

## BOE Meeting

Monday, January 9, 2017 7:00 PM

Mabelle Avery Middle School District Offices Board Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
  1. Draft of BOE Minutes from 12/5/16 3  
The Board is to review and approve BOE minutes from December 5, 2016 meeting.
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
6. CONSENT AGENDA
  1. Approval of Bills 7
  2. Approval of Bills 12  
Warrent of Bills 1-9-17
  3. Retirement - Jane Malone 18  
Jane Malone - Speech Pathologist at MBA & SHS has notified us of her retirement at the end of 2016-2017. Jane has been with us for 26 years.
  4. Retirement - Pat Kmon 19  
Pat Kmon, a Grade 8 English teacher at MBA, has notified us of her retirement at the end of 2016-2017 school year. Pat will be completing 50 years with the district.
  5. Maternity Leave - Jackie Shea of SES 20  
Jackie Shea, Preschool teacher at SES, has sent a letter with notification of maternity leave starting around May 25, 2017.
  6. Child-Rearing Leave - Jackie Shea - PreSchool teacher at SES 21  
Jackie Shea, Preschool teacher at SES, is requesting a one year leave of absence for childrearing for the 2017-2018 year.
  7. Resignation - L. Horsfield, World Language Teacher, Grade 6 22  
Lauren Horsfield has submitted her resignation as of 1/13/17 in the position of World Language teacher at MBA for Grade 6.
7. NEW BUSINESS
  1. Presenting the School Department Budget 2017-2018 DRAFT  
The Board will have the opportunity to discuss the newly proposed budget in its entirety.
  2. FIELD TRIP - Somers High School April 2017 Washington, D.C. request 23  
Mr. Phil Goduti, SHS Social Studies teacher, has requested Board approval of a field trip involving 34 Somers High students and 4 chaperones to Washington, D.C from April 28 - April 30th. Students will visit the historic site in and around the Capitol.
8. OLD BUSINESS
  1. Second Warning/Adoption - New Course Proposal at Somers High School - 27  
Technology Design and Engineering  
The above curricula was discussed by the Curriculum Committee at their November 21, 2016 meeting and is now recommending adoption from the Board.
  2. Second Warning of Curricula: New Progress Report Card for Pre-School 29  
The above curricula was discussed by the Curriculum Committee at their November 21, 2016 meeting and is now recommending adoption from the Board.
  3. Second Warning of Curricula: New Book for Somers High School – The Road by 31  
Cormac McCarthy for College English 12  
The above book was discussed by the Curriculum Committee at their November 28, 2016 meeting and is now recommending adoption from the Board.

4. Second Warning of DBS Code 5113.2 - Student Truancy 33  
The Policy Committee has reviewed recommendations by CABE at its meeting of 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation.
5. Second Warning of DBS Code 5114 - Student Suspension 37  
The Policy Committee has reviewed recommendations by CABE at its meeting of 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation.
6. Second Warning of DBS Code 5118.1 - Students - Resident Students 58  
The Policy Committee has reviewed recommendations by CABE at its meeting of 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation.
7. Second Warning of DBS Code 5145.14 - Student On-Campus Recruitment 60  
The Policy Committee has reviewed recommendations by CABE at its meeting of 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation.
8. Second Warning of DBS Code 5145.15 - Students Directory Information 62  
The Policy Committee has reviewed recommendations by CABE at its meeting of 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation.
9. ADMINISTRATIVE REPORTS
  1. SEA Contract Update  
Dr. Suffredini will give an update of the SEA Contract
10. COMMITTEE REPORTS
  1. Budget
  2. Curriculum
  3. Policy
  4. Salary & Negotiations
  5. Planning
  6. Other Committees
11. Executive Session: Superintendent of Schools Mid-Year Evaluation  
The Board will go into Executive Session to do the Mid-Year Evaluation of the Superintendent. Dr. Suffredini is invited to this session.
  1. Executive Session: Board to vote on SEA Contract  
The Board will vote on SEA Contract. Dr. Suffredini and Mr. Boutwell are both invited into the Executive Session for informational purposes.
12. ADJOURNMENT

**SOMERS BOARD OF EDUCATION**

1 Vision Boulevard  
Somers, CT 06071

[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

**MINUTES OF THE MEETING – DECEMBER 5, 2016**

- Members Present:** B. Devlin, R. Lees, Jr., S. Moynihan Bollinger, J. Anderson, A. Kirkpatrick, M. Marquardt (arrived for 7:00 p.m. meeting), K. McLellan (arrived for 7:00 p.m. meeting), B. Capuano
- Members Absent:** D. Palmer
- Administrators Present:** Dr. M. Suffredini, Dr. D. Messina, Dr. I. Zytka, G. Cotzin, D. Carroll
- Staff Present:** K. Giannuzzi, K. Regan, L. Grenier
- Citizens Present:**
- Students Present:**
- Others:**

**1.0 CALL TO ORDER**

The regular meeting of the Board of Education was called to order at 5:50 p.m. by Chairman Devlin in the Mabelle B. Avery Middle School Board of Education meeting room.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 APPOINTMENT OF BOARD OF EDUCATION MEMBER’S REPLACEMENT DUE TO MRS. FORMEISTER’S RESIGNATION**

It was **MOVED** (R. Lees), **SECONDED** (B. Capuano) to accept J. Formeister’s replacement, Mr. J. Anderson, on the Board of Education. **PASSED 5-0.**

It was **MOVED** (R. Lees), **SECONDED** (S. Bollinger) to suspend the BOE meeting until 7:00 p.m. **PASSED 5-0.**

It was **MOVED** (A. Kirkpatrick), **SECONDED** (K. McLellan) to resume the BOE meeting at 7:00 p.m. **PASSED 6-0** (S. Bollinger was out of the room).

**4.0 APPROVAL OF MINUTES**

November 14, 2016 – It was **MOVED** (K. McLellan), **SECONDED** (B. Capuano) to approve the November 14, 2016 Board of Education meeting minutes as presented. **PASSED 6-0** (S. Bollinger was out of the room).

**5.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS**

**6.0 CORRESPONDENCE**

**7.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

**8.0 CONSENT AGENDA**

- 8.1. Approval of Bills**  
It was **MOVED (K. McLellan), SECONDED (M. Marquardt)** to approve the **11/28/16 bills in the amount of \$108,758.86 as presented. PASSED 7-0.**
- 8.2. Approval of Bills**  
It was **MOVED (K. McLellan), SECONDED (M. Marquardt)** to approve the **12/5/16 bills in the amount of \$195,458.52 as presented. PASSED 7-0.**
- 8.3. Resignation Letter – Jaclyn Soderquist**  
It was **MOVED (K. McLellan), SECONDED (M. Marquardt)** to accept the resignation of **Jaclyn Soderquist, Speech and Language Pathology Assistant at Somers Elementary, effective 12/23/2016. PASSED 7-0.**
- 8.4. Resignation/Retirement of Peter Stone**  
It was **MOVED (K. McLellan), SECONDED (M. Marquardt)** to accept, with regret, the retirement of **Peter Stone, Systemwide AV Specialist, effective December 31, 2016. PASSED 7-0.**
- 9.0 NEW BUSINESS**
- 9.1. First Warning Curricula: New Course Proposal at Somers High School – Technology Design and Engineering**  
The above curricula was discussed by the Curriculum Committee at their November 21, 2016 meeting and is being presented for first warning to the Board at this meeting.
- 9.2. First Warning of Curricula: New Progress Report Card for Pre-School**  
The above curricula was discussed by the Curriculum Committee at their November 21, 2016 meeting and is being presented for first warning to the Board at this meeting.
- 9.3. First Warning of Curricula: New Book for Somers High School – The Road by Cormac McCarthy for College English 12**  
The above book was discussed by the Curriculum Committee at their November 28, 2016 meeting and is being presented for the first warning to the Board at this meeting.
- 9.4. First Warning of DBS Code 5113.2 – Student Truancy**  
The Policy Committee has reviewed recommendations by CABE at its meeting on 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation. Second warning/adoption will be included on the 1/9/2017 agenda.
- 9.5. First Warning of DBS Code 5114 – Student Suspension**  
The Policy Committee has reviewed recommendations by CABE at its meeting on 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation. Second warning/adoption will be included on the 1/9/2017 agenda.
- 9.6. First Warning of DBS Code 5118.1 – Students – Resident Students**  
The Policy Committee has reviewed recommendations by CABE at its meeting

on 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation. Second warning/adoption will be included on the 1/9/2017 agenda.

