

**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on July 18, 2017 in the council chambers at 3 Primrose Street, at 6:30 p.m.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary	R. Bienkowski
J. Vouros	10 Staff
R. Harriman-Stites	20 Public
A. Clure	2 Press
D. Cruson	

Mr. Alexander called the meeting to order at 6:31 p.m.

MOTION: Mrs. Ku moved that the Board of Education go into executive session to discuss security, the superintendent's employment and the possible appointment of an interim superintendent and invited Dr. Erardi, Ron Bienkowski, Suzanne D'Eramo and Mark Pompano

Item 1 – Executive Session

Executive session began at 6:32 and ended at 7:26 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Vote on Executive Session Item

MOTION: Mr. Alexander moved to accept the resignation of Dr. Joseph V. Erardi, Jr. effective July 31, 2017. Mrs. Ku seconded.

Mr. Alexander thanked Dr. Erardi who has been an excellent superintendent and for all he has done for our district including his 200% accessibility to the community, his work in passing budgets and his commitment to social emotional learning.

Motion passes unanimously.

Chief Viadero and members of the Newtown Police Department, Officers Moncton and Chapman, and Police Commissioner Dan Rosenthal presented Dr. Erardi with a plaque expressing the department's appreciation for his work providing security for the schools.

MOTION: Mrs. Leidlein moved that the Board of Education appoint Dr. Lorrie Rodrigue as Interim Superintendent of Schools, effective August 1, 2017 and continuing through June 30, 2018 or such earlier time as a new Superintendent of Schools commences employment, whichever occurs first, subject to the approval of the Commissioner of Education in accordance with Section 10-157 of the Connecticut General Statutes, and MOVED FURTHER that the Board Chairperson be authorized to execute the contract of employment for Dr. Rodrigue's services as Interim Superintendent. Mr. Cruson seconded. Motion passes unanimously.

Dr. Rodrigue thanked the Board for their confidence in her and that she was happy to be able to stay in Newtown. She also thanked Dr. Erardi for guiding her as a mentor. There is a wonderful team at the high school that will make this a smooth transition.

Item 4 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the donation to Newtown High School and the child-rearing leave of absence for Joanna Diaz. Mrs. Leidlein seconded. Motion passes unanimously.

Item 5 – Public Participation

Item 6 – Reports

Chair Report: Mr. Alexander thanked the Board for their work on the special meetings the past two weeks.

Superintendent's Report:

Dr. Erardi spoke about the annual reports that the administration is required to give the Board and provided updates on transportation for the school year. On Wednesday, July 26, at 7 PM he will host a time for parents to drop in with any questions regarding school start time and transportation. We are locking into the number of buses that we will need at each school. During the past three weeks we completed our successful staging at Head O'Meadow and Hawley Schools but that was not necessary at Middle Gate or Sandy Hook as they have plenty of room for the buses.

Approximately one week ago he sent letters to sixth grade parents with former Sandy Hook students to weigh in if they want an alternate transportation plan. A solution will be in place the first week of August.

Lastly, we should not expect every bus to run on time the first day of school. He hopes that there is calmness and patience the first two weeks until any adjustments are made. He believes we will be fine moving forward. At this time we will stay with the two-hour delayed opening for now. The administrative institute will be held August 9 and 10.

Regarding hiring for 2017-18 we have filled positions and are in a great space.

A copy of the Board of Finance CIP calendar was included.

Dr. Erardi thanked the Board of Education for being a Board he trusts and he immensely enjoyed working here.

Mrs. Ku asked if there would be someone directing traffic outside of Reed.

Dr. Erardi recommended that someone should be doing that the first two weeks of school.

Mr. Vouros said that regarding bus runs and bus stops, he assumes they have been tightened up and runs have been tested for timing.

Dr. Erardi said he will be meeting with transportation next week for these discussions as they are getting to the end of the bus routes. He recommends that dry runs are done continually during August. All-Star is also hiring drivers.

Committee Reports:

Mrs. Harriman-Stites said the CIP will be presented to the Board of Finance August 22 and they will ask the chair for some flexibility. We will have a full plan by that date.

Newtown High School Auditorium Update:

Geralyn Hoerauf spoke about the progress of the work with all framing and ceiling work completed and all mechanical equipment and theater lighting circuits installed. The scheduled completion is August 21 or 22.

Mr. Vouros said he thought that once the money for phase 2 was approved the work would be ongoing so the auditorium would be ready for staff and children. He understands bids are going out next week but was concerned that it will not be ready for school use when we were told it would be.

Mr. Bienkowski stated that bids were just received today.

Mr. Vouros asked why they didn't go out two or three months ago.

Dr. Erardi said that every two weeks there is a leadership meeting on phase 2. Phase 1 will be complete the day before convocation. The auditorium will become functional before school. It

will be housing class assemblies and the like but not convocation. The plan regarding phase 2 completion should be November 28.

Janice Gabriel said the original expectation was it will all be finished by August. We had to wait until phase 1 was passed before we could work on phase 2.

Mr. Vouros asked that if bids were done two or three months ago could the equipment have been delivered by August so it could be finished by the start of school.

Mr. Alexander said we couldn't bid until we had the approval of the money by the town.

Mrs. Harriman-Stites said that when the Legislative Council decided to put the project on the referendum instead of the CIP process, that created the delay. She agrees with Mr. Vouros but it was delayed by putting it on the referendum.

Dr. Erardi felt that prior to the August meeting it would be good for the Board to do a site visit.

Item 7 – Old Business

Motion: Mrs. Ku moved that the Board of Education approve the following policies:

- o 5131.914 Safe School Climate
- o 5131.911 Bullying Prevention and Intervention
- o Newtown Safe School Climate Plan
- o 6146 Requirements for Graduation
- o 3515 Community Use of School Facilities
- o 5141.25 Food Allergies
- o 6142.101 School Wellness
- o 3542.43 Food Service Charging Policy
- o 5145.122 Use of Dogs to Search School Property

Mr. Cruson seconded. Motion passes unanimously.

Item 8 – New Business

MOTION: Mrs. Ku moved that the Board of Education accept the Sandy Hook School State Project #097-0114 as complete and authorize the filing of the final grant application form ED049. Mrs. Harriman-Stites seconded.

Mr. Bienkowski said we don't close the project out until all punch list items have been addressed. Public Building and Site approved it as complete last year. The Board of Education is the final approval to finalize the grant application. It is important that we file with the state that the building is complete. Prices shouldn't change and the final cost will be reported to the state which will be under \$50M.

Mr. Alexander said they are very appreciative of the state providing the \$50M for the school. Motion passes unanimously.

First Read of Policies:

Mrs. Ku said the truancy policy is a new mandated policy. The suspension and expulsion/due process policy will replace policy 5114 which is on the website. CAFE sent us an update with reasons for expulsions and changed the language on the hearing process. The conduct code is a new policy.

Mr. Clure questioned the possibility of being able to include a policy for a coach not to be able to coach multiple sports in a semester. He would like it limited to one sport.

Dr. Erardi said he never experienced that until he came here. There is a practice in Newtown where a coach is teaching two sports in one season. He would suggest bringing Mr. Memoli to the August meeting to express concern as a Board. There are times there is no one interested in that additional sport but he doesn't think it is best for students.

Mr. Clure thought there could be an assistant coach.

Dr. Erardi said Dr. Rodrigue will present the NoVo Foundation grant which will include the expansion of middle school sports. It would be a directive for the administration and not a Board policy.

Minutes:

MOTION: Mrs. Ku moved that the Board of Education approve the minutes of June 20, 2017. Mr. Clure seconded. Motion passes unanimously.

MOTION: Mr. Clure moved that the Board of Education approve the minutes of June 21, 2017. Mrs. Harriman-Stites seconded. Vote: 4 ayes, 3 abstained (Mrs. Leidlein, Mr. Vouros and Mr. Cruson) Motion passes.

MOTION: Mr. Clure moved that the Board of Education approve the minutes of July 6, 2017. Vote: 5 ayes, 2 abstained (Mrs. Leidlein, Mr. Vouros) Motion passes.

MOTION: Mr. Vouros moved that the Board of Education approve the minutes of July 13, 2017. Mr. Clure seconded. Vote: 6 ayes, 1 abstention (Mr. Vouros)

Item 9 – Public Participation

MOTION: Mr. Clure moved to adjourn. Mr. Vouros seconded. Motion passes unanimously.

Item 10 – Adjournment

The meeting adjourned at 8:46 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary

Administrative Report

Tuesday, July 18, 2017

- | | | |
|-------------------------------|-------------------|---------------------------------------|
| 1. Policy 1230 | Annual | Parent Groups / Booster Clubs |
| 2. Policy 1314 / 1324 | Annual | Fundraising |
| 3. Policy 3250 | Annual | Field Trip Fees / Student Fees |
| 4. Sleep Study Update | | |
| a. Wednesday, July 26, | | Open Hour |
| b. Staging / Bus Runs | | |
| c. SH Alternative | | |
| 5. Hiring Update | 2017-18 | |
| 6. CIP Calendar | (Attach 1) | |


7/18/17

Town of Newtown
Board of Finance - Capital Improvement Plan Calendar
CIP 2018-19 through 2022-23

August 24, 2017	Board of Education presents 2018-19 / 2022-23 Capital Improvement Plan (CIP)
September 11, 2017	Board of Selectmen presents 2018-19 / 2022-23 Capital Improvement Plan (CIP)
Sept thru Nov, 2017	Board of Finance Reviews 2018-19 / 2022-23 Capital Improvement Plan
November 13, 2017	Board of Finance completes recommended Capital Improvement Plan (CIP)
November 15, 2017	Board of Finance recommended CIP presented to The Legislative Council for its review and approval (due by November 30).
January 2018	Legislative Council approves the Capital Improvement Plan (within 60 days from receipt of BOF)

July 3, 2017

Keith, Michelle, and all Members of the Newtown Board of Education:

As you know this past July (2016) I spoke briefly to you about retirement. I shared with you that I planned to work until it felt like work and until I woke up believing that I should move on to the next chapter of my life.

One year later -

The close of this school year felt different as the usual excitement around the end-of-the-year events seemed to me to be at a much different level than previous years. June 2017 ended a year of great successes and celebrations for the district. However, for the first time in my career, I found the pace challenging with significant conflicting thoughts about family time that will never be recaptured due to work.

I thought deeply about an April retirement announcement for July but held to see if I felt differently after the close of the school year.

The past 10 days I have done an extraordinary amount of reflection on self, family, and others and I have concluded that my time has come to retire after 40 years of service to public school children.

This decision is based on the amount of time that I believe is needed to do the job at the level that is required of the superintendent of schools.

I am certain that my grandson needs his grandfather much less than his grandfather needs his grandson; however, during the past nine months because of work I have been with him on only three occasions. In addition, within my family there are health concerns with a loved one that offers an immediate need for my time.

Therefore, this note is to inform you that I plan to retire.

I am certain that during the month of July I can complete the work needed to open the new school year and during that same period of time you will create a transition plan for my present position.

Ideally, this note will be effective August 1, 2017.

I will look forward to this discussion with you in executive session on Tuesday, July 18th.

In closing, please understand that every day I served as your school leader I felt privileged to do so as we concurrently worked to make a difference one student at a time.

Respectfully,

Dr. Joseph V. Erardi, Jr.
Superintendent of Schools

June 26, 2017

Dear Dr. Rodrigue

I would like to donate my 2005 Nissan Xterra to the high school's auto program. I have spoken to Steve George, and he is happy to accept this donation to offer more learning opportunities for students. The approximate value of the car is \$1,000.

Please let me know if you require any additional information.

