

Somers Board of Education Board of Education Meeting

Monday, January 22, 2018 7:00 PM

Board of Education Room, [Address], [City], CT [Zip]

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. STUDENT REPRESENTATIVES' REPORT
4. APPROVAL OF MINUTES 3
5. AUDIENCE TO CITIZENS/STAFF/STUDENTS
6. CORRESPONDENCE
7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
8. CONSENT AGENDA
 - 1. Warrant of 1/22/2018 5
The Board to review and approve the warrant of 1/22/2018
9. NEW BUSINESS
 - 1. 2018-2019 Somers Public Schools Calendar 11
The Board of Education will review the 2018-2019 Calendar for any changes. The Board will vote to adopt the calendar at its next meeting
 - 2. Somers High School Overnight Field Trip - Mr. Phil Goduti taking students to 12
Washington, DC
SHS teacher Mr. Phil Goduti taking 40 students to Washington, DC from May 19th to May 21st, 2018. This trip is part of the AP US History Curriculum.
 - 3. Somers High School Field Trip - Mrs. Suzy Williams taking SSS students on Retreat 19
Somers High School Field Trip - Mrs. Suzy Williams taking 24 SSS students on Retreat to Silver Lake Conference Center in Sharon Connecticut.
 - 4. 1st Warning - DBS Policy 6146 - Graduation Requirements/Standards of Proficiency
The Policy Committee reviewed the policy and is recommending revision. 1st Warning DBS Policy 6146 - Graduation Requirements/Standards of Proficiency.
10. OLD BUSINESS
 - 1. 2nd Warning - DBS Policy 5113 - Students - Attendance/Excuses/Dismissal 22
2nd Warning - DBS Policy 5113 - Students - Attendance/Excuses/Dismissal. The Policy Committee has reviewed this policy and is recommending the attached changes.
 - 2. 2nd warning - DBS Policy 4112.51/4212.51 Personnel - Certified/Non-Certified 27
Employment/Reference Checks
2nd warning - DBS Policy 4112.51/4212.51 Personnel - Certified/Non-Certified Employment/Reference Checks. The Policy Committee has reviewed this policy and is recommending the attached changes.
 - 3. 2nd Warning - DBS Policy 5125 - Student Records; Confidentiality 34
2nd Warning - DBS Policy 5125 - Student Records; Confidentiality. The Policy Committee has reviewed this policy and is recommending the attached changes.
 - 4. 2nd Warning DBS Policy 5113.2 Truancy. 39
2nd Warning DBS Policy 5113.2 Truancy copy. The Policy Committee has reviewed this policy and is recommending the attached changes.
 - 5. 2018-2019 Budget Review and Discussion
There will be a discussion on the budget that was presented at the last meeting.
11. ADMINISTRATIVE REPORTS
 - 1. Superintendent's Update
The Superintendent will update the Board on happenings in Somers Public Schools.
12. COMMITTEE REPORTS
 - 1. BUDGET

2. CURRICULUM
3. POLICY
4. SALARY & NEGOTIATION
5. PLANNING
6. OTHER COMMITTEES
13. OTHER
14. ADJOURNMENT

DRAFT

SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

www.somers.k12.ct.us

MINUTES OF THE MEETING – January 08, 2018

Members Present: J. Martin, S. Bollinger, B. Capuano, D. Palmer, B. Devlin, R. Lees, J. Anderson, K. McLellan, A. Kirkpatrick
Administrators Present: B. Czapla, B. Boutwell, I. Zytka, D. Messina, G. Cotzin, J. Oliver, D. Senecal, C. Krevolin, R. Kapner
Staff Present: J. MacFeat, K. McCarthy, H. McCarthy
Citizens/Students Present:
Others: M. Krementowski (J.I.)

1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:00 p.m. by Chairman Devlin in the Mabelle B. Avery Middle School Board of Education meeting room.

2.0 PLEDGE OF ALLEGIANCE

3. AWARDS AND RECOGNITIONS

3.1. The Board of Education will recognize Ken McCarthy

Mr. Ken McCarthy, Somers High School Lacrosse Coach was inducted into the Lacrosse Hall of Fame this past November. The Board wants to recognize him for this accomplishment.

Discussion: Mr. Ken McCarthy, Somers High School Lacrosse Coach was inducted into the Lacrosse Hall of Fame this past November. The Board wants to recognize him for this accomplishment. Coach Ken McCarthy was inducted into the Connecticut Lacrosse Hall of Fame in Stratford, Connecticut on November 11th. Ken is entering his 26th year of coaching lacrosse at Somers High School. Coach McCarthy has led the Spartans to 24 consecutive seasons of qualifying for the state tournament, with (6) state championship appearances and (5) state titles including the last two Class State championships. Coach McCarthy's 386 career wins are 5th all-time in Connecticut and 2nd among active coaches and include (10) regular season league championships and (7) league tournament championships. Ken has received multiple lacrosse "Coach of the Year" honors and has coached and mentored approximately (150) Somers high school student-athletes who have gone on to play at various levels in college. Ken's coaching goals have always been centered on mentoring his assistant coaches and working together to build positive relationships with players and their families

4. APPROVAL OF MINUTES

4.1. To approve the Board of Education minutes from 12/11/2017.

Motion Passed: Motion to approve minutes of 12/11/2017 passed with a motion by Jan Martin and a second by Jeremy Anderson. (9-0)

DRAFT

5. AUDIENCE TO CITIZENS/STAFF/STUDENTS

6. CORRESPONDENCE

7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

8. CONSENT AGENDA

8.1. Warrant of 12/22/17 for the Board to approve

8.2. Warrant of 1/8/2018 for the Board to approve

8.3. Retirement of Kathy Mangini at the end of the 2017-18 school year.

8.4. Leave of Absence of ParaEducator Alex Maciolek of Somers High School.

Motion Passed: passed with a motion by David Palmer and a second by Anne Kirkpatrick. (9-0)

9. NEW BUSINESS

10. OLD BUSINESS

11. ADMINISTRATIVE REPORTS

11.1. The Superintendent will present the 2018-2019 Proposed Budget

Discussion: The Superintendent presented the 2018-2019 Proposed Budget to the Board of Education.

