

**Regular Board of Education Meeting  
Wednesday, November 17, 2010 7:00 PM  
Regular Board of Education Meeting**

**I. Public Comment**

**II. Administrative Reports**

**A. Superintendent's Announcements**

**Rationale:** Mr. Addley will provide district updates.

**B. Student Representative Reports**

**Rationale:** Ms. Sara Miltenberger and Ms. Jennifer Lengvarsky will report on activities taking place at the high school.

**C. Schools in the Spotlight**

**Rationale:** Principal Bob Gilbert, teachers Cynthia Gordon and Kristen LaFlamme, as well as a few students from Kelly Lane Intermediate School will make a presentation to the Board about the student-initiated "Book Buddies" program.

**D. Teaching & Learning**

**Attachments:**

Granby's Balanced Literacy PowerPoint 3

**Rationale:** Ms. Diane Dugas, Director of Curriculum, Teaching & Learning, and Ms. Deborah Pattison, Language Arts Consulting Teacher, will present the reading workshop model for Language Arts.

**III. Consent Agenda**

**A. Minutes**

**Attachments:**

Approved Minutes 10-20-10 17

Approved Minutes 11-11-10 22

**Rationale:** The Board will approve/amend the minutes of the October 20, 2010 Board of Education meeting and the November 11, 2010 Special Board of Education Meeting.

**B. Approval of New Text, The Alchemist**

**Rationale:** The Alchemist, new text for English Grade 10, has been approved by the Curriculum/Policy/Technology/Communication Subcommittee.

**IV. Old Business**

**A. Second Reading of Policy #0200, Vision, Mission & Goals**

**Attachments:**

Draft Policy 0200 - Vision-Mission-Goals 23

**Rationale:** The Curriculum/Policy/Technology/Communication Subcommittee recommends Policy 0200, Vision, Mission & Goals, to the Board for a second reading.

**V. New Business**

**A. Disciplinary Policy Review**

**Attachments:**

Athletic Permission Form 24

Policy 5114, Student Discipline-Suspension-Expulsion 25

Policy 5131.6, Drug & Alcohol Use 47

**Rationale:** Mr. Addley will review the substance abuse and suspension disciplinary policies with the Board.

**B. Update on Strategic School Profiles**

**Attachments:**

2009-10 SSP Letter 53

**Rationale:** Mr. Addley will provide an update to the Board on the Strategic School Profiles which are normally presented in November.

**C. First Reading of Policy 1411, Community Relations**

**Attachments:**

Draft Policy 1411, Community Relations 55

**Rationale:** The Curriculum/Policy/Technology/Communication Subcommittee recommends Policy 1411, Community Relations, to the Board for a first reading.

**VI. Miscellaneous**

**A. Board Standing Committee Reports**

**1. Curriculum/Policy/Technology/Communication**

**Attachments:**

Curriculum Subcommittee Minutes 11-3-10 62

**2. Finance/Personnel/Facilities**

**Attachments:**

Finance Subcommittee Minutes 10-20-10 63

**B. Other Board-Related Reports**

**1. CPPAC**

**2. CREC/CABE**

**Attachments:**

CABE Leadership Award 64

**3. Granby Education Foundation**

**4. Budget Efficiency Initiatives**

**C. Calendar of Events**

**Attachments:**

Calendar of Events 65

**D. Board Member Announcements**

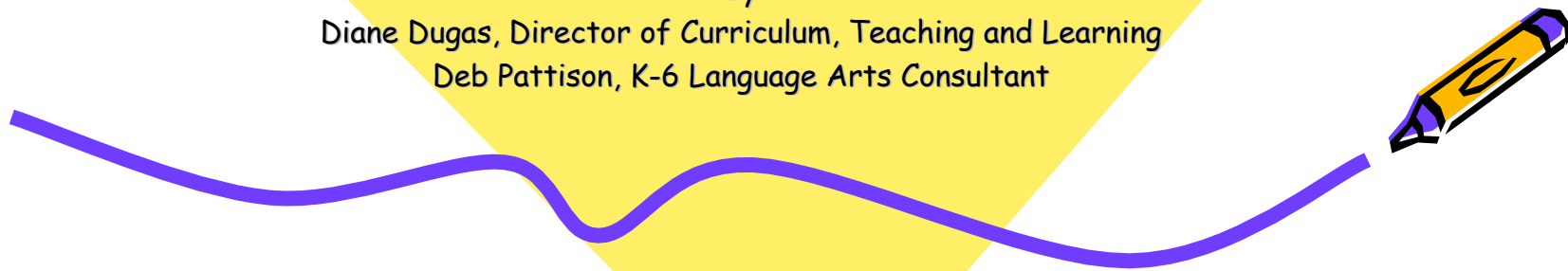
**VII. Executive Session/Non-Meeting**



# Granby's Balanced Literacy

Presented  
by

Diane Dugas, Director of Curriculum, Teaching and Learning  
Deb Pattison, K-6 Language Arts Consultant



# Components of a Balanced Literacy Program: Reading Workshop

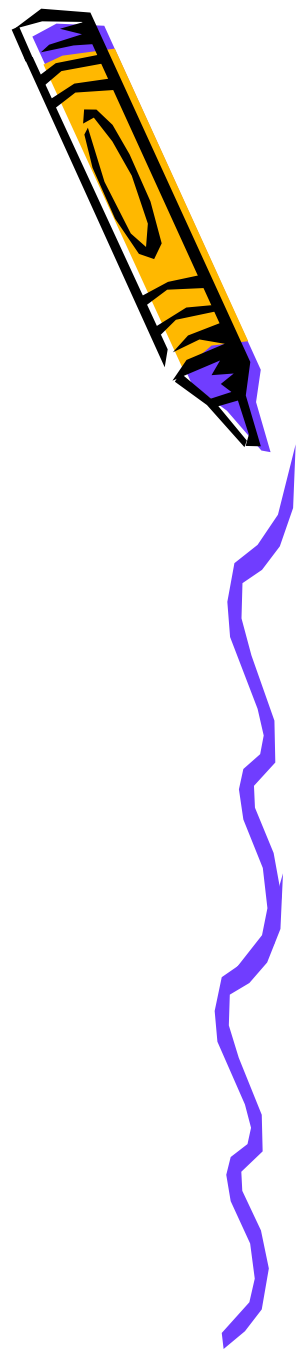
Read Aloud

(Mentor Text Used for Mini Lesson)

Shared Reading

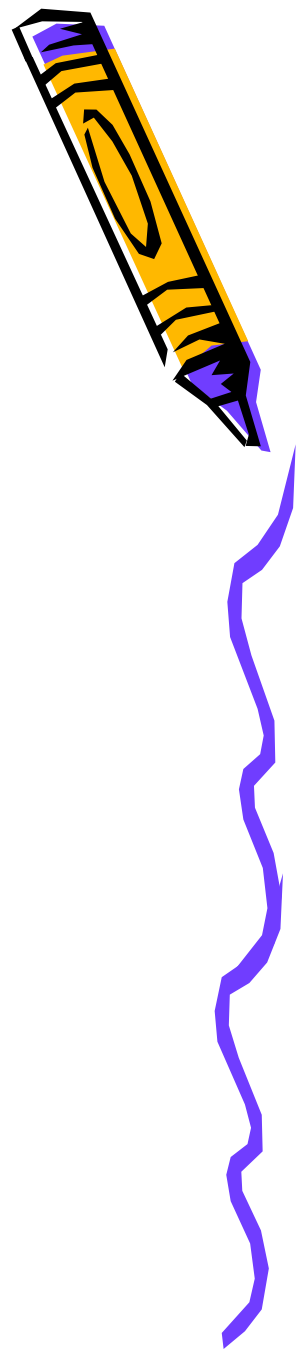
Guided Reading or Small Group Instruction

