Somers Board of Education Regular Meeting
Monday, November 23, 2026 7:00 PM
Somers Board of Education Chambers, 1 Vision Boulevard, Somers, CT 06071

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES**
    1. Approval of the November 9, 2026 BOE Meeting Minutes 3
       The Board to review and approve the minutes from the November 9, 2026 Board meeting.
4. **ADMINISTRATIVE REPORTS**
    1. Superintendent Update (Include Veterans Day Report)
    2. SHS Student Representatives
    3. 2027 Washington D.C. Trip 8
       The Board to approve the 2027 Washington, D.C. trip as presented by Dr. Philip Goduti.
    4. SBAC & NGSS Data Report Presentation
       Principals from the three schools will present their data results to the Board.
5. **OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**
6. **CONSENT AGENDA**
    1. Warrant of November 23, 2026 10
       The Board to review and consent to the warrant of November 23, 2026.
    2. 2nd Posting DBS Code 1140 - Budget/Referendum Materials 14
    3. 2nd Posting DBS Code 3100 - Board Budget Procedures and Line-Item Transfers 16
    4. 2nd Posting DBS Code 3260 - Disposal of Obsolete or Surplus Equipment Materials 19
    5. 2nd Postings of Policies to be Deleted: 20
       DBS Code 3110 - Budget Planning (2018)
       DBS Code 3111 - Budget Fiscal Year (1998)
       DBS Code 3112 - Budget Calendar (2018)
       DBS Code 3113 - Determination of Budget Priorities
       DBS Code 3160 - Transfer of Funds Between Categories; Amendments
       DBS Code 3170 - Budget Administration (2009)
       DBS Code 3260 - Sale & Disposal of Books, Equipment and Supplies (2009)
       DBS Code 3430 - Periodic Financial Reports (2018)
       DBS Code 3430.1 - Periodic Financial Reports/Mandated Reports
       DBS Code 3432 - Budget and Expense Report/Annual Financial Statement (2014)
       DBS Code 3434 - Periodic Audit
7. **OLD BUSINESS**
8. **NEW BUSINESS**
    1. DBS Code 9321.1 - Meetings 33
       The Board will discuss possible changes in the dates and times of BOE meetings.
    2. 1st Posting DBS Code 5114 - Suspension & Expulsion 34
    3. 1st Posting DBS Code 5142 - School Safety 56
9. **COMMITTEE REPORTS**
    1. Curriculum
    2. Policy
    3. Planning/Finance
    4. Salary & Negotiations
    5. Building
10. **CIP/CREC/SEF**
11. **ADVANCE CALENDAR**

12. **AUDIENCE TO CITIZENS/STAFF/STUDENTS**
13. **ADJOURNMENT**

Somers Board of Education Regular Meeting
Somers Board of Education Chambers
Monday, November 9, 2026
7:00 PM

(The recorded livestream may be viewed on SPS' YouTube channel on the school website)

Present BOE Members: Mike Briggs, Dr. Sharon Goulet, Anne Kirkpatrick, Shane Manning, Kim Radziewicz, Derek Zelek

Absent BOE Members: Dr. Ed DePeau, JT Galloway, Gina Olearczyk

Others: Dr. Sam Galloway, Julie Hinkley

1. **CALL TO ORDER**

   The regular Board of Education meeting was called to order by Chair Briggs at 7:00 p.m. in the Board of Education Chambers.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF MINUTES**

   3.1. Approval of the October 26, 2026 Meeting Minutes

   Rationale: The Board to review and approve the minutes from the October 26, 2026 Board meeting.

   Motion to approve minutes from October 26, 2026 Meeting. This motion, made by Kim Radziewicz and seconded by Shane Manning, Carried. **Yea: 6, Nay: 0, Absent: 3 (Dr. Ed DePeau, JT Galloway, Gina Olearczyk)**

4. **ADMINISTRATIVE REPORTS**

   4.1. Superintendent Update

   Superintendent Galloway provided an update to the Board. The transportation RFP was posted on the district website and Instagram on 10/30/26 and emailed to vendors. Approximately 40 questions were submitted by the 11/6/26 deadline. A consolidated Q&A document is being prepared for publication by 4:00 p.m. on 11/13/26. Final proposals are due to the Business Office by 2:00 p.m. on 11/23/26.

   An athletics update included recognition of the MBA girls' cross-country team for winning the NCCC Championship and the boys' team for placing third. Superintendent Galloway highlighted the significant growth of the girls' field hockey program under Coach Tim Percoski, along with the middle school team's recent championship victory. Board Member Kim Radziewicz noted that just three years ago, the middle school team struggled to field enough players.

Discussion emphasized the importance of sustaining athletic programs through challenging seasons and developing strong feeder programs.

4.2. Monthly Budget Report

Rationale: Stephanie Levin, Director of Business Services, will update the Board on the monthly budget report.

Discussion: Superintendent Galloway presented the monthly budget report on behalf of Ms. Stephanie Levin. A budget adjustment of $291,800 was made from salaries to administrative overhead to reflect the district's use of ESS for substitute staffing. This arrangement relieves the district of certain costs associated with workers' compensation, sick leave, and unemployment while expanding the available substitute pool.

A vacant Business Education position will be filled by a long-term substitute who previously interned at SHS. Two positions remain vacant in custodial and maintenance services. A new groundskeeper began work this month.

A potential midyear out-of-district placement could impact tuition expenditures.

Ms. Jessica Wood will continue to assess staff and student equipment replacement needs. The Board previously approved $45,000 in equipment upgrades related to cybersecurity and insurance requirements.

5. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

Motion to add item 8.5 regarding coaching evaluations. This motion, made by Anne Kirkpatrick and seconded by Kim Radziewicz, Carried. **Yea: 6, Nay: 0, Absent: 3 (Dr. Ed DePeau, JT Galloway, Gina Olearczyk)**

6. CONSENT AGENDA

Motion to approve Consent Agenda. This motion, made by Anne Kirkpatrick and seconded by Sharon Goulet, Carried. **Yea: 6, Nay: 0, Absent: 3 (Dr. Ed DePeau, JT Galloway, Gina Olearczyk)**

6.1. Warrant of November 2, 2026

Rationale: The Board to review and consent to the warrant of November 2, 2026.

6.2. Warrant of November 9, 2026

Rationale: The Board to review and consent to the warrant of November 9, 2026.

6.3. 2nd Posting of CIP Projects

Rationale: The Board to approve to move projects to CIP.

6.4. 2nd Posting 2027 BOE Meeting Schedule

6.5. Retirement

Rationale: Katherine Stutz, MBA Paraeducator, will retire at the end of the 2026-2027 school year after 8 years of service at SPS.

7. OLD BUSINESS

8. NEW BUSINESS

8.1. 1st Posting DBS Code 1140 - Budget/Referendum Materials

8.2. 1st Posting DBS Code 3100 - Board Budget Procedures and Line-Item Transfers

8.3. 1st Posting DBS Code 3260 - Disposal of Obsolete or Surplus Equipment Materials

8.4. 1st Postings of Policies to be Deleted:
DBS Code 3260 - Sale & Disposal of Books, Equipment and Supplies (2009)
DBS Code 3110 - Budget Planning (2018)
DBS Code 3111 - Budget Fiscal Year (1998)
DBS Code 3112 - Budget Calendar (2018)
DBS Code 3113 - Determination of Budget Priorities
DBS Code 3160 - Transfer of Funds Between Categories; Amendments
DBS Code 3170 - Budget Administration (2009)
DBS Code 3430 - Periodic Financial Reports (2018)
DBS Code 3430.1 - Periodic Financial Reports/Mandated Reports
DBS Code 3432 - Budget & Expense Report/Annual Financial Statement (2014)
DBS Code 3434 - Periodic Audit

8.5. Coaching Evaluation Process

Rationale: The Board to discuss the current evaluation process for athletic coaches.