Thank you

Kristin Violette

JUL 10 2017

10 July 2017

Dr. Joseph Erardi
Superintendent of Schools
Newtown Public Schools
Fairfield Hills Campus
3 Primrose Street
Newtown, CT 06470

Dear Dr. Erardi,

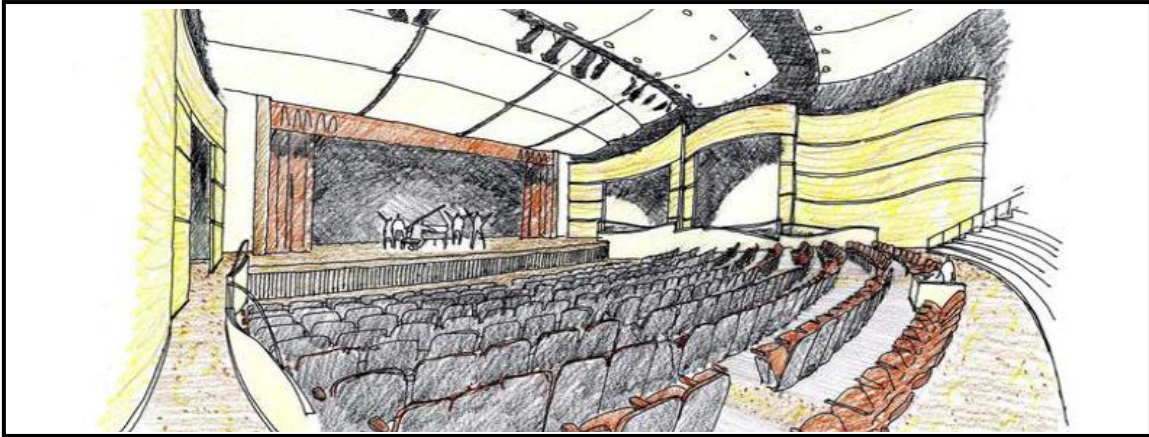
My husband and I welcomed our third child, Joseph Michael, on June 30th. Rather than returning on August 23rd, 2017 as previously planned, we have decided that I will remain at home with Joey and his brother and sister through the end of October 2017. We feel that this is the best decision for our family at this time.

I plan to return to work on November 8th, 2017. Although I am happy to be able to spend this precious time with my three children, I am excitedly anticipating the start of a new school year. I am eager to return to the high school to meet new students, reunite with those students I have missed so much, and work closely with my colleagues to continue my growth as an educator.

Sincerely,

Joanna Diaz
English Teacher
Newtown High School
12 Berkshire Road
Sandy Hook, CT 06482
Diazj@newtown.k12.ct.us

Please note that the policies for approval under Old Business are attached to the posted minutes of June 21, 2017.



Newtown High School Auditorium

Newtown, CT

**Monthly Report
to the Public Building and Site Commission
June 21, 2017 -- updated July 12, 2017**



**Newtown High School Auditorium
Newtown, CT**

Monthly Report – July 12, 2017

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 - c) Project Schedule, Newfield Construction, dated July 6, 2017



Newtown High School Auditorium Newtown, CT

Monthly Report – July 12, 2017

1) Executive Summary

Construction activities are proceeding on schedule towards an August 22nd occupancy date.

Constant communication with school personnel and the facilities department ensure a cooperative relationship. All disruptive construction activities have been, and will continue to be, scheduled for school breaks and before-and-after school hours.

2) Opportunities and Challenges

Coordination of Phase II equipment scope with Phase I CM contract scope is ongoing. Additional electrical circuits and AV conduits have been identified by the design team and construction is proceeding in a sequence that will accommodate the additional work. A coordination meeting has been scheduled with the Phase II consultant for the week of July 10th to further explore effective coordination between the contractors/vendors working on each phase.

Potential Change Orders continue to be submitted by the construction manager for additional work required on the project, but not identified on the construction documents. The early adoption of the structural steel alternate and the need to add maintenance items to the project (such as the replacement of auditorium ductwork) has depleted the initial contingency. Change Orders approved and proposed to date for items other than maintenance or Phase II work total approximately 2.1% of the original GMP. The team continues to carefully evaluate the need for each proposed change and also proactively identify additional credits and cost-saving solutions.



3) Activities this period (June 13 – July 12)

a) Construction Phase

- i. Framing for side aisle platforms is ongoing
- ii. Structural steel for the control booth is complete and wall framing has begun
- iii. Framing, insulation and drywall installation at box seat walls is ongoing
- iv. Rough electrical has begun at box seat walls
- v. Replacement duct installation for auditorium distribution system is complete and duct drops at the ceiling cloud have been installed
- vi. Gypsum board finish is complete at ceiling cloud framing and painting of the clouds is ongoing
- vii. All house lighting has been installed
- viii. Sprinkler system modifications are complete
- ix. Existing roof-top unit has been removed and the new RTU installed at the roof; distribution ductwork and hot water piping is ongoing
- x. Rough-in of theater lighting circuits is ongoing
- xi. Stage light fixture installation has begun

b) Other Activities

- i. Owner Supplied Vendors: STL Inc. continues to provide materials testing and inspections services for re-bar, fill, concrete and cold-formed framing
- ii. Coordination of Phase II work by Phase II consultants is ongoing

4) Programmed activities next period (June 21 – July 19)

a) Construction Phase

- i. Painting of ceiling clouds will be completed
- ii. Connections to new RTU will be completed
- iii. HVAC system will start-up and balancing activities commenced
- iv. Concrete decks will be poured at elevated seating areas
- v. Framing and gypsum board installation for box seating areas will be completed
- vi. Framing and gypsum board installation at control booth will be completed
- vii. MEP work will begin at Control Booth
- viii. Structural steel installation at stage will begin

b) Other Activities

- i. Other Coordination Meetings
Coordination with the building department and fire marshal continue on an as-needed basis. All permits have been received.

5) Project Budget and Cash Flow Analysis



A current Project Budget is attached. The current budget is based on contracts approved to date (consultant fees), the GMP amendment to the Owner – CM Agreement, approved Change Orders, proposed change orders and the estimated cost for the owner to complete the project. The current approved value of construction is \$2,991,120. The overall project budget has been developed to respond to the \$3,600,000 total appropriated for this project.

6) Quality and Safety

Quality and response to project requirements will be maintained by the project team through-out the construction phase. No safety issues have occurred to date on the project.

7) Approvals Anticipated by PB&SC at the July 25th Meeting:

Proposed Change Orders:

The following Change Orders have been reviewed and recommended by the project team. The total for change requests this period is \$41,578.72:

CR10 — Auditorium Wall Finish: Due to the removal of existing items and the extensive damage to the wall surfaces, including the addition of handrail blocking and new electrical circuits, the existing walls of the auditorium will receive a layer of gypsum board to a hgt of 8'-0" above the side aisle ramps. This revision results in a change in the amount of \$ 17,202.08.

CR20 — Additional Slab Demolition: The structural engineer determined that additional existing concrete should be removed to allow a minimum depth of 3" in all areas of new concrete. This revision results in a proposed change in the amount of \$ 2,179.52.

CR21 — Heat Trace at Roof-Top Equipment: Electrical heat trace lines are required at exposed hot-water coil supply pipes for RTU-1. The work includes a dedicated circuit to the electrical room and GFCI circuit breakers. This revision results in a change in the amount of \$ 6,530.72.

CR22 — Substitute Doors at Electrical Rooms: Sound-rated doors at closets to be replaced with standard hollow-metal doors and frames. This revision results in a credit in the amount of \$ 5,599.44.

CR23 — Ceiling & Lighting at AV Rm and Stairs: Gypsum board ceiling and additional lighting required at AV Room and new ceilings provided at two side stairways. This revision results in a change in the amount of \$ 3,522.80.



CR24 — Additional Auditorium Sprinkler Locations: The addition of new, larger ductwork above the auditorium resulted in the addition of sprinkler heads as required by the fire code. This revision results in a change in the amount of \$ 2,374.40.

CR25 — Pipe Enclosure at Proscenium: An existing sprinkler pipe cannot be removed due to requirements that the area under the stage be sprinklered. The existing pipe will be enclosed in gypsum board with a matching column at the opposite side of the proscenium. This revision results in a change in the amount of \$ 3,321.92.

CR28 — Wall for Lift Gate: The wheelchair lift in the control booth requires additional wall structure for installation of a gate at the top of the lift. This revision results in a change in the amount of \$ 1,044.96.

CR30 — Existing Conduits Above Stage: Existing conduits, cabling and devices required relocation above new structural steel for rigging system. This revision results in a change in the amount of \$ 5,241.60.

CR32 — Addendum #1 Electrical Scope: Addendum #1 added electrical scope subsequent to receipt of bids for the electrical contracts. This revision results in a change in the amount of \$ 5,760.16.

Proposed Phase II Work to be Completed by Phase I CM:

CR34 — Phase II Power and Controls for Theater Lighting: Additional electrical circuits and outlets for Phase II stage lighting, box boom lighting, catwalk lighting. This revision results in a change in the amount of \$ 80,843.84.

Proposed Change Orders Returned for Revision:

CR16 — Phase II Power and Controls for Theater Lighting: Miscellaneous additional electrical circuits, dimming controls, light fixtures, etc.

CR29 — Remote Test Switch RTU-1: Test switch and circuit for testing inaccessible duct smoke detectors.

CR33 — Fire Alarm Conduit and Cable at Stairs: Relocate existing conduit and cabling above new ceilings at two stairways.

Additional Change Orders Anticipated: Work associated with 10 RFIs and Proposal Request #4 for the Assisted Listening Device System



8) Attachments

- a) **Progress Photos**, dated July 6, 2017
- b) **Project Budget**, dated July 12, 2017
- c) **Construction Project Schedule**, dated July 6, 2017



9) Progress Photos



View of Stage and Ceiling Clouds from Rear of Theater (7/6/2017)



View of Box Seating Walls from Elevated Seating (7/6/2017)



Control Booth & Raised Seating Platform Framing (from rear side aisle) (7/6/2017)



View from Stage Towards Control Booth (7/6/2017)



Control Booth Framing (7/6/2017)



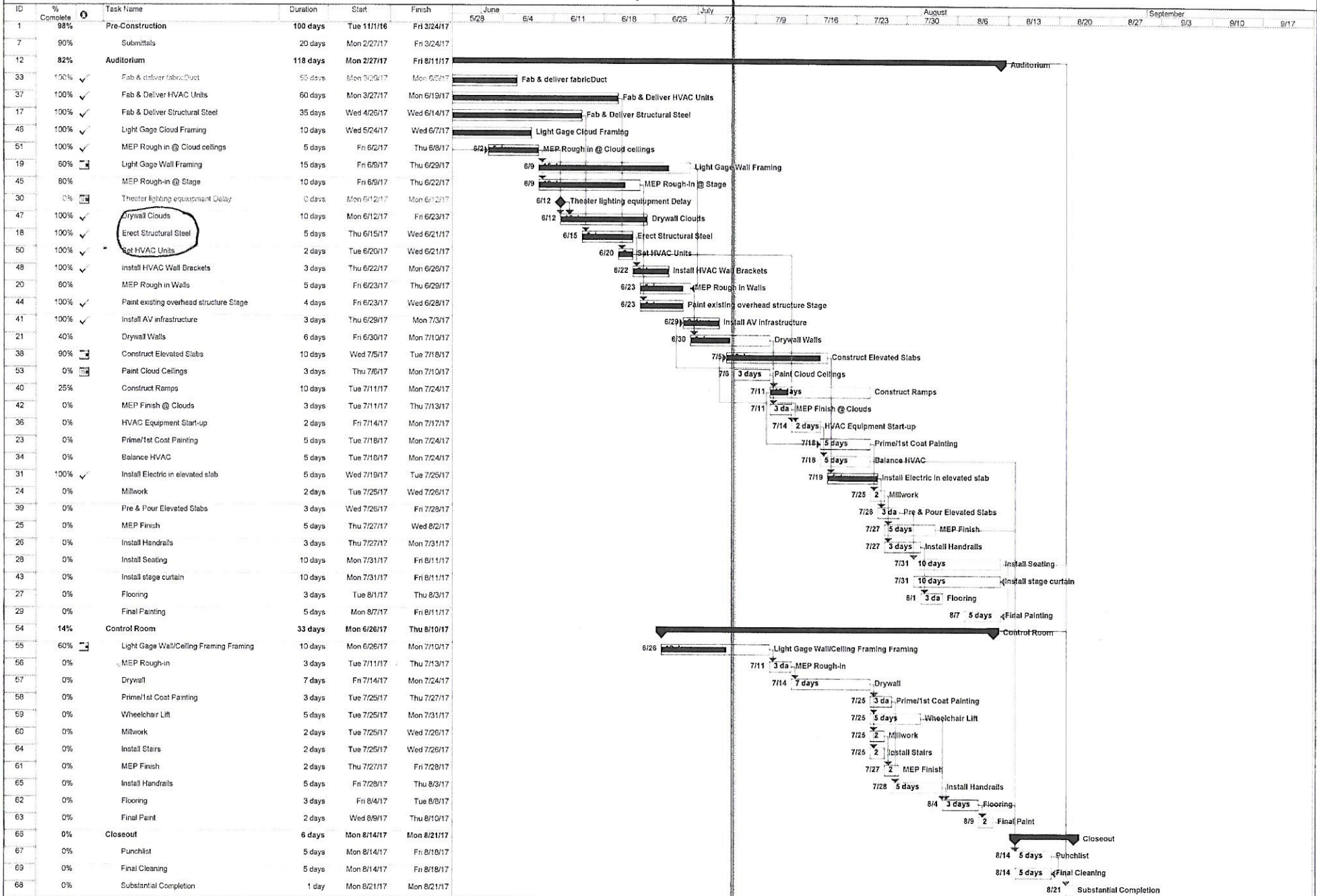
**Side Aisle Ramps
Behind Box Seating (7/6/2017)**