11.2. Superintendent Update

12. COMMITTEE REPORTS

12.1. BUDGET

12.2. CURRICULUM

12.3. POLICY

12.4. SALARY & NEGOTIATION

12.5. PLANNING

12.6. OTHER COMMITTEES

13. OTHER

14. ADJOURNMENT


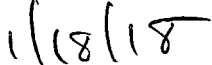
Motion Passed: Motion to adjourn at 8:05 passed with a motion by Jan Martin and a second by Anne Kirkpatrick. (9-0)

Rick Lees, Board Secretary Date
Shannin Burns, Recording Secretary

Somers Board of Education General Budget Treasury Warrant

Check Batch: 19027
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP GB
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Approved by:  **Date:** 

 William B. Boutwell, Director of Business Services

19027	14553	01/22/2018	V61143	Air Equipment, LLC	0.00	1,885.00
	14554	01/22/2018	V52670	SYNCB/AMAZON	0.00	2,394.08
	14555	01/22/2018	V51604	Awards & More	0.00	268.50
	14556	01/22/2018	V61115	Ben Bronz Foundation, Inc	0.00	5,200.00
	14557	01/22/2018	M54301	C&A Distributors, Inc.	0.00	60.00
	14558	01/22/2018	V00121	CABE	0.00	380.00
	14559	01/22/2018	V01823	CAPSS	0.00	4,011.00
	14560	01/22/2018	V61375	Center for Responsive Schools	0.00	132.00
	14561	01/22/2018	V53280	Collins Sports Medicine	0.00	203.95
	14562	01/22/2018	V60740	Connecticut Piano Company, The	0.00	360.00
	14563	01/22/2018	V02198	The Connecticut Water Company	0.00	3,497.08
	14564	01/22/2018	V00204	CREC	0.00	14,395.50
	14565	01/22/2018	E00874	Czapla, Brian P	0.00	99.00
	14566	01/22/2018	V60709	DBS Financial Services LLC	0.00	458.65
	14567	01/22/2018	E00096	Duffy, Margaret	0.00	77.25
	14568	01/22/2018	V51849	East River Energy	0.00	21,712.91
	14569	01/22/2018	V00605	Electrical Wholesalers	0.00	6.94
	14570	01/22/2018	V52317	Ellington Board of Education	0.00	7,046.83
	14571	01/22/2018	V61230	ENGIE Resources	0.00	31,097.61
	14572	01/22/2018	V54168	First Student, Inc	0.00	4,209.52

Somers Board of Education General Budget Treasury Warrant

Report # 49906

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	14573	01/22/2018	V60968	Fletcher Sewer & Drain, Inc	0.00	145.00
	14574	01/22/2018	V02186	Flinn Scientific, Inc.	0.00	27.00
	14575	01/22/2018	E00110	Folger, James	0.00	13.95
	14576	01/22/2018	V61017	Frontier Communications	0.00	1,084.95
	14577	01/22/2018	V61015	Frontline Technologies Group, LLC	0.00	1,735.33
	14578	01/22/2018	V61236	Gateway Enterprise Corporation	0.00	234.00
	14579	01/22/2018	V00511	Grainger	0.00	249.68
	14580	01/22/2018	V60071	Hampden Engineering	0.00	113.70
	14581	01/22/2018	V60090	High Grade Gas Service, Inc	0.00	125.00
	14582	01/22/2018	V54063	HSABank	0.00	199.50
	14583	01/22/2018	E00178	Nicholas Kosloski	0.00	17.68
	14584	01/22/2018	V00039	Leonards Auto Parts Co.	0.00	6.99
	14585	01/22/2018	E00206	MacFeat, James	0.00	147.00
	14586	01/22/2018	V21005	MSC Industrial Supply Co.	0.00	718.68
	14587	01/22/2018	V60537	National Career Development Association	0.00	85.00
	14588	01/22/2018	V00536	NEAS&C	0.00	200.00
	14589	01/22/2018	V60983	OMNI Group, The	0.00	28.00
	14590	01/22/2018	V60568	Pediatric Services of America Inc	0.00	2,160.00
	14591	01/22/2018	V60864	Pullman & Comley, LLC	0.00	7,216.00
	14592	01/22/2018	V53593	ReadyRefresh by Nestle	0.00	59.89
	14593	01/22/2018	V61379	Regional School District #16	0.00	4,317.00
	14594	01/22/2018	V60234	REM Industrial Solutions	0.00	165.00
	14595	01/22/2018	V61382	Rugby	0.00	724.26
	14596	01/22/2018	V00615	Scholastic	0.00	300.10
	14597	01/22/2018	V01292	School Specialty, Inc.	0.00	3,653.93
	14598	01/22/2018	V02890	SERC	0.00	25.00
	14599	01/22/2018	V60979	Shanahan, Jim	0.00	150.00
	14600	01/22/2018	V61373	Somers Star Hardware	0.00	197.15
	14601	01/22/2018	V00024	Stanton Equipment, Inc	0.00	2,022.10
	14602	01/22/2018	V61292	State of Connecticut-Treasurer	0.00	2,250.00
	14603	01/22/2018	V60731	Supertech	0.00	155.00
	14604	01/22/2018	V60374	Tecta America New England LLC	0.00	682.37
	14605	01/22/2018	V53987	U.S. Bank Equipment Finance, Inc	0.00	2,150.80
	14606	01/22/2018	E00336	Vamvilis, Kathleen	0.00	31.38
	14607	01/22/2018	V53413	W. B. Mason Co., Inc.	0.00	655.03
	14608	01/22/2018	V60012	Week Magazine, The	0.00	522.00
	14609	01/22/2018	E00571	Wilson, Robert	0.00	2,500.00