Discussion: The Board discussed the frequency, criteria, and process for evaluating athletic coaches, including professional conduct and how student and parent concerns are addressed. Superintendent Galloway reported that coaches, including JV and assistant coaches, are formally evaluated annually by athletic and school administration using 25 performance indicators. Coaches are marked as Above Satisfactory, Satisfactory, or Needs Improvement based on these indicators. Evaluations are informed by administrative observations and feedback received from students and parents, although no formal student feedback process is in place. Board members discussed the importance of addressing both positive experiences and concerns, fostering a supportive athletic environment, and recognizing the impact coaches have on student-athletes at all levels.

9. COMMITTEE REPORTS

9.1. Curriculum

The next meeting will be held on 11/18/26 at 5:30 p.m.

9.2. Policy

The committee met on 11/9/26 and will meet again in December. A potential change to the start times of regular Board and committee meetings will be brought to the full Board for discussion.

9.3. Planning/Finance

The Budget committee will meet before 12/4/26. A preliminary budget will be available by 11/19/26.

9.4. Salary & Negotiations

The committee is waiting to ratify the teachers' contract.

9.5. Building

The project contract and plan have not yet been approved for the SES HVAC project. Builders risk insurance remains a hurdle, as coverage cannot be secured without an approved plan. Alternative insurance options are being explored. The next project meeting is scheduled for 11/17/26.

10. CIP/CREC/SEF

The next CIP meeting is scheduled for 11/12/26. No CREC updates were reported. SEF recently reviewed grants totaling $21,911. The Board recognized the foundation's commitment to aligning grant awards with its mission and vision.

11. ADVANCE CALENDAR

The Advance Calendar was reviewed. The following events were highlighted:

- 11/10/26: PTO Meeting; Girls' Field Hockey vs. Northwest Catholic
- 11/11/26: Veterans Day Assemblies: SES at 9:30 a.m.; MBA/SHS at 10:00 a.m.
- 11/12/26: POPs Concert at SHS
- 11/19/26: NHS Induction Ceremony at SHS
- 11/20/26-11/21/26: CABE Convention at Mystic Marriott
- 11/25/26: Early Release
- 11/26/26-11/27/26: Thanksgiving Break
- 12/09/26: MBS Winter Concert - Grade 6 at 6:30 p.m.; Grades 7-8 at 7:30 p.m. (Snow Date: 12/16/26)
- 12/14/26: BOE Photo
- 12/23/26: Early Release

12. AUDIENCE TO CITIZENS/STAFF/STUDENTS

Community member Julie Hinkley noted that other districts use anonymous surveys to gather feedback from student-athletes and parents about their athletic program experiences.

13. ADJOURNMENT

Motion to adjourn the meeting at 7:29 p.m. This motion, made by Shane Manning and seconded by Derek Zelek, Carried. **Yea: 6, Nay: 0, Absent: 3 (Dr. Ed DePeau, JT Galloway, Gina Olearczyk)**

_____

Dr. Sharon Goulet, BOE Secretary Date

Jenna McDermott, BOE Recording Secretary

Field Trip Request Form (Admin Reg: 6153)

*All overnight/international field trips are subject to Superintendent & BOE Approval

Today's Date:	Destination:	Date(s) of the Field Trip:
11/11/26	Washington, DC	3/18/27 to 3/20/27 Departure Time: 5:30AM Returning Time: 10:30PM

Requested By:	Type(s) of Transportation:
Philip Goduti	Coach Bus

Is this an international trip?	Is this an overnight trip?	Number of Students Attending:	Number of Chaperones Attending:	Expense to the Students:
☐ Yes ☒ No Company:	☒ Yes ☐ No	44	6	Approx. $500.00

How many field trips has this class/group/department had this year?	What student(s) will be attending (grade level, course/content areas):	Expense to the District:
1 trip to Boston	11 Grade UCONN / ECE US History	0

Please provide a short description of the trip along with the curriculum/content/course(s)/club(s) this trip supports. What educational activity/assessment will come from this trip?

Students will take a trip to Washington, DC as part of the UCONN ECE 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 three other times on this trip. This trip will be connected to a culminating project on events that have shaped the United States.

CT:HS:1: INQ 9–12.1 Explain how a question reflects an enduring issue in the field.
CT:HS:1 INQ 9–12.5 Determine the kinds of sources that will be helpful in answering compelling and supporting questions, taking into consideration multiple points of view represented in the sources, the types of sources available, and the potential uses of the sources.

Principal's Signature	Meek	Date: 11/12/26
Director of Curriculum's Signature		Date: 11/12/26
Superintendent's Signature	Dina M. Seneca	Date: 11/12/26

Central Office Use Only

BOE Approval Needed? YES NO
Business Office Notified? YES N/A

BOE Meeting Date: 11/23/26

☐ Approved
☐ Disapproved

Tentative Itinerary: Washington DC March 18, 2027 to March 20, 2027

Time	Thursday March 18	Time	Friday March 19	Time	Saturday March 20
5:30AM	Leave SHS 1 Vision Blvd, Somers CT	7:00AM	On the bus for the White House Picture Breakfast at Hotel	7:30AM	Check out at the Hotel and on the bus for Arlington. Breakfast at the Hotel
7:00AM	Stop for Breakfast in NJ.	7:30AM	**White House Picture**	8:00AM	**Arlington National Cemetery** (Opens at 8:00am) Breakfast at Hotel. **We need ID for Arlington** Drive to **Iwo Jima Memorial (Marine Corps Memorial)** on the way to the National Archives
11:00AM	Lunch on the road (Bag lunch)	8:00 AM	Walk to Ford's Theater - on the way see **World War I Memorial**	10:30AM	**National Archives**
1:00PM	Meet with Senator Blumenthal on the United States Capitol Steps (Senate Side)	9:00AM	**Ford's Theater**	12:00PM	**Holocaust Museum (Confirmed)** Lunch at Museum Cafe
2:00PM	American History Museum	11:40AM	**Capitol Tour**	2:00PM	**National Air and Space museum** walk to **Eisenhower Memorial** across the street
3:30PM	Museum of Natural History	1:00PM	Lunch at American History Museum	3:30PM	Pick up at **Dwight D Eisenhower Memorial**
5:00PM	Hard Rock Cafe for Dinner	2:00PM	**Lincoln Memorial, Vietnam War Memorial and Korean War Memorial**	6:00PM	Dinner on the road
6:30 PM	Drop off at **WWII Memorial** and **Washington Monument**	3:00PM	**African American History Museum**	11:00PM	Drop off at Somers High School
7:30 PM	Pick up at Washington Monument	5:00PM	**Pentagon Memorial**		
8:00PM	Drop off at Hotel	6:00 PM	Dinner: Pentagon City Mall		
	Hyatt - Pentagon South 4641 Kenmore Avenue Alexandria VA	7:30PM	Drop off at MLK memorial (**MLK, FDR** and **Jefferson Memorials** Night Tour)		
		8:45PM	Pick up at Jefferson Memorial		
		9:00PM	Drop off at Hotel		

SOMERS BOARD OF EDUCATION VOUCHER

Voucher No: 1149 **Voucher Date:** 11/23/2026 Prepared By:

Printed: 11/19/2026 08:13:17 AM

SOMERS BOARD OF EDUCATION is hereby authorized to draw warrants against SOMERS BOARD OF EDUCATION funds for the sum of $466,516.58 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Stephanie Levin Director of Business Services