Town of Newtown, CT
Newtown High School Auditorium Renovation
Project Detail Budget
 July 12, 2017



ITEM DESCRIPTION			ORIGINAL BUDGET	CONFIRMED CONTRACT VALUE	ADDITIONAL COSTS	CURRENT TOTAL BUDGET	Notes
Professional Fees						\$ 566,413	
Consultants			\$ 590,943				
Architects/Engineer	SEMA Agreement 9/1/2015	\$ 315,000		\$ 315,000			
	Reimbursable Expenses Allowance	\$ 20,000		\$ 309			\$4691 budget for reimb exps as of 6/29/2017
	Add Servs #1 - 3rd Party Code Review	\$ 3,850		\$ 3,850			
	Add Services #2 - Scope Changes	\$ 25,300		\$ 25,300			
Owners Project Manager	Phase 1 - Preconstruction: AE Selection	\$ 18,512		\$ 16,217			
	Phase 2 - Services Oct 2015 thru Dec 2016	\$ 96,600		\$ 96,600			
	Reimbursable Expenses Allowance	\$ 4,820		\$ 222			
	Phase 3 - Services Jan thru July 2017	\$ 32,725		\$ 32,725			
	Reimbursable Expenses Allowance	\$ 1,636		\$ -			\$500 budget for reimb exps as of 6/29/2017 eliminated from budget 03/31/17
	Haz Mat Testing	\$ 5,000		\$ -			
	Clerk of the Works	\$ 18,000		\$ 18,000			
	Legal Fees	\$ 2,500		\$ -			eliminated from budget 03/31/17
CM Preconstruction Fee	Newfield Agreement 1/8/2016	\$ 46,000		\$ 46,000			
	Piano Move	\$ 1,000		\$ 1,000			
Fees			\$ 14,000				
Special Inspections & Testing		\$ 10,000		\$ 4,317	\$ 1,683		STL retained 4/25/17 - NTE \$9000
Builders Risk Insurance		\$ 4,000		\$ -			eliminated from budget 04/6/17
Construction						\$ 2,991,120	
Construction GMP	GMP Amendment 2/10/2017		\$ 2,872,824	\$ 2,991,120			
Change Order #1	Replace Ductwork Materials	\$ 26,765					
Change Order #2	Structural Steel Alternate	\$ 54,338					
Change Order #3	Replace Ductwork Installation	\$ 38,652					
Change Order #4	O5, PCO6, PCO7, PCO8, PCO9, PCO11, PCO12	\$ 6,687					
Change Order #5	PCO14, PCO15, PCO19	\$ (8,145)					
Subtotal						\$3,557,534	
Owner's Contingency						\$42,466	
	Pending Change Requests:					\$17,202	PCO 10 Refinish Auditorium Walls
	July 13 - PBSC Meeting					\$2,180	PCO 20 Concrete Slab Modifications
						\$6,531	PCO 21 Heat Trace at RTU
						-\$5,599	PCO 22 Sound-Rated Doors
						\$3,545	PCO 23 Ceiling & Lighting at AV Room
						\$2,374	PCO 24 Additional Auditorium Sprinklers
						\$3,322	PCO 25 Pipe Enclosure at Proscenium
						\$1,045	PCO 28 Control Booth Lift Gate Walls
						\$5,242	PCO 30 Existing Conduits Above Stage
	Potential Contingency Balance					\$6,625.50	
Total Project Budget						\$3,600,000	

Newtown High School Auditorium Renovations State Project #097-CPPP



Project: Progress Schedule 07.06.17 w Date: Thu 7/6/17

Task: Critical Task

Progress: Milestone

Summary: Rolled Up Task

Rolled Up Critical Task: Rolled Up Milestone

Rolled Up Progress: Split

External Tasks: Project Summary

Group By Summary: Deadline

A mandated policy to consider.

Students

Truancy

Introduction and Definitions

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" and "unexcused" 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.

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 Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

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 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 form~~ 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.

Students

Truancy (continued)

5. Identify a student as “truant” when the student accumulates four unexcused absences in any month or ten in a school year.
6. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.

Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion or retention.
 - (b) a requirement to complete a summer school program successfully before being promoted to the next grade.
7. 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.
 8. 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.
 9. Provide coordination of services and refer “truants” to community agencies which provide child and family services.

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)
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.

Policy adopted:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Suggested regulation to accompany policy (Version A)

Students

Truancy

Unexcused Absences/Truancy

In accordance with Board policy regarding truancy (unexcused absences), the following regulations pertain:

- 1. ~~Twenty~~ Absence Limit.** No student may receive course credit for a ~~semester course after having been absent from the course for more than ten (10) class periods and in a full-year course after having been absent from that course more than twenty (20) class periods during the school year. These absences will be pro-rated for other than full-year courses and for courses meeting other than five (5) periods per week.~~ All absences in a class will be counted except those incurred while a student participates in school-sponsored activities and/or essential administrative business.
- 2. ~~Waiver of Policy.~~** A student who has accumulated more absences than allowed by the policy, but who feels that the situation warrants special consideration, may appeal to the ~~administration~~ **Appeals Committee** for a ~~waiver increasing the number of allowable absences~~ **restoration of credit** for that particular ~~course student.~~ At the discretion of the **Appeals Committee** ~~administration~~, the parent/~~student~~ may be ~~requested to appear at the hearing to verify the legitimacy of the appeal.~~

Waivers are to be applied in a systemic manner. The **Appeals Committee** ~~administrator~~ will consider all approved absences and any extenuating circumstances and render an impartial judgment. ~~The parent or student who is dissatisfied with the outcome has the right to appeal the decision of the Appeals Committee and request a meeting with the Principal. The Principal shall have the final decision regarding restoration of credit.~~

- ~~**3. ~~Grade Reduction for Unapproved Absences.~~** Students will be warned by teachers upon the first unexcused absence from a class. For each subsequent unexcused absence from that class, the student's grade for the marking period will be reduced by five (5) points. However, in applying this policy, a student's grade may not be reduced more than 50 points in any marking period.~~

~~At the beginning of each marking period, automatic grade reductions will begin anew, although the accumulation toward the twenty maximum for the full year course is cumulative for the year.~~

~~Upon recommendation of the teacher, the Principal may adjust a grade when a student's outstanding performance for the latter portion of a marking period may not otherwise be recognized appropriately because of policy grading restrictions.~~

4.3. Student Responsibilities. Students are responsible for regular attendance in all classes to benefit from continuity of instruction, sequential presentation of material, class interaction, and the attendant self-discipline and responsibility.

It is a student's responsibility to have absences approved and to notify his/her teachers by presenting approval verification at the next class meeting.

Students

Truancy (continued)

5. ~~Teacher Responsibilities:~~

~~A. At the first confirmed unexcused absence from a class, as determined by the administration, the teacher will:~~

- ~~(1) Notify the student that for each unexcused absence after this warning the student's grade will be reduced by five (5) points.~~
- ~~(2) Notify the office on the designated form of the unexcused absence as soon as confirmed. The teacher or the office will in turn notify the parent of the absence and the consequences.~~

~~B. For every subsequent unapproved absence, the teacher will:~~

- ~~(1) Inform the student that his/her grade for the marking period will be reduced by five (5) points.~~
- ~~(2) Notify the administrator and guidance counselor involved on the designated form of the action taken.~~
- ~~(3) When a student has accumulated either four unexcused absences in one month or ten unexcused absences in a school year, the teacher will send the designated form to the office notifying the administrator, guidance counselor and parent of the student's attendance problem. Within ten (10) days of the last unexcused absence, the guidance counselor will contact the parent and initiate arrangements for a conference between the parent and school personnel.~~
- ~~(4) When a student has accumulated half the maximum allowable number of excused and unexcused) in a course, the teacher will send the designated form to the office notifying the administrator, guidance counselor, and parent. The guidance counselor will contact the parent and initiate arrangements for a conference between the parent and school personnel.~~

~~All absences are to be recorded in the teacher's record book even though they may be school approved. Teachers will maintain class attendance records and submit them to the administration on the final day of school.~~

~~C. Teachers should, when practical, obtain at least one grade or mark per week for each student. Marks or grades can come from a variety of sources, e.g., homework, class participation, projects, quizzes, etc., and the sources of grades and their weights are at the teacher's discretion.~~

Students

Truancy (continued)

~~6. Counselor Responsibilities. The guidance counselor will:~~

- ~~A. At the first unexcused absence, arrange a conference with the student to provide counseling and make any required program adjustments.~~
- ~~B. When notified that the student's grade has been reduced for the second time because of unexcused absences, arrange a conference between the student and guidance counselor.~~
- ~~C. Arrange a meeting within ten (10) days of the fourth unexcused absence in a month or the tenth unexcused absence during the school year.~~

- 7. 4. Administrative Responsibilities.** Whenever a child enrolled in school, ages five (5) to eighteen (18) inclusive, unless such child has either graduated from high school or withdrawn with written parental/guardian permission at ages sixteen or seventeen, fails to report to school on a regularly-scheduled school day **with no communication from** ~~and no indication has been received by school personnel that~~ the child's parent **or guardian confirming**, ~~(or other person having control of the child), is aware of the student's absence, a reasonable effort to notify, by telephone, the parent or guardian such other person shall be made by school personnel or volunteers under the direction of the school Principal.~~

The school administration will make early concentrated efforts to prevent and remedy truancy in its beginning stages. These efforts will include:

- ~~A. For the student's first unexcused absence from a course which results in grade reduction, the administrator will:~~
 - ~~(1) Confer with the student.~~
 - ~~(2) Inform the parent by phone and by mail.~~
 - ~~(3) Arrange for the student to meet with his/her guidance counselor if the situation warrants.~~
 - ~~(4) 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. (effective 8/15/17)~~

Students

Truancy (continued)

~~B. For the second and third unexcused absence and for the third unapproved absence thereafter, the administrator will:~~

~~(1) Notify the parent by phone and by mail.~~

~~(2) Confer with the student.~~

~~(3) Enforce disciplinary measures or arrange for referral services as appropriate. This may include referral to the student assistance team (SAT) or other student assistance programs.~~

~~(4) 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. *(effective 8/15/17)*~~

~~C. The school will have the appropriate staff member(s) arrange a meeting with the parent (or other person having control) of the child who is **with multiple truant** within ten (10) school days after the child's fourth unexcused absences in one month or tenth **ten (10)** unexcused absences in one school year. At this meeting a designated staff shall coordinate services with and referrals of children to community agencies providing child and family services. Documentation of the meeting will be necessary to make adequate any referral to the Superior Court, Juvenile Matters Division.~~