**Somers Board of Education
General Budget Treasury Warrant**

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
Totals:					0.00	\$132,564.29

57 Checks Listed.

Somers Board of Education General Journal Register

Report # 49905
Batch: 18995
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
18995	\$132,564.29	Posted	Lbergamini	01/12/2018	Lbergamini	01/18/2018

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
January, 2018						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			125,191.55	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	125,191.55
Total Generated Distributions					\$125,191.55	\$125,191.55
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	132,564.29
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			300.10	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			854.89	0.00
	10-100-2-4-02-242-611-01-5-00165	HS - ART SUPPLIES			3,381.95	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			788.25	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			58.56	0.00
	10-100-2-4-18-242-611-01-5-00191	HS - MATH SUPPLIES			13.56	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			40.95	0.00
	10-100-2-4-30-242-611-01-5-01644	HS - SOCIAL STUDIES SUPPLIES			522.00	0.00
	10-100-2-4-46-242-611-01-5-00229	HS - SCHOOL TO CAREER SUPPLIES			135.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			2,160.00	0.00
	10-210-2-5-32-242-611-01-5-01681	SW - PBIS SUPPLIES			132.00	0.00
	10-221-1-4-50-251-580-05-5-00267	HS - TRAVEL/IN-SERVICE			160.25	0.00
	10-221-1-4-50-251-580-05-5-00269	HS - PRINCIPAL'S TRAVEL			67.00	0.00
	10-221-2-5-50-214-111-05-5-00659	SW - PROF DEVELOPMENT/CEU			25.00	0.00
	10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES			7,244.00	0.00
	10-231-1-5-74-134-580-10-5-00046	B.O.E. - TRAVEL			285.00	0.00
	10-231-1-5-74-134-590-10-5-00648	B.O.E. - COMMUNITY RELATIONS			256.50	0.00
	10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			12.00	0.00
	10-232-1-5-50-137-810-05-5-00057	CO - INSTITUTIONAL DUES			4,011.00	0.00
	10-232-1-5-72-132-530-04-5-00039	CO - POSTAGE			23.75	0.00
	10-232-1-5-72-134-540-04-5-00025	CO - ADVERTISING			1,735.33	0.00
	10-232-1-5-72-134-690-04-5-00031	CO - PETTY CASH			59.89	0.00
	10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			102.63	0.00
	10-232-1-5-72-258-690-04-5-00042	CO - OFFICE SUPPLIES			99.00	0.00
	10-232-6-5-66-830-440-04-5-00525	CO - COPIER RENTAL			537.70	0.00

Somers Board of Education General Journal Register

Report # 49905

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
18995	\$132,564.29	Posted	Lbergamini	01/12/2018	Lbergamini	01/18/2018
					537.70	0.00
					537.70	0.00
					537.70	0.00
				Yes	360.00	0.00
					2,050.00	0.00
					325.85	0.00
					130.82	0.00
					3,112.76	0.00
					150.00	0.00
					329.68	0.00
				Yes	445.60	0.00
					2,250.00	0.00
					420.88	0.00
					1,066.07	0.00
					284.79	0.00
					2,022.10	0.00
					6.94	0.00
					144.55	0.00
					6.29	0.00
					9,405.32	0.00
					12,307.59	0.00
					3,234.60	0.00
					20,356.33	0.00
					7,827.85	0.00
					137.48	0.00
					3,497.08	0.00
					213.60	0.00
					3,755.62	0.00
					240.30	0.00
				Yes	2,500.00	0.00
					199.50	0.00
					203.95	0.00
					14,395.50	0.00
					16,563.83	0.00
Total User-Entered Distributions					\$132,564.29	\$132,564.29
Total for January, 2018					\$257,755.84	\$257,755.84

Somers Board of Education General Journal Register

Report # 49905

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
18995	\$132,564.29	Posted	Lbergamini	01/12/2018	Lbergamini	01/18/2018
Grand Total for Batch # 18995					<u>\$257,755.84</u>	<u>\$257,755.84</u>

221 Transactions Listed.



2018-2019 SCHOOL CALENDAR (DRAFT)

4 Independence Day

JULY '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '19 (21)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 New Year's Day
14 M.L. King Jr. Day

27 Staff Convocation
28 PD
29 SCHOOLS OPEN

AUGUST '18 (3)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY '19 (18)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 President's Day
19 No School - PD

3 Labor Day

SEPTEMBER '18 (19)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH '19 (20)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 K-5 Early Release
15 K-5 Early Release
29 No School - PD

4 9-12 Early Release
8 Columbus Day – No School
26 PD – No School

OCTOBER '18 (21)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '19 (16)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8 - 12 April Recess
19 Good Friday

28 6-8 Early Release
29 6-8 Early Release
14 K-5 Early Release
15 K-5 Early Release
16 K-5 Early Release
21 Early Release
22-23 Thanksgiving Recess

NOVEMBER '18 (20)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '19 (22)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Memorial Day

7 PD – No School
24-31 Holiday Recess

DECEMBER '18 (14)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '19 (6)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8 SCHOOLS CLOSING—
Early Release
11 PD

Tentative last day of school depending on weather related school closures.

Total School Days 180
Approved

FIELD TRIP REQUEST

School: Somers High School Date: December 18, 2017

Requested by: Philip Goduti Department: Social Studies

Destination: Washington, DC Date of trip: May 19-May 21, 2018

Departure time: 5:30 AM (5/19) Approximate time of return: 10:00PM (5/21)

Number of students involved: 40 Number of chaperones: 5

Type of transportation: Coach Bus

Expense to students: \$648.00

Expense to school system: 0

Written Objectives/Relationship to curriculum:

Students will take a trip to Washington, DC as part of the AP US History curriculum. Highlights of the tour include the Capitol, all the major monuments, Arlington National Cemetery, National Archives, Ford's Theatre and several Smithsonian museums. There will be an effort made to get into a White House tour, which we have done two other times on this trip. This trip is attached to the Documentary Film Project, which students are completing in the last month of the school year. Please see Atlas for an outline of the assignment.