Independent Reading

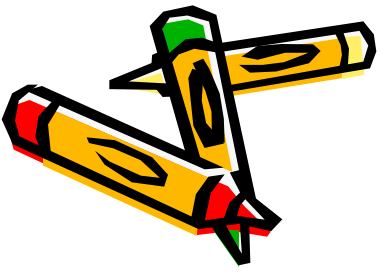
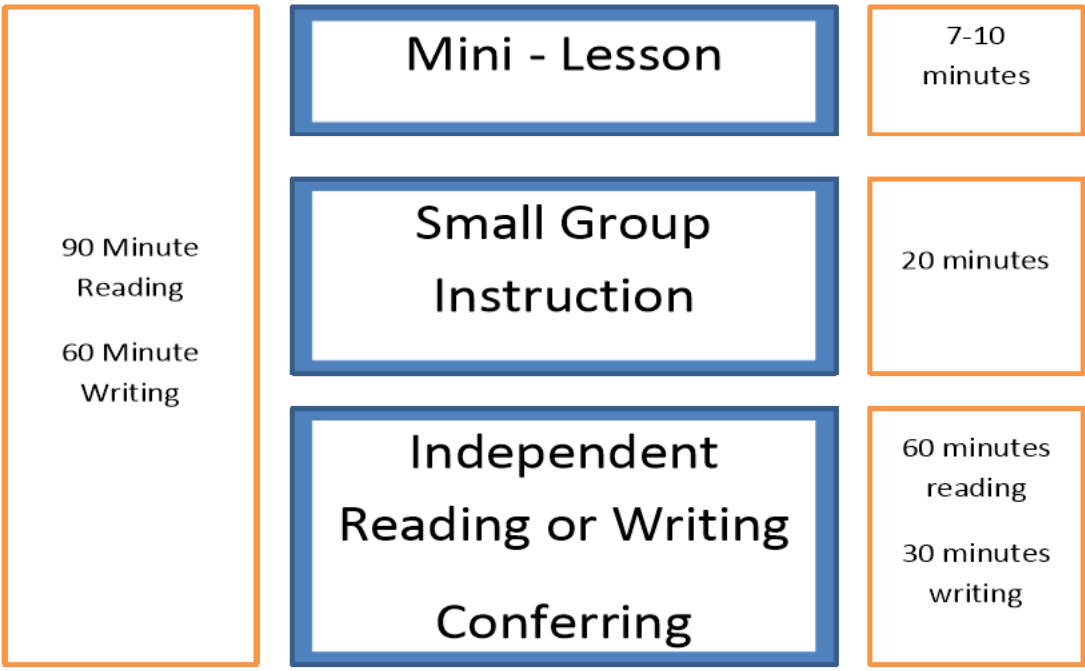
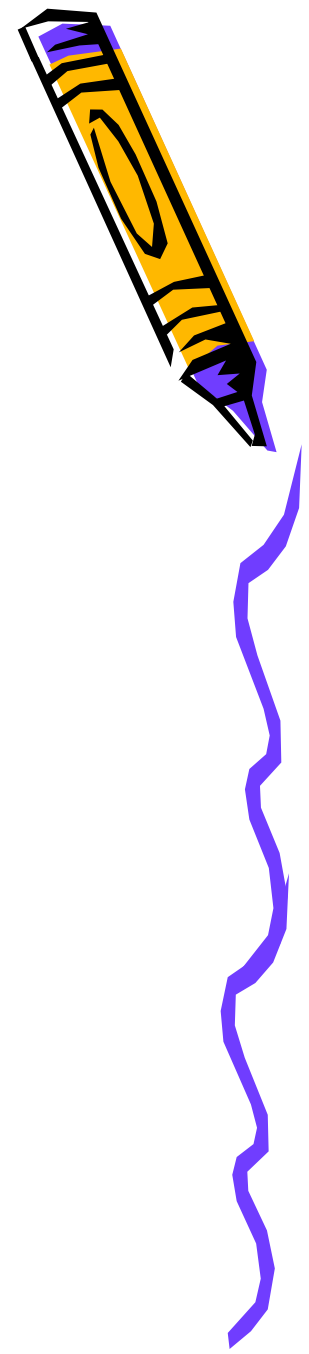


# Components of a Balanced Literacy Program: Writing Workshop

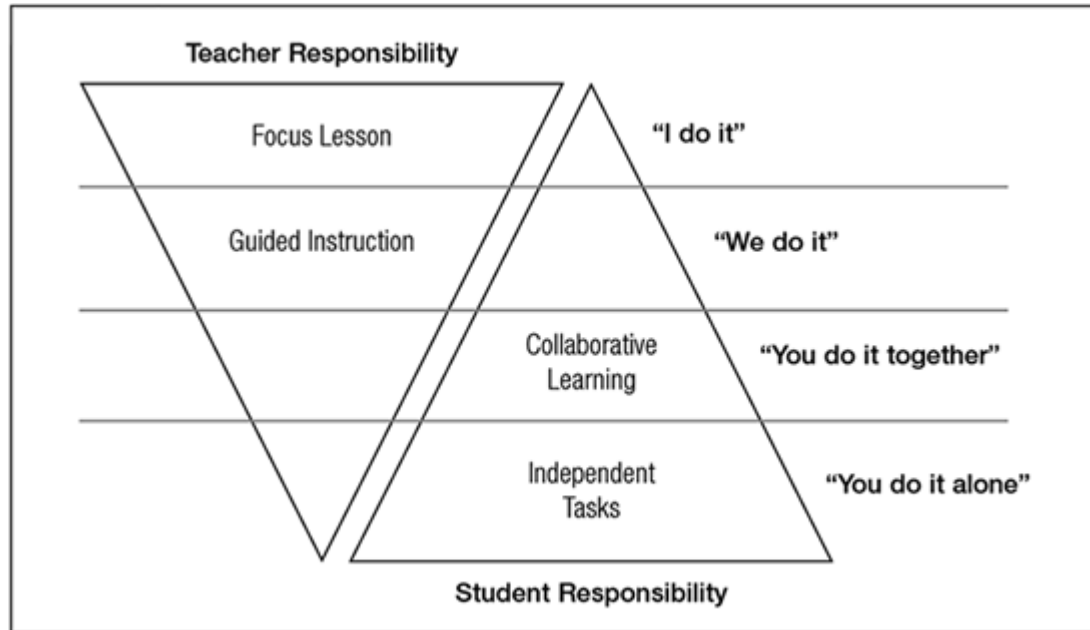
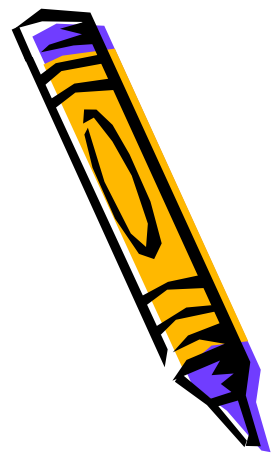
Read Aloud  
Mini-Lesson  
Small Group Work  
Independent Writing  
Conferring  
Sharing  
Publishing



# EXPLICIT TEACHING SCHEDULE



# Gradual Release of Responsibility



# READ ALOUD



- Model and demonstrate the orchestration of strategies that characterize proficient reading and elements of good writing
- Students receive instruction that helps them talk well about books

## Outcome

Proficient, fluent and engaged readers/writers who have accountable conversations about books.



# MINI-LESSON



## The Teacher:

- Clearly states a teaching point
- Uses literature as a model
- Demonstrates exactly what we want students to learn to do as good readers or writers

## The Students:

- Observe the teacher modeling
- Practice the strategy or skill during the mini-lesson.
- Engage in conversation about what good readers and writers do.



# SMALL GROUP READING INDEPENDENT READING (Partner Work/Conferring)



## The Teacher:

- Leads small guided reading or strategy groups
- Confers with students while they read

## The Students:

- Read independently or in self selected "just right" reading books.



# SMALL GROUP WRITING INDEPENDENT WRITING (Partner Work/Conferring)



## The Teacher:

- Leads small writing or strategy groups
- Confers with students while they write on the composing and revising of their written work



## The Students:

- Write independently or in partnership on self-selected topics of interest
- Share their thinking about their composing or revising
- Write, revise, write, revise

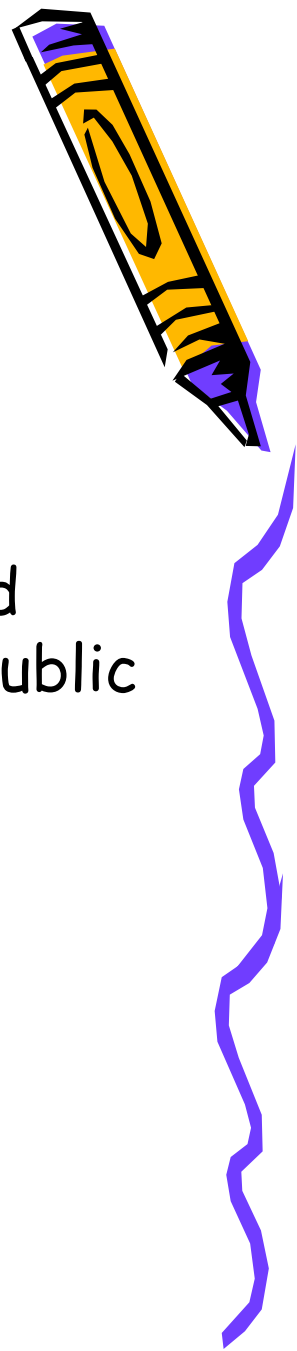
# PUBLISHING

## The Teacher:

- Meets with individual students to edit and visualize written work

## The Students:

- Edit, illustrate and publish work for public viewing



# SHARING

## The Teacher:

- Gathers students in meeting area to listen to students, reinforce good reading/writing practice and close

## The Students:

- Share ways in which they have incorporated the mini-lesson into their reading.
- Read their writing for feedback on content, appeal, strategies, comprehension and format



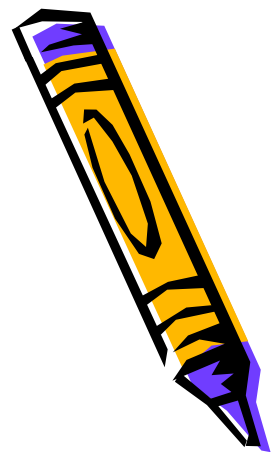
# WORD STUDY

## The Teacher:

- Conducts mini-lessons on phonics, word families, prefixes, suffixes, spelling strategies, or vocabulary
- Coaches students in applying the lesson to their work

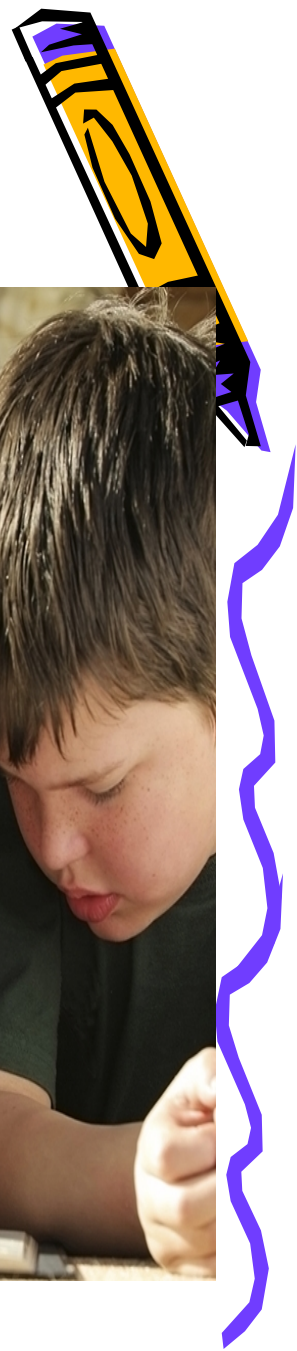
## The Students:

- Work independently or in partnership to make sense and apply the lesson to reading or writing.

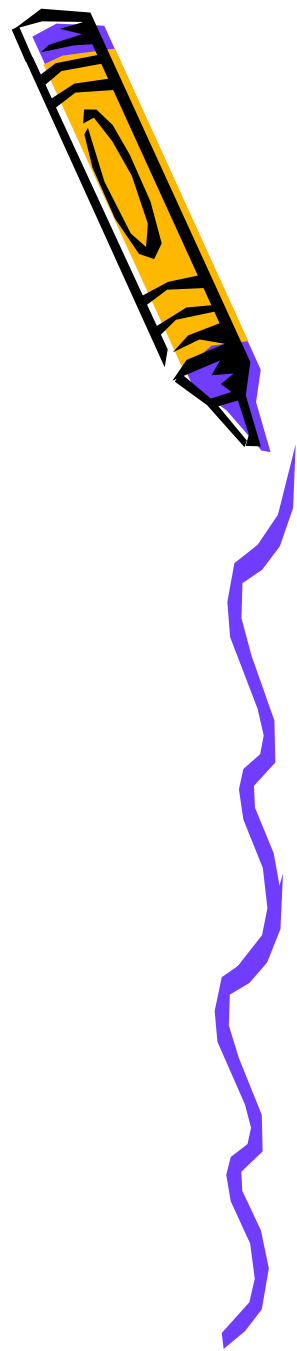


# ASSESSMENT

Daily assessment of each student's proficiency in coding, fluency and comprehension and writing guide instruction.



# Questions ?



**Regular Board of Education Meeting – Amended and Approved Minutes  
October 20, 2010, 7:00 p.m.  
Central Services**

**Attendance Taken at 6:57 p.m.:**

Present Board Members:

Cal Heminway  
John O'Connor  
Edward Ohannessian  
Ronald Walther  
Matthew Wutka

Absent Board Members:

Marie Nicholls  
Deborah Torgersen

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

**I. Public Comment**

There were no public comments this evening.

**II.A. Superintendent's Announcements**

**II. Administrative Reports**

- Mr. Addley extended a warm welcome to our guest legislators Annie Hornish and Bill Simanski as well as to Sue Sojka and some students from the middle school who will be presenting for schools in the spotlight.
- Mr. Michael Dunn, our new K-12 Language Arts Supervisor, will be joining us on November 8<sup>th</sup>. Michael joins us from Farmington Public Schools.
- The new vision supplement will be in the November edition of the Granby Drummer.
- Tony Abbott, author, spoke to students at the intermediate and middle schools last week as part of the GEF Writer's Workshops. Mr. Addley said thank you to the teachers and administrators who have made this possible. On Oct 29th David Grann will be presenting at the HS auditorium.
- There will be a Superintendent's Forum on Tuesday, October 26th in the high school chorus room.
- There will be no school for students on November 2<sup>nd</sup>. This is a professional development day for teachers.
- We have 3 students who will be attending the CABE/CAPSS Convention in November as well as some students from our robotics club.
- Mr. Addley stated that he has seen the Waiting for Superman documentary and encouraged people to see it. He stated that on December 2<sup>nd</sup> we will be having our own response to this documentary as well as education issues facing Granby and Connecticut at the Granby Senior Center.
- The first meeting of the Early Childhood Feasibility Study will be held on October 28<sup>th</sup> at 6:30 p.m.
- The draft special education report is being reviewed and will be brought forward through the subcommittee when ready.

## **II.B. Student Representative Reports**

- With regard to homecoming, all teams had wins and football made a great effort. 500 students attended the dance and the pep rally during the day on Friday was a lot of fun.
- The French exchange students have arrived.
- PSATs were given last week and only 4 kids were absent.
- The Model UN Club will be going to its first conference in three weeks at UConn.
- Drama has started working on their fall production.
- Newspaper Club will be starting soon with Ms. Price.
- On Veterans' Day the high school is looking to address GMHS veterans and recent alumni by making another video and will also be sending boxes to them.
- Next Friday, October 29<sup>th</sup>, will be Mission in Motion Day which will focus on the mission statement. There will be activities, meetings, and guest speakers. Additionally, advisories are working toward compassionate contributor goals.

## **II.C. Business Manager's Report**

Mr. Harry Traver, Business Manager, stated that highlights in the September Statement of Accounts were special education outplacement costs that were \$26K favorable compared to the budget. Mr. Wutka stated that the Finance Subcommittee reviewed the statement tonight and had no issues.

## **II.D. Schools in the Spotlight**

Ms. Sue Sojka, Middle School Guidance Counselor, highlighted what the middle school does to encourage students to take an active role in their education and what it means to be a powerful thinker, compassionate contributor and effective collaborator. Students then spoke about different things that they are doing: Andrew Jennings stated that as far as a powerful thinker, he would like to expand learning to all classrooms; for a compassionate contributor, he would like to have equal opportunities for all students and try out ideas in student union; and, for an effective collaborator, he would like to make the world a better place and be active in clubs and fundraising. Allison Perez stated that for a powerful thinker, she would like to make an academic goal for herself to make honor roll all 4 quarters; for a compassionate contribute, she would like to have study groups at her house to help other students with homework; and, for an effective collaborator, she would like to help out teachers. Olivia Delello then spoke about a field trip that she went on with 21 other girls to Asnuntuck Community College. She stated that this was a STEM field trip and she learned a lot about collaboration because students had to go to different stations and got to meet other people. She stated that they also did an egg toss with a group and had to collaborate on ideas as to how not to break the egg. Mr. Addley inquired where the students wrote their goals. Ms. Sojka stated that during X block, she took the entire 7<sup>th</sup> grade into the cafeteria and they worked in groups. She said that there were close to 200 students and every student came out with a plan.

## **II.E. Guest Legislators**

Mr. Heminway welcomed the two candidates for the 62nd district, incumbent Annie Hornish and candidate Bill Simanski. He stated that Granby is very concerned as to how things will play out with the state getting its fiscal house in order especially academic public school services in the town of Granby. He gave each candidate 5 minutes to express their views.

Annie Hornish stated that she supported state aid to the towns including ECS funding and that she will continue to support, if not increase it. She stated that we need to keep what is working and get rid of what is not working to streamline government and duplication of services. She also is in favor of regionalization initiatives where towns pool resources such as health care and consolidating government agencies.

Bill Simanski stated that we need to start with getting the house in order and that there is a \$3.5 billion deficit. He stated that the real fact is that the state has a spending problem and we need to stop spending. He also stated that we need to reduce government and combine agencies. With regard to Race to the Top, Mr. Simanski stated that this is an unfunded mandate and that the entire burden falls on the taxpayers. He stated that there should be a moratorium on unfunded mandates and the state should fully fund anything they require a town to do. With regard to ECS funding, Mr. Simanski said that he would agree to flat fund and have no reductions; however, he does not see an opportunity to increase funding.

The Board then asked questions of the candidates. Mr. Heminway stated that of the 15% coming from federal funding, Granby would receive approximately \$1M and inquired where is that coming from – tax increases, sales tax increases, income tax increases. Representative Hornish stated that they will be looking for inefficiencies in government and that is the first step. She also stated that they need to look at big company tax breaks and hold companies accountable. Mr. Simanski stated that he would not consider any tax increases because people are already overtaxed and this will not help the economy. He said that the state created the deficiencies and there is no reason the towns should suffer and legislators should do whatever is necessary to make sure money is coming into the towns.

#### **II.F. Pupil Services Programmatic & Academic Performance**

Ms. Aimee Martin, Director of Pupil Personnel Services, presented programmatic and academic performance for special education students. Ms. Martin stated that Granby has a very inclusive environment for special education students. She stated that this year the special education department has adopted the same vision and mission goals as the district where, in the past, they had a separate goal. Mr. O'Connor inquired how many districts in the state adopt an inclusion model like ours. Ms. Martin stated that Granby is far and above the rest of the state as far as how passionate and committed to it that we are. Mr. Ohannessian inquired if we should re-do this slide to compare Granby's special education performance against the percentage of students meeting goal in the state in each category. Ms. Martin stated that, yes, we can do that. Mr. Ohannessian inquired if most students take the SAT. Ms. Martin stated that all special education students take PSAT and most do take the SAT. Ms. Martin stated that the focus now is working collaboratively with principals and support staff to begin Science Research-Based Interventions; early childhood feasibility study and the special education opportunities review. Mr. Ohannessian inquired about the slide on discipline and what exactly are the discipline issues. Ms. Martin stated that they are relatively minor offenses which require a written referral. Mr. Addley thanked Ms. Martin for a smooth transition since joining us in March.

#### **II.G. Program and Academic Performance by Residence**

Ms. Diane Dugas, Director of Curriculum, Teaching & Learning, presented the programmatic and academic achievement by residence which includes statistics on our Hartford and Hartland students. Ms. Dugas stated that there has been a steady increase in enrollment in both Hartford and Hartland students. Mr. Heminway commented that he was in Hartland at their BOE meeting and mentioned that we were tracking this data. He said that they were very interested and would like the opportunity to talk about it. Mr. Wutka inquired if we track where the scores are with regard to Hartford public schools' scores. Mr. Addley stated that, yes, we have that information. Mr. Ohannessian inquired if the Granby scores are substantially higher. Mr. Addley stated that they were significantly higher, yes. Mr. Addley thanked the administration saying that it is a tremendous effort to have equity of outcomes for all students.

### **III. Consent Agenda**

#### **III.A. Minutes**

A Motion was made by Ed Ohannessian and seconded by Matt Wutka to approve the consent agenda. This motion was passed unanimously at 8:37 p.m.

### **IV. Old Business**

#### **IV.A. Third Reading of Policy #1330, Use of Facilities**

Mr. Walther stated that this was the third reading of this policy and that a change was recommended at the last reading to change the minimum hours from 3 hours to 2 hours. The subcommittee recommends that this policy be adopted. Mr. Walther made a motion to approve Policy #1330, Use of Facilities, and the motion was seconded by John O'Connor. This Motion passed unanimously at 8:38 p.m.

### **V. New Business**

#### **V.A. First Reading of Policy #0200, Vision, Mission and Goals**

Mr. Walther stated that this is one of the policies that we did not have and that it is a relatively straightforward policy so the subcommittee has put it forward and recommends passage by the third reading.

### **VI. Miscellaneous**

#### **VI.A. Board Standing Committee Reports**

##### **VI.A.1. Curriculum/Policy/Technology/Communication**

This committee has not met.

##### **VI.A.2. Finance/Personnel/Facilities**

Mr. Wutka stated that this committee met tonight. The committee reviewed the statement of accounts for September. They also reviewed the Kelly Lane and Wells Road building projects. Kelly Lane is still open and Wells Road is closed; however, the Wells Road closure will have to come back to board for final approval. There are some potential leaks around the flashing of some windows at Wells Road. Santi Camarotti, Director of Facilities, is going to take a further look at another end of the building to see if the flashing was installed properly. The committee also discussed the installation of vinyl siding on the north side of the gym building. The cost is \$10,000 and to paint this section would be \$6,200. This will be done in November. In time the east and south sides of the building will be addressed. With regard to football, they will come to the November subcommittee meeting to look at estimates and the swim team needs to have funds in the bank at the end of November. Lastly, we discussed the issue at the high school last week where one of the pumps failed. Santi Camarotti is looking at getting another pump on site as a spare.

#### **VI.B. Other Board-Related Reports**

##### **VI.B.1. CPPAC**

This committee has not met.

### **VI.B.2. CREC/CABE**

Mr. Heminway stated that he attended the CREC Council meeting today. He received a copy of the Executive Director's Report and some additional professional development opportunities. He stated that one board member is taking advantage of a Shipman and Goodwin seminar. Mr. Heminway stated that there was discussion at the meeting about the tens of millions of dollars for CREC magnet schools and there was concern if this was a wise use of state resources in today's environment.

### **VI.B.3. Granby Education Foundation**

Mr. Addley attended the GEF meeting on Monday evening. He stated that David Grann, author, will be coming October 29<sup>th</sup> to talk to high school students and will make a public presentation in the evening. Also discussed at the meeting was the next big idea and there will be a meeting tomorrow to look at the concept of global scholars with a language component.

### **VI.B.4. Energy-Saving Initiatives**

Mr. Harry Traver, Business Manager, reported that with regard to the middle school HVAC project, he has received the rebate which has exceeded expectation. He stated that Mr. Camarotti will be exploring equipment to measure peak loads at the high school and middle school as well as looking at paybacks for boiler options at the middle school. Mr. Camarotti will come back to the Finance Subcommittee at their December meeting to summertime savings of \$10,000. Mr. Traver stated that we are monitoring PCs again and are not finding too many left on overnight.

### **VI.C. Calendar of Events**

Mr. Heminway stated that the calendar of events was as you see it.

### **VI.D. Board Member Announcements**

Mr. Ron Walther stated that he had an opportunity to attend CT Forum at Bushnell as part of CT Youth Forum. He stated that Lily Fleischer, a Granby high school senior, spoke and did very well.

### **VII. Executive Session/Non-Meeting**

A motion was made by John O'Connor and seconded by Ron Walther to go into executive session. The motion was passed unanimously at 8:54 p.m.

Executive session adjourned at approximately 9:20 p.m.

Respectfully submitted,

Linda Powell  
Board Recorder

**Special Board of Education Meeting – Approved Minutes  
November 11, 2010, 2:00 p.m.  
Central Services**

**Attendance Taken at 1:58 p.m.:**

Present Board Members:

Cal Heminway  
Edward Ohannessian  
Deborah Torgersen  
Matthew Wutka

Absent Board Members:

Marie Nicholls  
John O'Connor  
Ronald Walther

Mr. Heminway called the meeting to order at 2:00 p.m.

A motion was made to enter into executive session where student discipline matter was discussed.

A motion was made by Matt Wutka and seconded by Deb Torgersen that the Granby Board of Education accept the recommendation of the Superintendent of Schools to expel student "B12010-11" from Granby Memorial High School, as well as all buildings and grounds and activities of the Granby Public Schools for violation of School Board Drugs & Alcohol Policy 5131.6. This motion passed unanimously at 2:25 p.m.

**Vision-Mission-Goals**

The Board of Education believes that the effectiveness of the educational program of the district depends fundamentally upon an acceptable philosophic base that is guided by an agreed vision, mission, achievement goal and values. Developing coherence and alignment of programs and instructional practices around these guiding documents provides the best conditions and opportunities for continuous district improvement. To guide the efforts of the superintendent, administrators, teachers, and staff, the Board has adopted the following:

**Vision**

Every student educated in the Granby Public Schools will graduate on time, prepared for 21<sup>st</sup> century citizenship.

**Mission**

All students become powerful thinkers, effective collaborators and compassionate contributors in preparation for success in a dynamic, interdependent world.

**District Achievement Goal**

By 2015, enable students to demonstrate powerful thinking by systemically solving problems through analyzing and synthesizing information and articulating/defending a position.

The Board of Education also develops annual goals to guide and focus the work of district improvement and annual budget goals to guide the development of the education budget.

Policy adopted:

GRANBY PUBLIC SCHOOLS  
Granby, Connecticut

# GRANBY MEMORIAL HIGH SCHOOL **ATHLETIC PARTICIPATION PERMISSION FORM**

I give permission to my son/daughter \_\_\_\_\_ to participate in the interscholastic sport of \_\_\_\_\_ . Date of Birth \_\_\_\_\_ Year of Graduation \_\_\_\_\_

I understand and have discussed with my child that while participating in interscholastic athletics, there is the inherent risk of injury, which may range in severity from minor to disabling and in rare cases death.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of parent/guardian**

\*\*\*\*\*

## Students must:

1. Be currently taking at least six units of work or its equivalent.
- 1.2. Have a minimum of a C- average with not more than one "F". Eligibility is determined as follows:
  - a. *Marking Period grades (NOT semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period. However, to be eligible for **FALL** sports, the final academic grade average of the previous year will be the determining factor. Exception: Freshmen are automatically academically eligible for **FALL** sports.*
3. Not be 19 years of age before July 1.
4. Not have changed C.I.A.C. affiliated schools without changing residence.
5. Not play or practice with an outside team in the same sport in the same season.
6. Not play the same sport for more than 3 years while in grades 10, 11, 12.
7. Have a current physical examination on file with the school nurse (Physicals are valid for a one year period only and must be renewed to be eligible to participate).
8. Have submitted a current emergency information form to the nurse.
- 2.9. Comply with the prohibition against possession or use of tobacco, alcohol, performance-enhancing substances/drugs, including anabolic agents or steroids, used for the intent of bodybuilding and muscle enhancement of physical ability and other illegal substances as specified in the CIAC policy 4.15.I at any time. I understand that this prohibition applies in or out of season, including summer, once this form has been signed, and that violation of this commitment to refrain from possession or use of tobacco, alcohol, steroids and other illegal substances at all times will result in the forfeiture of the student's right to participate in interscholastic athletics (See student handbook and BOE policy 5131.6 for complete details).
10. Attend and be on time for all practices and games unless excused by the coach, athletic director, or school administrator.
11. Be present in school for a minimum of a half day of school, by 11:00 AM to participate in practices and games at the close of school and by 7:35 AM for early dismissal games.
12. Inform coach and athletic assistant of all injuries.
13. Be responsible for all equipment and uniform items assigned to them.
14. Pay a user fee of \$75 to Granby Memorial High School up to a maximum of \$150 a year per athlete. The pay-for-play participation does not exclude students from participation due to the inability to pay. Please contact the Athletic Director directly in the case of a financial hardship. Additional fees are charged to athletes for participation when expenses warrant it. i.e. Ice Hockey, Swimming, and Football
15. Practice good sportsmanship and responsible behavior as a representative of Granby Memorial High School.
- 3.16. Follow all C.I.A.C., Granby Memorial School Handbook, and athletic department rules and policies.

If you are elected a Captain, the position takes effect on the date he/she is named a Captain. A violation of item # 9 at any time of the year will result in loss of their position as Captain. Additionally, they will lose all eligibility to become a captain of any sport in the future. For complete details, see Athletic Handbook on the athletic website. Non-compliance with these rules may result in suspension or dismissal from a team and/or disciplinary action by administration or coach.

Parent; please initial to **give permission for the Athletic trainer** to do preventative taping on your child. \_\_\_\_\_  
My parents/guardian and I have read and understand the Athletic Handbook and the above rules. (Parent initial)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Athlete Signature**

## **Students**

### **Discipline: Suspension/Expulsion**

All school district employees share responsibility for supervising the behavior of students to help them meet standards of conduct established by the Board of Education or the school administration. In working with the students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

#### I. Definitions

- A. **Emergency** means a situation in which the continued presence of the student in school or school sponsored activities poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- B. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- C. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- D. **In-School Suspension** means an exclusion from regular classroom activity for no more than five (5) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- E. **Removal** is the exclusion of a student for a class period of ninety (90) minutes or less.
- F. **School Days** shall mean days when school is in session for students.
- G. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- H. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

**Discipline: Suspension/Expulsion**

- I. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
  - J. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- II. Scope of the Student Discipline Policy
- A. **Conduct on School Grounds or at a School-Sponsored Activity**  
  
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.
  - B. **Conduct off School Grounds**  
  
Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.  
  
In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

## **Discipline: Suspension/Expulsion**

When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means 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 devise 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 and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

The terms "martial arts weapon," "electronic defense weapon," "dangerous instrument," and "deadly weapon" are defined below at Section VII.B.

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

- A. Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:
1. Striking or assaulting a student, members of the school staff or other persons.
  2. Theft.
  3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized possession and/or display of images, pictures or photographs depicting nudity.
  4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
  5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.

**Discipline: Suspension/Expulsion**

6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s).
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
15. Sale, distribution, or use of substances contained in common household items and inhalants that, if purposefully used inappropriately, can have a stimulant, depressant, or hallucinogenic effect.

**Discipline: Suspension/Expulsion**

16. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
17. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
18. Trespassing on school grounds while on out-of-school suspension or expulsion.
19. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
20. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
21. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
22. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
23. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
24. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
25. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
26. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
27. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
28. Possession and/or use of a laser pointer.
29. Hazing.

**Discipline: Suspension/Expulsion**

30. Bullying, defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the student over time.
31. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
32. Any action prohibited by any Federal or State law.
33. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

V. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In such cases, the following procedures shall be followed.
  1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which time the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

**Discipline: Suspension/Expulsion**

2. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
3. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
4. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
5. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
6. Notice of the original suspension shall be transmitted by the principal or designee to the superintendent of schools or designee by the close of the school day following the commencement of the suspension.
7. The student shall be allowed to complete any class work, including examinations, without penalty, which he or she missed while under suspension.
8. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.
9. Following a conference with the principal or designee, the parent or guardian may request the Superintendent to review the principal's decision. The Superintendent will promptly review the decision and communicate his/her conclusions to the parent or guardian.
10. During the period of suspension, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

**Discipline: Suspension/Expulsion**

- B. In cases where the student has previously been suspended, or where such suspension will result in the student's being suspended more than ten (10) times or for fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

VI. Procedures Governing In-School Suspension

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

VII. Procedures Governing Expulsion Recommendation

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
  - 1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or

**Discipline: Suspension/Expulsion**

2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.
4. has committed a second offense in the possession, sale, distribution or use of alcohol and/or controlled drugs or substances.
5. The following definitions shall be used in this section:
  - a. "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
  - b. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.
  - c. "Electronic defense weapon" means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury.
  - d. A "firearm" as defined in 18 U.S.C § 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device.

**Discipline: Suspension/Expulsion**

As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- e. "Martial arts weapon" means a nunchaku, Kama, kasari-fundo, octagon sai, tonfa or Chinese star.
  - f. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means 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 and over in length, any martial arts weapon or electronic defense weapon as defined above or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation

**Discipline: Suspension/Expulsion**

VIII. Procedures Governing Expulsion Hearing

A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of CT Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative Procedures Act, CT Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.

**Discipline: Suspension/Expulsion**

3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.
  - f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
  - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
  - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- D. Hearing Procedures:
  1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.

**Discipline: Suspension/Expulsion**

2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.

**Discipline: Suspension/Expulsion**

10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
  11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
  12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
  13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
  14. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.
- E. Expulsion Notice:
- The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
- F. Presence on School Grounds and Participation in School-sponsored Activities During Expulsion:
- During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any

**Discipline: Suspension/Expulsion**

alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

IX. Board Policy Regarding Mandatory Expulsions

In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for: the conduct described in Section VII(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

X. Alternative Educational Programs for Expelled Students

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

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

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

The Board of Education shall provide an alternative education to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

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

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

D. *Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):*

**Discipline: Suspension/Expulsion**

Notwithstanding Sections X.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

**XI. Notice of Student Expulsion on Cumulative Record**

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

**XII. Change of Residence During Expulsion Proceedings****A. *Student moving into the school district:***

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

**B. *Student moving out of the school district:***

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

**Discipline: Suspension/Expulsion**

expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

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

A. *Suspension of IDEA students:*

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

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

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

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

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural

**Discipline: Suspension/Expulsion**

safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.

*C. Transfer of IDEA students for Certain Offenses:*

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or

**Discipline: Suspension/Expulsion**

2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

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

1. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
2. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
3. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
4. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIV Procedures Governing Expulsions for Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

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

1. The parents of the student must be notified of the decision to recommend the student for expulsion.

**Discipline: Suspension/Expulsion**

2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XV. Early Readmission to School

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

XVI. Dissemination of Policy

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

XVII. Compliance with Reporting Requirements

- A. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- B. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- C. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

**Discipline: Suspension/Expulsion**

Legal References:

Connecticut General Statutes:

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act.  
§§ 10-233a through 10-233e Suspension and expulsion of students.  
§ 10-233f In-school suspension of students.  
§29-38 Weapons in vehicles  
§53a-3 Definitions  
Packer v. Board of Ed.. of the Town of Thomaston, 246 Conn. 89 (1998).

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)  
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as amended  
by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L.  
108-446.  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).  
18 U.S.C. § 921 (definition of “firearm”)  
18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)  
21 U.S.C. § 812(c) (identifying “controlled substances” and “illegal drugs”)  
21 U.S.C. § 1354(h)(3) (identifying “serious bodily injury”)  
Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20  
U.S.C. § 7151)

**Policy & Regulations adopted: 9/97**  
**Revisions adopted by BOE: 1/18/06**

**GRANBY PUBLIC SCHOOLS**  
**Granby, Connecticut**



## **Students**

### **Drug and Alcohol Use**

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In addition, the Board participates in the Connecticut Interscholastic Athletic Conference (“CIAC”) and is therefore required to comply with its participation rules. In accordance with the CIAC participation rules and the Board’s obligations under state and federal law, the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior. The Board may also remove students from participation in athletic activities at its discretion because the opportunity to participate in extracurricular activities is a privilege not a right.

#### Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Performance-Enhancing Substances include any performance-enhancing drug, including anabolic agents or steroids, used for the intent of bodybuilding and muscle enhancement of physical ability and not for a valid medical purpose as defined by a physician; includes, but is not limited to, those performance-enhancing drugs/substances identified on the CIAC comprehensive list reflected below.
  1. Pharmacological agents (prescription or nonprescription) taken in doses that exceed the recommended therapeutic dose or taken when the therapeutic indicators are not present;
  2. Agents used for weight control, including stimulants, diet pills, diuretics, and laxatives, when the user is in a sport that has weight classifications or that rewards leanness;
  3. Agents used for weight control, including over-the-counter products advertised as promoting increased muscle mass;

## **Students**

4. Physiologic agents or other strategies used to enhance oxygen-carrying capacity, including erythropoietin and red blood cell transfusions (blood doping);
  5. Any substance that is used for reasons other than to treat a documented disease state or deficiency;
  6. Any substance that is known to mask adverse effects or detect ability of another performance-enhancing substance; and
  7. Nutritional supplements, including Creatine, taken at “supraphysiologic” doses or at levels greater than required or to replace deficits created by a disease state, training program and/or participation in sports.
- (4) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).
- (5) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (6) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. C.G.S. Section 21a-240(20)(A).
- (7) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.

## Procedures

- (1) Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

## **Students**

(2) Prescribed Medications.

The parent or guardian of any student who is required to take any prescribed medication during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Students taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).
- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student must be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

## **Students**

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was not obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must immediately report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law must be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

## **Students**

- (5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Performance-Enhancing Drugs, Drug Paraphernalia or Alcohol.
- (a) Any student in the Granby Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, performance-enhancing drugs, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
  - (b) Students found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
  - (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
  - (d) Law enforcement officials will be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, performance-enhancing drugs, drug paraphernalia or alcohol.
  - (e) A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short or long term periods, or may have their student athletic participation privileges revoked.
  - (f) Under CIAC regulations, a student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. Note: Reinstatement of the athlete may be requested by the school to the CIAC Board of Control for extenuating circumstances. Such consideration shall be determined, in part, by a medically validated drug test which validates that the student-athlete is chemical free. Such test must have been completed within the last 30 days.
  - (g) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.

**Policy  
5131.6 (f)**

**Students**

- (6) Publication of Policy to School Staff Members, Coaches, Volunteers and Student Athletes.
- (a) The Board shall publish this policy to all its school staff members, coaches and volunteers responsible for or involved in student athletic programs.
- (b) The Board shall publish this policy to all student athletes and their parents/guardians

Legal References:

Connecticut General Statutes:

Section 10-154a  
Section 10-212a  
Section 10-221  
Section 21a-240  
Section 21a-243

**Adopted by BOE: 1/18/06**  
**Revisions adopted: 2/6/08**


**GRANBY PUBLIC SCHOOLS**  
**Granby, Connecticut**



**STATE OF CONNECTICUT**  
*STATE BOARD OF EDUCATION*



TO: Superintendents of Schools

FROM: Mark K. McQuillan  
Commissioner of Education 

DATE: October 27, 2010

SUBJECT: 2009-10 Strategic School Profiles

Despite the diligent efforts of Department staff, I am writing to inform you that the 2009-10 Strategic School Profiles (SSPs) will be delayed. The Department has spent the last several months creating a new SSP application that will make it easier for districts to access their Profiles and track the impact of data changes during the review process. While portions of the SSP application are up and running, we have encountered some technical difficulties in the production of the final SSPs. This has resulted in the delay of the release of the Profiles.

We understand that the late release of the SSPs may make it impossible for you to make the statutorily-required presentation of the Profiles to your board. We ask that you present the Profiles to your board of education as soon as is practical after their release. Currently, we are targeting a release date of November 17, 2010. We will update district staff with the role of SSP Coordinators on the progress of the Profiles and contact them when the Profiles are available. Please ensure that at least one of your staff members has the SSP Coordinator role in the SSP application (refer to the memo from Sarah Ellsworth dated September 10, 2010, for more on the roles in the SSP application).

We apologize for any inconvenience that this may cause. Please know that we are doing everything possible to ensure you receive a high-quality product as soon as possible. If you have any questions about the Profiles or the SSP coordinator role, please contact Raymond Martin at 860-713-6876 or via e-mail at [raymond.martin@ct.gov](mailto:raymond.martin@ct.gov).

Thank you for your patience.

MKM:rm



## **Community Relations**

### **Law Enforcement Officials**

Schools are responsible for students during school hours. This responsibility includes protecting each student's constitutional rights, assuring due process in questioning and arrest, and protecting students from any form of illegal coercion. Because of the many support services that local law enforcement agencies provide to the schools, staff, and students, the State Board of Education supports the best possible relationship with those agencies consistent with the system's responsibilities to protect legal rights of staff and students.

This policy is intended to balance the needs of school and police officials. The reduction of ambiguity and confusion in how these officials interact will provide an optimal environment for education while ensuring that the public safety needs of the school and community are adequately met.

### **Interview of Students**

Police interviews generally will not take place on school grounds. However, if the police do indicate that an interview on school grounds is necessary, school authorities may cooperate. When the interview involves a juvenile, a parent must be present. The exceptions to this rule are (a) if the student is being interviewed as a victim and/or (b) if there is an overriding immediate public safety concern. If a student under the age of 16 is being interviewed by the police and the parent/guardian cannot be present, a member of the school staff should be present.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. An attempt will be made to notify the student's parents so that they may be present during the questioning. The school Principal, or his/her designee, will be present.
3. Preferably, the officer doing the questioning will wear civilian clothes.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined in 1-3 above are observed. Police will make every attempt to minimize distractions or disruption of school routines during the performance of their duties.

**Policy  
1411(b)**

**Community Relations**

**Arrest of Students**

The decision to call police and request an arrest is within the discretion of the building administrator. The Principal may request the arrest of a student or there are times in which the police may request to pick up a student due to a warrant being issued for his/her arrest. If the school Principal agrees to assist in the arrest of a student, the student should be escorted from class by school personnel and remain in a secured office until the police arrive. The arrested student will be removed from the school in a way that minimizes embarrassment to the student and any disruption of the school routine.

**Weapons**

In cases where a student is suspected of carrying a dangerous weapon and there is a safety issue inherent in the search process, the student should be secured in a private area and the police should be contacted to conduct the search.

If a search is conducted by a school official and a weapon is found, weapons that are illegal should be turned over to the police immediately by the school official. Illegal weapons include knives with over a four-inch blade, dirk knives, switchblade knives, martial arts weapons and firearms. Ammunition should also be immediately turned over to the police. Weapons that are not illegal but are a violation of school policy may be retained by the Principal.

**Designation of Authority**

The Superintendent is authorized to develop procedures regarding this policy, including a process to ensure that appropriate staff has been informed, and to establish lines of communication with local law enforcement agencies to effect necessary cooperation toward ensuring the security of the school facilities, and the safety of students and staff.

(cf. 5145.12 Search/Seizure)

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

53a-185 Loitering in or about school grounds: Class C Misdemeanor

54-76j Disposition upon adjudication as youthful offender

Policy adopted:

GRANBY PUBLIC SCHOOLS  
Granby, Connecticut

## **Community Relations**

### **Relations With Law Enforcement Agencies**

#### **School Police Cooperation**

This regulation is intended to balance the needs of school and police officials. The reduction of ambiguity and confusion in how these officials interact will provide an optimal environment for education while ensuring that the public safety needs of the school and community are adequately met.

Generally, police should be notified immediately of any serious crime. Police will make every attempt to minimize distractions or disruption of school routines during the performance of their duties. There may be instances where the transgression is so slight that the school administrator can resolve the issue himself/herself. Examples of crimes that fall into this category are theft of pocket change, minor vandalism, or minor physical altercations in which there is no injury or serious pain inflicted upon either participant.

<b>Event</b>	<b>Suggested Action</b>
Vandalism, Breaking, Entering, etc.	Police should be notified immediately. (cf. 5131.5 - Vandalism)
Alcohol, Drugs, etc.	Police should be notified immediately. The suspected drug or alcohol should be secured by the building administrator and given directly to the responding police officer. All illegal drugs confiscated by an administrator must be given to the police within 24 hours. The police officer will sign a receipt and give it to the building administrator. Prescription drugs out of the container should be seized and the prescription confirmed via the subscribing doctor. If the prescription is not valid the drug should be seized and the police notified. (cf. 5131.6 - Alcohol, Drugs and Tobacco)
Loitering	As long as the school grounds are posted, "no trespassing", warnings prior to arrest are not required. Notification of police and requests for arrest are within the discretion of the building administrator.

**Administrative Regulations  
1411(b)**

**Community Relations**

**Relations With Law Enforcement Agencies**

**School Police Cooperation** (continued)

<b>Event</b>	<b>Suggested Action</b>
Confrontations	Confrontations where students become involved in loud tumultuous behavior but do not assault another is a violation of the law and police can arrest for this behavior. The decision to call police and request an arrest is within the discretion of the building administrator.
Assaults	Physical altercations in which students are injured or serious pain has been inflicted upon another should be reported immediately to the police..
Weapons	Confiscated weapons that are illegal in themselves should be turned over to the police department immediately by the school official who seized same. This category of weapons includes knives with over a four inch blade, dirk knives, switch blade knives, gravity knives, martial arts weapons and guns. Ammunition should also be immediately turned over to the police. Any evidence or information relative to firearms in the school should be immediately relayed to the police. Some weapons are not illegal in themselves but are a violation of school policy. Police notification in these instances are within the discretion of the school administrator. (cf. 5131.7 - Weapons and Dangerous Instruments)
Bomb Scare Suspect Devices	Do not handle suspected devices. Notify superintendent's office and police. Police will notify the Fire Department. A building check will be completed by custodial staff. The building administrator will decide whether or not to evacuate following discussions with the police, fire officials and superintendent (or his/her designee). A building administrator will notify the superintendent of his/her decision.

## **Community Relations**

### **Relations With Law Enforcement Agencies**

#### **School Police Cooperation** (continued)

<b>Event</b>	<b>Suggested Action</b>
Civil Disobedience	When known about in advance, school and police should plan beforehand. Picketing is legal whereas blocking traffic, etc., is illegal.
Motor Vehicles, Parking Lots	Police routinely patrol parking lots and may arrest or summon individuals in said lots. Students involved in motor vehicle accidents in parking lots that result in personal injury or damages are required to report same. (cf. 5131.3 - Student Driving/Parking)
Police Interviews	Generally will not take place on school grounds. However, if the police do indicate that an interview on school grounds is necessary, school authorities shall cooperate.
Police Interviews of Juveniles	When the interview involves a juvenile, the police will usually arrange to have a parent (or legal guardian) present. The exceptions to this rule are (a) if the student is being interviewed as a victim and/or (b) if there is an overriding immediate public safety concern. If a student under the age of 17 is being interviewed by the police and the parent/guardian cannot be present, the student may at his/her request, have a member of the school staff present.
Child Abuse	Mandated reporters will notify the Department of Children and Families and principals of suspected child abuse cases. Other school employees shall report any such suspicion to the superintendent or his/her designee, e.g. building principal. If mandated reporters have reasonable cause to suspect or believe that a child has been abused by a school employee, they must also report the abuse to the superintendent. . When the superintendent is notified of suspected abuse by a school employee/ he/she shall notify the parents of the suspected victim as required by law. In any event, the superintendent may notify the police of such allegations as he/she deems appropriate in any such case. (cf. 5141.4 - Reporting of Child Abuse/Neglect)

## **Community Relations**

### **Relations With Law Enforcement Agencies**

#### **School Police Cooperation** (continued)

<b>Event</b>	<b>Suggested Action</b>
Extracurricular Activities	Police assigned on site have communications if additional police resources are needed. Police officials assigned to extracurricular activities shall report to the school administrator to discuss appropriate monitoring procedures.
Arrest Warrants	There are times in which the police may decide to pick up a student due to the Warrant being issued for his/her arrest. Once notified of an outstanding Arrest Warrant for a student, the student should be escorted from class by school personnel and remain in a secured office until the police arrive. The arrested student will be removed from the school in a way that minimizes embarrassment to the student and any disruption of the school routine.
Confidential Police Records	Police officials are prohibited by state and federal law from disclosing confidential juvenile arrest information or using the police computer network to obtain information relative to registration numbers, home addresses, etc.
Search of Students	School officials may search students, bookbags, lockers, desks, etc., using the established "reasonable suspicion" standard. In cases where a student is suspected of carrying a dangerous weapon and there is a safety issue inherent in the search process itself, the administration should conduct the search. In the event that a dangerous weapon is found, the weapon must be secured by the police department. . (cf. 5145.12 - Search and Seizure)

## **Community Relations**

### **Relations With Law Enforcement Agencies**

#### **Notification of a Student's Arrest**

Pursuant to the requirements of Conn. Gen. Stat. Section 10-233h , whenever the superintendent receives oral or written notification from the local police department or state police that a student was arrested, he/she shall maintain the written report in a secure location and the information in the report shall be maintained as confidential in accordance with section 46b-124. The superintendent may disclose such information only to the principal of the school in which the student is enrolled or the supervisory agent of any other school in which the student is enrolled.

The principal or supervisory agent may disclose such information only to special service staff or a consultant, such as a psychiatrist, psychologist or social worker, for the purposes of assessing the risk of danger posed by the person, other student school employees or property and effectuating an appropriate modification of such person's educational plan or placement for disciplinary purposes. Such information with respect to a child under seventeen (17) years of age shall be confidential in accordance with 46b-124 and shall only be disclosed as provided in this section and shall not be further disclosed.

Legal Reference:            Connecticut General Statutes  
                                  10-221 Boards of education to prescribe rules.  
                                  10-233g(b) Boards to report school violence.  
                                  10-233h, Arrested students.  
                                  17a-101 Protection of children from abuse.  
                                  17a-102 Report of danger of abuse.  
                                  53a-185 Loitering in or about school grounds: Class C Misdemeanor.  
                                  Reports of principals to police authority.  
                                  *New Jersey v T.L.O.*, 53 U.S.L.W. 4083 (1988), 469 U.S. 325; 105 S.CT  
                                  733.

Regulation approved:            October 15, 1997  
Regulation Revised:

GRANBY PUBLIC SCHOOLS  
Granby, Connecticut

## Curriculum/Policy/Technology/Communication Subcommittee Meeting Minutes

October 20, 2010

5:30 p.m.

### Attendance:

Ronald Walther	Present	Alan Addley	Present
Deb Torgersen	Present	Diane Dugas	Present
John O'Connor	Present	Pat Law	Present

Meeting commenced at: 5:30 p.m.

Meeting adjourned at: 7:00 p.m.

1. AP/ECE Classes – 14 AP classes offered currently. ECE classes provide UConn credit.
2. New Course Proposals: AP European History; ECE American Studies; Accounting I & II – Change current full year accounting course to 2 half year sessions to provide student flexibility. AP European History can be taken instead of World Civilization. ECE American Studies does not build on an AP class – can take instead of U.S. History - considered honors class, not AP.
3. New Texts: AP European History and ECE American Studies – Ron Walther to review.
4. Magnet School Coursework Credit – High School administration continues to investigate and work to resolve consistency of coursework credit issues.
5. Curriculum Director's Report – Reviewed activities. Discussed Michael Dunn's entry plan.
6. Electronics Lab Update – Timeline for facility definition advanced to correspond with budget generation.
7. Review Draft Policy 1411 and Administrative Regulations – Reviewed policy and administrative regulations. Policy to will go to the Board next meeting for first reading.
8. Priority of Policies – Selected next "flight" of policies to be addressed.

**Finance/Personnel/Facilities Subcommittee Meeting Minutes**

**October 20, 2010**

**5:30 p.m.**

Attendance:

Matt Wutka	Present	Alan Addley	Present
Ed Ohannessian	Present	Harry Traver	Present
Marie Nicholls	Absent	Santi Camarotti	Present

Meeting commenced at: 6:00 p.m.

Meeting adjourned at: 6:40 p.m.

1. September Statement of Accounts – No major issue seen year-to-date.
2. Kelly Lane and Wells Road Building Projects – Possible claim to town on windows/flashing leak at Wells Road. Kelly Lane is still open.
3. Wells Road Field Development Costs – Preliminary costs to stump and clear is \$60-70K. No further action at this time.
4. Wells Road Horse – OK to move it in front of the building.
5. Installation of Shake Vinyl Siding to North Side of Building #4 at the High School – Estimate of \$10.9K to replace with vinyl vs. \$6.2K to paint.
6. Fundraising for Football and Swimming – Football to review budget at November meeting. Swimming must have funds in bank by end of November.
7. Other – Looking at spare pump for water pump for high school/middle school facility.

Leadership Awards Reception  
Friday, November 19, 2010 at 4:45 PM

at the  
CABE/CAPSS Convention  
Conference Room 7  
Mystic Marriott Hotel, Groton

Congratulations!

The Granby Board of Education  
has been awarded the  
CABE Board of Distinction Award - Level II  
Your entire board and the superintendent  
are invited to attend the CABE Reception.

This invitation is being sent to the Board Chair and Superintendent only.  
Please share with other members of your board  
who will be attending the Convention on Friday.

November 12	Are You Smarter Than a 5 <sup>th</sup> Grader?	6:00 p.m.	HS Auditorium
November 15	American Education Week		
November 17	Early Release – Secondary Only		
November 17	Finance Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
November 18-21	AFS International Weekend		
November 19	Early Release – Elementary Only		
November 19	Middle School Turkey Time Warp Dance	7:00 p.m.	MS Gym
November 22-23	Early Release – Elementary Only		
November 24-26	Thanksgiving Recess		Offices Closed
December 2	Financial Aid Night	7:00 p.m.	HS Auditorium
December 7	NHS Induction Ceremony	7:00 p.m.	HS Commons
December 11	Holly Ball		
December 15	Finance Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
December 16	High School Winter Chorus Concert	7:00 p.m.	HS Auditorium
December 17	Middle School Snow Ball Dance	7:00 p.m.	MS Gym
December 23	Early Release – All Schools		
December 24-31	December Vacation		Offices Open