~~The Superintendent of Schools shall bring the child's case to Superior Court under the Families with Service Needs law if the parent (or other person having control) fails to:~~

~~(1) attend the required meeting to evaluate why the child is truant, or~~

~~(2) cooperate with the school in trying to solve the truancy problem.~~

~~Such filing shall take place not later than 15 calendar days after such failure to attend such meeting or such failure to cooperate with the school attempting to solve the truancy problem. *(effective 8/15/17)*~~

~~D. Prior to the filing of a petition with the Superior Court, an educational evaluation of the student shall be performed if no such evaluation has been performed within the preceding year. Such an evaluation would assess, as appropriate, the areas of health, vision, hearing, social and emotional states, general intelligence, academic performance, communicative status and motor abilities and shall be administered by appropriate school personnel. The PPT process may be utilized to fulfill this responsibility. *(effective 8/15/17)*~~

Students

Truancy (continued)

~~E. When a student's outstanding performance for the latter portion of a marking period may not fully be acknowledged because of the grading restrictions of this policy and upon teacher recommendation, the Principal may review the circumstances and adjust the student's grade.~~

~~F. At the beginning of each new school year, any student who has had ten or more unexcused absences will be identified as an "at risk student" and monitored by appropriate staff. A letter will be sent to parents, and the attendance officer and school social worker will meet with the student to discuss the importance of regular attendance.~~

~~8. Method of Reporting. Four basic forms will be utilized to implement this policy:~~

~~A. Excused Absence Form -- for students to verify an excused absence upon confirmation.~~

~~B. Unexcused Absence Notice -- for teachers to inform the office of each unexcused absence.~~

~~C. Midpoint Warning Notice -- for teachers, this four-part form notifies the office when students reach half the maximum specified number of absences.~~

~~D. Final Notice -- completed by teacher when student reaches 20 absences in a full-year course or 10 absences in a semester course.~~

9.5. Truancy Intervention Model

The District, on or before 8/15/18, will implement a truancy intervention model, identified by the State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as determined by the Commissioner of Education. (Parents shall be notified of such intervention model.)

Chronic Absenteeism

~~An attendance review team shall be established 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 chronic absenteeism rate is 10 percent or higher.~~

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

Students

Truancy

~~Chronic Absenteeism (continued)~~

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

~~For Alliance Districts:~~

~~The Principal or his/her designee of any elementary or middle school 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.)~~

~~Tardiness to School or Class~~

~~Continued tardiness by a student is a serious problem. Students are expected to be in their places, ready for work, at the bell.~~

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. (Revised by PA 95-304 and PA 00-157, PA 11-136 and PA 16-147)

10-199 through 10-202 Attendance, truancy in general.

Students

Truancy

Legal Reference: Connecticut General Statutes (continued)

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

10-220(c) Duties of boards of education (as amended by PA 15-225)

45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)

46b-149 Family with Service Needs.

PA 15-225 An Act Concerning Chronic Absenteeism

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.

Regulation approved:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Students

Suspension and Expulsion/Due Process

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.

A. Definitions

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
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. **“In-School Suspension”** shall be defined as an exclusion from regular classroom activity for no more than ten 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. Such suspensions shall be served in the school attended by the student. (or: Such suspensions may be served in any school building under the jurisdiction of the Board of Education. The Board has determined that in-school suspensions shall be served in the following schools. District schools: **all Newtown Schools.**
4. **“Suspension”** shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. All suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive, that (1) 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 to twelve, inclusive) shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

Students

Suspension and Expulsion/Due Process

A. Definitions (continued)

A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.

5. **"Expulsion"** shall be defined as an exclusion from school privileges for any student in grades three to 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.
6. **"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.
7. **"Days"** is defined as days when school is in session.
8. **"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.
9. **"Possess"** means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. **"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.~~ **metal or brass knuckles, any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches or over in length, any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument.**
11. **"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.

Students

Suspension and Expulsion/Due Process

A. Definitions (continued)

12. **“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.
13. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or Chinese star.
14. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes ~~§219-240~~ **§21a-240**.
15. **“Dangerous Instrument”** is any instrument, article or substance that, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury.
- ~~15.~~16. **“Alternate education”** means a school or program maintained and operated by the Board of Education that is offered to students in a nontraditional setting and addresses their social, emotional, behavioral and academic needs. Such program must conform to SBE guidelines and conform to C.G.S 10-15 & 16 (180 days/900 hours)

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 **the office** ~~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.

Students

Suspension and Expulsion/Due Process (continued)

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);
 - 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;

Students

Suspension and Expulsion/Due Process

D. Suspension and Expulsion (continued)

- 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;
- 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.

Students

Suspension and Expulsion/Due Process (continued)

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.
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.

Students

Suspension and Expulsion/Due Process

F. Mandatory Expulsion (continued)

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.
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 interdistrict 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.~~ 4. 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.~~ 5. 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.
3. ~~Three members~~ A quorum of the Board of Education will be present 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; ~~and a statement that the board is not required to offer an alternative educational opportunity to any student between 16 and 18 who was previously expelled, or who is found to have engaged in conduct endangering persons which involved (1) possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school property or school transportation or at a school sponsored activity or (2) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section 21a-240(a) of the Connecticut General Statutes.~~ *(changes effective 8/15/17)*
 - 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

Students

Suspension and Expulsion/Due Process

H. Expulsion Procedures (continued)

- 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.
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 **relevant** ~~recognizable~~ 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.

Students

Suspension and Expulsion/Due Process

H. Expulsion Procedures (continued)

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.

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 ~~not~~ also 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 it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property a firearm, deadly weapon or dangerous instrument as defined in C.G.S. 53a-3 or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in subdivision (8) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. 21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such 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.

~~Whenever the Board notifies a student between the ages of sixteen and eighteen or the parents/guardians of such student, that an expulsion hearing will be held, the notification shall include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found to have engaged in conduct including possession of a martial arts weapon, firearms, deadly weapons or dangerous instruments on school property or at a school function.~~ *(deletion effective 8/15/17)*

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.

Students

Suspension and Expulsion/Due Process

L. Other Considerations (continued)

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.
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 **or their designee** ~~/Superintendent of Schools (choose which)~~. Readmission decisions shall not be subject to appeal to Superior Court. The Board or **their designee** ~~Superintendent,~~ **as appropriate,** may condition such readmission on specified criteria.

Students

Suspension and Expulsion/Due Process

L. Other Considerations (continued)

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.

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 ~~having been~~ 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.

Students

Suspension and Expulsion/Due Process

Legal Reference: Connecticut General Statutes (continued)

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

Policy adopted:

rev 7/10
rev 7/11
rev 6/14
rev 7/15
rev 11/16

A new sample policy to consider.

Students

Conduct Code for Participation in Extracurricular Activities

Extracurricular activities, for purposes of this policy, includes all extracurricular activities and all other school sponsored activities other than regular classroom and laboratory classes. The goal of such activities is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required for each participant, which involves compliance with rules and regulations concerning personal behavior.

Participation in extracurricular activities and athletics is not a right but a privilege that may be regulated. Students participating in extracurricular activities and athletic programs at District schools are therefore expected to adhere to high standards of behavior. The student and/or the school are judged by the student's conduct. The attitude of a student has an impact on the attitude and conduct of others. Students participating in extracurricular activities are expected to abide by all rules outlined in District policies pertaining to conduct, in the Code of Conduct, as well as all other standard school rules and policies.

The Superintendent of Schools or his/her designee with input from coaches and sponsors/directors of extracurricular activities, shall develop a code of conduct for all participants in extracurricular activities consistent with Board policy and the rules, policies and regulations adopted by the Connecticut Interscholastic Athletic Association (CIAC) in which the District maintains a membership. The conduct code shall:

1. require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session and whether on or off school property, as good citizens and exemplars of their school,
2. notify participants that failure to abide by it could result in removal from the activity, and
3. be reviewed by the Building Principal periodically at his/her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. ~~In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 6 through 12 participating in these programs.~~

Optional/Additional language to consider for inclusion in policy:

The Principal or his/her designee/~~Director of Extracurricular Activities/Athletic Director/~~coach/activity faculty advisor ~~(choose those applicable to district)~~ may declare a student ineligible whose conduct is contrary to and in violation of the rules and regulations established and made known to students or whose conduct is contrary or in violation of Board of Education policy.

Students

Conduct Code for Participation in Extracurricular Activities

Optional/Additional language to consider for inclusion in policy: (continued)

To retain eligibility for participation in extracurricular activities, students must conduct themselves as good citizens both in and out of school. Any student who is found to have violated the District's/school's Code of Conduct will be deemed ineligible for a period of time as outlined in disciplinary policies and the Code of Conduct.

Students who engage in recurring incidents of negative behavior are subject to escalating penalties and possible removal from an athletic team or extracurricular activity.

In addition to facing sanctions at the team level, student-athletes who violate Board policies will also be subject to disciplinary consequences, up to and including suspension and expulsion from school, in accordance with the Board's student discipline policy.

All students are expected to adhere to Board policies regarding the use, possession, or distribution of tobacco, alcohol, drugs or other illegal substances. Any student-athlete or participant in extracurricular activities found to be using, possessing, or distributing tobacco, alcohol, illegal substances or steroids, or misusing prescription drugs, **on or off campus** will be suspended from his/her team or activity for a period of time in conformity with the Code of Conduct. In addition, the student may be referred to outside counseling, at parental expense, and/or law enforcement authorities, in accordance with Board policies. The sale, distribution or transmission of a controlled substance as defined in subdivision (9) of 21a-240 of the Connecticut General Statutes on or off school grounds shall be subject to mandatory expulsion, exclusion from all school privileges, as required by state laws and Board policy 5114.

Head coaches/advisors may establish additional rules and regulations which apply only to their teams or activity. The additional rules may not violate or supersede any rules or procedures of this policy. Extracurricular codes of conduct may take into consideration conduct that occurs outside of the schools' usual jurisdiction. No provision of an extracurricular code of conduct shall have the effect of discrimination on the basis of sex, sexual orientation, race, disability, religion or ethnicity. Additional rules and regulations must be approved by the Building Principal/Athletic Director and distributed in writing to all participants prior to the beginning of the season or activity. Students and their parents (**when presented**) shall sign and return to the ~~sponsor or~~ coach a statement that they have read the ~~extracurricular~~ **athletic** code of conduct and consent to it as a condition of participation in the activity.

(cf. 5114 – Suspension/Expulsion; Student Due Process)

(cf. 5114.2 – Suspension from Interscholastic Athletics)

(cf. 5131 – Conduct)

(cf. 5131.6 – Alcohol Use, Drugs, and Tobacco (including Performance Substances))

(cf. 5131.62 – Steroid Use)

Students

Conduct Code for Participation in Extracurricular Activities (continued)

(cf. 5131.8 – Off School Grounds Misconduct)
(cf. 5135 – Academic Eligibility)
(cf. 5144 – Discipline/Punishment)
(cf. 5145.125 – Drug Testing–Extracurricular Activities)
(cf. 6164.11 – Drugs, Alcohol, Tobacco)

Legal Reference: Connecticut General Statutes

- 1-21b Smoking prohibited in certain places.
- 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
- 10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
- 10-220b Policy statement on drugs.
- 10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
- 21a-240 Definitions dependency producing drugs.
- 21a -240(8) Definitions “Controlled Drugs,” dependency producing drugs.
- 21a-240(9) Definitions “controlled substance.”
- 21a-243 Regulation re schedules of controlled substances.
- 53-198 Smoking in motor buses, railroad cars and school buses.
- Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
- 20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
- New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
- Veronia School District 47J v. Acton*, 515 U.S. 646 (1995) *Board of Education of Independent School District No 92 of Pottawatomie County v. Earls* 01-332 U.S. (2002).