SOMERS BOARD OF EDUCATION

Fund		Amount
10	GENERAL FUND	$466,516.58
30	ACTIVITY	$0.00
		$466,516.58

Somers Board of Education

Check Listing

Fiscal Year: 2026-2027

Criteria:

Bank Account: BOE AP CASH 1918032563

From Date:	11/23/2026	**To Date:**	11/23/2026
From Check:	28192	**To Check:**	28246
From Voucher:	1149	**To Voucher:**	1149

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
28192	11/23/2026	A&D Portable Rentals	$95.00	1149	Printed	Expense	☐		
28193	11/23/2026	Adelbrook Inc	$39,943.50	1149	Printed	Expense	☐		
28194	11/23/2026	Airex Filter Corporation	$239.52	1149	Printed	Expense	☐		
28195	11/23/2026	Alternative Access Assistive Techology	$2,244.00	1149	Printed	Expense	☐		
28196	11/23/2026	Amazon Capital Services	$5,786.75	1149	Printed	Expense	☐		
28197	11/23/2026	Apple Inc.	$13,583.00	1149	Printed	Expense	☐		
28198	11/23/2026	Blackstone Valley Education Foundation	$400.00	1149	Printed	Expense	☐		
28199	11/23/2026	BSN Sports LLC	$1,126.13	1149	Printed	Expense	☐		
28200	11/23/2026	CASBO	$170.00	1149	Printed	Expense	☐		
28201	11/23/2026	CASPA	$75.00	1149	Printed	Expense	☐		
28202	11/23/2026	CDW Government, Inc.	$15,300.00	1149	Printed	Expense	☐		
28203	11/23/2026	Chapin & Bangs	$930.74	1149	Printed	Expense	☐		
28204	11/23/2026	Eagle Rivet Roof Services, LLC	$7,990.00	1149	Printed	Expense	☐		
28205	11/23/2026	Environmental Systems Corp.	$3,170.28	1149	Printed	Expense	☐		
28206	11/23/2026	ESS Northeast, LLC	$26,276.47	1149	Printed	Expense	☐		
28207	11/23/2026	Eversource Energy	$21,506.72	1149	Printed	Expense	☐		
28208	11/23/2026	First Student, Inc	$138,608.67	1149	Printed	Expense	☐		
28209	11/23/2026	Fletcher Sewer & Drain, Inc	$295.00	1149	Printed	Expense	☐		
28210	11/23/2026	Gopher Sport	$97.12	1149	Printed	Expense	☐		
28211	11/23/2026	Grainger	$208.00	1149	Printed	Expense	☐		
28212	11/23/2026	Great Minds PBC	$910.08	1149	Printed	Expense	☐		
28213	11/23/2026	Hillyard-New England	$1,084.70	1149	Printed	Expense	☐		
28214	11/23/2026	Hudl	$9,850.00	1149	Printed	Expense	☐		

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Fiscal Year: 2026-2027

Criteria:

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From Date:	11/23/2026	**To Date:**	11/23/2026
From Check:	28192	**To Check:**	28246
From Voucher:	1149	**To Voucher:**	1149

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
28215	11/23/2026	Hugh's Mechanical Equipment, LLC	$2,775.00	1149	Printed	Expense	☐		
28216	11/23/2026	Joe Warren & Sons Co., Inc	$368.87	1149	Printed	Expense	☐		
28217	11/23/2026	JP Climate Control LLC	$4,200.00	1149	Printed	Expense	☐		
28218	11/23/2026	MagnaKleen Services	$112.95	1149	Printed	Expense	☐		
28219	11/23/2026	Manchester Board of Education	$9,060.00	1149	Printed	Expense	☐		
28220	11/23/2026	Melissa Augusto	$251.00	1149	Printed	Expense	☐		
28221	11/23/2026	Microbac Laboratories, Inc	$655.25	1149	Printed	Expense	☐		
28222	11/23/2026	MK Golden Associates, LLC	$1,100.00	1149	Printed	Expense	☐		
28223	11/23/2026	Modern Mechanical Services Inc	$11,940.05	1149	Printed	Expense	☐		
28224	11/23/2026	New England Turf Management	$579.25	1149	Printed	Expense	☐		
28225	11/23/2026	OMNI Group	$18.00	1149	Printed	Expense	☐		
28226	11/23/2026	Options Employment&Educational Services	$16,998.50	1149	Printed	Expense	☐		
28227	11/23/2026	Overdrive Education	$1,000.00	1149	Printed	Expense	☐		
28228	11/23/2026	Pitney Bowes, Inc.	$114.75	1149	Printed	Expense	☐		
28229	11/23/2026	Raimondo Electric	$456.06	1149	Printed	Expense	☐		
28230	11/23/2026	Sarah Martin	$36.78	1149	Printed	Expense	☐		
28231	11/23/2026	School Specialty, Llc	$864.06	1149	Printed	Expense	☐		
28232	11/23/2026	Sherwin-Williams Co., The	$101.78	1149	Printed	Expense	☐		
28233	11/23/2026	Shipman & Goodwin, LLP	$17,507.50	1149	Printed	Expense	☐		
28234	11/23/2026	Somers Lunch Program	$120.00	1149	Printed	Expense	☐		
28235	11/23/2026	Somers Star Hardware	$226.26	1149	Printed	Expense	☐		
28236	11/23/2026	The Aero All-Gas Co	$225.00	1149	Printed	Expense	☐		
28237	11/23/2026	The College Board	$3,313.13	1149	Printed	Expense	☐		

Somers Board of Education

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Fiscal Year: 2026-2027

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From Check:	28192	**To Check:**	28246
From Voucher:	1149	**To Voucher:**	1149

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
28238	11/23/2026	The New York Times	$1,170.00	1149	Printed	Expense	☐		
28239	11/23/2026	Tull Brothers, Inc.	$1,225.98	1149	Printed	Expense	☐		
28240	11/23/2026	United Ag & Turf NE	$266.64	1149	Printed	Expense	☐		
28241	11/23/2026	USA Waste and Recycling	$2,725.87	1149	Printed	Expense	☐		
28242	11/23/2026	Van Pool Transportation LLC	$48,906.32	1149	Printed	Expense	☐		
28243	11/23/2026	Vector Solutions	$4,760.00	1149	Printed	Expense	☐		
28244	11/23/2026	Vernon Board of Education	$41,263.70	1149	Printed	Expense	☐		
28245	11/23/2026	Williams Scotsman, Inc	$100.00	1149	Printed	Expense	☐		
28246	11/23/2026	Willie Ross School of the Deaf	$4,183.20	1149	Printed	Expense	☐		
		Total Amount:	$466,516.58						

End of Report

Community Relations

Distribution of Materials by Students (Use of Students)

Students may distribute printed materials to parents as a cost-effective means of mass communication. To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution, provided:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.
3. The materials do not promote any political party or candidate.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board-appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

Use of Students

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

The Superintendent or his/her designee shall interpret this policy strictly. In case of differences regarding the decision, the Superintendent's decision will be final to ensure the best interests of the students are served.

Budget/Referendum Materials

Information concerning a budget or referendum, specifying only the time, date, location, and the neutral text of the question or proposal, may be disseminated through the students or included in regularly published district newsletters.

In accordance with C.G.S. § 9-369b (as amended by P.A. 26-125), the Superintendent of Schools or his/her designee may disseminate a written notice through the schools to inform parents and guardians of enrolled students of an upcoming referendum pertaining to the school district.

No school district funds, electronic mail systems, automated messaging services, or notification platforms (including, but not limited to, parent notification systems, robocalls, or targeted electronic mass mailings) shall be used to send unsolicited electronic communications to a group of residents or parents regarding a pending referendum for the purpose of reminding or encouraging them to vote. Official municipal or regional district notifications sent via an opt-in

town-wide community notification system shall be governed strictly by the provisions of C.G.S. § 9-369b(a)(3).

This information may not contain statements or be written in a manner which may advocate a position on the budget or on a referendum question or otherwise attempt to influence, aid, or defeat the referendum.

Advertising in the Schools

No advertising of materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the District without prior approval of the Superintendent. Advertising in student publications shall be regulated by rules and regulations developed by the Superintendent. Ads concerning drug paraphernalia, tobacco/nicotine products, cannabis, and any controlled substance are prohibited in any school-sponsored publication.

CABE Note: This is the section which would cover the distribution of planners/notebooks/book bags, etc. with advertising on them.

Dissemination of Religious Materials

Materials that have religious content may be made available to students during non-instructional time. The District shall impose content-neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not being endorsed or sponsored by the District.

(cf. 3152 – Spending Public Funds for Advocacy)

(cf. 3543.31 – Electronic Communications/Digital Platforms)

Legal Reference: Connecticut General Statutes

9-369 Procedure for holding referendum.

9-369b Local questions and proposals. Preparation, printing and dissemination of explanatory texts and other materials. Use of community notification systems. Expenditure of state and municipal funds to influence vote prohibited; exceptions. Civil penalty. (as amended by P.A. 26-125)

Declaratory Ruling 2009-01 (SEEC) – Dissemination of Neutral Information Regarding Referenda.

In the Matter of a Complaint by William E. Marsh, Windsor Locks (SEEC File No. 2014-037) – Electronic Communications and Website Postings as In-Kind Public Fund Expenditures.

Public Act 13-247 / Public Act 15-173 / Public Act 26-125

Policy adopted:

DBS Code 3100

Business:

Board Budget Procedures and Line-Item Transfers

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the "Board") shall prepare an itemized estimate of its budget each year for submission to the fiscal authority (*i.e.,* Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) (the "Fiscal Authority") for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

Salaries
Employee Benefits
Purchased Services
Tuition, Public In-State
Tuition, All Other
Supplies
Property
Utilities
Grounds Maintenance
Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the "Itemized Estimate."

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or the Superintendent's designee in the development, administration and monitoring of the budget.

The Superintendent and/or the Superintendent's designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A ~~quarterly~~ monthly budget report shall be prepared in the

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same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board at the ~~[*OPTIONAL, if two meetings are held each month:* **second**]~~ first regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

~~**Period Covered**~~	~~**Submitted**~~
~~July, August, September~~	~~October~~
~~October, November, December~~	~~January~~
~~January, February~~	~~March~~
~~March, April~~	~~May~~

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board. ~~and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.~~

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources, including any unexpended funds that have been set aside in a nonlapsing account as authorized by law and described below, for educational purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Unexpended Funds

Notwithstanding any provision of the general statutes, municipal charter, home rule ordinance, or other ordinance, the Board may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation, in an

amount not to exceed two per cent of the total budgeted appropriation for such prior fiscal year. Each expenditure from the account must be authorized by the Board and shall be made only for educational purposes, in accordance with state law.

Each fiscal year, the Board shall compile and submit to the Connecticut State Department of Education a report regarding the nonlapsing account, including, but not limited to, the total balance of the account, the amount deposited into such account in a fiscal year, and an accounting of the expenditures made from such account.

Legal Reference:

Conn. Gen. Stat. § 10-221
§ 10-222
§ 10-248a

Public Act 25-175, "An Act Revising the Effective Dates of Provisions Regarding Certain Municipal Referenda and Equity Joint Ventures and Concerning Contracts with the Department of Developmental Services, the Commissioner of Education's Network of Schools, the Reporting of Certain School District Financial Information, the Failure to File for Certain Grand List Exemptions and the Deferrals of Certain Towns' Real Property Revaluations."

Adopted:

Business:

Disposal of Obsolete or Surplus Equipment/Materials

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal or director. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation ~~or conducting a public sale~~ or discarding, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the ~~[Town manager or First Selectman] of the~~ Town of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated, ~~or~~ sold to the general public, or recycled in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

Adopted:

DBS CODE: 3110

BUSINESS **To be deleted**

Budget Planning:

The school budget shall be developed annually for the next fiscal year. Adjustments shall be made as it moves upward through the administration.

1. The Board reviews and approves the proposed budget procedure and calendar.

2. Superintendent's budget proposal will be given to the Board. The Budget Committee sets dates for review.

3. The proposed budget document is presented to the entire Board for discussion.

4. The Board of Education votes to approve a proposed budget figure. They set a public hearing for input regarding the budget.

5. An informational flyer is prepared for use at the public hearing. The budget is prepared for submission to the Board of Education.

6. A public hearing is held. The budget is adjusted as necessary and submitted to the Board of Education for study.

7. At the next meeting of the Board the budget will be submitted for approval.

8. The budget, as approved by the Board of Education, is submitted to the Board of Finance for study.

9. The Budget Committee meets with the Board of Finance to discuss the budget.

10. The budget, as approved by the Board of Finance, is returned to the Board of Education for adjustment, if necessary. Material for Town budget hearing is prepared and submitted to the Board of Finance.

(See Adm. Reg. 3112)

Adopted: October 22, 1979

Revised: May 28, 1985

April 10, 2000

October 15, 2018

DBS CODE: 3111

Policy to be deleted

BUSINESS:

Budget Fiscal Year

The fiscal year of the Somers Board of Education shall be the same as that of the Town of Somers.

Adopted: October 22, 1979

Reviewed: May 4, 1998

Policy to be deleted

DBS CODE: 3112

BUSINESS

Budget Planning:

Budget Calendar

January (first meeting): Superintendent's budget submitted to the Board.

January (second meeting): Board of Education continues review and discussion of budget. Superintendent answer questions and/or provides additional information.

February (first meeting): The Board approves a budget for presentation at the public hearing (first BOE meeting in March). The Superintendent will prepare an informational flyer for use at the public hearing.

March (first meeting): A public hearing is held prior to the regularly scheduled Board of Education Meeting. The Board holds its regularly scheduled meeting after the public hearing to review public comments and make adjustments to the budget, if necessary. A final budget is adopted for presentation to the Board of Finance. Final budget adopted by the Board of Education will be printed by Central Office and delivered to the Board of Finance.

March (third week): The Board of Education approved school budget is presented to the Board of Finance by the Superintendent at a date set by the Board of Finance. When their review is completed and if the total budget amount set is different than originally presented, the budget will go back to the Superintendent for recommendation to the Board for possible areas where adjustments may be made.

Any adjustments will be voted upon by the Board of Education and will be available at the Town hearing.

May: The Board of Education budget for the schools will be finalized after the Town budget is approved at the Town referendum, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the Town for the operation of the schools.

May - June: The Administration will report back to their staff the final status of their budgets.

The Administration will review any budget changes with the staff both to keep staff informed and to acquire staff input.

Revised: May 28, 1985

June 12, 2000

October 15, 2018

DBS CODE: 3113

Policy to be deleted

BUSINESS:

Determination of Budget Priorities:

The Board of Education realizes it is difficult to meet an infinite array of educational needs and desires with finite resources. Therefore, the Superintendent is directed to formulate the annual budget with that statement in mind.

The following criteria should be taken into consideration:

1. At all times, all available resources shall be utilized to produce the most positive effect on the student's opportunity to gain a sound basic education in this school district.

2. The budget shall be in accord with statutory and regulatory mandates promulgated by the Federal Government, the State Legislature, the State Board of Education and the Somers Board of Education.

3. The budget shall be consistent with contracts between the Board and its employee groups and other contractual obligations.

Legal Reference: Connecticut General Statute

10-222 Appropriations and budget

Adopted: October 22, 1979

Revised: June 8, 1998

July 9, 2009

Policy to be deleted

DBS CODE: 3160

BUSINESS:

Budget/Budgeting System:

Transfer of Funds Between Categories; Amendments:

It shall be the policy of the Board that when an administrator anticipates any changes in costs that would result in overspending a budget reference line, he will either modify his spending in the line or seek approval to overspend it. That approval should come from the Superintendent if the negative variance is less than $5,000. The Superintendent will inform the Board of Education at the next regularly scheduled meeting. If the amount is greater than $5,000, it must go to the full Board of Education for approval. The request to overexpend will be accompanied by an explanation of the reasons and the reference lines from which the funds to cover the variance will be taken. If the request is approved, the administrator and Central Office will record the amount of the funds encumbered on the reference lines.

No item which costs $5,000 or less cut from the budget prior to its approval, or not included in the budget, may be purchased without prior Superintendent approval. Any item over $5,000 must have prior Board approval.

Emergency situations may arise which would create a negative variance. These emergency expenditures may be approved by the Superintendent and reported to the Board at the next opportunity.

The Superintendent or Director of Business Services will present a proposed list of budget transfers to the Board of Education for approval at the close of the fiscal year. Transfers are required for any budget line with a projected negative balance of $5,000 or more with the exception of salary, insurance, energy/utility and tuition budget lines where the projected negative balance must be $10,000 or more.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget (as amended by PA 98-141)

Financial Accounting for Local and State School Systems 1990

Adopted: November 26, 1979

Revised: February 23, 1987

January 24, 2000

October 14, 2008

July 9, 2009

Policy to be Deleted

DBS CODE: 3170

BUSINESS:

Budget Administration:

The school budget is the plan for spending the funds appropriated by the Town of Somers for the proper operation of the Somers Public Schools for a particular budgetary period. The School Administration and staff will make every effort to stay within the spending limits established by the budget. Regular reports will be made by the Administration to the Board of Education in which budgetary progress will be set forth. The Board of Education will subject the entire budgetary process to constant and rigorous scrutiny.

Legal Reference: Connecticut General Statute

10-222 Appropriations and budget (as amended by PA 98-141)

Adopted: March 24, 1980

Revised: September 11, 2000

July 9, 2009

DBS CODE: 3260

Policy to be deleted

BUSINESS:

INCOME:

Sale & Disposal of Books, Equipment and Supplies:

Used school books, equipment and supplies which have outlived their value to the school program may be disposed of at the discretion of the Superintendent of Schools in accordance with the following order of priority:

1. The property may be given to a school sponsored organization.
2. The property may be given to another Town Department
3. The property may be given to civic or charitable non-profit organizations
4. The property may be sold without advertisement to private agencies or town citizens, with the proceeds going into the general fund of the Town of Somers

Items may be destroyed after reasonable effort has been made to dispose of them as suggested above.

Legal Reference: Connecticut General Statute

10-220 Duties of boards of education

10-240 Control of schools

10-241 Powers of school districts

Adopted: November 26, 1979

Revised: June 8, 1998

July 9, 2009

Policy to be Deleted

DBS CODE: 3430

BUSINESS

Periodic Financial Reports:

The Superintendent of Schools shall be responsible for accounting for all monies expended from within the school budget, shall keep files of all invoices and payroll authorizations, and shall keep a record for the information of the Board of the expenditures broken down into the same categories and numbered accounts as the budget and the approved accounting system.

The Superintendent shall submit to the Board of Education quarterly reports on the status of the budget, showing appropriations and expenditures for the fiscal year to date.

The Superintendent, as agent for the Board of Education, shall be responsible for making annual reports to the Town, the State Board of Education, the Teacher's Retirement Board, and other such agencies required by law.

Adopted: November 24, 1980

Revised: November 27, 2000

October 15, 2018

Policy to be deleted

DBS CODE: 3430.1

BUSINESS:

Accounts:

Periodic Financial Reports:

Mandated Reports:

The increasing complexity of both the law and the processes of governing a school district require the Somers Board of Education to assure itself that the financial operations of the district are recorded and reported in strict accordance with Connecticut and Federal Law.

Therefore, the Superintendent shall present to the Budget Committee at the beginning of each school year a comprehensive list of legally mandated school district (financial records) reports. The list shall identify the requesting agency and the date due. Subsequent notification of compliance shall be presented as part of the Superintendent's report at the appropriate meetings of the Board.

The Superintendent shall formulate rules, regulations and procedures, in cooperation with those responsible, to implement the gathering, recording, disseminating, storing and ultimately the destroying of all business records in accordance with applicable Law.

Adopted: June 8, 1981

Revised: November 27, 2000

Policy to be Deleted

DBS CODE: 3432

3433

Business/Non-Instructional Operations

Budget & Expense Report/Annual Financial Statement

The Superintendent of Schools shall submit to the Board of Education a monthly report of disbursements and budget balances at the regular meeting each month, and shall submit an annual report covering the preceding school year.

For the fiscal year ending June 30, 2014, and each fiscal year thereafter, the Board of Education shall annually make available on its Internet web site the aggregate spending on salaries, employee benefits, instructional supplies, educational media supplies, instructional equipment, regular education tuition, special education tuition, purchased services and all other expenditure items, excluding debt service, for each school under the jurisdiction of the Board of Education.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget.

P.A.13-247: An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2015 Concerning General Government, Section 192.

Adopted: March 10, 2014

To Be Deleted

DBS CODE: 3434

BUSINESS:

Periodic Audit:

An audit of all accounts of the school district shall be made annually by an independent public accountant in accordance with State Law.

The audit shall include all funds of the district including the activity funds, cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut and (2) a summary of audit exceptions and management recommendations.

The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled meeting. An independent public accountant may be asked to attend the meeting, but his/her attendance is not mandatory.

This audit does not serve the requirements of C.G.S.10-260a regarding the obligation of the auditors of public accounts in auditing of State grants for public education.

Legal Reference: Connecticut General Statutes

7-391 et seq. Municipal Auditing Acting (including

school districts as "audited agencies")

10-260a Auditing of State grants for public education

Adopted: November 24, 1980

Revised: May 28, 1985

November 27, 2000

ADMIN. REG: 3434

BUSINESS:

Periodic Audit:

The Board of Finance for the Town of Somers employs an auditor on a yearly basis to audit all Town and School Department Accounts.

To Be Deleted

The School Department will cooperate fully with the auditors providing the account records of all spending and a workspace for the auditors to review the accounts.

In addition to the above formal external audit done on a yearly basis, the Board of Education will be provided an informal status of accounts as soon as possible after the close of each quarter. Quarters end September 30, December 31, March 31 and June 30.

Adopted: May 24, 1982

Revised: May 28, 1985

Reviewed: October 12, 2000

July 12, 2001

November 4, 2002

DBS CODE: 9321.1

BYLAWS OF THE BOARD:

Meetings:

Regular meetings of the Board shall be held in the Mabelle B. Avery Middle School Central Office Board of Education Chambers on the second ~~and fourth~~ Monday~~s~~ of the month, except in April, when the meeting shall be held on the first Monday. During the summer, the Board shall meet on the ~~and summer meetings shall be held the~~ second Monday in July, if needed, and the last Monday in August. ~~The Board shall meet only on the second Monday in December.~~

Whenever circumstances dictate that the BOE cannot have a public meeting in person, all BOE meetings and subcommittee meetings may be held virtually via teleconferencing. All teleconference meetings will adhere to the protocols established by BOE policy and adhere to Connecticut's Freedom of Information Act.

Meetings shall start at ~~7:00 p.m.~~ 6:00 p.m. If no quorum is present by ~~7:15 p.m.~~ 6:15 p.m., the meeting shall automatically be postponed until the following Monday unless those present vote to extend the time to ~~7:30~~ 6:30 p.m. The Secretary shall notify absent members of the postponement. Meetings will adjourn by 11:00 p.m. except by two-thirds vote of the members present.

Board members shall notify the Secretary or the Chairman by ~~6:00~~ 5:00 p.m. of the meeting night if they are to be late or absent.

A regular meeting may be canceled or rescheduled by agreement of the majority of the Board.

Adopted: March 23, 1981

Revised: October 28, 1996

Revised: February 9, 1998

Reviewed: November 2, 1998

Reviewed: May 10, 2000

Reviewed: June 21, 2000

Revised: November 26, 2001

Revised: January 28, 2008

Revised: July 23, 2020

Revised: January 13, 2025

Students. (Change is located on page 14)

Suspension and Expulsion/Due Process

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

Policy Objectives

1. **Ensure Safety and Order**: Maintain a secure and disciplined school environment conducive to learning and free from violence, threats, and disruptive behaviors.
2. **Promote Equity and Fairness**: Apply disciplinary measures in an equitable, consistent, and unbiased manner, ensuring that all students are treated with dignity and respect.
3. **Support Progressive Discipline**: Implement a progressive discipline model that focuses on intervention and prevention strategies to address and correct student behavior before it escalates.
4. **Implement Restorative Practices**: Incorporate restorative practices that emphasize accountability, reparation of harm, and the restoration of relationships within the school community.
5. **Encourage Personal Responsibility**: Foster a sense of personal responsibility and self-discipline in students, helping them to understand the consequences of their actions and to make better choices in the future.
6. **Engage Families and Communities**: Involve parents, guardians, and community members in the disciplinary process to support students in their behavioral and academic growth.

Policy Guidelines

1. **Clear Expectations and Communication**:
    - Establish and communicate clear behavioral expectations and the consequences of violating them.
    - Ensure that all students, staff, and parents/guardians are aware of the discipline policy and procedures.
    -
2. **Progressive Discipline Framework**:
    - Utilize a tiered approach to discipline that escalates in response to the severity and frequency of the behavior.
    - Implement early intervention strategies such as counseling, mentoring, and behavior modification plans to address minor infractions.
3. **Restorative Practices**:
    - Employ restorative practices such as mediation, peer counseling, and restorative circles to address conflicts and repair harm.
    - Encourage students to take responsibility for their actions and to actively participate in the resolution process.
4. **Consistent and Fair Application**:

- Ensure that disciplinary measures are applied consistently and fairly across all student populations.
- Monitor and address any disparities in the application of disciplinary actions to prevent discrimination or bias.

5. **Supportive Interventions**:
    - Provide support services such as counseling, social work, and mental health resources to help students address underlying issues contributing to behavioral problems.
    - Develop individualized behavior plans for students with recurring or severe behavioral issues.
6. **Engagement and Collaboration**:
    - Engage families in the disciplinary process through regular communication and involvement in restorative practices.
    - Collaborate with community organizations and resources to support students and families in addressing behavioral and social-emotional needs.
7. **Training and Professional Development**:
    - Provide ongoing training for staff on progressive discipline, restorative practices, and culturally responsive approaches to student behavior.
    - Encourage staff to develop skills in conflict resolution, de-escalation techniques, and positive behavior support.

Review and Accountability

The Somers Board of Education will regularly review the effectiveness of its discipline policy, incorporating feedback from students, staff, parents, and the community. Data on disciplinary actions and their outcomes will be collected and analyzed to ensure continuous improvement and the achievement of policy objectives.

By adopting this balanced approach to discipline, the Somers Public School District aims to create a school environment where all students can learn, grow, and succeed while feeling safe and supported.

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

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

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

Suspension is exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the

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

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

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

A. Definitions

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

2. "Removal" shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

3. "In-School Suspension" means an exclusion from regular classroom activity for no more than five consecutive days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in any school building under the jurisdiction of the Board of Education.

4. "Suspension" means an exclusion from school privileges or from transportation services, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. An out-of-school suspension for students in grades 3-12 shall not exceed ten days. An out-of-school suspension imposed for children in preschool to second grade shall not exceed five days.

All suspensions shall be in-school unless the administration determines for any student in grades three through twelve that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to twelve) shall be excluded from school during the period of the suspension, or (2) that an out-of-school suspension is appropriate based on evidence pf previous disciplinary issues that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary issues through means other than out-of-school suspension or expulsion, including positive support strategies.

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

5. "Expulsion" shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days and shall

be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year. To be expelled, the student's conduct must be found to be both violative of a Board policy and either seriously disruptive of the educational process or endangering persons or property.

Unless an emergency exists, no student shall be expelled without a formal hearing provided whenever such student is a minor, the notice shall also be given to the parents or guardians of the student at least five business days before such hearing, not including the day of such hearing. If an emergency exists, such hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning the parent's or guardian's and the student's legal rights and concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent or guardian of the student shall have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

6. "Emergency" shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

7. "Days" is defined as days when school is in session.

8. "School-sponsored activity" is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.

9. "Possess" means to have physical possession or otherwise to exercise dominion or control over tangible property.

10. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. A weapon such as a pellet gun and/or airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm.

11. "Firearm" means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein. 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.

12. "Vehicle" means a "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

13. "Martial arts weapon" means a nunchakum kama, kasari-fundo, octagon sai, tonfa or Chinese star.

14. "Dangerous Drugs and Narcotics" is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

15. "Alternate education" means a school or program maintained and operated by the Board of Education that is offered to students in a nontraditional setting and addresses their social, emotional, behavioral and academic needs. Such program must conform to SBE guidelines and conform to C.G.S. 10-15 and 16 (180 days/900 hours).

16. "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.

17. "Seriously disruptive of the educational process" means, as applied to off-campus conduct, any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

B. Removal from Class

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.

2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.

3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

4. A school principal or other school administrator shall notify a parent or guardian of a student whose behavior has caused a serious disruption to the instruction of other students, caused self-harm or caused physical harm to a teacher, another student or other school employee not later than twenty-four hours after such behavior occurs. Such notice shall include, but not be limited to, informing such parent or guardian that the teacher of record in the classroom in which such behavior occurred may request a behavior intervention meeting.

Any teacher of record in a classroom may request a behavior intervention meeting with the crisis intervention team for the school, for any student whose behavior has caused a serious disruption to the instruction of other students, or caused self-harm or physical harm to such teacher or another student or staff member in such teacher's classroom. The crisis intervention team shall, upon the request of such teacher and notifying such student's parent or guardian, convene a behavior intervention meeting regarding such student. The participants of such behavior intervention meeting shall identify resources and support to address such student's social, emotional and instructional needs. Not later than seven days

after the behavior intervention meeting, the crisis intervention team shall submit to the parent or guardian of such student, in the dominant language of such parent or guardian, a written summary of such meeting, including, but not limited to, the resources and supports identified.

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

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

D. Suspension and Expulsion

A. A student may be suspended in-school or suspended out-of-school (grade three to twelve, inclusive) for conduct on school property or at a school-sponsored activity (including on a school bus), that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process.

B. A student may be expelled (grade three to twelve, inclusive) whose conduct on school grounds or at a school-sponsored activity is violative of a publicized Board policy and is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is violative of such policy (CGA Public Act 19-91).

A student may be suspended in-school or out-of-school or expelled for conduct including but not limited to one or more of the following reasons:

1. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;

2. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;

3. Striking or assaulting a student, members of the school staff or other persons.

4. Theft

5. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.

6. Intentionally causing or attempting to cause damage or school property or material

7. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;

8. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate or inappropriate possession and/or display of images, pictures or photographs depicting nudity.

9. Refusal to obey the directions or orders of a member of the school staff~~;~~ law enforcement authorities, or school volunteers, or disruptive classroom behavior.

10. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

11. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.

12. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.

13. A walk-out from or sit-in within a classroom or school building or school grounds.

14. 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).

15. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

16. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation;

17. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;

18. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;

19. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

20. Possession of any ammunition for any weapon described above in paragraph.

21. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

22. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

23. Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, 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 or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal

preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

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

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

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

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

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

29. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

30. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.

31. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.

32. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

33. Leaving school grounds, school transportation or a school- sponsored activity without authorization.

34. 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.

35. 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.

36. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

37. Hazing.

38. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;

39. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;

40. A walk-out from or sit-in within a classroom or school building or school grounds.

41. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;

42. Intentional and successful incitement of truancy by other students;

43. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

44. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;

45. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;

46. Lying, misleading or being deceitful to a school employee or person having authority over the student;

47. Leaving school grounds, school transportation or a school- sponsored activity without authorization.

48. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.

49. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:

a) causes physical or emotional harm to such student or damage to such student's property;

b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

c) creates a hostile environment at school for such student;

d) infringes on the rights of such student at school; or

e) substantially disrupts the education process or the orderly operation of a school.

d) infringes on the rights of such student at school; or

e) substantially disrupts the education process or the orderly operation of a school.

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

50. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

51. 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.

52. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.

53. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.

54. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

55. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

E. 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

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

a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.

b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.

2. In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Mandatory Expulsion

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

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

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

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

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

4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.

5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or inter district magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section.

G. Suspension Procedure

All suspensions shall be in-school suspensions, except the Board of Education may authorize the administration of schools under its direction to impose an out-of-school suspension on any student in:

1. Grades three to twelve, inclusive, if, resulting from a due process hearing:
    a. The administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension;
    b. The administration determines that an out-of-school suspension is appropriate for such student based on evidence of:
        i. Previous disciplinary problems that have led to suspensions or expulsion of such student, and
        ii. Efforts by the administration to address such disciplinary problems

through means other than out-of-school suspension or expulsion, including positive behavioral support strategies; or for grades preschool to two if during the due process hearing:

2. The administration determines that an out-of-school suspension is appropriate for such student based on evidence that such student's conduct on school grounds is behavior that causes physical harm;

3. Requires that such student receives services that are trauma-informed and developmentally appropriate and align with any behavioral intervention plan, individualized education program, or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, for such student upon such student's return to school immediately following the out-of-school suspension; and

4. Considers whether to convene a planning and placement team meeting for the purposes of conducting an evaluation to determine whether such student may require special education or related services.

An out-of-school suspension shall not exceed ten school days for students in grades 3-12.

An out-of-school suspension shall not exceed five school days for children in preschool through 2 grade.

An in-school suspension may be served in the student's school or any school building under the jurisdiction of the local or regional board of education, as determined by such board.

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

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

5. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.

6. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.

7. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other

administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

8. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

9. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.

2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice, at least five (5) business days before such hearing, to the student and his parents or guardian, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning the student's and his/her parent's/guardian's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast. The Board of Education, in accordance with Section 10-233d(b) of the Connecticut General Statutes, may appoint impartial hearing officers to preside in expulsion hearings. A list of appointees shall be maintained by the Superintendent. The Chair of the Board, in consultation with the Superintendent, may assign impartial hearing officers to preside over expulsion hearings from a list approved by the Board as needed.

4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of Education standards set forth in policy governing suspension and expulsion are the result of the student's handicapping condition.

5. The procedure for any hearing conducted under this paragraph shall at least include the right to:

a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing and a statement of the legal jurisdiction under which the hearing is to be held and a statement that students under sixteen

years old who are expelled and students between sixteen and eighteen who have been expelled for the first **or second** time and who comply with conditions set by the Board of Education, must be offered an alternative educational opportunity;

b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;

c. The opportunity to be heard in the student's own defense;

d. The opportunity to present witnesses and evidence in the student's defense;

e. The opportunity to cross-examine adverse witnesses;

f. The opportunity to be represented by counsel at the parents'/student's own expense;

g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;

h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;

i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.

6. The record of the hearing held in any expulsion case shall include the following:

a. All evidence received and considered by the Board of Education;

b. Questions and offers of proof, objections and ruling on such objections;

c. The decision of the Board of Education rendered after such hearing; and

d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.

7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:

a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;

b. The Board of Education shall give effect to the rules of privilege by law;

c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;

d. Documentary evidence may be received in the form of copies or excerpts;

e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;

f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;

g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

8. For any student expelled for the first time and who has never been suspended, except for a student who has been expelled based on possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

I. Notification

1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.

2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action no later than 24 hours of the time of the institution of the period of expulsion or suspension.

3. The notice of an expulsion hearing shall be given at least five (5) business days before such hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning the parent's/guardian's and the student's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available and how to access such services. The notification shall reference the maximum number of suspension days before the expulsion days proceed. (5 consecutive days for students in pre-school to second grade, 10 consecutive days for students in grades 3-12), and include a statement that an attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student shall be notified of the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

J. Stipulated Agreements

In lieu of the procedures used in this section, the Administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating

that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation.

If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

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

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

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 off an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

L. Students with Disabilities

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

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

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

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

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.

2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.

3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.

4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.

5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, "weapon" means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. "Serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The

interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.

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

K. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity, which shall be equivalent to alternative education, as defined by C.G.S. 10-74j, with an individualized learning plan, (1) if he Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education which includes the kind of instruction to be provided and the number of hours to be provided during the period of expulsion.

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

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

1. Possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon,

or

2. Offering an illegal drug for sale or distribution.

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

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

L. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades nine through twelve, inclusive, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student's conduct and behavior in the years following such expulsion warrants an expungement or if the student graduates from high school.

2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.

3. If a student in grades kindergarten to eight, is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students' cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.

4. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.

5. Whenever a student against whom an expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall complete the expulsion hearing and render a decision.

6. A student expelled for possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon shall have the violation reported to the local police department.

7. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.

8. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Superintendent of Schools. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

9. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, The Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the local Board of Education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

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 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.

R. Compliance with Documentation and Reporting Requirements

A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).

B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.

C. If the Board of Education expels a student for sale or distribution of a controlled substance, 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.

D. 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.

Readmission of Student from a Residential Placement

A District student who has committed an expellable offense who seeks to return to a District school, after participating in a diversionary program or having been detained in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement,

for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s).

Students and parents shall be notified of this policy annually.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record, as amended

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

53a-3 Definitions.

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

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

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

PA 19-91 An Act Concerning Various Revisions and Additions to the Education Statutes.

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

18 U.S.C. 921 Definitions.

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

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

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

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

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

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

18 U.S.C. §921 – Definitions of "firearms"

18 U.S.C. §930(g)(2) – Definition of "dangerous weapon"

18 U.S.C. §1365(h)(3) – Identifying "serious bodily injury"

21 U.S.C. §812(c) – Identifying "controlled substances"

Public Act 24-45 An Act Concerning Education Mandate Relief, School Discipline and Disconnected Youth, Sections 13-14

Public Act 24-93 An Act Concerning Various and Assorted Revisions to the Education Statutes, Section 11 and Section 12

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September 28, 2020

January 13, 2025

DBS CODE: 5142

Students

School Safety: Preparation, Response, and After Action:

It is the policy of the Somers Board of Education to maintain a safe, orderly, civil, and positive learning environment and to be prepared, as far as possible, to prevent and respond quickly and appropriately to unexpected crises, such as emergencies, disasters, and threats.

The Board of Education shall strive to build safe, supportive, and academically challenging school learning environments in partnership with students, staff members, families and community leaders and officials. Supporting these efforts, along with ensuring all facilities, grounds, equipment, and vehicles meet acceptable injury and violence prevention standards for design, installation, use, and maintenance, the Board recognizes that sound emergency preparedness planning and response are essential for the health, welfare, and safety of all students, staff and visitors. All school community members are responsible for doing everything in their power to promote everyone's safety at all times. District staff and students shall be prepared to respond immediately and responsibly to any combination of events that threaten the school community.

The Board directs the Superintendent to develop, maintain, and implement an Emergency Disaster Preparedness and Response Plan (District Security and Safety Plan) and, for each school, a School Security and Safety Plan and administrative procedures that detail provisions for responding to emergencies and disasters. This Plan will articulate the local emergency service providers' role in crisis preparedness and incident management, which shall be included in the District's Security and Safety Plan.

The School Security and Safety Plan

The Superintendent shall use state-approved School Security and Safety Plan Standards and a School Security and Safety Plan Template to comply with the National Incident Management System (NIMS) and incorporate the National Incident Command System when updating District- and site-level emergency and disaster preparedness plans. Each school in the District, each school year, will develop and implement a School Security and Safety Plan. Such plan shall be based upon the standards issued by the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) and the School Security and Safety Plan Template. In addition to preparedness and response, the plan shall provide guidance on recovery from any emergency incident.

In developing the District and School Security and Safety Plans, which include plans for various crisis scenarios, such as fire, bus accidents, criminal acts, civil disturbances, presence of intruders, hazardous material spill, weather-related emergencies, and bomb threats, the Superintendent shall collaborate with local and state emergency responders and local health officials in compliance with the provisions of PA 13-3.

The Board through the Superintendent, shall annually, by November 1 of each year, submit the School Security and Safety Plans for each school to the Department of Emergency Services and Public Protection via submission to the District's DEMHS Regional Coordinator in the manner prescribed by said agency.

In accordance with state law, all portions of the District's and each school's Security and Safety Plan that are not explicitly exempt from disclosure under the Freedom of Information Act shall be made accessible to members of the school community upon request. The administration shall maintain a redacted, public-facing copy of the plan for this purpose.

The Superintendent or designee shall use the School Security and Safety Plan standards and plan templates developed by the Department of Emergency Services, state-approved Standardized Emergency Management System guidelines, be compliant with the National Incident Management System (NIMS) and incorporate the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The School Security and Safety Plan shall be developed within the context of the four recognized phases of crisis management: Mitigation/Prevention, Preparedness, Response, and Recovery.

All crisis response and security drills conducted within the District shall adhere strictly to the following statutory requirements:

1. Written notice shall be provided to parents, guardians, students, and school staff at least seven (7) calendar days prior to conducting any crisis response drill.
2. Immediately at the start of any crisis response drill, an explicit announcement shall be broadcast over the school's public address system informing all occupants that a drill is taking place.
3. Drills conducted when students are present shall not include active assailant simulations, high-sensory elements (such as fake gunfire or loud, realistic audio), or unannounced surprise scenarios.
4. Staff shall provide age-appropriate and developmentally appropriate preparation for students prior to the drill and offer opportunities for reflection or debrief following the exercise.

District Security and Safety Committee

The District Security and Safety Committee includes the Superintendent, Police Chief, Fire Chief, representative of school leadership, teachers and staff, mental health and special education staff representatives, and others deemed necessary. This Committee shall meet each month and fulfill the following tasks:

- Oversee and facilitate the process for the development and submission of School Security and Safety Plans;
- Ensure that District and school site security and safety plans address an all-hazards approach to emergencies;
- Assist individual school-based crisis response teams (the School Security and Safety Committee) to include community partners and school-based personnel as specified;
- Develop training activities and conduct emergency exercises, such as tabletop exercises, to support and improve the plan;
- Initiate, build and maintain relationships with community partners;
- Conduct regular safety, security and hazard assessments;

- Establish and update the district emergency management plan.
- Interview vendors that provide products related to school safety and security;
- Meet with the Board of Education committee that oversees district security and safety quarterly to report on the following:

  Input related to policy changes and updates;

  Resources supporting security and safety initiatives;

  Security and Safety concerns facing the District;

  Updates on communication procedures and protocols;

  (*Discussions relating to emergency plans may require an Executive Session.*)

School Security and Safety Committees and Immigration Protocols

Each school shall establish a School Security and Safety Committee, which will assist in developing and implementing the school's Security and Safety Plan. Such plans shall be based upon the Department of Emergency Services and Public Protection standards.

The members of the Committee shall include a local police officer, local first responder, teacher and administrator from the school, a mental health professional, a parent or legal guardian of a student at the school, a special education teacher, and any other person deemed necessary, such as a school nurse, custodian, local health director, transportation coordinator, etc. Schools shall collaborate closely with law enforcement, fire and emergency services personnel, and community partners, including public health professionals who can assist with the development of a plan that addresses a wide range of crises. A security vulnerability assessment of each school shall be conducted every two years; the results of which shall be incorporated into the school's Security and Safety Plan and reported to the DEMHS Regional Coordinator.

School Security and Safety Plans are to be updated and submitted annually and conform to standards and templates developed by the Department of Emergency Services and the Division of Emergency Management and Homeland Security (DEMHS) pursuant to Section 86 of Public Act 13-3. In addition, the Superintendent or designee shall ensure that the District's procedures include strategies and actions that comply with the National Incident Management System (NIMS) used by all first responders at all levels of prevention/mitigation, preparedness, response and recovery.

Each School Security and Safety Plan shall include protocols for interacting with a federal immigration authority who appears in person or contacts a school. Such protocols shall be based on applicable law and CSDE guidance, and shall include at a minimum:

1. Designation of at least one administrator at each school responsible for interacting with federal immigration authorities;
2. Provisions authorizing such administrator to request identification, ask for judicial warrants, review materials provided, and consult with legal counsel; and
3. Permission for other school personnel to direct federal immigration authorities to the designated administrator.

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

(cf. 6114.1 – Fire Emergency Drills/Crisis Response Drills)

(cf. 6114.7 - Safe Schools)

Legal Reference: Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

10-220f Safety committee

10-221 Boards of education to prescribe rules

10-222m School security and safety plans. School security and safety committees

10-231 Fire drills

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Section 86, 87, 88)

P.A. 19-5 An Act Concerning the Safe Storage of Firearms in the Home and Firearm Safety Programs in Public Schools

Adopted: September 22, 2025

Note from CABE: This policy combines three CABE/Somers policies: Safe and Secure School Facilities (3516 from 2009), Emergencies and Disaster Preparedness (6114 from 2009), and Crisis Management Plan (5141.6 from 2009). These three policies can be rescinded upon adoption of the newly updated 5142, which was last updated to comply with PA 26-1.