**9.7. First Warning of DBS Code 5145.14 – Student On-Campus Recruitment**  
The Policy Committee has reviewed recommendations by CABE at its meeting on 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation. Second warning/adoption will be included on the 1/9/2017 agenda.

**9.8. First Warning of DBS Code 5145.15 – Students Directory Information**  
The Policy Committee has reviewed recommendations by CABE at its meeting on 11/28/2016 and is recommending this new policy to replace the previous version to comply with new legislation. Second warning/adoption will be included on the 1/9/2017 agenda.

## **10.0 OLD BUSINESS**

## **11.0 ADMINISTRATIVE REPORTS**

### **11.1. Update on Superintendent Search by CABE**

Dr. Suffredini recognized the first meeting with the CABE consultant. Chairman Devlin reported that the Board discussed characteristics that they are seeking in the superintendent search as well as negatives and positives of the district. The consultant will be setting up a survey and focus groups consisting of teachers, administrators, elected officials, parents, citizens, police, fire, other boards, etc. that will most likely occur in January.

### **11.2. SHS Guidance Annual Report**

Mr. G. Cotzin, SHS Principal, introduced K. Regan, L. Grenier, and K. Giannuzzi, SHS Counselors, to the Board. Ms. Giannuzzi handles the 9<sup>th</sup> grade and Ms. Grenier and Ms. Regan divide the 10th, 11th, and 12th graders.

The SHS counselors reported that 54.2% of seniors have applied to colleges thus far. The counselors encourage a range of applications to a broad spectrum of colleges. All families are encouraged to apply for financial aid. There have been an additional 20 new seniors. The counselors find it imperative to get to know the students academically as well as personally in order to help students identify colleges and write personalized letters for the application process. M. Duffy, SHS Career Specialist, also works with all students and encourages individuals to attend speaker forums, job shadows, tech schools, trade schools, military, etc. depending on the students' interests.

### **11.3. SHS Alternative Education Program “Aspire” Update**

Mr. G. Cotzin, SHS Principal, and Mr. D. Carroll, SHS Assistant Principal, updated the Board on the Somers High School Aspire Program. This is the program's ninth year operating at the high school. There are five full-time students and seven part-time students enrolled in the program. Credit is offered for work experience. The administrators have the students' employer information. Students are either earning credit for initial coursework or

credit recovery using the online program, Odysseyware. The SHS social worker provides therapeutic support focusing on life skills such as executive functioning, time management, decision-making skills, etc. Progress is monitored with students, families, and support staff occurring once every academic term to review goals and make adjustments as needed.

#### 11.4. Status Report on 2017-2018 Draft Budget

- Dr. Suffredini updated the Board on the 2017-18 draft budget. Dr. Suffredini met with the administrators and compiled a budget. The budget has not yet been finalized but will be presented to the Board in the New Year. Dr. Suffredini reported that the projected budget for next year will be impacted based on salary negotiations.
- Dr. Suffredini reported that progress has been made regarding the long-range plan, and information will be provided to the Board in the New Year. A meeting will be scheduled with the subcommittee.

#### 12.0 COMMITTEE REPORTS

Minutes will be taken at all subcommittee meetings.

12.1. Budget – As stated above under agenda item 11.4.

12.2. Curriculum – K. McLellan has volunteered to replace J. Formeister as Committee Chair. J. Anderson will join the subcommittee.

12.3. Policy – A. Kirkpatrick reported that the next meeting will be held on 1/9/17 at 6 p.m. prior to the BOE meeting.

12.4. Salary & Negotiations – Dr. Suffredini reported that the mediation is scheduled for 12/15/16.

12.5. Planning – As stated above under agenda item 11.4.

12.6. Other Committees – None.

#### 13.0 OTHER

S. Bollinger recommended a discussion reviewing the expectations of Board members, attendance at Board meetings, etc. at the beginning of the New Year as a review for the new BOE member.

#### 14.0 ADJOURNMENT

It was MOVED (M. Marquardt), SECONDED (S. Bollinger) to adjourn the BOE meeting at 7:58 p.m. PASSED 7-0.

Respectfully submitted,

Rick Lees, Jr., Secretary  
Shannin Burns, Recording Secretary

**These minutes are not official until approved at a subsequent meeting.**



# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12781	12/22/2016	V60218	Innovative Learning Concepts	0.00	225.00
	12782	12/22/2016	V52848	Intensive Education Academy, Inc.	0.00	18,726.00
	12783	12/22/2016	V61169	International Literacy Association	0.00	45.00
	12784	12/22/2016	V00999	J.W. Pepper & Son, Inc.	0.00	194.99
	12785	12/22/2016	V02093	JCN Services	0.00	1,350.00
	12786	12/22/2016	V60903	Learning A-Z	0.00	284.85
	12787	12/22/2016	V02898	MagnaKleen Services	0.00	280.66
	12788	12/22/2016	V54204	Mechanical & Pump Services, Inc	0.00	3,451.15
	12789	12/22/2016	V01911	Natchaug Hospital	0.00	2,624.00
	12790	12/22/2016	V60983	OMNI Group, The	0.00	28.00
	12791	12/22/2016	V60679	PBS Distribution	0.00	23.74
	12792	12/22/2016	V60568	Pediatric Services of America Inc	0.00	6,192.00
	12793	12/22/2016	V53914	Pitney Bowes, Inc.	0.00	105.00
	12794	12/22/2016	V60864	Pullman & Comley, LLC	0.00	6,776.80
	12795	12/22/2016	V60925	ReadyNurse Staffing Services	0.00	2,268.00
	12796	12/22/2016	V53593	ReadyRefresh by Nestle	0.00	41.91
	12797	12/22/2016	V61090	Salomone, Dr. Kathleen	0.00	1,000.00
	12798	12/22/2016	V00615	Scholastic	0.00	250.00
	12799	12/22/2016	V02404	Somers Ace Hardware	0.00	292.26
	12800	12/22/2016	V60616	Somers Public Schools	0.00	352.78
	12801	12/22/2016	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	12802	12/22/2016	V01591	Town of Somers	0.00	6,416.54
	12803	12/22/2016	V02225	Staples Credit Plan	0.00	74.97
	12804	12/22/2016	V61221	Teacher Innovations, Inc	0.00	54.00
	12805	12/22/2016	V53615	Thurston Foods, Inc.	0.00	2,376.21
	12806	12/22/2016	V53987	U.S. Bancorp Equipment Finance, Inc	0.00	2,050.54
	12807	12/22/2016	V02758	University of Saint Joseph	0.00	5,905.00
	12808	12/22/2016	V21164	Unum Life Insurance Company of America	0.00	3,883.50
	12809	12/22/2016	V54059	Verizon Wireless	0.00	589.11
	12810	12/22/2016	V61032	Waterbury Public Schools	0.00	5,941.80
<b>Totals:</b>					0.00	\$347,858.95

50 Checks Listed.

# Somers Board of Education General Journal Register

Report # 43602  
Batch: 16148  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b>	<b>Control Total</b>	<b>Status</b>	<b>Created By</b>	<b>Created On</b>	<b>Last Updated By</b>	<b>Last Updated On</b>
16148	\$347,858.95	Posted	Lbergamini	12/20/2016	Lbergamini	12/22/2016