Policy adopted:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Athletic Department Twitter Account: @nhsathletics

Get the most up to date scores and information about our N.H.S. teams.

General Information

Newton High School
12 Berkshire Road
Sandy Hook, CT 06482
Main Office: 426-7646

Mark Menoli, Athletic Director
Office Phone: 426-7655
Fax Number: 270-4826

Athletic Department Web Site: www.nighthawksports.com

Our web site has schedules, directions to school, links to individual team websites, and many other interesting features.

Athletic Department Mission Statement

The N.H.S. Athletic Department will develop teams that are determined, poised, respectful, and passionate. Our student-athletes and coaches will develop a winning attitude by being dedicated, focused and unselfishly supporting each other. We will build a proud tradition by communicating honestly and relentlessly in a challenging atmosphere of success and enjoyment.

Newtown High School Sports

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football J/HF	Basketball (Boys) J/HF	Baseball J/HF
Cheerleading	Basketball (Girls) J/HF	Golf (Boys)
Cross Country (Boys)	Cheerleading	Golf (Girls)
Cross Country (Girls)	Dance	Lacrosse (Boys) J/HF
Dance	Gymnastics	Lacrosse (Girls) JV
Field Hockey J/HF	Indoor Track (Boys)	Soccer J/HF
Soccer (Boys) J/HF	Indoor Track (Girls)	Tennis (Boys)
Soccer (Girls) J/HF	Swimming (Boys)	Tennis (Girls)
Swimming (Girls)	Wrestling JV	Track (Boys)
Volleyball J/HF	Ice Hockey JV	Track (Girls)
		Volleyball (Boys)

J/HF means that a team has a junior varsity squad

F means that a team has a freshman squad

Levels of Play

FRESHMEN - Freshmen sports act as an introduction for many athletes to interscholastic practice and play. At this level, coaches focus on the development of basic skills, rules, strategies, team play, and sportsmanship. Coaches make every attempt to keep as many freshmen as possible and to share playing time among the members of the team.

JUNIOR VARSITY - The junior varsity level is intended for those students who display the potential to develop into varsity athletes. At this level, coaches strive to refine fundamental skills and strategies of team play. An attempt will be made to play all participants, but it is recognized that all athletes may not play equally, both in individual games and over the course of the entire season. Coaches will make every attempt to find meaningful playing time for all eligible players based on the degree of effort and skill improvement.

VARSITY - The varsity level of competition is the culmination of the high school athletic program. Varsity teams are comprised of the best players in that sport regardless of class. Team play, sportsmanship, individual physical ability, endurance, and mental attitude are very important aspects of competition at the varsity level. Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play a contest. While contest participation over the course of the season is desirable, a specified amount of playing time is never guaranteed.

Chain of Command: The Newtown High School Athletic Department strongly encourages our student-athletes to advocate for themselves when dealing with the coaching staff. This chain of command allows a coach to work first with a student-athlete to resolve a playing time issue or other differences of opinion.

- > Student-athlete discusses situation with coach.
- > Parent discusses situation with coach.
- > Student-athlete/parent discuss situation with Athletic Director.
- > Student-athlete/parent discuss situation with building administrator.

League Affiliation: Newtown High School's athletic teams are governed by the rules and regulations of the Connecticut Interscholastic Athletic Conference (CIAC). Newtown High School is a member of the SWC which was formed in 1995 and has fourteen member schools. The SWC has two divisions - Colonial and Patriot. League members include:

Bethel	Immaculate	Mssak	Newtown	Storford
Rockville	West Barrow	New Fairfield	Notre Dame	Weston
Frank Scott Summit	Acute Cathedral	New Milford	Pomperaug	

Captain's Practices: The CIAC Board of Control has issued the following statement concerning captain's practices:

The CIAC does not in any way sanction, encourage, or condone "Captain's Practice" in any sport. "Captain's Practice" depending upon the member school's involvement, may be a clear violation of eligibility rule 6-D (season limiters) or certainly a violation of the spirit of rule 6-D. The Newtown High School Athletic Department clearly wants all coaches that they are in no way to condone, encourage, or sanction Captain's practices.

Consent to Treat Form: Each parent/guardian is required to complete a consent to treat form indicating pertinent medical information, emergency phone numbers and a contact person in case of accident or injury. These consent to treat forms are kept in the first aid kit and accompany teams in all practices and games. It is the parent's responsibility to contact the coach and revise this information if it changes during the course of the season/year.

Newtown High School Sports Participation Form

It is the policy of the N.H.S. Athletic Department that all athletes must submit a Newtown High School Sports Participation Form before they are allowed to try out for a team.

All members of N.H.S. teams must submit a Newtown High School Sports Participation Form before they can try out for a team. This form can be found on nighthawksports.com, the Nurse's Office and the Main Office.

All members of N.H.S. teams must have a complete physical examination before they can try out for a sport. The physical must be documented on the blue health form and is good for thirteen months from the date on the form. These forms can be found in the nurse's office, athletic director's office, main office or on nighthawksports.com. It is a good idea to have the physical examination during the summer so that the form is valid for all three sport seasons.

All members of N.H.S. teams must submit a NON-REFUNDABLE pay to participate fee each sports season once the final teams are selected. Checks should be made out to Newtown High School. This fee is used to help offset the cost of the sport and in no way guarantees a set amount of playing time. **There is a \$450 family cap per year.** The scale for the fees is located below.

FALL SPORTS

CHEERLEADING\$150	VOLLEYBALL\$200
DANCE\$100	SOCCER\$200
X-COUNTRY\$150	SWIMMING\$200
FIELD HOCKEY\$200	FOOTBALL\$200

WINTER SPORTS

INDOOR TRACK\$200	SPRING SPORTS	
BASKETBALL\$200	LACROSSE\$200
CHEERLEADING\$150	TENNIS\$150
WRESTLING\$200	BASEBALL\$200
SWIMMING\$200	SOFTBALL\$200
DANCE\$100	TRACK\$150
		GOLF\$150

Newtown High School Eligibility Policy: The Connecticut Interscholastic Athletic Conference provides academic standards and eligibility guidelines for all member schools. Newtown High School maintains high expectations for all student-athletes and, therefore, has adopted a more stringent policy for academic eligibility. Students entering the high school from the middle school or any other eighth grade class are automatically eligible to participate in fall sports regardless of their previous academic record. However, in order for students to remain academically eligible, students may not fail more than one credit-bearing course per quarter. AHD must maintain at least a 7.0 grade point average each quarter. Any student who does not meet these minimum eligibility standards will be immediately declared ineligible. **Students who are declared academically ineligible may not practice with or try out for a team. A student-athlete who is declared academically ineligible during a sport season may only try out if no student-athletes were cut at the same level during the original tryouts.**

- First quarter grades determine eligibility for continuance of a fall sport and eligibility for a winter sport.
- Second quarter grades determine eligibility for continuance of a winter sport and eligibility for a spring sport.
- Third quarter grades determine eligibility for continuance of a spring sport.
- Year-end grades determine fall eligibility. To be eligible for fall sports, a student must have also received eight credits toward graduation for which he/she has not previously received credit. Semester courses completed earlier in the school year may be counted toward the eight credits used in determining eligibility for the fall season. Successful completion of summer school work counts toward academic eligibility.

According to CIAC rules, students who receive an incomplete in a class must complete the work and receive a grade within ten (10) school days of receiving the report card. It is the athlete's responsibility to request the teacher to submit his/her grade within this timeline.

The CIAC determines athletic eligibility requirements for students transferring into Newtown High School. Transfer students should consult the Athletic Director concerning applicable rules in effect at the time of their enrollment.

Hazing Policy

PURPOSE: The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Any student who engages in hazing is subject to discipline up to and including expulsion and/or referral to law enforcement officials. Any board employee who permits hazing is subject to discipline, up to and including termination of employment and/or referral to law enforcement officials.

General Statement of Policy

- A. No student, administrator, volunteer, contractor or other employee or agent of the school district (here and after collectively referred to as "staff") shall plan, direct, encourage, aid or engage in hazing.
- B. No staff member of the school district shall permit, condone, or tolerate hazing.
- C. Implied or expressed consent by a person being hazed does not lessen the prohibitions contained in this policy, and will not be considered as a defense or mitigation of any alleged violation of this policy.
- D. A person who engages in an act that violates school policy of law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- E. The school district will investigate complaints of hazing and take appropriate action including but not limited to discipline against any student or staff member of the district who is found to have violated this policy.
- F. Hazing activities are seriously disruptive of the education process. This policy applies to behavior that occurs on or off school property and during, before or after school hours.

DEFINITIONS:

- A. "Hazing" means committing an act that creates a substantial risk of harm to a person or property for the purpose of initiation or admission into, affiliation with or continued membership or affiliation with a student organization, or for any other purpose. The term "hazing" includes, but is not limited to:
 1. Any type of physical brutality including but not limited to whipping, beating, striking, branding, electronic shocking, or requiring an ingestion or placing a harmful substance in or on the body.
 2. Any type of physical activity including but not limited to sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates, bullies, or threatens the student with ostracism, that subjects the student to unreasonable stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student, or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies, rules or regulations.
- B. "Student organization" means any group having students as its primary members or participants. It includes, but is not limited to, grade levels, classes, teams, clubs, activities, or particular school events. A student organization need not be recognized as an official school organization to come within the terms of this definition.

Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the building principal.
- B. Staff members of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing.
- C. Submission of a good faith complaint or report of hazing will not be used by the school district to affect the complainant's or reporter's future employment, grades, or work assignments.

School Action: The school district will investigate reports of hazing and will take action deemed appropriate to rectify the situation and protect the individuals involved. Such action may include discipline of students up to and including expulsion and/or discipline of staff up to and including termination and the reporting of such staff or students to law enforcement officials.

Reprisal: The school district will discipline or take appropriate action against any student or staff member of the school district who retaliates against any person who makes a good faith report of alleged hazing against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing related to such alleged hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Safe School Climate Policy: The Newtown Board of Education promotes a secure and positive school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student or adult is prohibited. Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student or a physical act or gesture directed at another student in the same school district that:

1. causes physical or emotional harm to the student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of the school.

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

Cyberbullying includes the following misuses of technology: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photonic or photo-optical system to harass, tease, intimidate, threaten or terrorize another person.

Students who engage in any act of bullying while at school, at any school function in connection to or with any district sponsored activity or event, or outside of the school setting at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by the Newtown Board of Education are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to police.

TEACHER/STAFF: Any school employee or individual working within the school setting with knowledge or belief of conduct that may constitute bullying, whether by witnessing such conduct or by receiving student reports of bullying, must take an action and shall orally report the alleged acts immediately and not later than one school day to the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable and to file a written report on the "Suspected Bullying Intake Report Form" included in this document not later than two school days after making an oral report. Immediate presentation and intervention strategies to deal with bullying as determined by the district's safe school climate plan, implement positive behavioral interventions and support process or evidence-based model approach as determined by the district.

STUDENT: May anonymously report acts of bullying to any school employee including teachers, counselors, adult staff members and school administrators.

Will be notified annually how to make such anonymous reports in each school building.
Will find language concerning bullying included in codes of conduct.

PARENT/GUARDIAN: May file written reports of suspected bullying to his/her child's safe school climate specialist. Will be notified by the school through personal communication (ex., phone call, letter) not later than forty-eight hours after the completion of the investigation and invited to meet with school staff if his/her child commits a verified act of bullying in order to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying. Will be notified by the school through personal communication (ex., phone call, letter) not later than forty-eight hours after the completion of the investigation and invited to meet with school staff if a verified act of bullying was directed against his/her child in order to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying.

THE COMPLETE POLICY IS LOCATED ON THE DISTRICT WEBSITE

NHS Student Substance Abuse Code of Conduct

The Newtown Board of Education recognizes the serious societal problem of substance abuse and the implications this has for our students in the Newtown Public School System. In partnership with families and other local institutions, our schools play a significant role in the early detection of substance abuse, the protection of children from the use, promotion and sale of alcohol and controlled substances and the improper use and sale of prescription drugs.