Comments:

TRIP LOG

Approved by: _____
(Signature of Principal)



(To be completed and verified by trip chaperone
and returned to Accounting Supervisor, Central Office)

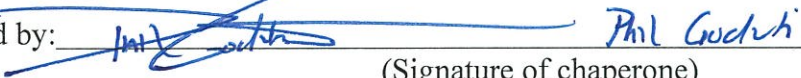
Actual departure time: 5:30 AM 5/19/18

Actual time of return: 10:00 pm 5/21/18

Total time of trip (hours/minutes): Approx 3 Days

Bus number(s): Coach Bus will be provided by Touring Company

Driver name(s): _____

Verified by: 
(Signature of chaperone)

CENTRAL OFFICE USE ONLY

(For overnight and private vehicle requests only)

Approved _____ Disapproved _____

Superintendent or Designee's Signature Date

Copy: Accounting Supervisor (Superintendent if overnight/private vehicle request) after
Principal's approval.

Copy: Accounting Supervisor (after completion of trip log)

Copy: Principal's copy

FIELD TRIP PERMISSION FORM

COST: \$ 670.00 Payable to School Tours of America

Date of Trip: 5/19/18-5/21/18 Destination: Washington, DC
 Time of Departure: 5:30AM (5/19) Place of Departure: Somers High School
 Time of Return: 10:00PM (5/21) Place of Return: Somers High School
 The Group will be traveling by: Bus

(Bus/Foot/Car)

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

Activities: *Students will take a trip to Washington, DC as part of the AP US History curriculum. Highlights of the tour include the Capitol, all the major monuments, Arlington National Cemetery, National Archives, Ford's Theatre and several Smithsonian museums..*

Parent Comment/Concerns: _____

Supervising Teacher(s): Philip Goduti



 Date of Trip: _____ Destination: _____

Parent/guardian contact information:

Home: _____ Work: _____ Cell: _____

Alternate contact and phone number: _____

List any known allergic reactions: _____

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

If yes, what is that medication: _____

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

Insurance Company: _____ Policy Number: _____

Family Doctor: _____ Phone number: _____

Name any other medical concerns: _____

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

 Student's Name

 Parent/Guardian Signature

 Date

 Teacher

 School/Grade

Everything is Included



Quality hotels



Private security



Meals



Transportation



Licensed guides



Admissions



Medical insurance



MyTourFund.com

IMPORTANT TOUR INFORMATION

Washington DC Tour

Trip #: 8736

Tour Director: Philip Goduti

Contact Details: phil.goduti@somers.k12.ct.us

Departing: 05/19/18

Returning: 05/21/18

Tour Price:

Register NOW! Space is limited and available on a first come first served basis. Prices are based on 35 full-paying travelers.

Inclusive Student Price
(Based on 4+ to a room)

\$648.00

Inclusive Adult Price
(Based on 2 to a room)

\$748.00

Payment Plans:

Send monthly payments utilizing our payment coupons. (Incurs a \$4 handling charge per payment.)

-OR-

Utilize the power of crowd-funding with MyTourFund.com where 100% of the funds raised are applied to your trip cost.

Final Payment is due: 03/10/18

Reserve your spot today!

Registration Deadline: 01/31/18

Deposit Amount: \$200.00

Your deposit is applied to the total trip cost.

Have questions?

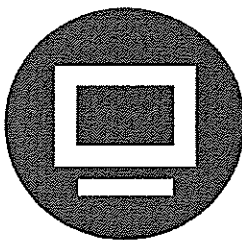
Learn more at our informational meeting. Details to follow.

*The above pricing is all-inclusive unless specified in enclosed materials.

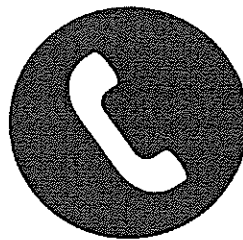


Detach at perforation and mail.

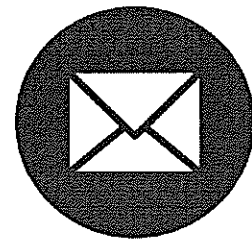
3 WAYS TO RESERVE YOUR SPOT TODAY:



Select "Register" in the top right corner of the home page:
SchoolToursOfAmerica.com



Fax your Registration Form to:
713-973-1223



Mail your Registration Form and Deposit in the envelope provided

SECURE YOUR PAYMENTS WITH A PLAN YOU CAN TRUST.

We created the **Payment Protection Program (PPP)** because we understand that things happen: the flu spreads, family emergencies arise, jobs change, and sometimes your team makes it to the playoffs. With the Payment Protection Program, we've got your back.



PROTECTION - Protect your investment and receive a *Full Refund should you or your group need to cancel anytime prior to departure.



PEACE OF MIND - Your payments are covered from the moment you register. Return travel expenses are covered for family emergencies.



SIMPLICITY - To enroll AGREE to the PPP at the bottom of the registration form. You can also include the PPP in your payment schedule.

*For details see Terms and Conditions at www.SchoolToursOfAmerica.com/terms-conditions.html

EARN YOUR TRIP PRICE USING MYTOURFUND.COM



LOG IN

After registering for your trip, you are eligible for a free MyTourFund account.

LOVE IT

Personalize your page with pictures, video and your own unique message.

LAUNCH IT

Share your page with friends and family via social media and email.

