition planning.

690 E. Students identified as eligible for services under the Individuals with Disabilities
691 Education Act (“IDEA”):

692 Notwithstanding Subsections IX.A. through D. above, if the Board of Education
693 expels a student who has been identified as eligible for services under the
694 Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative
695 educational opportunity to such student in accordance with the requirements of
696 IDEA, as it may be amended from time to time, and in accordance with the
697 *Standards for Educational Opportunities for Students Who Have Been Expelled*,
698 adopted by the State Board of Education.

699 F. Students for whom an alternative educational opportunity is not required:

700 The Board of Education may offer an alternative educational opportunity to a pupil
701 for whom such alternative educational opportunity is not required by law or as
702 described in this policy. In such cases, the Board, or if delegated by the Board, the
703 Administration, shall determine the components, including nature, frequency and
704 duration of such services, of any such alternative educational opportunity.

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X. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student’s period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student’s cumulative record prior to graduation if such student has demonstrated to the Board that the student’s conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student’s cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student’s cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student’s first such offense.

XI. Change of Residence During Expulsion Proceedings

- A. Student moving into the school district:
 - 1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the

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expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. Student moving out of the school district:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. Suspension of IDEA students:

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision

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to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).
2. The school district shall immediately convene the student’s planning and placement team (“PPT”), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student’s PPT shall consider the relationship between the student’s disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student’s behavior was a manifestation of the student’s disability.

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- 3. If the student’s PPT finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
- 4. If the student’s PPT finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
- 5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
- 6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. Removal of Special Education Students for Certain Offenses:

- 1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
 - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds, on school transportation or at a school-sponsored activity, or
 - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school, on school transportation or at a school-sponsored activity; or
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, on school transportation or at a school function.

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2. The following definitions shall be used for this subsection XII.C.:

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a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

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b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

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c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

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d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

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845 XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504
846 of the Rehabilitation Act of 1973 (“Section 504”)

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A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

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1. The parents of the student must be notified of the decision to recommend the student for expulsion.
 2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of the student’s disability.
 3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
 4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student’s disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.

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B. If a student who committed an expellable offense seeks to return to a school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

- A. The Board of Education shall include on all disciplinary reports the individual student’s state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to

912 #5110.4(ff)

913 an appropriate state or local agency for rehabilitation, intervention or job training
914 and inform the agency of its action.

915 D. If the Board of Education expels a student for possession of a firearm, as defined in
916 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon,
917 as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the
918 local police.

919 **Legal References:**

920 **Connecticut General Statutes:**

921 Public Act 19-91, “An Act Concerning Various Revisions and Additions to the
922 Education Statutes.”

923 Public Act 19-13, “An Act Prohibiting the Sale of Cigarettes, Tobacco Products,
924 Electronic Nicotine Delivery Systems and Vapor Products to Persons Under Age Twenty-
925 One.”

926 § 10-16 Length of school year

927 §§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act

928 § 10-222d Safe school climate plans. Definitions. Safe school climate assessments

929 §§ 10-233a through 10-233f Suspension and expulsion of students.

930 § 10-233/ Expulsion and suspension of children in preschool programs

931 § 10-253 School privileges for children in certain placements, nonresident children,
932 children in temporary shelters, homeless children and children in juvenile detention
933 facilities. Liaison to facilitate transitions between school districts and juvenile and criminal
934 justice systems.

935 § 21a-240 Definitions

936 § 19a-342a Use of electronic nicotine delivery system or vapor product prohibited

937 §§ 21a-408a through 408p Palliative Use of Marijuana

938 § 29-38 Weapons in vehicles

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§ 53a-3 Definitions

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§ 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to minors

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944

§ 53-206 Carrying of dangerous weapons prohibited.

945

Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety and Education of Children.”

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Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

948

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).

949

State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

950

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

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Federal law:

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Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

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

956

18 U.S.C. § 921 (definition of “firearm”)

957

18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)

958

18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)

959

21 U.S.C. § 812(c) (identifying “controlled substances”)

960

34 C.F.R. § 300.530 (defining “illegal drugs”)

961

Gun-Free Schools Act, 20 U.S.C. § 7961

962

Honig v. Doe, 484 U.S. 305 (1988)

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Date of Adoption: October 6, 2020

The fiscal year shall commence July first and end June thirtieth.

Legal Reference: Connecticut General Statutes
 10-51 Fiscal year. Budget payments by member towns; adjustments to payments.
 Investment of funds. Temporary borrowing. Reserve fund.
 10-222 Appropriations and budget. Financial information system.
 10-259 Fiscal and school year defined.

Date of Adoption: June 24, 1997

#3150

Medical Reimbursement for Special Education Students

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law. Not later than December 1, 2017, the Board shall enroll as a provider in the state medical assistance program, participate in the Medicaid School Based Child Health Program administered by the Department of Social Services, and submit billable service information electronically to the Department of Social Services, or its billing agent. The Board may enter into an agreement with a third party or another board of education to comply with these requirements, effective December 1, 2017. The Board realizes that such third-party vendor agreements to provide that cost for the above services paid from, and contingent on receipt of sufficient funds from, grants the Department of Social Services makes to board of education based on Medicaid claims for special education services provided to District students.

The Board, as required, will determine a child's Medicaid enrollment status, and will provide written notification to the parent / guardian of the student before accessing the student's or parent's or guardian's public benefits or insurance for the first time and prior to the one-time parental or guardian consent and annually thereafter.

The Board will provide written notification to all parents and guardians of children who are Medicaid eligible and currently receiving School Based Child Health (SBCH) services under an individualized education plan (IEP) prior to obtaining parental consent and prior to the continuation of billing Medicaid for the services. The Board will obtain consent from all parents and guardians who are Medicaid eligible and receiving SBCH services under an IEP, in order to access their public benefits or insurance to pay for services under IDEA.

#3150 (cont'd.)

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs.

Relationship of insurance to special education costs. (as amended by June 2017 Special Session PA 17-2, Sec. 51)

42CFR Parts 431, 433, and 440, Medicaid Program; Elimination of Reimbursement Under Medicaid for School Administration Expenditures and costs related to Transportation of School-Age Children Between Home and School

5.299, The Medicare, Medicaid & SCHIP Extension Act of 2007

34 C.F.R. 300.154(d) – Individuals with Disabilities Act (IDEA) – Part B, related to parental consent to access public benefits or insurance

Date of Adoption: December 7, 1999

Date of Revision: August 28, 2018

#3250

Materials / Services Fees, Charges

In keeping with Policy #5170, [Student] Activities, Fees & Charges, and the responsibility of the State to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use. A reasonable fee may be charged for a plain or certified copy of any public record.

Legal Reference: Connecticut General Statutes
 1-15 Application for copies of public records.
 10-221 Boards of education to prescribe rules.
 10-228 Free textbooks, supplies, material and equipment.
 10-228a Free textbooks, supplies, material and equipment.
 10-229 Change of textbooks.

Date of Adoption: June 24, 1997

Energy Conservation

The board recognizes that the topic of energy conservation commands a great deal of urgency due to escalating costs and reduced availability of energy products. The board is thus committed to a total energy management approach designed to reduce energy consumption in each school building. This commitment is predicated on a team approach with administrators, students, custodians and building users engaging in cooperative efforts that will result in reduced energy consumption.

The board is also of the opinion that energy education should be an integral part of the total instructional program. Staff and students should conduct discussions pertaining to all aspects of the energy situation in an ongoing attempt to cause for individuals to fully understand and participate in programs designed to meet the goals of awareness and conversation.

The development and implementation of appropriate procedures for energy conservation and energy awareness education are the administrative responsibility of the superintendent. These procedures will be reviewed annually by the board.

Date of Adoption: 11/13/79

#3541.1

Student Transportation Services Contractor and Equipment

Student transportation services shall be provided by private contractors consistent with contractual arrangements as offered by the Board of Education from time to time.

The student transportation services contract shall be determined by public competitive bid and shall be qualified in all ways as required by Connecticut General Statutes. Bidders shall submit, at the time of the bid, a list and description of vehicles to be used, and shall update this list by August 1st of each school year for approval by the Superintendent or designee of the Superintendent.

Contracts for transportation approved by the district shall contain, at a minimum, the following provisions:

1. assurance that the contractor will establish and implement a drug and alcohol testing program that meets federal requirements;
2. number of buses, including type of vehicles and fleet age, and specifications regarding equipment that is acceptable;
3. communication equipment required on each bus;
4. personnel including drivers, dispatchers, supervisors, and such other staff as are required to effectively implement the terms of the contract;
5. details regarding establishment of routes and schedules, and the method for amendment thereto;
6. compensation including regular routes, field trips, and extra trips, and the specific means for invoicing services;
7. requirements for performance, and penalties for nonperformance under the contract;
8. requirement that the contractor cooperate with the Superintendent or any designee of the Superintendent in following District procedures for the handling of complaints;

3541.1 (continued)

9. insurance requirements; and
10. declaration that the contractor meets or exceeds all legal requirements to enter into a contract for student transportation services.

Contractors shall garage their vehicles within the geographic limits of the Madison Public Schools' district or neighboring towns.

School bus evacuation drills shall be conducted twice during each school year. Documentation shall be provided to the Superintendent or designee demonstrating compliance with this requirement.

Contractors shall cooperate with the District with respect to supporting the routing decisions made by the District.

Legal Reference: USC, Title 49
2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)
Code of Federal Regulations, Title 49
40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs
382 Controlled Substance and Alcohol Use and Testing
395 Hours of Service Drivers
Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540.
International Brotherhood of Teamsters v. Department of Transportation
932 F. 2d 1292 (1991)
American Trucking Association, Inc. v. Federal Highway Administration, (1995) WL 136022 (4th circuit)
Connecticut General Statutes
PA 95-140 An Act Authorizing Drug Testing of Drivers of Certain Commercial Motor Vehicle.

Date of Adoption: September 30, 2003

Date of Revision: January 5, 2006

#3541.2

Student Transportation Services - Drivers

The Superintendent or designee shall approve all bus drivers annually and / or upon initial employment following verification that each driver is in all respects qualified to operate a school bus. Only drivers approved in advance in writing may operate vehicles for the Madison Public Schools. The Student Transportation services contractor shall provide notice to the Superintendent in writing at least 24 hours prior to effecting any change of driver on any route.

Each driver shall have an annual physical examination, including a TB test, shall hold all appropriate licenses, and shall have a State Police clearance before being deemed eligible to transport students. Documentation in support of compliance shall be filed with the Superintendent prior to the first day of school, or within 30 days of employment.

The Superintendent or designee shall require each regular driver to participate annually in a locally implemented first aid seminar of at least three hours duration. Whenever practical, substitute drivers shall also be required to participate in such training.

If necessary, the Superintendent, or designee, may remove a driver from their assignment by notification to the student transportation services contractor that a particular driver's or drivers' eligibility has been revoked pursuant to this policy.

Legal Reference:

10-220 Duties of boards of education
Conn. Gen. Stat. Title 14, secs. 14-276 to 279

Date of Adoption: September 30, 2003

Concepts and Roles in Personnel

The personnel policies of a school system are an essential part of the program and philosophy of public education in a community. The Madison Board of Education has a responsibility to develop and maintain personnel policies that are consistent in nature and reflect the educational goals of the district.

Through its personnel policies, the Board of Education seeks to attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of the students. By effectively carrying out their duties, all staff significantly contribute to the over-riding goal of facilitating student learning.

Policy development related to personnel must be approached with an attitude of mutual faith and good will. Therefore, the Board of Education encourages the cooperation and participation of the employees' organizations and administration in the formulation of personnel policies and procedures where appropriate.

Provisions for the implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical problems, through which staff members or groups affected may voice their opinions.

The Superintendent shall establish the necessary procedures to maintain effective personnel policies and administrative regulations.

Date Adopted: October 15, 1991

Employee's Leave of Absence

The Board of Education recognizes that there are justifiable situations that require an employee to be absent from his or her job with the Madison Public Schools. Contracts between the Board of Education and employees' recognized bargaining units address employees' absences for the following specific categories, as applicable to the individual contracts: *personal days, funeral days, vacation days, holidays, religious days, professional days, association days, sick days, pregnancy leave / childrearing leave, jury duty, and sabbatical leave.*

For the aforementioned categories of employees' absences, contract language provides conditions of approval for processing an employee's absence. However, for general or special leaves of absence, conditions for approval need to be comprehensively delineated to provide employees an understanding of the conditions under which a request for a leave of absence will be approved by the administration, the Superintendent, and / or the Board of Education.

Therefore, this policy shall serve two purposes: (1) to communicate such understanding to employees and (2) to provide guidelines for administrators, the Superintendent and / or the Board of Education, as appropriate, in the decision making / approval process, which requires them to make a determination as to whether or not to approve a request for a general or special leave of absence.

Guidelines for Approval of Leave of Absence:

For an employee to receive approval for a request for a leave of absence (paid or unpaid), the following process shall be followed:

1. The employee shall submit a written request (approved district form) for a leave of absence to his / her administrator at least 30 days in advance of the scheduled leave, except in cases of emergency or personal crisis.
2. The employee's written request shall clearly and completely meet the following conditions of approval, as determined through the approval process:

4030 (continued)

- The leave is necessary because the activity cannot be scheduled on a non-school or non-work day.
 - The leave is necessary because the residual impact on the employee or his / her family, if participation is denied, could contribute to personal hardship.
 - The leave is necessary because the employee will be “at-risk” or incur potential personal liability if denied approval to participate.
3. The employee’s administrator shall review the written request for leave of absence and determine that the following assurances will be met if the leave of absence is granted the employee:
- The employee’s attendance record / history, excluding absences for medical reasons, is acceptable and does not indicate a pattern of abuse.
 - Consistent and adequate coverage of the employee’s classroom or workstation can be guaranteed during the employee’s absence.
 - The degree of disruption to the education of the students, services to students and staff, and / or the operation of the school / district is minimal and manageable during the leave of absence.

These guidelines for approval of an employee’s request for a leave of absence shall apply in all cases, excepting requests for medical leaves and requests for professional development days, which shall align with existing Board policy and current contract language. An employee requesting an exception to the guidelines in this policy must submit a letter to the Superintendent requesting a special exception to the guidelines, along with his or her rationale for the exception. A copy of the letter must be forwarded concurrently to the employee’s administrator. The Superintendent will refer requests requiring special exceptions to the Board of Education for review and action.

The Superintendent shall develop specific regulations, as necessary, to implement this policy.

Date of Adoption: February 24, 1998

**# 4031 Professional Development Days:
Teacher Requested**

The Board recognizes the value of professional growth of the individual teacher and its effect on the delivery of services to the students and the school organization. Professional development days are seen as an opportunity for a teacher to pursue continuing educational opportunities not only for personal benefit but to enhance the Madison Public Schools' growth and development. Conversely, a teacher's continuous presence in the classroom or workplace promotes excellence in performance by ensuring the uninterrupted continuity of programs, greater teacher-student contact time, appropriate role model emulation, consistent classroom discipline, and reduced cost to the district.

Regular Professional Development Days Request

In addition to the professional development days provided for in the annual school calendar, a teacher may request up to three (3) additional professional development days in any given school year. A completed Professional Development Activity Proposal Form, describing the activity and detailing the relevance and benefit of said activity to the teacher's work assignment, including information as to how the activity may be of benefit to the organization as a whole, must be approved by the school principal.

Special Professional Development Days Request

The Board of Education recognizes that there are unique professional development activities available which can benefit students, the district, and teachers that require more than three (3) days absence from the instructional setting. Therefore, once every five (5) years, a teacher may request additional professional development days in order to take advantage of such unique professional opportunities. Any such request must be approved by the Board of Education after recommendation by the Superintendent.

Per district approved procedures / regulations, the following conditions for approval will be considered by the supervisor, school principal, and Superintendent prior to the Superintendent's forwarding a recommendation to the Board of Education:

Conditions for Approval of Special Requests

1. the teacher's attendance history and frequency of absences from the classroom or the work station, except for medical reasons
2. the employee must establish that the benefit to his / her professional development clearly outweighs the disruption to the education of the students or the workplace
3. the teacher's ability to schedule the professional development activity for a time period when school or work is not in session
4. the extent of the benefit to the teacher's professional development as well as the benefit to the school district as a whole
5. the overall cost to the school district
6. the feasibility and appropriateness of the pre-determined method for sharing the *new* learning(s) from the professional development experience with students, with other staff and colleagues.

When reviewing the Superintendent's recommendation for special requests for professional development days, the Board of Education will affirm that the aforementioned conditions for approval have been met prior to voting on the request. The Board reserves the right to limit the number of requests approved annually.

For purposes of this policy, the term "teacher" shall mean each certified professional assigned to classroom teaching as his / her primary assignment. Teachers assigned to supervisory / program specialist positions may be required by school / district administration and / or job description to participate in additional professional development activities.

The Superintendent shall develop regulations for implementing this policy, including guidelines for what constitutes professional development activities for staff.

Date of Adoption: March 10, 1998

Professional Development

“Staff development” is viewed by the Board of Education as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

Staff development experiences, for which CEUs are awarded, should be designed to address:

- expectations for student performance as reflected in *Connecticut’s Common Core of Learning* and the *Connecticut Framework: Curriculum Goals and Standards*;
- school or district goals;
- actual student performance, as evidenced by the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) in addition to other indices; and
- what teachers need to know and be able to do to improve instruction that advances student learning.

Professional development activities may include curriculum development, learning new methodologies, gaining experience in using new instructional materials, and learning other types of new knowledge applicable to the education process. The Board of Education recognizes that it shares with its certified staff the responsibility for providing professional development opportunities on an annual basis. The Board of Education supports the principle of continuing training of teachers to achieve improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

#4031.1 (cont.)

Professional development activities should respond directly to the educational needs of the student body, including, (a) content areas such as language arts, including reading, writing, speaking, listening, viewing and enacting; math, social studies and science; (b) methodological areas such as motivation, teaching techniques, including the use of computers in the classroom and classroom management; and second language acquisition and (c) affective areas of interpersonal relations of students and faculty, student growth and development and staff communication, problem solving, and decision making.

The Superintendent shall report annually to the Board of Education on the professional development program and shall make recommendations for improvements as needed.

(cf. 4031 – Professional Development Days: Teacher Requested)
(cf. 4115.1 - Evaluation)

Legal Reference: Connecticut General Statutes
 10-27 Exchange of professional personnel and students.
 10-220a In-Service training. (amended by PA 04-227)
 10-226f Coordinator of intergroup relations.
 10-226g Intergroup relations training for teachers.
 10-145b Teaching certificates (as amended by PA 01-173)
 PA 95-58 An Act Concerning Teacher Evaluations, Tenure and Dismissal.

Date of Adoption: October 3, 2006

**#4060
Evaluation / Supervision**

The Board of Education endorses a continuous process of evaluation of all employees of the school district.

The Superintendent is directed to establish those procedures which will ensure that the quality of programs and services in the school system be improved and maintained.

It also is the intention of the Board of Education that all employees receive such supervision that all aspects of their job assignments are properly and competently performed in accordance with the performance objectives of the respective position.

Date of Adoption: May 7, 1973 as #4217
Date of Revision: May 4, 1988 as #4115/4215
Date of Revision: October 19, 1999

**#4111
Recruitment / Selection**

The Board of Education recognizes that the Madison Public School System, as an institution of learning and preparation for productive, successful citizenry, has a responsibility to employ teaching and administrative professionals who represent the heterogeneity of our society. In addition, the Board shall seek employees who are capable of meeting the level of educational standards it has established through district policy, goals and objectives.

The Superintendent, or his/her designee, shall be responsible for determining the personnel needs of the school district. It is expected that the Superintendent shall seek the best qualified candidates for employment.

To this end, the Superintendent shall establish recruitment and selection procedures. Such procedures shall include the following requirements:

- Evidence of certification as required by the State of Connecticut and appropriate for the position to be filled
- Official college transcripts
- A record of teaching and other work experience
- Personal references
- A personal interview

No advertisement of employment opportunities may, by intent or design, restrict employment based upon discrimination as defined by State and Federal laws. School employees cannot be required to reside in Madison.

(cf. 2131 Superintendent of Schools)
(cf. 4112 Hiring of Personnel)

Date of Adoption: June 5, 1972
Date of Revision: October 1, 1991
Date of Technical Revision: September 17, 2013

Legal References: Connecticut General Statutes
10-151; 10-155 (f); 46a-60

**#4112.1
Certification**

All certified employees of the Madison Board of Education shall possess an appropriate teaching or administrative certificate from the State of Connecticut. It is the responsibility of the employee to submit his/her credentials of certification to the office of the Superintendent of Schools, where the credentials will be recorded as required by law. No member of the certified staff will be entitled to any salary unless he/she can produce evidence of such certificate dated prior to or on the first day of employment. Furthermore, it is the responsibility of the employee to complete all credentials required for the continuation or renewal of his/her level of certification in accordance with State Statutes, prior to the date of expiration.

The Madison Board of Education reserves the right to prescribe qualifications for certified positions additional to those prescribed by the State Board of Education.

Legal Reference:

Connecticut General Statutes

10-145b Teaching certificate (as amended by P.A. 12-116 An Act Concerning Educational Reform and P.A. 15-108 an Act Concerning Teacher Certification Requirements for Shortage Areas, Interstate Agreements for Teacher Certification Reciprocity, Minority Teacher Recruitment and Retention and Cultural Competency Instruction.)

10-146c Interstate agreements to facilitate educator certification (as amended by P.A. 15-108)

10-145d State board regulations for teacher certificates et. al. (as amended by P.A. 12-116, An Act Concerning Educational Reform and P.A. 15-108)

10-145o Teacher education and mentoring program (as amended by P.A. 12-116, An Act Concerning Educational Reform and P.A. 15-108)

20 U.S.C. 1119 – No Child Left Behind Act of 2001

34 C.F.R. 200.55 – Federal Regulations Regarding Highly Qualified Teachers

Date of Adoption: June 5, 1972 as Policy # 4113

Date Revised: November 7, 1991

Date Revised: January 24, 2017

Health Examinations

In an effort to protect the health of its students and employees, the Madison Board of Education shall require a medical examination by a licensed physician of all individuals who have been offered employment with the Madison Public Schools, prior to the commencement of work. This shall not apply to applicants for temporary substitute positions. Such examination shall include a Tuberculin test (intradermal PPD or chest X-ray). The examining physician shall indicate if the individual is:

- 1) free from readily communicable diseases, and,
- 2) restricted in any way in performing the tasks and other requirements of the position which was offered; and if so, how.

In addition, the Superintendent may require a medical examination by a licensed physician of any current employee when it is job related and consistent with business necessity.

A summary of the results and recommendations of all health examinations shall be maintained in a confidential file for the candidate or employee, and may be reviewed by the School Medical Advisor at the request of the Superintendent.

The Board of Education reserves the right to require individuals who have been offered employment and current employees to obtain any immunizations or medical tests necessary to the safe and efficient performance of their duties.

Legal Reference: Connecticut General Statutes
 Section 10-207
 Section 10-209
 Section 46a-60
 Section 504 of the Federal Vocational Rehabilitation Act of 1973,
 20 U.S.C. 706 (7) (b)
 American Disability Act of 1989

Date of Adoption: April 17, 1972
Date of Revision: April 21, 1992

The Madison Board of Education recognizes the value of an orientation program for all employees new to the school district. The Board encourages the Superintendent to develop and provide such an orientation program, in conjunction with appropriate administrative personnel.

Date Adopted: May 1, 1972
Date Revised: November 7, 1991

**MADISON PUBLIC SCHOOLS
ANNUAL OPERATING BUDGET GUIDELINES**

1. Continue to respond to and prioritize educational needs from COVID Pandemic.
2. Review line items and reallocate funding, based on expenditure history, to fund priority needs.
3. Include known costs, and project anticipated contractual settlements, associated with employee contracts.
4. Align staffing profiles in accordance with enrollment projections, class size policy, state mandates and programmatic needs.
5. Align per pupil core allocation funding levels for students based on projected Pre-K – 12 enrollment.
6. Where possible, pre-purchase electricity and diesel fuel, while estimating pricing on natural gas market.
7. Realize efficiencies in the following areas:
 - Energy conservation,
 - Preventative facilities maintenance,
 - Collaborative staffing arrangements with the Town of Madison,
 - Participation in purchasing consortiums
8. Prepare for new state guidelines and legislation.
9. Support and prepare for district reconfiguration to K-5/PreK-5.
10. Include Health Insurance funding projections.

2022-2023 OPERATING BUDGET OBJECTIVES

- Continue to provide the funding for special education services which are outlined in students' individual education plan.
- Support inclusion of:
 - Math Coach - Grades 7-9
 - Advanced Placement Student Support Program
 - Increased support for English Language Learners
- Respond to identified priorities to the curriculum cycle:
 - Plan and start writing process for systemic K-12 Wellness: PE/Health/Counseling
 - Develop curriculum for K-12 Music/Theater
- Technology:
 - Support of technology obsolescence replacement plan, which now includes the 1:1 Chromebook initiative for K-12
 - Continue Promethean Board Project and other technology upgrades
- Continue to respond to planned and cycled maintenance needs, as well as adequately fund repairs and maintenance by increasing annual funding by \$50,000.

SUBJECT TO APPROVAL

**Madison Public Schools
Board of Education Regular Meeting
December 14, 2021
7:30 PM
Polson Library & Remote**

MEETING MINUTES

Full documentation of these proceedings can be found through on demand video located in the Meetings/Minutes section of the district website

1. Call to Order / Attendance

1.1. Pledge of Allegiance

The public meeting of the Madison Board of Education was called to order by Chair Seth Klaskin at 7:32 p.m. Mr. Klaskin led the Pledge of Allegiance. Chair Klaskin asked for a moment of silence to honor the lives lost at Sandy Hook nine years ago today.

Present: Seth Klaskin, Galen Cawley, Emily Rosenthal, Diane Infantine-Vyce, Steve Pynn, Maureen Lewis, Mary Ann Connelly, Jen Gordon.

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent;

2. School / Community Session

2.1. Public Participation

Five members of the public expressed their concerns about mask requirements and vaccinations. Comments can be heard in their entirety on the meeting recording posted on the district website.

3. Board of Education Student Representative Report

Isabelle Vagell and Lucy Fritzinger

Isabelle was not in attendance this evening. Lucy provided the following update – Trimester 1 is complete with exams taken and Trimester 2 has begun. A lot of positive energy and sense of normalcy continues, with an upcoming school wide spirit week sponsored by the student council. Student body chose the themes and every day leading up to the winter break will have a theme. Lucy spoke to the student participation this fall at sporting events and hopes to see continue into the winter, which just began this week with a boy's away hockey game at Greenwich. The chorus performance takes place December 20th and the jazz choir and ensemble bands perform on December 21st, both taking place in the cafeteria at 7:30. Masks are required to attend. At this point in the year, sr. students begin to hear back from colleges applied to and Lucy expressed the need to be supporting and respectful of our seniors during what can be a stressful time. This Friday, from 8 a.m. – 2 p.m., DHHS will be hosting an American Red Cross blood drive. Anyone over the age of 16 can donate, with 16 year old students requiring a parental or guardian consent form.

4. Superintendent's Report

Craig A. Cooke, Ph.D.

Dr. Cooke outlined what his report will entail this evening.

Dr. Cooke shared how impressed he is with the generosity of our schools, community and parents during the holiday season and noted, in particular, the toy drive conducted by Faith Tremblay. Faith has coordinated a toy drive to benefit Yale New Haven Children's Hospital for the past few years in her previous town and brought the idea with her after moving to Madison last past year. She has exceeded her already very ambitious goals and with the help of radio stations and local businesses, collected 5,215 toys which were delivered today.

CIAC has gotten quite a bit of press recently with their announcement that vaccinated students do not have to wear masks during games. That has been changed to begin December 23. Dr. Cooke noted that from then until January 2 there are only a few events that will take place.

4.1. Enrollment Projections

Dr. Cooke shared enrollment projections updated from March. Demographer Mike Zumba, who originally conducted the study, has changed firms since that time and we have continued to utilize him. Dr. Cooke spoke to the various predictors of enrollment – population, birth, home sales, future developments, etc. The presentation can be viewed in its entirety on the meeting recording posted on the district website.

4.2. 2022-2023 School Year Calendar

Dr. Cooke reviewed the proposed changes to the 2022-2023 School Year Calendar which will make it ADA compliant. Colors, patterns and symbols are no longer utilized. Any date with an associated event is in bold and is referenced under Key Dates and days off are shaded in gray. The calendar reflects 182 student days and 188 teacher days, with 6 Professional Development Days (3 at the beginning of the year and 3 throughout the year). First day for students is August 29 with a tentative last day of June 12.

4.3. DHHS Graduation Date

Dr. Cooke confirmed that this year's graduation date will be June 14 with a rain date of June 15.

5. Board Member Comments

Chair Klaskin expressed his enthusiasm regarding all fundraising that had occurred at our schools this holiday season, as well as the toy drive. Thank you to all building administrators, faculty, staff, children and families who contributed.

The Board of Selectmen will be moving the School Renewal Plan, in the form presented to them which we voted on, forward to the Board of Finance for a vote on Wednesday evening. If passed, we anticipate a referendum date of February at, 2022.

6. Audience Response to Information Presented (Ref. Bylaw #9540.10)

One member of the public voiced concerns about both the physical and mental health of students having to wear masks. Comments can be heard in their entirety on the meeting recording posted on the district website.

7. Board of Selectmen Liaison

Scott Murphy

No report – Mr. Murphy was not in attendance.

8. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)

8.1. Line Item Transfers as of December 14, 2021

8.2. Budget Expenditures as of December 10, 2021

9. Action Item: Motion to approve the Consent Agenda

MOTION: By Rosenthal, seconded by Infantine-Vyce to approve the Consent Agenda.

AYES: Cawley, Connelly, Gordon, Klaskin, Lewis, Infantine-Vyce, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 8-0

10. Board Committees / Liaison Updates (Ref. Bylaw #9450)

10.1. Curriculum and Student Development

Steve Pynn, Chair; Catherine Miller, Jen Gordon

No report – the committee has not met. Next meeting January 4.

10.2. Facilities Committee

Emily Rosenthal, Chair, Steven Pynn, Galen Cawley

Mrs. Rosenthal reported that Mr. McMinn presented a PowerPoint overview of current projects:

- ADA compliance and security enhancements
- Brown entry and enhanced courtyard space, bollards along roadway and sidewalk
- Polson courtyard
- Add on to original plan if funding permits: Carpet, lighting, wall treatments in the main Polson hallway.

Mr. McMinn also gave a general facilities update which included carport status, high school rooftop, short- and long-term plan for other units, radon testing, preliminary research into energy savings.

10.3. Finance Committee

Galen Cawley, Chair; Diane Infantine-Vyce, Emily Rosenthal

Mr. Cawley reported the committee met this evening and discussed the 2022/2023 budget in the amount of \$60,290,416, representing a 1.72% increase over the prior year, 1.32% of which is contractually-obligated. Ms. Nobitz spoke to the recommended budget's scope, process and supporting details. Ms. Dobson, Ms. Dahling-Hench, Ms. Battaglia, Mr. McMinn each explained requests for their respective departments. Dr. Cooke reviewed the status of the ESSER II and ARP grants, comparing actual vs. projected expenditures. Further discussion ensued.

10.4. Personnel Committee

Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

No report – the committee has not met.

10.5. Policy Committee

Diane Infantine-Vyce, Chair; Maureen Lewis, Jen Gordon

Dr. Infantine-Vyce reported the committee met this evening. The committee discussed the review schedule established by previous policy chairs, noting we are behind in this review process. Series 3000, 4000 and 5000 need to be completed in order to maintain the schedule. In order to move quickly, the committee will be looking to revise the 9000 series bylaws that restrict the adoption process. Minor changes to the following policies were reviewed and a motion was unanimously approved for each to waive the 1st and 2nd readings and move to the next Board meeting for a 3rd reading:

#1361: Visitors to Schools

#5110.4: Student Discipline

#9450: Board Committees

For rescission, motion unanimously approved to waive 1st and 2nd readings:

- #3020.2: Fiscal Year
- #3150: Medical Reimbursement for Special Education Students
- #3250: Materials/Service Fees, Charges
- #3526: Energy Conservation
- #3541.1: Student Transportation Services Contractor & Equipment
- #3541.2: Student Transportation Services – Drivers

- #4000: Concepts and Roles in Personnel
- #4030: Employee's Leave of Absence
- #4031: Professional Development Days: Teacher Requested
- #4031.1: Professional Development
- #4060: Evaluation/Supervision
- #4111: Recruitment/Selection
- #4112.1: Certification
- #4112.2: Health Examinations
- #4112.4: Orientation

10.6. LEARN Liaison

Mary Ann Connelly

Mrs. Connelly reported LEARN met on December 9 and was given a presentation by Superintendent Ian Neviasser. Key points follow:

- Regional school with 1,300 students and 365 staff, did not close for COVID and have experienced no major issues. Students are allowed to attend LEARN and pay monthly tuition. \$44M to renovate 4 schools.
- February vacation was discussed. Having the entire week off helps to keep infection rates in school down. Discussion ensued on having school calendars the same in all districts.
- ECHMC – insurance that has saved 14-20% in health benefit expenses. Discussion followed regarding the benefits of regional schools, magnet schools and the budget increase in expenditures that is anticipated.

- The Teacher Diversity Program as discussed – districts are active in this and the positive outcome of the program.
- CT Oil Purchasing Consortium: business officers have completed a roll out program that will be available to all districts/municipalities at a reduced price.
- A finger print scanner will be forthcoming from the state. The Police Department will no longer need to provide this service.
- A brief discussion on the mental health needs of the students will be continued at our next meeting.

11. Action Item: Motion to approve the minutes of the November 30, 2021 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: By Infantine-Vyce, seconded by Cawley to approve the minutes of the November 30, 2021 Board of Education meeting.
 AYES: Cawley, Connelly, Gordon, Klaskin, Lewis, Infantine-Vyce, Pynn, Rosenthal
 NAYS: None
 ABSTAIN: None
 MOTION CARRIED: 8-0

12. Action Item: Motion to approve the 2022-2023 School Year Calendar

MOTION: By Infantine-Vyce, seconded by Gordon to approve the 2022-2023 School Year Calendar.
 AYES: Cawley, Connelly, Gordon, Klaskin, Lewis, Infantine-Vyce, Pynn, Rosenthal
 NAYS: None
 ABSTAIN: None
 MOTION CARRIED: 8-0

13. Action Item: Motion to approve the donation of \$1,726 from the Jeffrey PTO to the Jeffrey School to purchase typing club for grade 3 team and flashlights for flashlight reading

MOTION: By Lewis, seconded by Gordon to approve the donation of \$1,726 from the Jeffrey PTO to the Jeffrey School to purchase typing club for grade 3 team and flashlights for flashlight reading.
 AYES: Cawley, Connelly, Gordon, Klaskin, Lewis, Infantine-Vyce, Pynn, Rosenthal
 NAYS: None
 ABSTAIN: None
 MOTION CARRIED: 8-0

14. Future Agenda Items

15. Meetings/Dates of Importance

16. Adjournment

MOTION: By Infantine-Vyce, seconded by Gordon to adjourn the meeting at 8:52 p.m.

AYES: Cawley, Connelly, Gordon, Klaskin, Lewis, Infantine-Vyce, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 8-0

The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town's ADA/Human Resources Director Debra Milardo at 203-245-5603 or by email to milardod@madisonct.org at least five (5) business days prior to the meeting.

Deposit to: D0181JG/59003



Office of the Superintendent
Madison Public Schools
Madison, CT 06443

Donation (Cash / Property) to the Madison Public Schools

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: 12-20-21

Organization / Individual Making Donation: Steady Photography

Address: 540 E. Main St. Branford, CT 06405
(Street) (City, State, Zip)

Daytime Phone # 203-488-5170

Description of Donation / Gift: check Approximate Value: \$1,650.02

Explain how this gift will be used? _____

Monetary Gift: Explain how the funds will be used: NO restrictions

Recipient(s) of Donation (school, athletics program, etc.): Jeffrey School

Acknowledgments: (optional)

In honor of: _____

In memory of: _____

Acknowledgement Contact: _____

Acknowledgement Address: _____

This request cannot be acted upon before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name of the person with whom you consulted.

Signature of Person Consulted: Rebecca L. Frost

Are there conditions of use attached to the gift: Yes ___ No

If yes, please explain conditions: N/A

Are there installation costs, site preparation costs, labor costs, or equipment need for installation, etc? _____

If yes, who will be responsible for the costs? N/A

What is the annual maintenance cost of the donation if any? (be specific) N/A

Are there additional costs to the school district not indicated above? (be specific) N/A

(Signature of Donor and print name)

For Central Office Use Only

Accepted by Superintendent: [Signature] _____
Signature Date

Accepted by Board of Education on: _____
Date

#12



Donation (Cash / Property) to the Madison Public Schools

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: 12/21/2021

Organization / Individual Making Donation: Steady Photography LLC

Address: Steady Photography
540 Unit 5 East Main Street
Branford, CT 06405

(Street, City, State, Zip)

Daytime Phone # _____

Description of Donation / Gift: _____ Approximate Value: \$1,449.93

Explain how this gift will be used:

Monetary Gift: Explain how the funds will be used: _____

Recipient(s) of Donation (school, athletics program, etc.): Kathleen H. Ryerson Elementary School

Acknowledgments: (optional)

In honor of: _____

In memory of: _____

Acknowledgement Contact: John Steady

Acknowledgement Address: 540 Unit 5 East Main Street

Branford, Connecticut 06405

This request cannot be acted upon before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name of the person with whom you consulted.

Signature of Person Consulted: 

Are there conditions of use attached to the gift: Yes No

If yes, please explain conditions:

Are there installation costs, site preparation costs, labor costs, or equipment need for installation, etc? N/A

If yes, who will be responsible for the costs? N/A

What is the annual maintenance cost of the donation if any? (be specific) N/A

Are there additional costs to the school district not indicated above? (be specific) N/A

(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: 
Signature

Date

Accepted by Board of Education on: _____
Date



BOARD/COMMITTEE MEETING DATES

January 18, 2022	Finance Committee – 5:30 p.m. Policy Committee – 6:30 p.m. Board Meeting – 7:30 p.m.
February 8, 2022	Curriculum & Student Development Cmte. – 5:30 p.m. Facilities Committee – 6:30 p.m. Board Meeting – 7:30 p.m.
February 23, 2022	Finance Committee – 5:30 p.m. Policy Committee – 6:30 p.m.
March 1, 2022	Curriculum & Student Development Cmte. – 5:30 p.m. Facilities Committee – 6:30 p.m. Board Meeting – 7:30 p.m.
March 15, 2022	Finance Committee – 5:30 p.m. Policy Committee – 6:30 p.m. Board Workshop – 7:30 p.m.
April 5, 2022	Curriculum & Student Development Cmte. – 5:30 p.m. Facilities Committee – 6:30 p.m. Board Meeting – 7:30 p.m.
April 26, 2022	Finance Committee – 5:30 p.m. Policy Committee – 6:30 p.m. Board Workshop – 7:30 p.m.
May 10, 2022	Curriculum & Student Development Cmte. – 5:30 p.m. Facilities Committee – 6:30 p.m. Board Meeting – 7:30 p.m.
May 24, 2022	Finance Committee – 5:30 p.m. Policy Committee – 6:30 p.m. Board Workshop – 7:30 p.m.
June 7, 2022	Curriculum & Student Development Cmte. – 5:30 p.m. Facilities Committee – 6:30 p.m. Board Meeting – 7:30 p.m.

June 21, 2022

Finance Committee – 5:30 p.m.

Policy Committee – 6:30 p.m.

Board Workshop – 7:30 p.m.