All student athletes are subject to Newtown Board of Education policies, Newtown High School administrative policies, disciplinary actions and suspension or removal from co-curricular activities for the possession, use, dispensing, sale or distribution, aid in the procurement or under the influence of any of the following:

- Alcohol
- illicit Drugs
- Mood Altering or Controlled Substances
- Stimulants
- Any substance purported to be a restricted substance
- Anabolic Steroids
- Hormones or Analogues
- Diuretics
- Performance Enhancements

• Vaping
• Tobacco products

A student that is under the influence of or in possession of drugs and/or alcohol during school, on school grounds or during school activities, will be excluded from all school related co-curricular activities for a period of (60) sixty calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

If such student engages in any prohibited activity listed above off school grounds, at any time, seven days a week, regardless of whether or not prohibited conduct occurs during the student's actual participation in the activity or whether other school-related disciplinary action has occurred, the student will be excluded from all school related co-curricular activities for a period of (60) sixty calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

A student whose conduct off school grounds is in violation of the substance abuse policy and is seriously disruptive of the educational process shall be subject to severe disciplinary action, up to and including expulsion from school. In accord with Newtown High School policies and expectations, this is applicable to all co-curricular activities sponsored by the school.

Participation in high school activities is a privilege, not a right. The Newtown Board of Education, Newtown Administrators and NHS Athletic Department are committed to achieving an environment free of substance abuse in our schools. While this goal cannot be achieved by the school district alone, regardless of funding, staff ability or program development, the Newtown High School Administration will provide students with preventive and intervention support and education. The family, church, community health services, mental health and treatment facilities and concerned citizens must play a role if our goal is to be accomplished. We support sharing approaches and programs with other districts and institutions and recognize that these problems neither begin at the school door nor end at the district's boundaries. The solutions to the difficult problems of substance abuse need to be approached by society as a whole.

THE COMPLETE POLICY IS LOCATED ON THE DISTRICT WEBSITE

Student Absences: A student must be in school for a minimum of four hours in order to participate in any practice or game that day. It is the responsibility of the student/athlete to tell his/her coach if he/she was absent from school that day. Appropriate consequences will be applied for any violation of this rule up to and including suspension from the team.

In-Season Rule: A student-athlete who is a member of a school team after the first scheduled contest in any season shall not practice or compete with an outside team, or participate as an individual in non-CAA tournaments, meets, tryouts, skills assessment or games in the same sport.

School Closure/Early Dismissal: If school is on an early dismissal schedule or if school is cancelled, all practices, scrimmages, games, etc. are cancelled. Information about a cancellation or postponement will be promptly posted on the white board outside the main gym and on Nighthawksports.com

Senior Nights: Although Senior Nights are some of the most important events of each sport's season, the Newtown High School Athletic Department does not choose the dates for these nights or plan the activities that will place on these special evenings. Senior nights are usually planned by the underclassman as a way of honoring our senior student-athletes. Decorations for these nights should be limited to the site of the event (pool, stadium, gym, etc.), as well as the front doors. **No balloons are allowed in the Main Gym.** No other parts of the building should be decorated. The student-athletes who decorate for senior nights are also responsible for completely cleaning up at the conclusion of the event.

Running Off Campus: Running off campus is strictly prohibited for NHS student-athletes.

Transportation of Students: Transportation will be provided to student-athletes for out of town contests and in-town games and practices that must occur at sites other than at the athlete's school. In-town trips will be on a drop off basis only and parents or guardians are asked to pick up their sons/daughters at the designated site. All student-athletes must travel to out of town contests by the transportation provided by the school. Student-athletes will not be allowed to participate in any contest if they do not travel with the team unless approved by the Athletic Director. Student-athletes who do not travel back to school on the provided transportation must provide a note from their parent/guardian stating their intentions. This note must be given to the coach at least 24 hours in advance.

Injuries/Insurance Coverage: If a student-athlete should become injured during the course of participating in a school sponsored sporting or athletic event, the injury must be reported to the coach immediately. Failure to provide notification to the coach within 24 hours may violate the terms and conditions of the insurance coverage carried by the town. The primary insurance that will provide coverage for any medical expenses incurred will be the medical/health insurance that applies to the student-athlete which in most cases is the coverage that applies to the family of the student-athlete. Any insurance carried by the town will apply only on an excess basis over all other collectible insurance. Note that the insurance coverage carried by the town only applies to injuries that arise out of a specific and identifiable occurrence that happened at a specific and identifiable place and time. No coverage would apply for any sort of chronic condition that did not arise out of a specific and identifiable occurrence.

Concussions: Newtown High School is committed to the prevention and appropriate treatment of concussions in all of our students and athletes. All information about our procedures and protocols is posted on our athletic website Nighthawksports.com.

A few pieces of information to remember....

- No student-athlete will be permitted to participate on an NHS athletic team unless the Concussion Education Plan and Consent Form has been signed by the student-athlete and his/her parent/guardian
- The Newtown High School Athletic Department employs the ImPact test. ImPact stands for Immediate Post-Concussion Assessment and Cognitive Testing and is used to assist our Athletic Department in concussion management. ImPact measures students overall short-term memory abilities, reaction times, and processing abilities. It is important to note that an athlete can neither fail nor pass this assessment. All athletes at NHS will take a baseline test using the ImPact test. If they receive a concussion they will be administered a post-concussion test using ImPact 24-72 hours after the concussion. They will again be tested 5-10 days after injury. Once a student is tested using ImPact they only need to be re-baselined every two years. Student athletes out of season who have a head injury will not be tested by the athletic staff although the ImPact baseline will be supplied upon request.
- Any student-athlete who is thought to have suffered a concussion during interscholastic competition, will be referred for MD assessment and will require MD clearance before returning to play.
- No student-athlete will be returned to play until he/she is substantially caught up with all academic obligations.

Team Rooms: Many teams use team rooms that are located off the main locker room to store equipment and uniforms during the season. All lockers in team rooms must be cleaned out within one week of the conclusion of the season. The custodial staff will discard any materials found in these lockers once the student-athletes have that opportunity to clear their lockers.

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**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on June 20, 2017 in the council chambers,
3 Primrose Street, at 7:00 p.m.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary	R. Bienkowski
J. Vouros	10 Staff
R. Harriman-Stites	70 Public
A. Clure	2 Press
D. Cruson	

Mr. Alexander called the meeting to order at 7:02 p.m.

MOTION: Mrs. Ku moved that the Board of Education go into executive session regarding non-union wages for 2017-2018 and invited Dr. Erardi and Mr. Bienkowski. Mr. Cruson seconded. Motion passes unanimously.

Item 1 – Executive Session

Executive session began at 7:03 and ended at 7:30 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Executive Session Vote

MOTION: Mrs. Ku moved that with the exception of the Director of Operations all non-union employees will receive a 2.25% increase. Mr. Cruson seconded. Motion passes unanimously.

Item 4 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the donation of a car to Newtown High School and the leave of absence for Julie Yorty for the 2017-2018 school year. Mr. Cruson seconded. Motion passes unanimously.

Item 5 – Public Participation

Lucia Kortz, 7 Rooster Ridge, does not agree with allowing 40 more minutes for the high school students at the expense of the younger students. Her daughter was 25 minutes late getting home and she had no response for the reason from the elementary school. Her daughter had to tell the sub driver how to get home. The new proposed school time removes 12 minutes of instruction each day. In 2012 the Board of Education added five minutes to the school day and she wanted to know where we stood with the state in instructional time. We don't know all the facts for the K-6 grade students. Don't rush to implement.

Nancy White, 14 Butternut Ridge, has concerns about the high school with buses shutting down the exits and the entrance and about safety at Hawley. At the June 6 meeting she referred to the \$460,000. Option 8 had St. Rose staying at their current time. Option 5 St. Rose was at a later start time. How can we eliminate seven buses in one year? She likes the later start time but is wary of the transportation piece.

Laura Terry, 64 Robin Hill Road, is concerned about losing seven buses and wants to see how the elementary schools are broken out by buses. She is in favor of changing the start time for the middle and high schools but there is not enough information. Don't rush the decision.

Nancy White, 14 Butternut Ridge, said that 8 buses leave Hawley and with the students from Reed All-Star said we needed 9 buses. Don't get bigger buses for longer routes.

Michael White, 6 Sweetbriar Lane, said they were ignoring K-6 transportation. An earlier start time for elementary is better. Concerned about no time for these students to play after school. Child care needs to be in place by the end of the school year so parents will have to scramble over the summer months to find this care.

John Feder, 27 Poverty Hollow Road, is concerned with kindergarten students on the same bus with sixth graders and what they might be exposed to.

Kathryn Burke, 48 Taunton Hill Road, agrees with moving the start time but the current proposals need work. Three months is not enough time. She wants to see research on moving the K-6 to an earlier start time. Concerned about students being dropped off early and feels the proposals need more work.

Simran Chand, 20 Oak Ridge Drive and Dylan Lew, 29 Currituck Road, Board student representatives. Simran stated that they hope this improvement is made at the high school and spoke about the REM cycle which is different for high school students. Moving it back one hour helps to shift the circadian rhythm. This should be put in place first and adjusted where needed. The shuttle is a way for students to get some independence. Non-instructional time at the high school is being removed from the schedule.

Dylan said to focus on the number of students benefitting from the change along with the younger ones in the next six years. The pros outweigh the cons and this will benefit many students.

Item 6 – Reports

Chair Report: Mr. Alexander mentioned that everyone was at graduation. We received a yearbook to share that will be in the central office.

The Superintendent's report was moved to Wednesday night.

Item 7 – Old Business

Action on Grade 7 and 8 Social Studies Textbook:

Mrs. Ku moved that the Board of Education approve the textbook *Discovering our Past: A History of the United States* published by McGraw Hill Education to be used in grades seven and eight. Mr. Vouros seconded. Vote: 6 ayes, 1 abstained (Mrs. Leidlein) Motion Passes.

Mr. Alexander thanked the middle school staff for presenting information on this book at the last meeting.

School Start Time Recommendation:

Dr. Erardi spoke about the three options which are two-tier systems. He thanked the committee members which included members of the Board, staff members and community members for their exceptional work. He understands the comments around time and transportation but believes these options give the Board the information they need to make a decision.

Item A is the revised Option 5 with the high school, middle school and St. Rose on Tier 1 and Reed and the elementary schools on Tier 2. K-6 students will ride on the same bus and he is comfortable with those children riding together. This option also includes the shuttle.

Item B has no shuttle and it flip flops the start times for Reed and the elementary schools. All buses will stop at the elementary schools first and then take students to Reed. The morning

ride for elementary students will be a minute or two longer than this year. There will be additional ride time for Reed students as the elementary schools will be dropped off first in the morning and pick up first in the afternoon. Regarding the sixth grade students and the concern of their buses returning to Sandy Hook School, we have a plan in place for this with a separate bus for these students.

Item C has Reed and the elementary schools with the same start and end times. Elementary students will be dropped off first and the buses will continue on to the Reed school. At dismissal certain Reed buses will be designate for each elementary school. When the elementary buses start to load the Reed students will get on the appropriate bus for their ride home.

We developed a safe plan for all shuttles and had buses at Hawley this afternoon. The shuttle offers less traffic concerns than what we presently have. This is cost neutral with the belief that middle and high school students can benefit from the proposed plan. Also, with the understanding that All-Star Transportation will reach the end of this work there needs to be action by the Board earlier than later. There are solutions in place for these options for EdAdvance and after school hour activities. As a parent he would be comfortable with the shuttle, who is on the bus, and the reason why we are making this change.

All-Star owners John and Richard Dufour became involved in the discussion. Mr. Cruson asked if dropping off elementary students early was a concern with the teachers' contract. Dr. Erardi said we were within the contract regarding drop-off time. Mr. Cruson was happy with the work that was done.