Have questions? Call: 866-543-9625 or Visit: www.SchoolToursOfAmerica.com

Trip Date: 05/19/18-05/21/18 For: Somers High School

Trip #: 8736

SCHOOL TOURS OF AMERICA TRIP REGISTRATION FORM

Registration Type: Student Adult Chaperone Date of Birth: ___ / ___ / ___ Male Female

Registrant Full Legal Name: _____

Parent/Guardian Name: _____ (First) (Middle) (Last)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ - _____ Parent Work Phone: (_____) _____ - _____

Email: _____

Enclosed is my check payable to School Tours of America, LLC.

Pay by credit card: (Please Choose) Visa MasterCard Discover Amex

Credit Card #: _____ Exp.: ___ / ___ Sec. Code: _____

Cardholder Name (print): _____

Cardholder Signature: _____

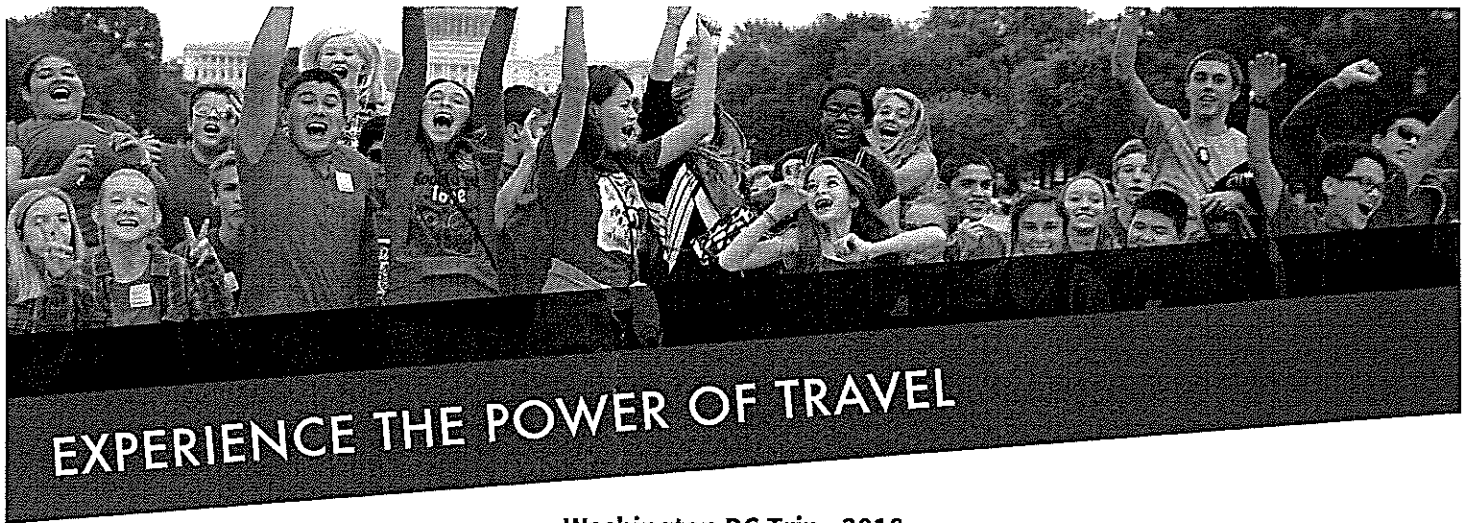
Parent/Guardian Signature: _____

Please Select: I AGREE to protect my payments with the Payment Protection Program (recommended). I agree to the Terms and Conditions as outlined in the enclosed brochure.

I DECLINE to protect my payments with the Payment Protection Program, understanding that I may lose my money if the trip is canceled for any reason. I agree to the Terms and Conditions as outlined in the enclosed brochure.

T-Shirt: \$18.95
 Youth L
 Adult
 S M L
 XL XXL

Amount I am paying today:
 \$ _____
 Trip Deposit:
 \$200.00
 This payment is applied to trip price.



Washington DC Trip - 2018

To: Students and Parents of Somers High School,

I am excited to announce that Somers High School students are traveling to Washington, DC, to engage in history and government firsthand. This learning program is a once in a lifetime opportunity for your child to experience the power of travel!

Throughout our experiential journey, students **will**:

- Visit historic landmarks including the Lincoln Memorial, Capitol Hill & Mt. Vernon
- Learn about our heroes and the sacrifices they made while visiting Arlington National Cemetery and all of the Monuments and Memorials around DC
- Gain a deeper understanding of our history and government, the consequences of choices, and how those continue to shape America's future

I have chosen School Tours of America as our travel planner due to their decades of experience, outstanding safety record, and exceptional customer service. Our tour is non-school sponsored. I will lead our group, along with other chaperones as needed. In addition, representatives from School Tours of America will be available throughout our entire trip.

Space is limited. Register online now at SchoolToursOfAmerica.com, or complete the enclosed registration.

Philip Goduti

Tour Director

phil.goduti@somers.k12.ct.us



www.SchoolToursOfAmerica.com
Phone: 866.543.9625

8736 /LC /18

AP United States History Documentary History Project

Assignment: In groups of two to four, students will create a documentary on a topic in United States history. This documentary will be created using iMovie on an iPod, iPad (2 or later) or iPhone (4 or later). The documentary will be at least five minutes in length and incorporate various methods of media, such as music, movies, photos and interviews.

Each group will take their topic in United States History and demonstrate the issues and problems each faced in United States History. You will use books, the internet, and **interview** at least one teacher or relative to help describe these issues. You should video record these individuals (with their permission), if you plan to use them in the documentary.