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>December, 2017</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			342,752.49	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	342,752.49
		Total Generated Distributions			<b>\$342,752.49</b>	<b>\$342,752.49</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	347,858.95
	10-100-2-2-00-242-611-01-5-01183	K-5 FIFTH GRADE SUPPLIES			157.50	0.00
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			299.80	0.00
	10-100-2-2-14-242-611-01-5-00652	K-5 - KINDERGARTEN SUPPLIES			106.11	0.00
	10-100-2-2-14-242-611-01-5-00799	K-5 - SECOND GRADE SUPPLIES			74.97	0.00
	10-100-2-2-14-242-611-01-5-00846	K-5 - THIRD GRADE SUPPLIES			114.47	0.00
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			207.19	0.00
	10-100-2-2-18-242-611-01-5-01149	K-5 INTERVENTION - MATH			225.00	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES			262.33	0.00
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			178.29	0.00
	10-100-2-3-16-243-611-01-5-00246	MA - ENGLISH WORKBOOKS			250.00	0.00
	10-100-2-3-22-242-611-01-5-00194	MA - PHYSICAL ED SUPPLIES			494.94	0.00
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES			233.33	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			252.35	0.00
	10-100-2-4-26-242-611-01-5-01070	HS - ENGLISH SUPPLIES			360.82	0.00
	10-100-2-4-38-242-611-01-5-00181	HS - QUANTITY FOODS SUPPLIES			2,376.21	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			1,814.44	0.00
	10-100-2-5-18-242-611-03-5-00852	SW - MATH SUPPLIES			78.90	0.00
	10-120-9-9-98-955-330-02-5-01117	SP ED-INDEPENDENT EVALUATIONS			0.00	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			1,560.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			6,192.00	0.00
	10-213-3-4-48-421-323-02-5-01146	SW HEALTH SUPPLIES			1,389.50	0.00
	10-213-3-5-48-412-112-02-5-00319	SW - NURSE SUBSTITUTE		Yes	2,268.00	0.00
	10-221-2-5-50-214-111-05-5-00659	SW - PROF DEVELOPMENT/CEU			115.00	0.00
	10-222-2-4-52-231-642-03-5-00139	HS - LIBRARY BOOKS			14.58	0.00
	10-222-2-4-52-231-690-03-5-00154	HS - OTHER LIBRARY SUPPLIES			69.99	0.00

## Somers Board of Education General Journal Register

Report # 43602

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
16148	\$347,858.95	Posted	Lbergamini	12/20/2016	Lbergamini	12/22/2016
		HS - A.V. MATERIALS			38.67	0.00
		SW - COMPUTER SOFTWARE			284.85	0.00
		B.O.E. - OTHER PROF. SERVICES		Yes	10,971.46	0.00
		SCHOOL BOARD LEGAL		Yes	2,391.25	0.00
		CO - INSTITUTIONAL DUES		Yes	45.00	0.00
		CO - PETTY CASH			241.91	0.00
		CO - COPIER MAINTENANCE			110.89	0.00
		CO - COPIER RENTAL			512.64	0.00
		CO - POSTAGE METER		Yes	105.00	0.00
		K-5 - OFFICE SUPPLIES			5.99	0.00
		K-5 - COPIER RENTAL			512.62	0.00
		K-5 - COPIER MAINTENANCE			1,908.09	0.00
		MA - COPIER RENTAL			512.64	0.00
		MA - COPIER MAINTENANCE			1,690.88	0.00
		HS - COPIER RENTAL			512.64	0.00
		HS - COPIER MAINTENANCE			1,143.92	0.00
		K-5 BUILDING REPAIRS			3,537.10	0.00
		K-5 - TELEPHONE			413.00	0.00
		MA - TELEPHONE			242.04	0.00
		HS - QUANTITY FOODS MAINT.			292.48	0.00
		HS - TELEPHONE			446.17	0.00
		CO - TELEPHONE		Yes	550.03	0.00
		SW - A.V. MAINTENANCE			89.56	0.00
		SW - CUSTODIAL SUPPLIES			280.66	0.00
		SW - COMPUTER MAINTENANCE			2,085.67	0.00
		HS - BUILDING MAINTENANCE			1,350.00	0.00
		SW - EQUIPMENT REPAIR			14.48	0.00
		SW - RUBBISH REMOVAL		Yes	1,189.70	0.00
		SW - GENERAL REPAIR			292.26	0.00
		K-5 - FUEL #2			10,735.81	0.00
		HS - FUEL #2			14,455.62	0.00
		K-5 - ELECTRICITY			2,268.87	0.00
		MA - ELECTRICITY			19,339.16	0.00
		HS - ELECTRICITY			12,865.18	0.00
		MAINTENANCE - ELECTRICITY		Yes	220.58	0.00
		PROPERTY/LIABILITY INSURANCE			15,925.00	0.00
		TRANSPORTATION - ELEMENTARY			28,279.20	0.00
		TRANSPORTATION - SECONDARY			33,969.01	0.00

## Somers Board of Education General Journal Register

Report # 43602

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
16148	\$347,858.95	Posted	Lbergamini	12/20/2016	Lbergamini	12/22/2016
		BUS FUEL			6,231.00	0.00
		SP ED - TRANSPORTATION AIDE			2,195.57	0.00
		SP ED - VANS			22,674.32	0.00
		SW - GASOLINE SCHOOL VEHICLES			480.78	0.00
		HS - BAND TRAVEL			220.50	0.00
		L.T.D.			3,883.50	0.00
		WORKER'S COMPENSATION			27,151.75	0.00
		UNEMPLOYMENT INSURANCE			666.00	0.00
		UMBRELLA LIABILITY INSURANCE		Yes	3,175.00	0.00
		HS - ATHLETIC AWARDS			72.00	0.00
		SPED - CREC RIVER STREET			28,270.44	0.00
		SP ED - TUITION		Yes	63,912.34	0.00
				Total User-Entered Distributions	<u>\$347,858.95</u>	<u>\$347,858.95</u>
				Total for December, 2017	<u>\$690,611.44</u>	<u>\$690,611.44</u>
				<b>Grand Total for Batch # 16148</b>	<u><b>\$690,611.44</b></u>	<u><b>\$690,611.44</b></u>

334 Transactions Listed.

# Somers Board of Education General Budget Treasury Warrant

Report # 43729

Check Batch: 16230  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP GB  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

Approved by:  Date: 1-4-17

William B. Boutwell, Director of Business Services

16230	12811	01/09/2017	V52670	SYNCB/AMAZON	0.00	2,526.38
	12812	01/09/2017	V52306	AmeriPride Services, Inc	0.00	146.24
	12813	01/09/2017	V60041	Anthem BCBS	0.00	162,865.13
	12814	01/09/2017	V60040	Anthem Life Insurance Company	0.00	2,191.11
	12815	01/09/2017	V00884	Avery Septic Service	0.00	150.00
	12816	01/09/2017	V52478	Bart Truck Equipment LLC.	0.00	353.80
	12817	01/09/2017	E00450	Bergamini, Lisa	0.00	40.50
	12818	01/09/2017	V02406	Billings Sports, Inc.	0.00	715.00
	12819	01/09/2017	E00022	Bodine-Donahue, Gail	0.00	109.95
	12820	01/09/2017	E00810	Buchard, Katherine	0.00	78.41
	12821	01/09/2017	M52866	CAPP USA	0.00	730.55
	12822	01/09/2017	E00576	Carroll, Daniel	0.00	218.60
	12823	01/09/2017	V61265	CE Northeast	0.00	1,310.00
	12824	01/09/2017	V21192	Children's Center of Hamden Inc., The	0.00	4,125.00
	12825	01/09/2017	V61231	College Steps	0.00	10,500.00
	12826	01/09/2017	V53280	Collins Sports Medicine	0.00	715.15
	12827	01/09/2017	V60740	Connecticut Piano Company, The	0.00	380.00
	12828	01/09/2017	E00076	Cotzin, Gary	0.00	62.64
	12829	01/09/2017	V00204	CREC	0.00	6,931.25
	12830	01/09/2017	V00236	Demco, Inc.	0.00	201.59

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12831	01/09/2017	E00096	Duffy, Margaret	0.00	75.00
	12832	01/09/2017	V60252	EAI Education	0.00	135.00
	12833	01/09/2017	V00605	Electrical Wholesalers	0.00	266.25
	12834	01/09/2017	V00159	Eversource Energy	0.00	3,845.65
	12835	01/09/2017	V54168	First Student, Inc	0.00	185.25
	12836	01/09/2017	V60951	Follett School Solutions, Inc	0.00	840.51
	12837	01/09/2017	E00257	Ford, Linda	0.00	64.85
	12838	01/09/2017	V61257	Garsal Industries	0.00	100.33
	12839	01/09/2017	V01830	Gerry's Music Shop, Inc.	0.00	500.00
	12840	01/09/2017	E00824	Giannuzzi, Kelly	0.00	53.46
	12841	01/09/2017	V54081	Graduate Pest Solutions, Inc.	0.00	333.00
	12842	01/09/2017	V00511	Grainger	0.00	154.52
	12843	01/09/2017	E00126	Grenier, Lisa	0.00	12.42
	12844	01/09/2017	V53439	Group Dynamic	0.00	27.75
	12845	01/09/2017	E00132	Hanover, Robert	0.00	12.71
	12846	01/09/2017	V51232	Hartford Hospital	0.00	16,874.00
	12847	01/09/2017	V52664	Hastie Fence Co.	0.00	1,206.00
	12848	01/09/2017	V21177	Home Depot CRC	0.00	99.00
	12849	01/09/2017	V54063	HSABank	0.00	224.00
	12850	01/09/2017	V52848	Intensive Education Academy, Inc.	0.00	22,238.00
	12851	01/09/2017	V60043	IVEY Industries	0.00	120.78
	12852	01/09/2017	V00999	J.W. Pepper & Son, Inc.	0.00	504.99
	12853	01/09/2017	V02625	K & S Distributors	0.00	396.23
	12854	01/09/2017	E00163	Kapner, Rob	0.00	159.49
	12855	01/09/2017	E00727	Kraus, Marika	0.00	115.00
	12856	01/09/2017	E00731	MBA Petty Cash, Clay Krevolin	0.00	34.56
	12857	01/09/2017	E00181	Kuczarski, Elaine	0.00	25.88
	12858	01/09/2017	V01777	Lakeshore Learning	0.00	350.68
	12859	01/09/2017	E00210	Mailhot, LeeAnne	0.00	120.69
	12860	01/09/2017	E00726	Martin, Sarah	0.00	140.00
	12861	01/09/2017	V000005	Migliore, Joseph	0.00	100.00
	12862	01/09/2017	V21005	MSC Industrial Supply Co.	0.00	110.24
	12863	01/09/2017	V01013	NASCO Fort Atkinson	0.00	958.48
	12864	01/09/2017	V53849	NCS Pearson, Inc.	0.00	199.98
	12865	01/09/2017	V00206	Pearson Education, Inc.	0.00	241.39
	12866	01/09/2017	V53914	Pitney Bowes, Inc.	0.00	18.70
	12867	01/09/2017	V52074	Really Good Stuff, Inc.	0.00	1,161.94

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12868	01/09/2017	V02610	Reliable Welding & Speed, LLC.	0.00	100.00
	12869	01/09/2017	E00782	Rich, Stacy	0.00	293.49
	12870	01/09/2017	V61266	Rising Software	0.00	1,470.00
	12871	01/09/2017	V51385	Rockwell Communications	0.00	192.32
	12872	01/09/2017	E00293	Russell, Mary Jane	0.00	28.10
	12873	01/09/2017	V01292	School Specialty, Inc.	0.00	444.70
	12874	01/09/2017	E00301	Senecal, Dina	0.00	8.24
	12875	01/09/2017	V60911	SHI International Corp	0.00	1,675.50
	12876	01/09/2017	V01485	Social Studies School Services	0.00	73.30
	12877	01/09/2017	V00486	Somers High School	0.00	334.75
	12878	01/09/2017	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	12879	01/09/2017	E00322	Suffredini, Dr. Maynard	0.00	29.70
	12880	01/09/2017	V60056	Supplyworks	0.00	838.88
	12881	01/09/2017	V01307	Teacher's Discovery	0.00	31.89
	12882	01/09/2017	V61076	Teachers Synergy, LLC	0.00	239.14
	12883	01/09/2017	M53099	Tull Brothers, Inc.	0.00	251.75
	12884	01/09/2017	V61264	United Volleyball Supply, LLC	0.00	396.00
	12885	01/09/2017	V60699	US Games	0.00	575.47
	12886	01/09/2017	V61212	USA Led	0.00	740.00
	12887	01/09/2017	V54059	Verizon Wireless	0.00	822.47
	12888	01/09/2017	V53413	W. B. Mason Co., Inc.	0.00	379.93
	12889	01/09/2017	E00342	Walker, Alan	0.00	629.10
	12890	01/09/2017	V00882	West Music Company	0.00	264.92
<b>Totals:</b>					0.00	\$257,367.38

80 Checks Listed.

# Somers Board of Education General Journal Register

Report # 43727  
Batch: 16219  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b>	<b>Control Total</b>	<b>Status</b>	<b>Created By</b>	<b>Created On</b>	<b>Last Updated By</b>	<b>Last Updated On</b>
16219	\$257,367.38	Posted	Lbergamini	01/03/2017	Lbergamini	01/04/2017

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>January, 2017</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			254,674.35	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	254,674.35
		Total Generated Distributions			<b>\$254,674.35</b>	<b>\$254,674.35</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	257,367.38
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES			958.48	0.00
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			281.04	0.00
	10-100-2-2-14-242-611-01-5-00652	K-5 - KINDERGARTEN SUPPLIES			120.69	0.00
	10-100-2-2-14-242-611-01-5-00771	K-5 - FIRST GRADE SUPPLIES			20.04	0.00
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			936.05	0.00
	10-100-2-2-18-242-611-01-5-00187	K-5 - MATH SUPPLIES			708.65	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES			264.92	0.00
	10-100-2-2-22-242-611-01-5-00193	K-5 - PHYSICAL ED SUPPLIES			575.47	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			2,050.78	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			143.19	0.00
	10-100-2-3-20-220-641-01-5-01579	SW - MUSIC		Yes	1,974.99	0.00
	10-100-2-3-20-242-611-01-5-00172	MA - MUSIC SUPPLIES			100.00	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			73.30	0.00
	10-100-2-4-02-242-611-01-5-00165	HS - ART SUPPLIES			8.80	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			110.24	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			125.58	0.00
	10-100-2-4-18-242-611-01-5-00191	HS - MATH SUPPLIES			135.00	0.00
	10-100-2-4-22-242-611-01-5-00195	HS - PHYSICAL ED SUPPLIES			12.71	0.00
	10-100-2-4-28-220-641-01-5-00129	HS - SCIENCE TEXTBOOKS		Yes	241.39	0.00
	10-100-2-4-46-242-611-01-5-00229	HS - SCHOOL TO CAREER SUPPLIES			75.00	0.00
	10-100-2-4-66-730-730-01-5-00616	HS - TECH ED REPLACEMENT			475.60	0.00
	10-100-8-5-66-910-730-04-5-00843	SW - CAPITAL OUTLAY TECHNOLOGY			1,675.50	0.00
	10-210-2-4-32-242-611-01-5-01677	HS - PBIS SUPPLIES			543.58	0.00
	10-212-2-5-46-243-611-02-5-00252	SW - TESTING			199.98	0.00
	10-221-1-2-50-251-580-05-5-00259	K-5 - TRAVEL/IN-SERVICE			433.49	0.00

# Somers Board of Education General Journal Register

Report # 43727

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
16219	\$257,367.38	Posted	Lbergamini	01/03/2017	Lbergamini	01/04/2017
		MA - PRINCIPAL'S TRAVEL			34.56	0.00
		HS - TRAVEL/IN-SERVICE			773.39	0.00
		HS - PRINCIPAL'S TRAVEL			72.41	0.00
		HS - PROFESSIONAL LIBRARY			93.95	0.00
		SW - PROF DEVELOPMENT/CEU			115.00	0.00
		K-5 - LIBRARY BOOKS			485.32	0.00
		HS - LIBRARY BOOKS			261.24	0.00
		HS - OTHER LIBRARY SUPPLIES			115.20	0.00
		HS - A.V. MATERIALS			118.28	0.00
		B.O.E. - COMMUNITY RELATIONS			64.85	0.00
		CO - TRAVEL/IN-SERVICE			70.20	0.00
		CO - OFFICE SUPPLIES			539.42	0.00
		CO - POSTAGE METER		Yes	18.70	0.00
		K-5 - OFFICE SUPPLIES			119.40	0.00
		HS - POSTAGE		Yes	25.88	0.00
		K-5 - MUSIC MAINTENANCE		Yes	380.00	0.00
		K-5 BUILDING REPAIRS			1,491.75	0.00
		K-5 - TELEPHONE			102.08	0.00
		MA - BAND MAINTENANCE			500.00	0.00
		MA - TELEPHONE			112.08	0.00
		HS - TECHNOLOGY ED MAINTENANCE			120.78	0.00
		HS - QUANTITY FOODS MAINT.			146.24	0.00
		HS - TELEPHONE			108.13	0.00
		CO - TELEPHONE		Yes	500.18	0.00
		SW - A.V. MAINTENANCE			192.32	0.00
		SW - CUSTODIAL SUPPLIES			122.34	0.00
		K-5 - SEPTIC TANK		Yes	100.00	0.00
		MA - BUILDING MAINTENANCE			70.00	0.00
		HS - SEPTIC TANK			50.00	0.00
		HS - BUILDING MAINTENANCE			2,332.55	0.00
		SW - EQUIPMENT REPAIR			812.05	0.00
		SW - RUBBISH REMOVAL		Yes	1,189.70	0.00
		SW - TOOL SUPPLY			99.00	0.00
		SW - GENERAL REPAIR			170.49	0.00
		SW - EXTERMINATING			333.00	0.00
		SW - ELECTRICAL SUPPLIES		Yes	1,006.25	0.00
		SW - PLUMBING SUPPLIES			838.88	0.00
		K-5 - ELECTRICITY			3,845.65	0.00

## Somers Board of Education General Journal Register

Report # 43727

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
16219	\$257,367.38	Posted	Lbergamini	01/03/2017	Lbergamini	01/04/2017
10-279-4-4-84-530-580-07-5-00845		HS - FIELD TRIPS			185.25	0.00
10-280-6-5-82-820-200-13-5-00509		SW - FLEXIBLE SPENDING ACCT			27.75	0.00
10-280-6-5-82-820-200-13-5-00512		LIFE AND AD&D INSURANCE			2,191.11	0.00
10-280-6-5-82-820-200-13-5-01228		SW - HEALTH SAVINGS ACCOUNT		Yes	163,089.13	0.00
10-320-7-4-42-880-690-06-5-00595		HS - ATHLETIC SUPPLIES			1,430.15	0.00
10-613-9-9-88-955-561-14-5-00673		SP ED - TUITION		Yes	60,668.25	0.00
Total User-Entered Distributions					<u>\$257,367.38</u>	<u>\$257,367.38</u>
Total for January, 2017					<u>\$512,041.73</u>	<u>\$512,041.73</u>
<b>Grand Total for Batch # 16219</b>					<u><b>\$512,041.73</b></u>	<u><b>\$512,041.73</b></u>

225 Transactions Listed.

December 16, 2016

Dr. Maynard Suffredini  
Somers Public Schools  
1 Vision Blvd.  
Somers, Ct. 06071

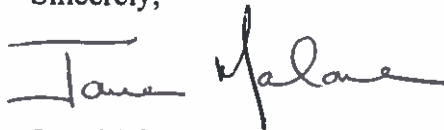
Dear Dr. Suffredini and Members of the Somers Board of Education,

I am writing to inform you of my intention to retire at the end of the 2016-2017 academic year. Since 1991, I have served the district as Speech-Language Pathologist, and each year has made me more aware and appreciative of the privilege it has been to work with the students of Mabelle B. Avery Middle School and Somers High School.

During these 26 years, I have been fortunate to collaborate with and learn from talented and dedicated colleagues as we worked to improve the language, academic, and communication skills of our students. Together, along with the needed involvement of parents, we have endeavored to create an environment in which our students flourished and were prepared for each new step they faced. I am very thankful for the support of the administrators with whom I have worked. They have understood what is required to improve the academic environment for students with language and communication challenges.

It has been an honor to be involved in such important work.

Sincerely,

A handwritten signature in cursive script that reads "Jane Malone". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Jane Malone

12 Shadowbrook Estates  
South Hadley, MA 01075

December 23, 2016

Dr. Maynard M. Suffredini Jr.  
Superintendent of Schools  
Somers, CT 06071

Dear Dr. Suffredini,

This letter is to inform you of my intention to retire at the end of the 2016-2017 school year. Teaching the students of Somers for the duration of my teaching career has been one of extraordinary fulfillment and inspiration and of personal and professional rewards beyond measure.

Sincerely,

A handwritten signature in cursive script that reads "Pat Kmon".

Pat Kmon

Jackie Shea  
121 Bloomfield Ave  
Windsor, CT.06095

December 12, 2016

Dr. Maynard Suffredini  
1 Vision Blvd.  
Somers, CT.06071

Dear Dr. Suffredini,

My husband and I are very excited to announce that we are expecting our first child (due date of May 25, 2017) and therefore will begin my maternity leave at this time.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Jackie Shea".

Jackie Shea

Jackie Shea  
121 Bloomfield Ave  
Windsor, CT.06095

December 12, 2016

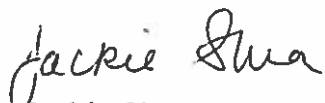
Dr. Maynard Suffredini  
1 Vision Blvd.  
Somers, CT.06071

Dear Dr. Suffredini,

My husband and I are very excited to announce that we are expecting our first child (due date of May 25, 2017). I will be taking a one year leave of absence for childrearing leave for the 2017-2018 school year, returning for the start of the 2018-2019 school year.

Thank you.

Sincerely,

  
Jackie Shea

Lauren J. Horsfield  
263 Sugar Hill Road  
Tolland, CT 06084  
(860) 280-5295  
horsfieldlj@gmail.com

---

December 22, 2016

Clay Krevolin  
Principal, Mabelle B. Avery Middle School  
1 Vision Boulevard  
Somers, CT 06071

Dear Mr. Krevolin,

It makes me very sad to submit my resignation in my position as the 6<sup>th</sup> grade World Language teacher for Mabelle B. Avery Middle School. Please note that January 13, 2017 will be my last working day.

Thank you for giving me a chance to work at MBA. The experience I have gained here is something that I will cherish forever. Thank you very much.

Sincerely,

*Lauren J. Horsfield*

Lauren J. Horsfield

FIELD TRIP REQUEST

School: Somers High School Date: December 12, 2016

Requested by: Philip Goduti Department: Social Studies

Destination: Washington, DC Date of trip: April 28-April 30, 2017

Departure time: 5:30 AM (4/28) Approximate time of return: 10:00PM (4/30)

Number of students involved: 34 Number of chaperones: 4

Type of transportation: Coach Bus

Expense to students: \$630.00

Expense to school system: 0

Written Objectives/Relationship to curriculum:

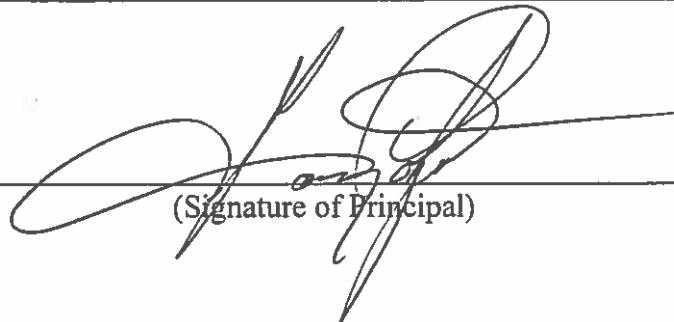
Students will take a trip to Washington, DC as part of the AP US History curriculum. Highlights of the tour include the Capitol, all the major monuments, Arlington National Cemetery, National Archives, Ford's Theatre and several Smithsonian museums. There will be an effort made to get into a White House tour, which we have done two other times on this trip.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRIP LOG

Approved by: \_\_\_\_\_



(Signature of Principal)

FIELD TRIP PERMISSION FORM

**COST: \$ 630.00 Payable to School Tours of America**

Date of Trip: 4/28/17-4/30/17 Destination: Washington, DC

Time of Departure: 5:30AM (4/28) Place of Departure: Somers High School

Time of Return: 10:00PM (4/30) Place of Return: Somers High School

The Group will be traveling by: Bus  
(Bus/Foot/Car)

Lunch  will  will not be provided. – FOOD is included in the cost of the trip.

*Activities: Students will take a trip to Washington, DC as part of the AP US History curriculum. Highlights of the tour include the Capitol, all the major monuments, Arlington National Cemetery, National Archives, Ford's Theatre and several Smithsonian museums. There will be an effort made to get into a White House tour, which we have done two other times on this trip.*

Parent Comment/Concerns: \_\_\_\_\_

Supervising Teacher(s): Philip Goduti

*g*

-----  
Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Parent/guardian contact information:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate contact and phone number: \_\_\_\_\_

List any known allergic reactions: \_\_\_\_\_

Will student be taking any medication on this trip that has been prescribed by a physician: \_\_\_\_\_

If yes, what is that medication: \_\_\_\_\_

What was the date of the student's last tetanus shot: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name any other medical concerns: \_\_\_\_\_

I give my permission for the Somers Public Schools staff members to seek medical assistance for my child in the case of any injury or illness incurred while participating in this school-sponsored activity. If I cannot be reached to give my consent to medical personnel, this form will serve to give my permission to carry out necessary treatment. I understand that this trip begins and ends at school. I also understand that I must make provisions for the transportation of my child, from the school to our home, at the end of any educational trip that terminates after the regular school day.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
School/Grade

# We're going to Washington, D.C.!

**To: Students and Parents of Somers High School**

**From: Philip Goduti**

I am thrilled to invite you on a once in a lifetime trip to our nation's capital from **April 28 – April 30, 2017**. Students will experience first-hand the rich history of our nation by touring one of the world's most powerful cities. The Washington, D.C. experience challenges students to role-play life from the perspective of our founding fathers to the legislators and judges who write and interpret the laws of the land today. From Capitol Hill to the Smithsonian, students are introduced to the sacrifices and heritage of our great nation. Touring important national treasures such as Arlington National Cemetery and the Vietnam, Korean, and Iwo Jima Memorials further reinforces the themes of patriotism and sacrifice. Students gain a deeper understanding of our history, the consequences of choices, and of their role in shaping America's destiny. This trip is an opportunity every American should experience!

Our tour, coordinated by *School Tours of America*, is non-school sponsored.

The all-inclusive, per-person tour price of:

**\$630.00** (Quad occupancy) and **\$730.00** (Double occupancy)

**Pricing is based on 35 full-paying participants and includes:**

- ❖ Round-trip transportation via Motor Coach
- ❖ Secure, quality hotel accommodations
- ❖ 3 Breakfasts, 3 Lunches, 3 Dinners
- ❖ Sightseeing with professional drivers and licensed guides
- ❖ Nighttime private security chaperones
- ❖ Evening monument tour
- ❖ 24 hour on-call company representatives at our hotel
- ❖ Comprehensive medical and accident insurance for students and chaperones

*Safety and your peace of mind are always our first priority.* I will chaperone the group with other adults as necessary. School Tours of America provides the group with the additional security measures of 24 hour, on-call representatives, a toll free 24-hour phone number for both parents and students, and private security chaperones stationed on each floor where students are housed.

Space is limited. To register for the trip, complete the enclosed registration form and mail it in the enclosed envelope with the registration fee of **\$200.00** to School Tours of America by **January 20, 2017**. You may also register on line through the website listed below. Confirmation will be sent to you. Final payment is due by **March 15, 2017**. Please read and take advantage of the **Payment Protection Program (PPP)** that is explained on the enclosed registration form.

For more information please contact Philip Goduti at 860-749-2270 ext 4213, or you may call SCHOOL TOURS OF AMERICA Customer Service at 866-543-9625. To learn more about School Tours of America, visit their website at [www.schooltoursofamerica.com](http://www.schooltoursofamerica.com)

Trip#: 8065

EXPERIENCE THE POWER OF TRAVEL



866.543.9625

[www.SchoolToursOfAmerica.com](http://www.SchoolToursOfAmerica.com)

# WASHINGTON, D.C.

## 3 DAYS / 2 NIGHTS

MORNING

AFTERNOON

EVENING

**DAY 1:**

Group departs  
for Washington, DC

**LUNCH:** *Lunch en route*

**Arlington National Cemetery:**

Tomb of the Unknowns  
Changing of the Guard  
Kennedy Gravesites  
Challenger Memorial

**DINNER:** *Pizza Buffet*

World War II Memorial  
FDR Memorial

Hotel Check-In

Security guard(s) report

Vietnam Veterans Memorial  
Korean War Memorial

**DAY 2:**

**BREAKFAST:** *Hotel Buffet*

Group boards sightseeing bus

White House  
(photo stop)

Washington Monument  
(photo stop)

**LUNCH:** *Museum Cafeteria*

**Smithsonian Complex:**

Natural History Museum  
National Gallery of Art  
Air & Space Museum  
American History Museum

**DINNER:** *Fuddruckers*

**Night Tour:**

Jefferson Memorial  
Lincoln Memorial  
Kennedy Center  
Iwo Jima Memorial

Security guard(s) report

**DAY 3:**

**BREAKFAST:** *Hotel Buffet*

Hotel Check-Out

Group boards sightseeing bus

**Capitol Hill:**

U.S. Capitol  
Supreme Court  
Library of Congress

**LUNCH:** *McDonald's*

National Archives

MLK Memorial

Depart for home by 3pm

**DINNER:** *En route*

s.i.8065

**\*\* SAMPLE ITINERARY \*\***

**Somers High School  
Technology Innovation Design and Engineering  
New course proposal**

**Course Name:**  
CNC Machining

**Course Justification:**

Over the past several years, there has been an increased emphasis on the need for qualified individuals in the manufacturing fields. Community colleges across Connecticut have added or expanded CNC (computer numeric control) machinist programs in order to meet this demand. At Somers High School, we have CNC equipment incorporated into many of the courses offered in the T.I.D.E. program. After experiences with this equipment in class, many students express a desire to study this subject further. The TIDE department feels that by offering a focused CNC Machining course, we can provide the students at Somers High School a valuable experience in a field that may offer viable career opportunity as they leave high school to pursue post-secondary options or enter the work force.

**Course Description:**

This course is designed to offer students a focused, in-depth experience in the field of CNC (computer numeric control) machining. Through project based learning, students will utilize MasterCam CADD/Cam software and G-Code to design products using a variety of materials. Students will learn about safe setup and operation of CNC machines including: milling center, lathe, overhead router, and plasma cutter. The students will utilize the machines to produce the parts and designs that are generated on the computer.

**Prerequisite:**

Completion of Engineering Graphics 1 with a final grade of C or better.

**Duration:**

½ Year

**Class size:**

12

**Required Resources:**

*The following items have already been acquired and are operational within the T.I.D.E. Department.*

- Computer lab operating Windows 7 or higher.
- MasterCam X software
- Metal fabrication lab
- Wood fabrication Lab

- CNC Lathe
- CNC VCM (mill)
- CNC Overhead Router
- CNC Plasma Cutter

*The following items will need to be purchased.*

- Digital Book: MasterCam X 2017 Mill (Published by: In House Solutions)
- Digital Book: MasterCam X 2017 Lathe (Published by: In House Solutions)
- Digital Book: MasterCam X 2017 Router (Published by: In House Solutions)

**Budgetary Resources:**

An initial cost of \$3800 would be incurred for the first year of the course. This would include textbooks. The following years the course would require an increase of \$1000 to the Instructional Supplies Account.

- |   |        |
|---|--------|
| • Initial Digital Book purchase:                  | \$2800 |
| • Increase to Instructional Supplies (Acct. #183) | \$1000 |

## **Why the need for a new progress report card for preschool?**

- **The current Preschool Assessment Frameworks (PAF) is based on developmental benchmarks for children aged 2 ½ to 6 years of age. This does not reflect the development of children who may be at an earlier developmental stage (i.e. 18 months). Also, since children attend kindergarten if they are age five before December 31<sup>st</sup> it's not reflective of the preschool population.**
- **The Connecticut Early Childhood Developmental Standards will be rolled out officially by the state sometime later this year or possibly next year based on the discussions at the Early Childhood Council meeting Mrs. Shea attended on 9/29/16. They will be seeking out pilot districts. I have created this document which is a similar format to the current Preschool Assessment Child Profile Sheet.**
- **The CT ELDS looks at child development in 6 month increments and 1 year increments (i.e. birth to six months, six to twelve months, 4 to 5 years, etc.) This will better help us see where children are developmentally across the various areas of curriculum, especially since more than half of our 32 students have special needs with delays in various areas of development.**

- The CT ELDS breaks down subject areas more discretely by skills versus the PAF which clumps various skill sets together (making it easier to understand by staff and parents alike)
- I would prefer to start using this document now in terms of observational data for my students as it will make for an easier transition when districts are supposed to officially start using it. Currently, these are standards curriculum should be based on in addition to those set forth in the Preschool Curriculum Framework.

## **Textbook Proposal Form**

Use this form to propose the purchase of new textbooks, software, or other major instructional resources for a new course, grade, or multiple grades.

**Date:** 11/17/2016

**Person(s) submitting:** Erik Serrell-Dubé

**Content Area:** English **Grade(s)** 12 **Course:** College English 12

### **Recommended Purchase:**

Title or Name of Resource: *The Road* by Cormac McCarthy

Type of Resource: Novel ISBN# 9780307277923

Copyright: 2006 Vendor: Vintage

Address: New York, NY

**1. Does the text address the content of the curriculum at the appropriate grade level?**

**Yes**

No

### **Process used to select this curriculum resource:**

Taught book in previous districts and community college courses. The novel is taught in many surrounding districts including Stafford and Regional District #8 and is well received by students.

**Is this the only curriculum resource for this course? \_\_\_\_\_ If not, what other resource(s) will be used?**

No. The course uses several different texts and novels throughout the year. This book will be paired with shorter texts (both fiction and nonfiction) from other countries to broaden the discussion of the genre and the thematic ideas presented in the novel.

**How was this resource evaluated in terms of providing adequate instructional support for the curriculum?**

The text supports CCT Standards for Language Arts in 12th grade including RL.11-12.1-RL 11-12.5, and W.11-12.1-W.11-12.5 It is a non-traditional narrative that utilizes extreme situations to discuss human experience. The novel allows for many levels of differentiated discussion, writing and comparison to other works with its allusions and imagery. In Stafford it was used for English 12 as part of a dystopian literature unit. The unit explores the use of imagery and extended metaphor to support thematic discussion. The unit culminates with a formal essay that explores the use of imagery, narrative style and extended metaphor to support theme in fiction.

**Attach a standard budget sheet to detail the purchase costs.**

Approximately \$600 for 40 books

## STUDENTS

Elementary and Secondary – Attendance:

Truancy:

Regular student attendance in school is essential to the educational process. Responsibility for assuring that students attend school rests by statute with the student's parent or other person having control of the child.

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused," "unexcused," and "disciplinary" absences.

**"Truant"** shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

**"In attendance"** shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

**"Chronically absent child"** is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

**"Absence"** means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.

**"District chronic absenteeism rate"** means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

**"School chronic absenteeism rate"** means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

### Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Somers Board of Education, through its superintendent, will adopt and maintain procedures to:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication, which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*

~~The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.~~

5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Identify a student as "chronically absent" when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.
8. ~~File a written complaint with the Superior Court, not later than fifteen calendar days after the failure of a parent/guardian to attend the meeting (item #6) or upon the failure to cooperate with the school attempting to solve the truancy problem, alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs", if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.~~
9. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
10. Provide coordination of services and refer "truants" to community agencies, which provide family services.

## Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. *(SDE to develop by 1/1/16.)*

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Legal Reference: Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

10-198a Policies and procedures concerning truants (as amended by PA 00-157) and P.A. 11-136 and PA 16-147

10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)

10-202e-f Policy on dropout prevention and grant program.

10-221(b) Board of education to prescribe rules. *Campbell v New Milford*, 193 Conn 93 (1984).

*Action taken by the State Board of Education on January 2, 2008, to define “attendance*

*Action taken by the State Board of Education on June 27, 2012, to define “excused” and “unexcused” absences.*

Cross Reference: DBS CODE: 5113

Adopted: July 1, 1991  
Revised: June 8, 2009  
January 11, 2016

## **Students**

*Note: We are now using the entire policy from CABE to ensure compliance with the law.*

### **Suspension and Expulsion/Due Process**

This policy is referenced in all student handbooks as well as included in the Board of Education Policy Manual available on the district website at [www.somers.k12.ct.us](http://www.somers.k12.ct.us)

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

An authorized member of the Administrative Staff may suspend a student whose conduct endangers persons or property or is seriously disruptive of the education process, or which violates a published policy of the Board of Education. (CGS [10-233c](#))

**Suspension** is 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. Suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve inclusive, that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student grades three through twelve inclusive shall be excluded from school during the period of suspension.

The Board of Education may expel any student whose conduct endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Board, in accordance with CGS [10-233d](#).

**Expulsion** is exclusion from school privileges for any student in grades three through twelve inclusive for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

#### **A. Definitions**

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.

## Students

### Suspension and Expulsion/Due Process

#### A. Definitions (continued)

2. **“Removal”** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. **“Emergency”** shall be defined as a situation under which the continued presence of the student in the school imposes 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.
4. **“Days”** is defined as days when school is in session.
5. **“School-sponsored activity”** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
6. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
7. **“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.
8. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
9. **“Vehicle”** means a **“motor vehicle”** as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
10. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or Chinese star.



## Students

### Suspension and Expulsion/Due Process

#### A. Definitions (continued)

11. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

#### B. Removal from Class

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.
2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.
3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

#### C. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.

#### D. Suspension and Expulsion

1. A student may be suspended in-school or suspended out-of-school or expelled (grade three to twelve, inclusive) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
  - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
  - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
  - c. Intentionally causing or attempting to cause damage or school property or material belonging to staff (private property);

## Students

### Suspension and Expulsion/Due Process (continued)

- d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
- e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
- f. Deliberate refusal to obey the directions or orders of a member of the school staff;
- g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation;
- h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
- i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
- j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
- k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
- l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols;
- m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;

## Students

### Suspension and Expulsion/Due Process

#### D. Suspension and Expulsion (continued)

- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;
- y. Unauthorized smoking.

#### E. Suspension for Conduct Off School Grounds

- 1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
  - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
  - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.

#### E. Suspension for Conduct Off School Grounds

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:

5114

## Students

### Suspension and Expulsion/Due Process (continued)

- a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
- b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
2. In making a determination as to whether conduct is “seriously disruptive of the educational process,” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (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 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

### F. Mandatory Expulsion

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921\*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.

\*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.

- 
- 
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.

## Students

### Suspension and Expulsion/Due Process

#### F. Mandatory Expulsion (continued)

4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.
5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or inter district magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section.

#### G. Suspension Procedure

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to ten school days of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension. The administration may also consider a student's previous disciplinary problems when deciding whether an out-of-school suspension is warranted, as long as the school previously attempted to address the problems by means other than an out-of-school suspension or an expulsion.

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

## Students

### Suspension and Expulsion/Due Process

#### G. Suspension Procedure (continued)

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

If an emergency situation exists, the hearing outlined in paragraph G (3) shall be held as soon as possible after the exclusion of the student.

2. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.
3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.
4. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.
5. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.
6. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

## Students

### Suspension and Expulsion/Due Process (continued)

#### H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.
2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice, at least five (5) business days before such hearing, to the student and his parents or guardian, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning the student's and his/her parent's/guardian's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible. *(changes effective 8/15/17)*
3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast.
4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of Education standards set forth in policy governing suspension and expulsion are the result of the student's handicapping condition.
5. The procedure for any hearing conducted under this paragraph shall at least include the right to:

## Students

### Suspension and Expulsion/Due Process

#### H. Expulsion Procedures (continued)

- a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing and a statement of the legal jurisdiction under which the hearing is to be held and a statement that students under sixteen years old who are expelled and students between sixteen and eighteen who have been expelled for the first time and who comply with conditions set by the Board of Education, must be offered an alternative educational opportunity;
  - b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;
  - c. The opportunity to be heard in the student's own defense;
  - d. The opportunity to present witnesses and evidence in the student's defense;
  - e. The opportunity to cross-examine adverse witnesses;
  - f. The opportunity to be represented by counsel at the parents'/student's own expense; and
  - g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
  - h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;
  - i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.
6. The record of the hearing held in any expulsion case shall include the following:
- a. All evidence received and considered by the Board of Education;
  - b. Questions and offers of proof, objections and ruling on such objections;
  - c. The decision of the Board of Education rendered after such hearing; and
  - d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.

## Students

### Suspension and Expulsion/Due Process

#### H. Expulsion Procedures (continued)

7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
  - a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;
  - b. The Board of Education shall give effect to the rules of privilege by law;
  - c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
  - d. Documentary evidence may be received in the form of copies or excerpts;
  - e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
  - f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;
  - g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
  - h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
8. For any student expelled for the first time and who has never been suspended, except for a student who has been expelled based on possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

## Students

### Suspension and Expulsion/Due Process

#### H. Expulsion Procedures (continued)

#### I. Notification

1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action no later than 24 hours of the time of the institution of the period of expulsion or suspension.
3. The notice of an expulsion hearing shall be given at least five (5) business days before such hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning the parent's/guardian's and the student's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available and how to access such services. The notification shall include a statement that an attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student shall be notified of the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible. *(changes effective 8/15/17)*

#### J. Students with Disabilities

A special education student's IEP and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination.

## Students

### Suspension and Expulsion/Due Process

#### J. Students with Disabilities (continued)

If the disabled student's suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.
2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.

## Students

### Suspension and Expulsion/Due Process

#### J. Students with Disabilities (continued)

3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.
4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.
5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, "weapon" means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. "Serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.

## Students

### Suspension and Expulsion/Due Process

#### J. Students with Disabilities (continued)

6. In order for the district to unilaterally obtain a 45-day change in placement from a federal judge of Connecticut hearing officer, it must prove by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

#### K. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity which shall be equivalent to alternative education, as defined, with an individualized learning plan, during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational program shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled and who wishes to continue his or her education shall be offered such an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the assignment of a student (who is ~~sixteen~~ seventeen (17) years of age or older) to an adult education program or placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. In determining the nature of the alternative education opportunity to be offered under this Section, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen years of age or older. The Board of Education is required to offer such alternative educational opportunity, as defined, to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons, and involved the following, on school grounds or at a school-sponsored event:

1. Possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or
2. Offering an illegal drug for sale or distribution.

## Students

### Suspension and Expulsion/Due Process

#### K. Alternative Educational Opportunity (continued)

If the Board expels a student for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm, ~~or~~ deadly weapon, dangerous instruments (those that can be used to cause death or serious injury) or martial arts weapons the Board shall report the violation to the local police department. (*changes effective 8/16/17*)

This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

#### L. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades nine through twelve, inclusive, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student's conduct and behavior in the years following such expulsion warrants an expungement or if the student graduates from high school.
2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.
3. If a student in grades kindergarten to eight, is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students' cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.

## Students

### Suspension and Expulsion/Due Process

#### L. Other Considerations (continued)

4. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.
5. Whenever a student against whom an expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall complete the expulsion hearing and render a decision.
6. A student expelled for possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon shall have the violation reported to the local police department.
7. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.
8. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education/Superintendent of Schools (choose which). Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.
9. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, The Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the local Board of Education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

## Students

### Readmission of Student from a Residential Placement

A District student who has committed an expellable offense who seeks to return to a District school, after participating in a diversionary program or having been detained in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s).

Students and parents shall be notified of this policy annually.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record, as amended  
10-233a through 10-233f Suspension, removal and expulsion of students,  
as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122,  
PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111,  
PA 11-126, PA 14-229, PA 15-96 and PA 16-147.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School  
Grounds.

PA 94-221 An Act Concerning School Discipline and Safety.

PA 15-96 An Act Prohibiting Out-of-School Suspensions and Expulsions  
for Students in Preschool and Grades Kindergarten to Two.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.  
Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free  
Schools Act of 1994

P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997.

*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*

20 U.S.C. Section 7114, No Child Left Behind Act

P.L. 108-446 The Individuals with Disabilities Education Improvement  
Act of 2004

Adopted: March 10, 1980

Reviewed: March 2, 2006

Revised: May 15, 2001

July 12, 2010

December 12, 2011

September 22, 2014 (Section L. Other Considerations)

November 9, 2015



*A policy is required by federal law on this topic.*

DBS CODE: 5118.1

## STUDENTS:

### Admission of Resident Students:

Children of school age who are residents of the town of Somers may attend school without payment of tuition. For the specific purpose of determining whether a child must pay tuition to attend the public schools of Somers, a determination of the child's residence will be made as follows:

- A. The location where a child lives on a permanent or indefinite basis is his/her residence.
- B. The residence of the parents or legal guardian of the child will not be considered in determining whether the child is a resident for tuition purposes.
- C. A child who lives temporarily at a location is not a resident.
- D. In the instance where students live within the school district with persons other than natural parents or legal guardians, the Superintendent of Schools shall require completion of an affidavit which attests to the permanency of the residence and that it is provided without pay.
- E. When a child is taken out of the home and placed in a home in the district by a court or public agency, requirement of the state statutes shall be followed.

### Homeless Students

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on lack of proof of residency or due to barriers such as fines, fees and absences. No Board policy, administrative regulations, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District in compliance with federal and state law. Access to District programs include public preschool programs administered by the District.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent and detailed in the administrative regulation accompanying this policy. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with

community and school personnel responsible for the provision of education and related services to homeless children and youths.

Legal Reference: Connecticut General Statutes

10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters.

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.

17a-103 Reports by others.

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.

46b-120 Definitions.

McKinney-Vento Homeless Assistance Act, (P.L. 107-110-Sec 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95.

Adopted: March 10, 1986

STUDENTS

*A policy is required concerning on-campus recruitment.*

On-Campus Recruitment

Subject to the provisions of Subdivision (11) of Subsection (b) of Section 1-210 of the Connecticut General Statutes, the high schools of the school district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

The Board of Education (Board) will inform, at the middle and high school level, students and parents/guardians of the availability of (1) vocational, technical and technological education and training at technical high schools, and (2) agricultural sciences and technology education at regional agricultural science and technology education centers.

The Board shall also provide full access for the recruitment of students technical high schools, regional agricultural science and technology education centers, inter-district magnet schools, charter schools and inter-district student attendance programs, provided such recruitment is not for the purpose of interscholastic athletic competition. The Board shall also post information about these school options on its website.

Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained majority status.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless ~~a secondary student~~ or the parent/guardian of ~~the~~ such student submits a written request that such information not be released without their prior written parental consent. A student, eighteen years of age or older, rather than his/her parent/guardian, may request in writing that such information not be released without his/her prior written permission. The Board of Education shall notify parents/guardians and students of the option to make such request and shall comply with any request received.

*ESSA requires the release of the student's name, address and telephone listing unless, after giving appropriate notice to parents/guardians and students 18 years of age or older, of their right to opt-out and to require, after such opt-out, written permission to release the information.*

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

## Students

### On-Campus Recruitment (continued)

(cf. 5125 - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

1-210 (11) Access to public records. Exempt records.

10-220d Student recruitment by a regional and interdistrict specialized schools and programs. Recruitment of athletes prohibited (as amended by P.A. 12-116, An Act Concerning Educational Reform)

10-221b Boards of education to establish written uniform policy re treatment of recruiters. (as amended by PA 98-252)

P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001

~~P.L. 107-110 “No Child Left Behind Act” Title IX, Sec. 9528~~

Section 8025 of Public Law 114-95, “The Every Student Succeeds Act of 2015”

Adopted: January 27, 2003  
Revised: November 26, 2012

## Students

### Directory Information

Directory information or class lists of student names, addresses, and telephone listings shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained majority status.

“Directory information” means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student’s Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers, user ID, or other electronic personal identifiers used by a student to access or communicate in electronic systems may be disclosed only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user’s identity such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses, and telephone listings unless a secondary student eighteen years of age or older, or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents and students of the option to make such a request and shall comply with any request received.

*ESSA requires the release of the student’s name, address and telephone listing unless, after giving appropriate notice to parents/guardians and students eighteen years of age or older, of their right to opt-out and to require, after such opt-out, written permission to release the information.*

### Public Notice

The District will give annual public notice to parents/guardians of students in attendance and students eighteen years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District’s option to release such information and the requirement that the District must, by law, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents/guardians or eligible students request the District withhold this information and such release would require their written permission. Such notice will be given prior to the release of directory information.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

1-210 (11) Access to public records. Exempt records.

10-221b Boards of education to establish written uniform policy re treatment of recruiters.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g and Final Rule 34 CFR Part 99, December 9, 2008 and December 2, 2011)

P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001.

~~P.L. 107-110, "No Child Left Behind Act", Title IX, Sec. 9528.~~

P.L. 114-95 "The Every Student Succeeds Act" Section 8025

Adopted: January 27, 2003