Mr. Vouros asked for the latest Hawley shuttle proposal. Jenna Connors, Hawley lead teacher, was there on behalf of Mr. Moretti. Dr. Erardi said that when you pull into the Hawley driveway on the left side of island there are three parking spaces which will be removed. If the shuttle is in place the number of buses going to Hawley is 8. Three of them could be at Reed for the Hawley grade 5 and 6 pickup. That space will just be for Hawley buses. Reed students will get off the bus and get on their bus for home. All-Star safety officer and Alan Colangelo endorsed the plan. This will cause less traffic concerns than the present plan.

Ms. Connors explained that Hawley buses will already be loaded when the Reed buses arrive. These students would exit their buses with staff to help them transfer walking along the sidewalk or crosswalks. This also allows space for the doors to open. There will be no buses in the Hawley driveway and parent pickup will remain the same. Mrs. Ku said from a research perspective this is a public health issue that fits with our district goals and doesn't want to lose sight of that.

Mrs. Harriman-Stites referred to the 7 bus reduction. John Dufour said that 8 buses were using the same routes for the middle and high schools. The high school routes will go down by 7 buses to have St. Rose start later. Mrs. Harriman-Stites stated that her concern is that we are keeping St. Rose where they want to be to be able to allow the middle and high school time changes. It will mean additional ride time for the middle and high school students.

Dr. Erardi said we have a statutory obligation to provide transportation to private schools. He did not feel it was good to divide the conversation with St. Rose. The high school students were

arriving 20 minutes early but we have reduced that by 8 to 10 minutes of added sleep time. We respected St. Rose's opinion and can still capture 40 minutes.

Mrs. Harriman-Stites worries about losing 7 buses for the high school. She wants the other boards to know that is a big impact for the students. The money is part of the discussion. She agrees that this is a public health issue but is not sure if we have enough information to make a decision. There are some negative impacts for the elementary students and it would effect after school activities. She struggled with any option being best for all students.

Mr. Bienkowski said this is the first year for a tier one system in the five-year contract. We didn't have this opportunity in the previous contract.

Mr. Clure asked if there was a way to change school times as well as being given other options

Mr. Alexander said we need to pick a plan now with the Board endorsing the change which the superintendent will implement.

Mr. Clure asked if the Board could reduce the amount of buses and increase ride time to save money.

Mr. Bienkowski said we could reduce buses but would have to renegotiate with the bus company.

Mr. Clure asked if we knew the arrival times for each school with these plans.

Dr. Erardi said we guesstimated that information in each scenario. These three plans are a combination of over a dozen committee members. He doesn't believe that the three plans could grow to a more efficient opportunity. He would not support the plan if he didn't support the need for the high school and middle school to start later. In the third plan the additional ride time for Reed is the children going to the elementary schools for the ride home.

Mr. Clure appreciated the plan being cost neutral and asked if there was a way of adding two buses to reduce the elementary ride time.

Dr. Erardi felt that the 10 minutes is not detrimental to our youngest students compared to how it would be helping the middle and high school students.

Mrs. Harriman-Stites asked if we could see if a better plan would cost \$500,000 to serve our students like we are serving St. Rose students for that amount.

Dr. Erardi said the private school transportation has to take place. We wanted to do what we thought was best for the process to move forward in keeping St. Rose on their current schedule.

Mr. Vouros said that everything has been discussed in committee. We went to Washington to deal with the adolescent part of it and asked about the elementary level and were told to deal with the middle and high school first and then work with the elementary level. The only problem is money. We can add the \$500,000 next year. This is about the mental health of adolescents.

Mrs. Leidlein appreciated the work of committee and supports that the high school and middle school students would do better with additional sleep in the morning. She asked how the number of buses assigned to each school was determined.

Richard Dufour said with Reed and the elementary schools we looked at routes, capacity, and time.

Mrs. Leidlein liked Option C because it doesn't increase ride time. She trusts Dr. Erardi that this change is necessary for the optimal performance of our students and that All-Star will make it work.

Mrs. Ku said that regarding the shuttle vs no shuttle, 12 buses will leave Reed instead of 40 buses.

John Dufour said it would help to have police assistance with the traffic at Reed.

Dr. Erardi stated that the Board can direct him to speak with the police department to help Reed with traffic.

Mr. Alexander asked if there would be a cost.

Dr. Erardi stated that the Chief just said to let him know what we need first and then they would talk about the cost. Dr. Erardi indicated that we will use less fuel using the shuttle.

Mr. Vouros said it would also save time by adjusting the routes and not stopping so frequently.

Mrs. Harriman-Stites asked if the increase in ride time for Reed students was based on stopping at every other house.

John Dufour said it will take time to make those adjustments.

Mrs. Ku asked how much time could be saved by optimizing those bus stops.

Richard Dufour said it would only save a couple of minutes but we can look at it.

Mr. Alexander was comfortable with this information. He sees the benefit of making the change. This decision is not something that should change back in a couple of years.

Mr. Clure is not fully comfortable with having or not having a shuttle system. He asked if it would be possible to look at the least amount of change next year and the non-shuttle system and waiting a year or two to implement.

Dr. Erardi said the shuttle system has buses moving in the right direction all of the time so it saves time. It also saves fuel. Plan B without the shuttle increases ridership time.

Mrs. Ku said there were concerns about the safety of the shuttle. In addition to saving time she feels it is a safe option and has no problem with it. From the research perspective there was no indication that younger student start times need to change.

Final Thoughts:

Mr. Cruson doesn't agree with lack of research for elementary students. He looked at the tiers and there was no good solution to getting elementary students in at an earlier start time. We've done the best we can but he is concerned around the implementation in 2017-18 instead of 2018-19. It may be difficult to have this set for the start of school. The afterschool and before school programs need parents to sign up before the end of the school year. There are also community stakeholders who run classes so we don't know how they will adjust. We landed where we need to be for the welfare of the middle and high school students.

Mrs. Harriman-Stites cares about the mental health care of our students and is deeply conflicted with this decision. It is to the benefit of the older students but wished there wasn't such a compromise for younger students. She would rather have known the best plan for all students and know the cost as we did for St. Rose students.

Mr. Clure thanked everyone on the subcommittee including Board members, public and staff. He sees the challenge early in the morning for middle and high school students. A lot of students said they do enjoy the extra time in the afternoon for various activities. He has faith in the staff regarding the shuttle but doesn't want to add ride time.

Mrs. Leidlein said the middle and high school students have borne the brunt of the start times. The 40 minutes benefit is advantageous for us to capture.

Mrs. Ku said this is a process of tradeoffs. The number one thing on the parent and student survey was to consider student health along with the parent's work schedule, staying out of darkness at the bus stops, the bus ride and the change being cost neutral. Looking back on all votes the Board of Education has made, this makes the most impact on students.

Mr. Alexander would like to have heard an option with a cost and ride reduction but feels we should move forward.

Mr. Vouros asked Dr. Erardi for his final comments.

Dr. Erardi is comfortable with being in front of the start time changes. The opening day of school we always have issues with transportation. The plan is best for students. If the plan goes forward the elementary school day is the same with a more complicated bus drop off and pickup. There will be additional ride time at the elementary level but we believe the evidence is overwhelming that students will learn in a better place if we start later. He thanked the committee, the parents and the school board.

Mr. Alexander mentioned that years back the Board considered full day kindergarten. We then and now have a united team to make a change that is better for the students.

MOTION: Mrs. Ku moved that the Board of Education direct the superintendent to work with the committee's transportation Option A to adjust the start times for 2017-18 school year.

Mrs. Leidlein seconded for discussion.

Mrs. Ku said that after hearing information about shuttles she was happy with that piece of it. With Option C she is concerned about sharing the time with Reed and the elementary students. It would be all on the Reed students for added ride time.

Mrs. Leidlein sees more benefit with Option A with the staggered start times but is not cost effective for fuel. She leans more toward Option C than A.

Mr. Vouros also prefers Option C over A. If we are directing Dr. Erardi to make the final decision can we give him two options to work with?

Mr. Alexander would not recommend that.

Mrs. Harriman-Stites amended the motion to include that the implementation takes place in 2018-2019 instead of the 2017-2018 school year. Mr. Cruson seconded.

Mrs. Harriman-Stites is concerned about the implementation in a few short weeks as well as parents and teachers adjusting that soon.

Mr. Vouros felt we need to do this sooner than later as it's a health issue.

Mr. Alexander doesn't see us changing options or moving it out.

Mrs. Harriman-Stites felt it would give an opportunity to adjust our budget accordingly for increased bus costs.

Vote: 2 ayes, 5 nays (Mr. Alexander, Mrs. Ku, Mrs. Leidlein, Mr. Clure, Mr. Vouros) Motion fails.

Mrs. Leidlein made a friendly amendment to the motion to change transportation Option A to Option C which was accepted by Mrs. Ku.

Vote: 6 ayes, 1 nay (Mrs. Harriman-Stites) Motion passes 6 to 1.

Action on ASK Letter:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve sending the Annual National Ask Day letter to district parents. Mr. Vouros seconded.

Mrs. Harriman-Stites explained that tomorrow was National Ask Day. The letter gives parents information about asking if there are guns in the home where their children have playdates. Motion passes unanimously.

Item 8 – New Business

Item 9 – Public Participation

Nancy White, 14 Butternut Ridge, said there will still be children in the dark with early pickups. Because of the seven bus reduction all routes will be optimized. She has a concern about Reed buses at Hawley and students walking between buses.

Laura Terry, 64 Robin Hill Road, thanked the Board for adjusting the start times. She has concerns with fewer students for additional buses and traffic at the high school in the morning.

Kathryn Burke, 48 Taunton Hill Road, was glad they voted on a proposal. The Hawley diagram is very tight and should continue to be looked at.

Janet Zipperstein, Charter Ridge Drive, said to be aware that high school and middle school students are bigger and besides backpacks they carry multiple items like instruments.

Dan Delia, 10 Brookwood Road, was glad this passed but the conversation should continue. Be prepared for the inevitable questions and concerns.

Kim Beck, Assistant Superintendent in Ridgefield, served as Dr. Erardi's intern this year. She complimented the Board on their work and the exemplary way they operate.

MOTION: Mrs. Leidlein moved that the Board of Education go into executive session regarding the Superintendent's evaluation and invited Dr. Erardi. Mr. Cruson seconded. Motion passes unanimously.

Item 10 – Executive Session

The Board went into executive session at 10:05 p.m. and came out at 11:03 p.m.

Item 11 – Executive Session Vote

MOTION: Mrs. Harriman-Stites moved that the Board of Education extend the new contract for the Superintendent for the period of 2017-2018, 2018-2019, and 2019-2020 with a 3% increase for the 2017-2018 year. Mr. Cruson seconded. Motion passes unanimously.

MOTION: Mrs. Leidlein moved to adjourn. Mr. Cruson seconded. Motion passes unanimously.

Item 12 – Adjournment

The meeting adjourned at 11:05 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary

**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on June 21, 2017 in the council chambers at 3 Primrose Street, at 7:00 p.m.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary (left at 7:30 p.m.)	R. Bienkowski
J. Vouros (absent)	2 Staff
R. Harriman-Stites	3 Public
A. Clure	1 Press
D. Cruson (absent)	

Mr. Alexander called the meeting to order at 7:05 p.m.

MOTION: Mrs. Ku moved that the Board of Education go into executive session regarding security policy and invited Dr. Erardi, Mr. Bienkowski, and Mr. Pompano. Mr. Clure seconded. Motion passes unanimously.

Item 1 – Executive session

Executive session began at 7:06 p.m. and ended at 7:30 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Consent Agenda

Item 4 – Public Participation

Item 5 – Reports

High School Auditorium Update:

Bob Mitchell and GERALYN HOERAUF shared photos of the auditorium and gave an update on the project. Mr. Mitchell said they are all set for the TCO on August 13 and the project is on budget. The state will do an audit on the numbers after the CO. All eligible costs have been documented.

Mr. Bienkowski said that because the project is under \$5M the state wants copies of all invoices because they do the audit as they go along. He is interested in what reimbursement they give us given the invoices sent.