Assessment: You will be assessed on the 3 stages of design and development as well as the documentary itself. Below are the different stages as well as due dates for each step in this project. ***LATE: If you are late with any of these assignments you will lose 5 points per day late (including weekends) for the group.***

Stage 1. Outline: This stage of the project will include an outline of the topic you will be presenting and how you plan to present it. This part of the process should explain how you plan to present the project. This must a complete outline of the topic and cover ALL that you plan to do in the project. I will grade it according to detail and care in which you put it together. I will not accept a handwritten outline. **(25 Points)**

Stage 2. Research / Works Cited: This stage of the project should explain and show all of your sources that help explain the issues that were prevalent in the period you are researching. Your sources should include at least one book that explains the period. At this point, you will present your interview of a teacher or relative. You are required to hand in the questions you asked them. You should especially list what primary sources you plan to use in your project. I recommend using music, movies, newspapers, or any other popular form. The goal is to demonstrate how these sources help us see the period as it was. ***Must be typed and follow the proper guidelines according to the MLA style of citations. (25 Points)***

Stage 3. Filming and Editing: At this stage you will film your documentary. We will work on this in class. ***In addition to the work in class, you will also take pictures of artifacts, artwork or other source material on our trip to Washington, DC in May to include in your film. If you cannot make the trip, someone from your group will be able to do it. If none of you are going on the trip you will be exempt from this part of the assignment.*** You may use your own device with iMovie on it or you can be assigned a device from the school. All of your work must be done on the same device. Once complete, you will export your movie to me and we will view them in class.

Documentary: You must hand in an iMovie file as your final project. We will watch those films as a class. **(50 Points)**

List of Topics

World War II	Native American Rights
The Cold War 1945-1989	Liberalism v. Conservatism
The Civil Rights Movement 1950s & 1960s	The Supreme Court from 1945
The Vietnam War 1954-1975	Music and Pop Culture in a decade (1950s to now)
The Sixties Social Movements	Fashion Trends since the 1950s
The American Presidency Since 1945	Feminism and Women's Rights

FIELD TRIP REQUEST

School: Somers High School Date: 1/8/18

Requested by: Suzy Williams Department: Social Work

Destination: Silver Lake Conference Center Date of trip: 3/16 - 3/18/18

Departure time: 8am 3/16/18 Approximate time of return: 2pm 3/18/18

Number of students involved: 24 Number of chaperones: 3

Type of transportation: Bus

Expense to students: \$140

Expense to school system: \$0

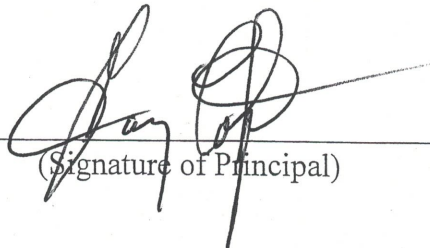
Written Objectives/Relationship to curriculum:

SSS is a leadership group within the high school. The retreat is designed to give the students training to develop leadership skills. The focus will be on emotional regulation + conflict resolution skills.

Comments:

TRIP LOG

Approved by: _____


(Signature of Principal)

(To be completed and verified by trip chaperone
and returned to Accounting Supervisor, Central Office)

Actual departure time: 8am 3/16

Actual time of return: 2:30 pm 3/18

Total time of trip (hours/minutes): 2 hrs each way

Bus number(s): _____

Driver name(s): _____

Verified by: [Signature]
(Signature of chaperone)

CENTRAL OFFICE USE ONLY

(For overnight and private vehicle requests only)

Approved _____ Disapproved _____

Superintendent or Designee's Signature Date

Copy: Accounting Supervisor (Superintendent if overnight/private vehicle request) after
Principal's approval.

Copy: Accounting Supervisor (after completion of trip log)

Copy: Principal's copy

FIELD TRIP PERMISSION FORM

Date of Trip: 3/16/18 - 3/18/18 Destination: Silver Lake Conference Center
 Time of Departure: 8am 3/16/18 Place of Departure: SHS
 Time of Return: 2:30pm 3/18/18 Place of Return: SHS
 The Group will be traveling by: Bus
 (Bus/Foot/Car)

Lunch ___ will ___ will not be provided.

Activities: Low ropes team building activities, training specific to leadership skills

Parent Comment/Concerns: _____

Supervising Teacher(s): Suzy Williams, Sarah Burda, Evan Weicik
 Cost of trip is \$140 due by March 1st. If the cost is an issue please contact me at: Suzy.Williams@Somers.K12.ct.us

Date of Trip: 3/16/18 - 3/18/18 Destination: Silver Lake Conference Center

Parent/guardian contact information:

Home: _____ Work: _____ Cell: _____

Alternate contact and phone number: _____

List any known allergic reactions: _____

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

If yes, what is that medication: _____

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

Insurance Company: _____ Policy Number: _____

Family Doctor: _____ Phone number: _____

Name any other medical concerns: _____

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

Student's Name _____

Parent/Guardian Signature _____ Date _____

Teacher _____

School/Grade _____

* Please fill in all information *

Students *(one sentence deleted; 3 additional legal references)*

Attendance/Excuses/Dismissal

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions (related to chronic absenteeism)

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

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education. ~~or an in-school suspension that is greater than or equal to one half of a school day~~ pursuant to C.G.S. 10-198b.

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

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

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - 1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
 - 2. Student's observance of a religious holiday;
 - 3. Death in the student's family or other emergency beyond the control of the student's family;
 - 4. Mandated court appearances (documentation required);
 - 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 - 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

- C. A student's absence from school shall be considered unexcused unless:
 - 1. The absence meets the definition of an excused absence and meets the documentation requirements; or
 - 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

~~Attendance/Excuses/Dismissal~~

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed in

the same number of days they were absent. With extended illness, with medical documentation, a makeup schedule will be developed with teachers and parent(s) approved by the administration.

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section [27-103](#), and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible to obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Chronic Absenteeism

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

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

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

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations

for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available.

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

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

(cf. 5142 - Student Safety)

(cf. [5113.2](#) - Truancy)

(cf. 6113 - Released Time)

Legal Reference Connecticut General Statutes

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

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

[10-185](#) Penalty

[10-198a](#) Policies and procedures concerning truants (as amended by PA11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)

[10-198b](#) State Board of Education to define “excused absence,” “unexcused absence,” and “disciplinary absence”

[10-198c](#) Attendance review teams

[10-198d](#) Chronic absenteeism (as amended by PA 17-14)

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

~~PA 15-225 An Act Concerning Chronic Absenteeism~~

[10-199](#) through [10-202](#) Attendance, truancy - in general

[PA 17-14 An Act Implementing the Recommendations of the
Department of Education](#)

Action taken by State Board of Education on January 2, 2008, to define
"attendance." Revised

Action taken by State Board of Education on June 27, 2012, to define
"excused" and "unexcused" absences.

Adopted: March 10, 1986

Revised: July 11, 1988

Revised: September 13, 1993

June 28, 1999

July 9, 2009

September 9, 2013

March 9, 2015

November 9, 2015

February 13, 2017

Personnel -- Certified/Non-Certified

Employment/Reference Checks

The Board of Education (Board) believes that it is critical that references on an application be checked prior to an offer of employment. Also, in order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Requirements for Applicants

The Superintendent of Schools shall not offer employment to an applicant for a position, including any position which is contracted for, if such applicant would have direct student contact, prior to the Board requiring of such applicant to provide:

1. Contact information for current and former employers if they were education employers or the employment otherwise involved contact with children. The contact information must include the name, address and telephone number of each current or former employer.
2. Written authorization that consents to and authorizes such former employers to disclose information and related records about him or her that is requested on the State Department of Education (SDE) designated standardized form that interviewing employers send. The authorization also must consent to and authorize SDE to disclose information and related records to the District upon request and release such former employees and the SDE from any liability that may arise as a result of such disclosure or release.

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty (20) years prior to applying for a position with the Board of Education, governing council of a state or local charter school or inter-district magnet school operator.

3. To provide a written statement of whether he or she:
 - a. was the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
 - b. was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (DCF), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated by DCF of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or
 - c. has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered one while an allegation of abuse or neglect was pending or under investigation by DCF, or an investigation of sexual misconduct was pending or under investigation, or because an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct.

Reference Checking Procedures

The District shall conduct a review of the applicant's employment history by contacting those employers listed in the required information provided by the applicant. Such review shall be conducted using the SDE form that requests:

1. the dates of employment of the applicant;
2. a statement as to whether the employer has knowledge that the applicant was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency or municipal police department or which has been substantiated; was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct.

Such review may be conducted by telephone or through written communication, not later than five business days after any such current or former employer of the applicant receives a request for such information, and responds with such information. The Board

may request more information concerning any response made by a current or former employer. Such employer shall respond not later than five business days after receiving such request; and

The District shall also request information from SDE concerning:

1. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit;
2. whether SDE has knowledge that a finding has been substantiated by the Department of Children and Families of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding;
3. whether SDE has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

The Superintendent of Schools shall notify SDE if it receives information that an applicant for a position with the District or a current employee has been disciplined for a finding of abuse or neglect or sexual misconduct.

The Superintendent of Schools will not employ an applicant for a position involving direct student contact who does not comply with the provisions of this policy.

Temporary Hires

The Board may employ or contract with an applicant on a temporary basis for a period not to exceed ninety days, pending the Board's review of the required and submitted applicant information provided:

1. The applicant has submitted to the District the three required disclosures;
2. The Board, has no knowledge of information pertaining to the applicant that would disqualify him/her from employment; and
3. The applicant affirms that he or she is not disqualified from employment with the Board.

Employment Agreements

The Board shall not enter into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;

2. Affects the ability of the local or regional Board of Education, council or operator to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
3. Requires the Board, to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the Board, unless after investigation such allegation is dismissed or found to be false.

Substitute Teachers

The Superintendent of Schools or his designee shall only hire applicants for substitute teaching positions who comply with this policy and who fulfill the disclosure requirements and after requesting information from the applicant's prior employers and SDE. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The Board shall hire only substitutes who are on such list.

Approved substitutes shall remain on such list as long as he or she is continuously employed by the Board as a substitute teacher, provided the Board does not have any knowledge of a reason that such person should be removed from the list.

Contractors and Their Employees

In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to the contractor all information required of any applicant for a position in the district as previously described in this policy. The contractor shall contact any current or former employer of such employee that was a Board of Education, council or operator or if such employment caused the employee to have contact with children, and request, either by telephone or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee.

Such employer shall report to the contractor any such finding, either by telephone or through written communication. If the contractor receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, immediately forward such information to the Board of Education with which the contractor is under contract, either by telephone or through written communication.

Any Board of Education that receives such information shall determine whether such employee may work in a position involving direct student contact at any school under the Board's jurisdiction. No determination by a Board of Education that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

Falsification of Records/Information

Any applicant who knowingly provides false information or knowingly fails to disclose information required by this policy in compliance with applicable statutes shall be subject to discipline by the Board. Such discipline may include denial of employment, or termination of the contract of a certified employee.

It is understood that any employer and SDE who provide information to the Board and in accordance with this policy shall be immune from criminal and civil liability, provided the employer or SDE did not knowingly supply false information.

Communication

The District, as required, shall communicate with other education employers and also between an education employer and SDE, about findings of abuse or sexual misconduct by applicants or employees. The Board will notify SDE when it receives information that applicants or employees have been disciplined for a finding of abuse or sexual misconduct. In addition, the Board will provide, upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of an education employer or a contractor's employee.

Definitions

"Sexual misconduct" means any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student;

"Abuse of a child or youth" is defined as (a) inflicting physical injury or non-accidental injuries; (b) inflicting injuries that do not match the story associated with their origin; or (c) maltreatment, including malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment; and

"Neglect of a child or youth" is defined as (a) abandonment; (b) denial of proper care and attention physically, educationally, emotionally, or morally; or (c) allowing the child to live under conditions, circumstances, or associations injurious to the child's well-being.

"Abuse and neglect" also includes sexual assault as defined in the statutes. (C.G.S. [46b-120](#), and includes any violation of section [53a-70](#), [53a-70a](#), [53a-71](#), [53a-72a](#), [53a-72b](#) or [53a-73a](#)).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty (20) years prior to applying for a position with the Board of Education, governing council of a state or local charter school or inter-district magnet school operator.

Offer of Employment

Prior to offering employment to an applicant, the Superintendent of Schools shall make a documented good faith effort to contact each current and any former employer that was a Board of Education, council or operator or if such employment otherwise caused the applicant to have contact with children of the applicant in order to obtain information and recommendations which may be relevant to the applicant's fitness for employment, provided such effort shall not be construed to require more than three telephone requests made on three separate days.

The Board shall not offer employment to any applicant who had any previous employment contract terminated by a Board, council or operator or who resigned from such employment, if such person has been convicted of abuse or neglect or sexual misconduct.

(cf. [4112.5](#) - Security Check/Fingerprinting)

(cf. [4121](#) - Substitute Teachers)

Legal References: Connecticut General Statutes

[1](#)-200 through [1](#)-241 of the Freedom of Information Act.

[5](#)-193 through [5](#)-269 -State Personnel Act

[10](#)-151c Records of teacher performance and evaluation not public records.

[10](#)-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67) and [PA 17-220](#)

[10](#)-222c Hiring policy. (as amended by PA 16-67)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93 568, codified at 20 U.S.C. 1232g)

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

PA 16-67 An Act Concerning the Disclosure of Certain Educational Personnel Records **and PA 17-220**

Adopted: October 27, 2008

Revised: February 13, 2017

STUDENTS

Student Records; Confidentiality

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA, as amended and its implementing regulations, and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

For the purposes of this policy:

“Parent” means a natural parent, an adopted parent, or legal guardian. If parents are divorced or legally separated the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the pupil. A parent who is incarcerated is also entitled to knowledge of and access to all educational, medical or similar records maintained in the cumulative record of any minor student of such incarcerated parent except in situations (1) where such information is considered privileged as defined in C.G.S. 10-154a, (2) such incarcerated parent has been convicted of sexual assault, or aggravated sexual assault, or (3) such incarcerated parent is prohibited pursuant to a court order.

“Student” means an individual who is or has been “in attendance” in person at an educational agency or institution for whom education records are maintained. It also includes those situations in which students “attend” classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.

“Student Record” means any item of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties whether recorded in handwriting, print, computer media, video or audiotapes, film, microfilm, microfiche or other means. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purpose of a review by a second party is considered a pupil record. Records that pertain to an individual’s previous attendance as a student are “education records” under FERPA regardless of when they were created or received within the school system. A student record shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. Records of the law enforcement unit of the District or school are not considered student records.

“Substitute” means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

“School Official” means a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel.

“Authorized Representative” means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct with respect to Federal or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

“Education Program” means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

“Early Childhood Education Program” means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children’s cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

“Directory Information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent’s name and/or e-mail address, student’s name, address, telephone number, date

and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student's social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student's ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the District:

1. Informing parents of their rights annually.
2. Permitting parents to inspect and review educational records, including at least, a statement of the procedure to be followed by a parent or an eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student's educational records without the prior written consent of the student's parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are "school officials" and what the school considers to be a "legitimate educational interest" and a specification of the personally identifiable information to be designated as directory information.
4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.

5. Providing a parent with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing, and permitting the parent or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of pupil records.
8. Enumerating and describing the pupil records maintained by the District.
9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Ensuring the orderly retention and disposition, per applicable state statutes, of the District's student records.
11. Notifying parents of secondary school students that it is required to release the student's name address and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the District not release this information, and the District will comply with the request.
12. Notifying parents annually of the District's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Legal Reference: Connecticut General Statutes

[1-19\(b\)\(11\)](#) Access to public records. Exempt records.

[7-109](#) Destruction of documents.

[10-15b](#) Access of parent or guardians to student's records [\(as amended by PA 17-68, Section 4\)](#)

[10-154a](#) Professional communications between teacher or nurse & student.

[10-209](#) Records not to be public.

[10-221b](#) Boards of education to establish written uniform policy re: treatment of recruiters.

[11-8a](#) Retention, destruction and transfer of documents

[11-8b](#) Transfer or disposal of public records. State Library Board to adopt regulations.

[46b-56](#) (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

PL 107-110 “No Child Left Behind Act of 2001” Sections 5208 and

9528

Adopted: May 27, 1980

Revised: April 12, 1982

Revised: July 13, 2009

Revised: June 25, 2012

Revised: August 28, 2017

DBS CODE 5113.2

STUDENTS (mandated changes....)

Elementary and Secondary - Attendance:

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

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

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

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

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

Absence" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education ~~or an in-school suspension that is greater than or equal to one-half of a school day.~~ [pursuant to C.G.S. 10-198b.](#)

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

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

Remediation of Truancy

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

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication, which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Identify a student as "chronically absent" when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.
8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
9. Provide coordination of services and refer "truants" to community agencies, which provide family services.

Chronic Absenteeism

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

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

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

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

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available.

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

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

Legal Reference: Connecticut General Statutes

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

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

10-198b State Board of Education to define “excused absence”,
“unexcused absence”, and “disciplinary absences”

10-198c Attendance review teams (as amended by PA 17-14

10-198d Chronic absenteeism

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

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

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

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

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

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

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

~~PA 15-225 An Act Concerning Chronic Absenteeism.~~

Cross Reference: DBS CODE: [5113](#)

Adopted: July 1, 1991

Revised: June 8, 2009

January 11, 2016

January 9, 2017