Mrs. Ku asked for the timing on the completion.

Mr. Mitchell said we are three weeks behind and look for the temporary CO August 12 or 13.

Dr. Erardi said our plan for convocation is leaning toward gymnasium. There is an issue in the time high school staff needs to get acclimated to the new equipment. We will work closely with Mr. Mitchell and Ms. Hoerauf as we get closer. We have a contingency on both sides.

Mrs. Ku asked when classes will be able to use the auditorium.

Dr. Erardi said we expect the transition between Phases 1 and 2 will be seamless and it will take place the second week in August. Classes will start off line at the start of the year.

Mrs. Harriman-Stites thought everything would be done in August.

Mr. Mitchell said that Phase 1 will be done by August. The audio system might also be up and running.

Superintendent's Report:

Dr. Erardi said that regarding the Connecticut Youth Employment Program we were informed on June 15 with the Newtown High School work study program already in place that they withdrew all funding. The good news is that we are able to fund this program for approximately \$9,000.

Also included was the unofficial roster of where students in the class of 2017 will be heading. The data was collected by exit interviews with counselors. We are also working on a list of where else they were accepted.

Dr. Erardi spoke about the monthly enrollment report and would provide information regarding declining enrollment in July or August. Also included was the list of reports required by Board policy.

Mr. Alexander received an email from our State representative regarding the governor's letter on how to spend if there is no state budget.

Committee Reports:

Mrs. Ku said a number of policies will come to the Board but the policy committee will not meet over the summer.

Curriculum and Instruction will have a final meeting June 30 to set goals for next year. She attended the Board of Finance meeting last week where they discussed the CIP process.

Financial Report:

MOTION: Mrs. Ku moved that the Board of Education approve the financial report for the month ending May 31, 2017. Mrs. Harriman-Stites seconded.

Mr. Bienkowski said we received the final excess cost grant based on 75% for \$358,970. We were able to address a number of Building and Site Maintenance Projects put on hold for a total of \$197,000. He would like to address replacing the lobby flooring at the high school. We've been putting money in the non-lapsing account over the years and not spent anything so he will recommend using some of those funds.

Mr. Clure asked if in the middle school paving could also include work on the pathway outside C-wing as it's a safety issue for the students.

Mr. Bienkowski said that was being addressed with this project.

Motion passes unanimously.

Item 6 – Old Business

Action on 2017-2018 Operating Plan:

MOTION: Mrs. Ku moved that the Board of Education approve the adjustments to the 2017-2018 operating plan as recommended. Mrs. Harriman-Stites seconded.

Mr. Bienkowski spoke about the adjustments. The first set includes the items agreed to by the Board Finance, the Legislative Council and the Board of Education. The second are the adjustments from the changing conditions that have occurred since the referendum. The biggest changes are staff movement.

Mr. Clure referred to pages 5 and 6 and the increases for positions being filled at higher rates and asked if we look at hiring people at comparable salaries.

Dr. Erardi said it is our belief that the best and brightest teachers are in a pool for a short time. We look to finish our hiring before many districts start. We also have some hires in difficult positions to fill. For many high school positions the certification is very specific. Our practice is bringing in the best at the fewest dollars.

Mrs. Ku questioned the high school positions reduced to .5 and the department head position being shared by teachers.

Dr. Erardi said Lauren Dominick, math chair, needed to relocate to New Jersey. We were concerned with the recent change with the number of FTE's in math so an existing math teacher will take that position until we find the permanent person. We also received a second

resignation in the math department. The second position is moving an English teacher to the middle school.

Mr. Clure asked if the cut of \$35,000 for pay for play travel sports could be taken away. Mr. Bienkowski said the way the Legislative Council recommended the cuts they included the \$35,000 with everything else and didn't isolate it to a revenue account. We plan to use the \$35,000. We would have forwarded it to the Town to pay for additional sports buses so we are using it internally so our budget goes down by that amount.

Mr. Alexander said the original interest of the Board was charging students less each year. The Board was interested in managing the cost to families and he asked if we can do that. This doesn't sound like it removes it from family costs.

Mr. Bienkowski said we couldn't do that because we would have to find \$35,000. Mr. Alexander thought there might be \$40,000 left in this year's budget used to buy something for next year and then we can use that \$35,000 next year.

Dr. Erardi said this came to the Board through a conversation with Dr. Rodrigue and Mr. Memoli and we agreed to put a moratorium on the five-year plan and bring it back to the Board to have something in place next year. He would be in favor if the Board wants to move this forward and take action as the first in the five-year plan.

Mr. Bienkowski said the fund balance for this year has to be used for items purchased this year. We are still giving them \$75,000 in pay to play revenue but we can't vote to reduce that amount or we would have to find it as the year moves on.

MOTION: Mr. Clure moved to amend the motion to direct the Superintendent and Director of Business to make the appropriate adjustments to continue with the plan of reducing family costs for pay to play for five years. Mrs. Harriman-Stites seconded.

Mrs. Harriman-Stites said that instead of giving the Town \$35,000 we will use it for actual sports related costs. She has trouble turning over the money to the Town and asked that this be looked into.

Mrs. Ku said that in the financial climate we have concerns if we could continue this for five years.

Mr. Clure said he wanted to revisit it next year if the five-year plan brings it down to zero which he doesn't support. He would like to adjust it going forward.

Mr. Alexander feels we should clear the system with a five-year plan eliminating paying the Town and we should try to make a commitment for multiple years.

Mrs. Harriman-Stites asked if Mr. Bienkowski was confident he will find the \$35,000.

Mr. Bienkowski said as long as we know this is going into this year it would be helpful.

Amendment passes unanimously.

Main motion passes unanimously.

There was no discussion of the start time recommendation.

Item 7 – New Business

Action on Whitsons Contract Renewal:

MOTION: Mrs. Ku moved that the Board of Education approve the one-year renewal amendment to Whitson's agreement for food services dated July 1, 2016 with an effective date of July 1, 2017. The terms and conditions in the original agreement as amended will apply.

Mrs. Harriman-Stites seconded.

Mr. Bienkowski said that this is a one-year amendment to the contract that we implemented last year. The first amendment is for the National School Lunch Program for grades K-8. The second amendment is for the high school grades 9-12 which is not part of the NSLP. Labor costs are the biggest part of the increase in their program.

Mrs. Harriman-Stites said they have done an excellent job and appreciated their work.

Mr. Clure asked how they accounted for their improvements to the program.

Mr. Gersbeck said the key component is management. We have a hands-on approach. The team members know the students and they made it better. We also want the dietician involved in the schools.

Dr. Erardi said last year there was a concern with staff and credits Whitsons with making improvements. A visiting district observed them at the high school and admired their operation. It is also good to see teachers buying their food. He endorses the contract to move forward. Motion passes unanimously.

Healthy Food Certification:

MOTION: Mrs. Ku moved that the Board of Education will not comply with the Connecticut Nutrition Standards during the period of July 1, 2017 through June 30, 2018. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeteria, and fundraising activities on school premises, whether or not school sponsored. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Out-of-District Tuition for BOE Employees:

Dr. Erardi stated that the staff has the opportunity if they live outside of Newtown to have their children attend our schools at 25% of the tuition.

Mrs. Ku said the policy committee reviewed this policy and the committee decided not to recommend any changes in looking at surrounding districts and what they are doing. Ridgefield charges 30% of the tuition amount, Stafford 50%, Bethel 5%, Pomperaug 25%, Brookfield 25% but is higher for the high school. Some districts like Danbury, Monroe, Fairfield and Glastonbury have nothing in their policy.

Mrs. Harriman-Stites said we might want to discuss this again in May.

Mr. Bienkowski said we have seven students for next year with this revenue being given to the Town.

Action on Minutes of June 6, 2017:

MOTION: Mrs. Ku moved that the Board of Education approve the minutes of June 6, 2017. Mrs. Harriman-Stites seconded. Motion passes unanimously.

First Read of Policies:

Mrs. Ku said that Keri Snowden worked on the safe school climate policy which is mandated by statute.

Dr. Erardi thanked Mrs. Snowden who is leaving the district as lead teacher at Hawley School. She will be the K-12 instructional coordinator in Sherman. He thanked her and offered congratulations.

Mrs. Snowden said the state took the bullying policy and recommended that it become an appendix to the safe school climate policy. Westbook led the way in developing this policy and

then it was backed by CAFE to adopt. The State trained the Newtown leadership in safe school climate.

Mrs. Harriman-Stites said we are approving the bullying policy and safe school climate plan with this.

Mrs. Ku continued with the policies.

The requirements for graduation policy will include the senior year experience course.

The community use of facilities update will give us more control.

The food allergies policy was addressed by Joanne Frieberg through the safe school climate policies.

The food service charging policy is a required policy.

Mr. Alexander thanked Mrs. Ku and Mrs. Harriman-Stites for their work and questioned the food service charging policy.

Mrs. Ku said that this is what CAFE has suggested.

Mrs. Harriman-Stites said we wanted to ensure students aren't being embarrassed and are able to charge their lunch. The building administration will have conversations with parents.

Mrs. Ku said that the food allergy policy specifies that food cannot be used in certain rooms in schools and it needs to be incorporated in the community use of buildings policy. She asked the Board to send any questions on these policies to her.

Item 8 – Public Participation

MOTION: Mrs. Ku moved that the Board of Education go into executive session regarding non-union wages for 2017-2018 and the Superintendent's evaluation and invited Dr. Erardi and Mr. Bienkowski. Mrs. Harriman-Stites seconded. Mr. Clure seconded. Motion passes unanimously.

Item 9 – Executive Session

Executive session began at 9:36 p.m. and ended at 10:20 p.m.

Item 10 – Executive Session Vote

MOTION: Mr. Clure moved that the Board of Education extend the contracts for the Director of Business and Director of Operations as recommended by the Superintendent. Mrs. Harriman-Stites seconded. Motion passes unanimously.

MOTION: Mrs. Harriman-Stites moved to adjourn. Mr. Clure seconded. Motion passes unanimously.

Item 11 – Adjournment

The meeting adjourned at 10:20 p.m.

Respectfully submitted:

Keith Alexander
Chair

Please Note: These minutes are pending Board approval.

**Board of Education
Newtown, Connecticut**

Minutes of the special Board of Education meeting on July 6, 2017 at 7:00 p.m. in the Board conference room at 3 Primrose Street.

K. Alexander, Chair
M. Ku, Vice Chair
D. Leidlein, Secretary (absent)
J. Vouros (absent)
R. Harriman-Stites
A. Clure
D. Cruson

Item 1 – Call to Order

Mr. Alexander called the meeting to order at 7:00 p.m.

MOTION: Mr. Cruson moved that the Board of Education go into executive session to discuss the employment of a superintendent. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 2 – Executive Session

Executive session began at 7:01 and ended at 9:01 p.m.

Item 3 – Possible Executive Session Vote – no votes taken

MOTION: Mr. Cruson moved to adjourn. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 4 – Adjournment

The meeting adjourned at 9:02 p.m.

Respectfully submitted:

Keith Alexander
Chair

**Board of Education
Newtown, Connecticut**

Minutes of the special Board of Education meeting on July 13, 2017 at 7:30 p.m. in the Board conference room at 3 Primrose Street.

K. Alexander, Chair
M. Ku, Vice Chair
D. Leidlein, Secretary
J. Vouros (absent)
R. Harriman-Stites
A. Clure
D. Cruson

Item 1 – Call to Order

Mr. Alexander called the meeting to order at 7:36 p.m.

MOTION: Mrs. Leidlein moved that the Board of Education go into executive session to discuss the superintendent's employment and retirement and to also interview the invited candidates for the interim position. Mr. Cruson seconded. Motion passes unanimously.

Item 2 – Executive Session

Executive session began at 7:37 and ended at 10:44 p.m.

MOTION: Mrs. Ku moved to adjourn. Mrs. Leidlein seconded. Motion passes unanimously.

Item 3 – Adjournment

The meeting adjourned at 10:45 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary