

Woodbridge Board of Education Regular Meeting

Monday, June 21, 2021 7:00 PM

Woodbridge Board of Education June 21, 2021 Regular Meeting 7:00 PM Via
WebEx, 40 Beecher Road South, Woodbridge, CT 06525

I. Preliminary Business

A. Call to Order

B. Pledge of Allegiance

C. Correspondence

D. Public Comment - The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time.

Presenter:

II. Consent Agenda

A. Approval of May 18, 2021 Regular Meeting Minutes

Presenter:

Presenter:

B. Monthly Summary Financial Report Ending May 31, 2021

C. Monthly Detail Financial Report Ending May 31, 2021

D. Combining Financial Statements Through May 31, 2021

E. Accept Policy 5113 for 30-Day Review

III. Reports

A. Board Member Recognition

B. PTO Update

C. Superintendent's Report

1. Celebration of Beecher

2. BRS Update

a. BRS Monthly Enrollment Report

3. Annual Wellness Report

D. Upcoming Meeting Presentation(s)

E. Facilities Committee Report

F. Finance Committee

1. Act 2021/22 Budget Reconciliation / Line Item Transfers

G. Curriculum Committee

H. Policy Committee

1. Adopt Policies

a. 5114 - Suspension & Expulsion / Due Process

b. 3170 - Extended School Day and Extended School Year Programs

c. 2120 - Organizational Chart

d. 1110 - Communications among the Board of Education, the Administration, the Parents and the Staff at BRS

e. 9132 - Standing Committees

I. CABE Liaison Report

IV. **New Business**

A. Accept Certified Staff Resignation

B. Accept Retirement of Director of Business Services / Operations

V. **Other**

A. Public Comment - The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time.

B. Executive Session, in accordance with State Statute

VI. **Adjournment**



**WOODBIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 5 - 31 - 2021**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	9,224,276	139,559	29,300	110,259
200	TOTAL BENEFITS	3,016,309	17,395	0	17,395
300	TOTAL PROFESS. SERVICES	529,345	(147,505)	0	(147,505)
400	TOTAL PROPERTY SERVICES	533,902	(40,647)	0	(40,647)
500	OTHER SERVICES	1,479,828	47,036	9,404	37,633
600	SUPPLIES & MATERIALS	322,961	74,057	14,000	60,057
700	TOTAL PROPERTY SERVICES	28,074	(14,166)	0	(14,166)
800	TOTAL DUES, FEES, MISC.	67,259	8,670	2,850	5,820
TOTAL ADOPTED BUDGET		15,201,954	84,399	55,554	28,845

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	120,363	120,363	0	120,363
510	TRANSPORTATION	215,710	17,112	0	17,112
560	TUITION SPECIAL ED	305,161	(27,696)	0	(27,696)
SPECIAL EDUCATION CARVEOUT		641,234	109,779	0	109,779

SUMMARY	
Special Ed Surplus / (Deficit)	109,779
Under / (Over) Spending in OTHER programs	(80,934)
Total Surplus / (Deficit) Projected	28,845

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED 5-31-2021**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	765,122	798,846		(33,724)	0	(33,724)
120	Teachers - Regular	5,405,566	5,197,534	41,645	166,386	19,500	146,886
120	Teachers - Special Education	1,039,146	1,004,552	13,894	20,700	0	20,700
1201	Psychologist	200,610	232,162	0	(31,552)	0	(31,552)
1203	Counselor	49,806	49,806	0	0	0	0
Sub-Total Certified Salaries		7,460,250	7,282,900	55,539	121,811	19,500	102,311
1303	Custodians	430,678	379,790	16,313	34,575	9,800	24,775
140	Nurses	157,822	157,753	1,061	(992)	0	(992)
150	Administrative Assistants	377,381	382,954	2,067	(7,640)	0	(7,640)
160	Paraprofessionals	305,089	239,554	0	65,535	0	65,535
1601	Special Education Paraprofess.	437,944	493,519	0	(55,575)	0	(55,575)
170/10	Salaries OT / PT	0	49,703	0	(49,703)	0	(49,703)
190	Salaries, Miscellaneous	55,112	22,239	1,326	31,547	0	31,547
Sub-Total Non-Certified Salaries		1,764,026	1,725,511	20,767	17,748	9,800	7,948
TOTAL SALARIES		9,224,276	9,008,411	76,306	139,559	29,300	110,259
220	FICA	252,995	229,710	400	22,885	0	22,885
230	CMERS	302,341	305,549	31,500	(34,708)	0	(34,708)
270	Medical Insurance	2,404,511	2,178,204	215,495	10,812	0	10,812
280	Life Insurance	42,162	29,698	2,758	9,706	0	9,706
2902	Other Employee Benefits	14,300	5,600	0	8,700	0	8,700
TOTAL BENEFITS		3,016,309	2,748,762	250,152	17,395	0	17,395
320	Professional Development	37,975	4,495	20,434	13,046	0	13,046
330	Legal Fees	31,600	37,438	0	(5,838)	0	(5,838)
340	Software Support	26,338	15,754	7,725	2,859	0	2,859
350	Substitutes	24,647	308,722	6,250	(290,325)	0	(290,325)
390/01	OT/PT/Consultant Services	120,363	0	0	120,363	0	120,363
3902	Financial Audit	24,271	23,255	0	1,016	0	1,016
390	Other Prof/Tech. Services	264,151	213,116	39,661	11,375	0	11,375
TOTAL PROFESSIONAL SERVICES		529,345	602,780	74,070	(147,505)	0	(147,505)
410/01	Utilities - Electric and Water	192,278	148,118	44,400	(240)	0	(240)
420	Heating	68,386	71,014	7,273	(9,901)	0	(9,901)
430	Repairs and Maintenance	51,631	69,761	6,622	(24,752)	0	(24,752)
450	Leases and Rentals	53,595	48,356	9,147	(3,907)	0	(3,907)
4501	Building Improvements	10,300	10,300	0	0	0	0
490	Other Purchased Services	24,520	18,117	255	6,148	0	6,148
4901	Service Contracts	133,192	118,996	22,190	(7,994)	0	(7,994)
TOTAL PROPERTY SERVICES		533,902	484,662	89,887	(40,647)	0	(40,647)

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED 5-31-2021**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
510	Pupil Transportation-Regular	418,380	396,261	0	22,119	7,650	14,469
510	Pupil Transportation-Spec. Educ.	215,710	155,082	43,516	17,112	0	17,112
520	Insurance-General Liability	100,893	99,760	0	1,133	0	1,133
5201	Worker's Compensation	205,862	178,947	17,224	9,690	0	9,690
530	Telephone Services	16,928	12,259	2,916	1,754	1,754	0
535	Internet	24,640	25,270	0	(630)	0	(630)
537	Postage	4,650	5,033	252	(634)	0	(634)
540	Advertising	2,500	11,762	0	(9,262)	0	(9,262)
550	Interns	171,204	103,044	43,000	25,160	0	25,160
560	Tuition - Wintergreen	0	0	0	0	0	0
560	Tuition - Out of District	305,161	278,221	54,637	(27,696)	0	(27,696)
590	Other Purchased Services	13,900	5,072	538	8,291	0	8,291
TOTAL OTHER PURCH SERVICES		1,479,828	1,270,710	162,082	47,036	9,404	37,633
610	Instructional Supplies	123,970	62,156	36,336	25,479	14,000	11,479
620	Computer Software	67,108	58,442	5,017	3,649	0	3,649
625	Supplies Nurses	4,060	(5,933)	7,603	2,390	0	2,390
630	Supplies Custodial	56,706	37,380	3,021	16,305	0	16,305
635	Supplies Office	15,050	8,100	2,949	4,001	0	4,001
640	Books and Audio Visual	17,000	0	0	17,000	0	17,000
645	Subscriptions	21,778	16,176	9,343	(3,741)	0	(3,741)
650	Testing	13,225	5,135	714	7,375	0	7,375
690	Misc. Supplies - DW Security	4,064	2,464	0	1,600	0	1,600
TOTAL SUPPLIES & MATERIALS		322,961	183,921	64,984	74,057	14,000	60,057
730	Equipment - Office	0	0	0	0	0	0
732	Computer Hardware	20,222	32,800	819	(13,397)	0	(13,397)
735	Equipment - Teaching	4,000	7,310	0	(3,310)	0	(3,310)
740	Equipment - Building	3,492	1,311	0	2,181	0	2,181
745	Furniture	360	0	0	360	0	360
TOTAL PROPERTY		28,074	41,421	819	(14,166)	0	(14,166)
810	Dues and Fees	26,350	12,337	10,791	3,223	0	3,223
825	Unemployment	1,500	7,455	0	(5,955)	2,850	(8,805)
900	Other Fees	39,409	28,007	0	11,402	0	11,402
TOTAL DUES AND FEES		67,259	47,798	10,791	8,670	2,850	5,820
TOTAL ADOPTED BUDGET		15,201,954	14,388,465	729,090	84,399	55,554	28,845

Expenditures by Object - Financial Analysis
For the Month Ended May 31, 2021

OBJECTS 110-120 – CERTIFIED SALARIES

The net projected surplus results from costs related to superintendent retirement, interim costs, as well as other staff replacements, netted against savings in other staff retirements, savings in ESY program costs, leaves of absence, and those related replacements.

OBJECT 1303 CUSTODIANS

The net projected surplus results from reduced anticipated needs for weather related and staff coverage overtime events.

OBJECT 140 – NURSES

The net projected deficit results from additional labor hours due to contact tracing.

OBJECTS 150 – ADMINISTRATIVE ASSISTANTS

The net projected deficit results from discontinued credits due to the temporary closure of the extended day program netted against savings due to a current vacancy.

OBJECTS 160 & 1601 – PARAPROFESSIONALS

The net projected surplus results from staffing turnover and unpaid leaves.

OBJECTS 170/10 - Salaries OT/PT

The net projected deficit from hiring employees for services previously provided by an external vendor / subcontractor. The offset to the deficit shown in objects 170/10 can be found in objects 390/01

OBJECT 190 – SALARIES MISCELLANEOUS

The net projected savings includes savings related to contractual course reimbursements; actuals lower than budget.

OBJECTS 220 & 230 - FICA / CMERS

The net projected deficit results from hiring employees for services previously provided by an external vendor / subcontractor. In addition, the deficit includes an unanticipated CMERS funding obligation. A partial offset to the deficit shown in objects 220 & 230 can be found in objects 390/01

270 – MEDICAL INSURANCE

The net projected surplus results from mid-year favorable census changes.

280/2902 – LIFE INSURANCE & OTHER EMPLOYEE BENEFITS

The net projected surplus results from lower than anticipated usage in these areas.

OBJECT 320 – PROFESSIONAL DEVELOPMENT

The net projected savings results from a partial budgetary spending freeze in place in addition to a shift to virtual delivery of workshops due to the pandemic.

OBJECT 330 – LEGAL SERVICES

The net projected deficit results from higher than anticipated needs for these services earlier in the year during the reopening. Also included are legal fees in connection to a federal level class action.

OBJECT 350 - SUBSTITUTES

The net projected deficit results from coverage needed for leaves of absences as well as supplemental personnel, including (4) long term substitutes in response to hybrid learning models.

OBJECT 390/01 – OT/PT CONSULTANT SERVICES

The net projected surplus results from hiring employees for services previously provided by an external vendor. The cost of the services is now contained in object 170/10.

OBJECT 3902 FINANCIAL AUDIT

The net projected surplus reflects savings in final billing lower than anticipated.

OBJECT 390 – OTHER PROFESSIONAL TECHNICAL SERVICES

The net projected surplus results from the SRO credit for summer services not needed due to programs cancelled, netted against discontinued credits from the temporary closure of extended day program.

OBJECT 420 – HEATING

The net projected deficit results from higher than anticipated actuals v estimates.

OBJECT 430 – REPAIRS & MAINTENANCE

The net projected deficit results from actuals exceeding budget in the area of HVAC and Dectron related repairs.

OBJECT 450 – LEASES & RENTALS

The net projected deficit results from surcharges for supplies (staples, color copies) exceeding contractual allowance.

OBJECT 490/01 – PURCHASED SERVICES / SERVICE CONTRACTS

The net projected deficit results from surcharges for supplies (i.e. MERV13 filters).

OBJECT 510 – TRANSPORTATION

The net projected surplus results from favorable allocation for non-public transportation as well as savings in ESY transportation costs.

OBJECT 520/5201 INSURANCE LIABILITY & WORKER COMPENSATION

The net projected surplus results from favorable policies premium renewals.

OBJECT 540 – ADVERTISING

The net projected deficit results from an unanticipated search for the position of Superintendent.

OBJECT 550 – INTERNS

The projected savings results from intern / building substitute vacancies throughout the school year.

OBJECT 560 – TUITION OUT OF DISTRICT

The net projected deficit results from an unanticipated special education outplacement related cost.

OBJECT 610 - INSTRUCTIONAL SUPPLIES

The net projected surplus results from a partial budgetary spending freeze.

OBJECT 630 – SUPPLIES CUSTODIAL

The net projected surplus results from lower than anticipated usage.

OBJECT 635 – SUPPLIES OFFICE

The net projected surplus results from lower than anticipated usage.

OBJECT 640 – BOOKS & AUDIO VISUAL

The net projected surplus results from a partial budgetary spending freeze.

OBJECT 650 – TESTING

The net projected surplus results from lower than anticipated service fees.

OBJECT 690 – MISC SUPPLIES DW SECURITY

The net projected surplus results from a partial budgetary spending freeze on supplies in general.

OBJECT 732 – COMPUTER HARDWARE

The net projected deficit results from additional laptops and mobile devices due to this year's instructional model.

OBJECT 735 – EQUIPMENT TEACHING

The net projected deficit results from unanticipated special education equipment needs.

OBJECT 740 – EQUIPMENT BUILDING

The net projected surplus results from a partial budgetary spending freeze on supplies in general.

OBJECT 810 – DUES & FEES

The net projected surplus results from various association reductions due to COVID.

OBJECT 825 – UNEMPLOYMENT

The net projected deficit results from an increase in claims, unrelated to extended day program.

OBJECT 900 – OTHER FEES

The net projected surplus results from favorable allocation for non-public nursing services.

**WOODBIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 5-31-2021**

	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	Activity Fund
Revenues:						
Charges for services	\$15,860	\$53,081	\$0	\$13,076	\$11,544	
Intergovernmental	\$163,626	\$0		\$0	\$0	
Donations	\$0	\$0		\$0	\$0	\$2,971
Other income	\$0	\$0		\$0	\$0	
Additions	\$0	\$0		\$0	\$0	
Total Revenues:	\$179,486	\$53,081	\$0	\$13,076	\$11,544	\$2,971
Expenditures:						
Wages, FICA, MERF	\$110,960	\$77,998		\$7,188	\$2,106	\$0
Medical Insurance	\$0	\$0		\$0	\$0	
Cost of food sold	\$61,890	\$0		\$0	\$0	
Equipment	\$0	\$0		\$0	\$0	
Repairs	\$0	\$0		\$0	\$0	
Other Expenses	\$3,487	\$68,833	\$0	\$13,076	\$5,804	\$737
Total Expenditures:	\$176,337	\$146,831	\$0	\$20,264	\$7,909	\$737
Year to Date Net Income / (Loss):	\$3,149	(\$93,750)	\$0	(\$7,188)	\$3,635	\$2,234
BOE Year to Date Cost of Health Insurance	\$11,400					
	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	Activity Fund
Assets:						
Cash	\$56,484	\$27,316	\$4,294	\$18,826	\$18,323	\$9,136
Prepaid Expenses	\$0			\$0	\$0	\$0
Accounts Receivable	\$475			\$329	\$0	\$0
Intergovernment Receivable	\$69,910			\$0	\$0	\$0
Inventory	\$6,527			\$0	\$0	\$0
Total Assets:	\$133,396	\$27,316	\$4,294	\$19,156	\$18,323	\$9,136
Liabilities:						
Amounts Held As Agent	\$0	\$9,963		\$0	\$0	\$0
Accounts Payable	\$10,465			\$0	\$0	\$0
Deferred Revenue	\$24,321			\$0	\$0	\$0
Wages Payable	\$14,355			\$0	\$0	\$0
Total Liabilities:	\$49,141	\$9,963	\$0	\$0	\$0	\$0
Fund Balance:						
Prior Year Ending Fund Balance	\$81,107	\$111,103	\$4,294	\$26,343	\$14,688	\$6,902
Year to Date Income / (Loss)	\$3,149	(\$93,750)	\$0	(\$7,188)	\$3,635	\$2,234
Current Fund Balance	\$84,255	\$17,353	\$4,294	\$19,156	\$18,323	\$9,136
	-	0	-	-	-	(0)
	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	116	14	N/A	15	N/A	N/A
Fund Balance Excess	\$18,891	(\$95,841)	N/A	(\$55,394)	N/A	N/A
Potential Use(s) of Fund Balance Excess:	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	Activity Fund
Total Potential Uses of Fund Balance Excess	\$ -	\$ -	N/A	\$ -	N/A	N/A

Students

Attendance/Excuses/Dismissal

Attendance

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

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

Classroom learning experiences are the basis for public school education and the learning that takes place in the classroom is an essential part of ~~your child's~~ **that** education. Time lost from class because of absences, tardiness and early dismissals **disrupts** the continuity of the instructional process and is a lost opportunity for all children of valuable instructional time.

The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent. The BRS school day begins and 8:25 AM and ends at 3:10 PM. Students are considered tardy if they arrive after 8:25 AM. To promote the importance of full day attendance, the school office will communicate with parents, ~~in writing~~ **by telephone, e-mail, or first-class mail**, if and when a student has four (4) or more tardies or four (4) more early dismissals in a month. The principal, at his/her discretion, may request a meeting with a child's parents as a follow-up.

Definitions (~~related to chronic absenteeism~~)

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

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. [10-198b](#).

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

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

Truant child: An enrolled student who has four unexcused absences from school in a month or ten unexcused absences in any school year.

Excuses

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

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

~~Such documentation includes a message received from parent/guardian from attendance phone line,~~ **Preferred documentation is provided by the parent/guardian leaving a message prior to 8:25 AM on the day of the absence on the school's attendance phone line. Acceptable alternate documentation includes** a signed note from the student's parent/guardian, a signed note from a school official ~~that who spoke in person~~ **personally** with the

parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

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

C. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

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

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will ~~will~~ **should** be completed within five days after the student returns to school.

Excused Absences for Children of Service Members

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

Chronic Absenteeism

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

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

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

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

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

Prevention and Intervention Strategies

1. The Principal and/or designee will hold a meeting with the parent/guardian of a child who is a “truant child” or “chronically absent child” as defined above. Such meeting will be held no later than ten (10) school days after the student’s designation as “truant” or “chronically absent” based upon the definitions articulated in this policy.
2. The Principal and/or the Special Services Director will, when deemed appropriate, coordinate services with and referrals of children to community agencies providing child and family services.
3. The Principal or his/her designee will annually at the beginning of the school year, and upon any enrollment during the school year, notify in writing the parent or other person having control of each child of the school attendance obligations of the parent or such person pursuant to Connecticut General Statutes §10-184.
4. The Principal or his/her designee will annually at the beginning of the school year, and upon any enrollment during the school year, obtain from the parent or other person having control of each child a telephone number or other means of contacting such parent or such other person during the school day.
5. The Principal will establish a procedure that provides that, whenever an enrolled student fails to report to school on a regularly scheduled school day, and no indication has been received by school personnel that the child's parent or other person having control of the child is aware of the child's absence, a reasonable effort to notify, by telephone and by mail, the parent or such other person shall be made by school personnel. The required mail notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to Connecticut General Statutes §46b-149 alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Persons who, in good faith, give or fail to give notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.
6. The school's mandated reporters must report suspected educational neglect to the Connecticut Department of Children and Families.
7. The Principal or his/her designee shall refer a child for a Planning and Placement Team meeting for evaluation for a possible disability of the “truant child” or “chronically absent child.”
8. If a parent or other person having control of the “truant child” or “chronically absent child” fails to attend the meeting with the Principal or his/her designee, or otherwise fails to cooperate with the school in attempting to solve the problem, the Principal or his/her designee shall notify the Superintendent, who shall file, no later than fifteen (15) calendar days after such failure to attend such meeting or such failure to cooperate with the school, a written complaint with the Superior Court pursuant to Connecticut General Statutes §46b-149 alleging the belief that the acts or omissions of the child are such that the child’s family is a family with service needs.

Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal or designee, and the approval of the student’s parent/guardian. ~~No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian.~~ If a court official with legal permission to take takes custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

Extraordinary Educational Opportunities

An extraordinary educational opportunity is defined as an opportunity: (a) with a learning objective related to the particular student's course work or plan of study; (b) not ordinarily available to the particular student; (c) appropriate to the development of the particular student (e.g., age, grade, and educational attainment); and (d) with content highly relevant to the particular student. The opportunity must come at no cost to the District. Family vacations do not qualify as extraordinary educational opportunities.

A request for the approval of an extraordinary educational opportunity must be submitted in advance in writing, with the signature of the student and his/her parent(s)/guardian(s), to the Principal. The request must detail how the opportunity meets the criteria outlined above. All relevant documentation must be attached.

The decision to approve, or not approve, an extraordinary educational opportunity will be put in writing by the Principal after consultation with the Superintendent, and may be subject to withdrawal based on conditions outlined in the approval. Each request will be considered on a case-by-case basis and will set no precedent for the particular student or for other students.

(cf. [5142](#) - Student Safety)

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

(cf. 6113 - Released Time)

Legal Reference Connecticut General Statutes

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

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

[10-185](#) Penalty

[10-198a](#) Policies and procedures concerning truants (as amended by PA 11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee).

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

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

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

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

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

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

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

PA 17-14 An Act Implementing the Recommendations of the Department of Education.

Policy adopted: February 26, 2018

WOODBIDGE SCHOOL DISTRICT

Woodbridge, Connecticut

Students

Attendance/Excuses

Definitions:

Length of School Day—The school day at Beecher Road School begins at 8:25 AM and ends at 3:10 PM. Arrival and/or departure after 8:30 and prior to 3:10 significantly impacts on a student's academic instruction.

Truant—means a child between the ages of 5 and 18 enrolled in a public or private school who has four unexcused absences from school in a month or ten unexcused absences in any school year.

Tardy Student—refers to a student who arrives at school after 8:25 AM. The school day at Beecher Road School begins at 8:25 AM and ends at 3:10 PM. Students who arrive at school after 8:25 AM four or more times per month will be considered "truant."

Habitually Tardy Student—refers to a student who is tardy four times or more within a month without a written legal excuse, i.e., illness/injury, doctor's appointment, religious observation or to attend the funeral of a family member or friend.

Early Pick-up—refers to a student who leaves school prior to 3:10 PM. The school day at Beecher Road School begins at 8:25 AM and ends at 3:10 PM. Students who leave prior to 3:10 PM four or more times per month will be considered "truant."

Absence/Unexcused Absence—An absence shall be excused when a child does not attend school because of illness or injury, death in the family, religious obligation, or other exceptional circumstances. The parent or guardian is expected to give the school an excuse for any such absence. All other absences, with or without an explanation from a parent or guardian, will be considered unexcused. Excessive absences due to illness may not be considered excused unless a doctor's note is provided.

1. The Principal and/or designee must conduct a meeting within ten school days after the fourth unexcused absence in one month or within 10 school days after the 10th unexcused absence in one year with the parent of each child who is a truant, or other person having control of such child, and appropriate school personnel to review and evaluate the reasons for the child being a truant.

The Principal and/or the Special Services Director will, when deemed appropriate, coordinate services with and referrals of children to community agencies providing child and family services.

2. The Principal or his/her designee will annually, at the beginning of the school year and upon any enrollment during the school year, notify the parent or other person having control of each child in writing, of the obligations of the parent or such person (pursuant to Section [10-184](#) (3) of their obligation relative to a child's attendance at school.

3. Annually, at the beginning of the school year, and upon any enrollment during the school year, the Principal and/or designee will obtain from a parent or other person having control of the child, a telephone number or other means of contacting such parent or legal guardian during the school day.

4. The Principal will establish a procedure which provides that whenever a child in any grade, kindergarten to six, fails to report to school on a regularly scheduled school day, and no indication has been received by school personnel that the child's parent or other person having control of the child is aware of the students' absence, a reasonable effort to notify, by telephone and by mail. The parent or such person shall be made by school personnel or volunteer under the direction of the Principal. The required mail notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who in good faith gives or fails to give notice as specified above, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceedings which result from such notice.

5. The school's mandated reporters (teachers, principals, guidance counselors, school psychologists, physical therapists, athletic coaches, paraprofessionals and social workers), must report suspected educational neglect to the Department of Children and Families.

~~6. The Principal and/or designee shall refer a child to the Planning and Placement Team for evaluation for a possible disability if the student is excessively absent without excuse (Connecticut State Regulations, Section [10-76d-7](#)).~~

~~7. The Superintendent is required to file a truancy petition with respect to all students who are absent without excuse four (4) days in any given month or ten (10) days in any year, whose parents/legal guardian fail to attend the meeting held to discuss the attendance issues or otherwise refuse to cooperate.~~

~~**Tardy/Habitual Tardiness**~~

~~1. Parents are responsible for accompanying their child(ren) and signing him/her in and for turning in written excuses for students arriving after 8:25 AM or leaving prior to 3:10 PM. Acceptable excuses for arriving late or leaving early include: illness/doctor's appointment; religious observance; family emergency.~~

~~2. Students having four unexcused "tardies" shall be counted as having one unexcused absence.~~

~~**Regulation approved: March 17, 2014**~~

~~WOODBIDGE SCHOOL DISTRICT~~

~~Woodbridge, Connecticut~~



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education
FROM: Jonathan S. Budd, Ph.D., Superintendent
DATE: June 8, 2021
RE: Proposed Revision of Policy 5113, “Attendance/Excuses/Dismissal”

Based on this morning’s meeting of the Board Policy Committee, please find attached a proposed revised Policy 5113 which would accomplish the following:

- Clarify the preferred mechanism for parents/guardians reporting a student absence (p. 1).
- Add definition of, and procedures for requesting approval for, “extraordinary educational opportunities” (p. 4).

The proposed revision would also strike older language that in some cases is repetitive, and in other cases conflicting. The proposed language aligns with the relevant Connecticut General Statutes as well as best practices for promoting student attendance at school.

In addition, this proposed revision would integrate current Policy 5113.2, “Truancy,” so that one cohesive policy on student attendance would exist.

FY2022 BUDGET RECONCILIATION SUMMARY OF ADJUSTMENTS

B.O.E. ADJUSTMENTS:

<u>Org</u>	<u>Obj</u>	<u>Description</u>	<u>Amount</u>	<u>Reason for Adjustment</u>
1126	61200	Teacher Salaries-Grade 1	(\$17,000)	Resignation / Replacement
1107	61200	Teacher Salaries- Kinder	(\$25,000)	Resignation / Replacement
1201	61500	Administrative Assistants - School	(\$11,000)	Savings from Restructuring
1432	62300	MERF Amortization-DW	(\$3,000)	Contractual & Resignation Savings
1432	62700	Medical Insurance-DW	(\$40,202)	Favorable Renewal
1402	64500	Building Improvements	(\$10,500)	To ESSER II
1404	66250	Nursing Supplies	(\$4,170)	To ESSER II
1402	66300	Supplies Custodial-DW School	(\$4,400)	To ESSER II
1402	66301	Supplies Maintenance-DW School	(\$600)	To ESSER II
1401	66350	Supplies Office-DW Admin	(\$1,155)	Savings Business Office to BRS
1403	66450	Subscriptions-DW Loc Wide	(\$13,800)	Duplicated in Acct# 1410-66450
			(\$130,827)	

CONTINGENCY

<u>Org</u>	<u>Obj</u>	<u>Description</u>	<u>Amount</u>	<u>Reason for Adjustment</u>
1401	61102	Business Manager Salary	(\$3,869)	Retirement / Replacement
1401	61104	Assistant Principal Salary (Pre K - 6)	(\$4,183)	Contractual Savings
1403	61204	Stipends	\$7,900	New Programs
1404	61400	Nursing Salaries	(\$6,017)	Resignation / Replacement
1401	61500	Administrative Support - DW	(\$13,000)	Resignation / Replacement
1201	61500	Administrative Assistants - School	(\$10,000)	Additional Savings from Restructuring
1401	68250	Unemployment	\$7,000	Anticipated Increase
		Contingency	(\$22,169)	

FY2022 BUDGET RECONCILIATION

Account	OBJ	DESCRIPTION	BUDGET FY 2021	B.O.E. APPROVED	B.O.E. ADJMTS	CONTINGENCY	B.O.E. FINAL	DIFF FY22 v FY21	% CHGE
1301	61100	Special Ed. Director Salary	141,277	145,965			145,965	4,688	3.3%
1401	61101	Superintendent Salary	196,423	203,000			203,000	6,577	3.3%
1401	61102	Business Manager Salary	128,959	132,828		(3,869)	128,959	(0)	0.0%
1401	61103	Principal Salary (Pre K - 6)	163,105	167,999			167,999	4,894	3.0%
1401	61104	Assistant Principal Salary (Pre K - 6)	135,358	139,419		(4,183)	135,237	(121)	-0.1%
	110	TOTAL SALARIES ADMIN	765,122	789,211	0	(8,052)	781,159	16,037	2.1%
1105	61200	Teacher Salaries-North Art	39,869	43,469			43,469	3,600	9.0%
1107	61200	Teacher Salaries- Kinder	535,609	510,661	(25,000)		485,661	(49,948)	-9.3%
1111	61200	Teacher Salaries-North Music	98,209	79,796			79,796	(18,414)	-18.7%
1112	61200	Teacher Salaries-North Phys Ed	147,743	147,743			147,743	(1)	0.0%
1117	61200	Teacher Sal-World Lang. North	94,316	95,330			95,330	1,014	1.1%
1120	61200	Teacher Sal- Multi-Age	351,009	358,838			358,838	7,829	2.2%
1126	61200	Teacher Salaries-Grade 1	407,941	416,101	(17,000)		399,101	(8,840)	-2.2%
1127	61200	Teacher Salaries-Grade 2	433,865	405,568			405,568	(28,297)	-6.5%
1205	61200	Teacher Salaries South Art	97,330	97,330			97,330	0	0.0%
1211	61200	Teacher Salaries South Music	121,500	121,663			121,663	163	0.1%
1212	61200	Teacher Salaries- South Phys Ed	142,365	144,393			144,393	2,028	1.4%
1217	61200	Teacher Sal-World Lang. South	94,316	95,330			95,330	1,014	1.1%
1228	61200	Teacher Salaries-Grade 3	543,269	451,153			451,153	(92,116)	-17.0%
1229	61200	Teacher Salaries-Grade 4	362,612	400,101			400,101	37,489	10.3%
1230	61200	Teacher Salaries-Grade 5	537,507	545,242			545,242	7,735	1.4%
1231	61200	Teacher Salaries-Grade 6	452,571	518,359			518,359	65,788	14.5%
1303	61200	Teacher Salaries-Sped	941,906	1,009,375			1,009,375	67,469	7.2%
1313	61200	Teacher Sal-Sped Pre-School	74,680	67,680			67,680	(7,000)	-9.4%
1333	61200	Teacher Salaries-Sped Summer	22,560	28,800			28,800	6,240	27.7%
1408	61200	Teacher Sal-DW Language Arts	359,391	367,488			367,488	8,097	2.3%
1409	61200	Teacher Salaries-DW Math	150,265	76,116			76,116	(74,150)	-49.3%
1410	61200	Teacher Salaries-DW Media Cntr	167,004	132,420			132,420	(34,584)	-20.7%
1418	61200	Teacher Salaries-DW Technology	162,790	166,239			166,239	3,449	2.1%
1434	61200	Teacher Salaries-DW Science	61,965	69,128			69,128	7,163	11.6%
1303	61201	Psychologist Sal-Sped Loc Wide	200,610	235,608			235,608	34,998	17.4%
1403	61201	Tutor/Homebound Salary-DW	2,620	2,620			2,620	0	0.0%
1419	61201	Curriculum Writing Salary	19,500	36,400			36,400	16,900	86.7%
1303	61203	Counselor Salary-Sped	49,806	50,963			50,963	1,157	2.3%
1403	61204	Stipends	22,000	22,100		7,900	30,000	8,000	36.4%
	120	TOTAL TEACHER SALARIES	6,695,128	6,696,011	(42,000)	7,900	6,661,911	(33,217)	-0.5%
1402	61303	Custodian Salaries-DW School	386,550	399,108			399,108	12,558	3.2%
1402	61305	Custodian OT Salary-DW School	44,128	48,106			48,106	3,978	9.0%
	130	TOTAL CUSTODIAN SALARIES	430,678	447,214	0	0	447,214	16,536	3.8%
1404	61400	TOTAL NURSE SALARIES	157,822	157,263	0	(6,017)	151,246	(6,576)	-4.2%
1201	61500	Administrative Assistants - School	159,529	163,547	(11,000)	(10,000)	142,547	(16,982)	-10.6%
1301	61500	Administrative Assistant - Spec Svcs	59,246	60,719			60,719	1,473	2.5%
1401	61500	Administrative Support - DW	159,306	178,131		(13,000)	165,131	5,825	3.7%
	150	TOTAL SECRETARY SALARIES	378,081	402,397	(11,000)	(23,000)	368,397	(9,684)	-2.6%
1103	61600	Non-Certified Sal-Primary Loc Wd	190,460	182,174			182,174	(8,286)	-4.4%
1203	61600	Non-Certified Sal-Intermediate Loc Wd	42,324	15,219			15,219	(27,105)	-64.0%
1303	61600	Non-Certified Sal-Sped Loc Wd	115,892	242,415			242,415	126,523	109.2%
1333	61600	Non-Certified Sal-Sped Summer	11,610	11,900			11,900	290	2.5%
1410	61600	Non-Certified Sal-DW Media Cntr	28,582	0			0	(28,582)	-100.0%
1418	61600	Non-Certified Sal-DW Technolog	28,093	14,318			14,318	(13,775)	-49.0%
1421	61600	Non-Certified Sal-DW Copy Cntr	14,930	15,219			15,219	289	1.9%
1303	61601	One to One Sal-Sped Loc Wide	310,442	275,889			275,889	(34,553)	-11.1%
	160	TOTAL T.A. SALARIES	742,333	757,134	0	0	757,134	14,801	2.0%
1303	61700	Occupational Therapist	0	32,000			32,000	32,000	#DIV/0!
1303	61710	Physical Therapist	0	19,168			19,168	19,168	#DIV/0!
1403	61900	Cafe Aides-DW Loc Wide	36,965	36,988			36,988	23	0.1%
1423	61900	Clerk of the Board-DW Board ED	6,479	6,641			6,641	162	2.5%
1103	61903	Lifeguard Salary-Primary Loc Wid	1,548	2,912			2,912	1,364	88.1%
1203	61903	Lifeguard Salary-Intermediate Loc Wd	2,970	3,510			3,510	540	18.2%
1403	61904	Degree Changes-DW	7,150	5,750			5,750	(1,400)	-19.6%
1403	61906	Sick pay out-DW	0	0			0	0	#DIV/0!
	190	TOTAL MISC SALARIES	55,112	106,968	0	0	106,968	51,856	94.1%
1432	62200	TOTAL FICA	252,995	258,365			258,365	5,370	2.1%
							0	0	#DIV/0!
1432	62300	MERF Amortization-DW	13,850	14,610	(3,000)		11,610	(2,240)	-16.2%
1432	62301	MERF-DW	288,491	330,474			330,474	41,983	14.6%
	230	TOTAL MERF	302,341	345,084	(3,000)	0	342,084	39,743	13.1%

FY2022 BUDGET RECONCILIATION

Account	OBJ	DESCRIPTION	BUDGET FY 2021	B.O.E. APPROVED	B.O.E. ADJMTS	CONTINGENCY	B.O.E. FINAL	DIFF FY22 v FY21	% CHGE
1425	62700	Non-Employess Medical Ins-DW	109,086	118,275			118,275	9,189	8.4%
1432	62700	Medical Insurance-DW	2,295,425	2,529,048	(40,202)		2,488,846	193,421	8.4%
	270	TOTAL MEDICAL INSURANCE	2,404,511	2,647,323	(40,202)	0	2,607,121	202,610	8.4%
1432	62800	280 TOTAL LIFE INSURANCE	42,162	33,774			33,774	(8,388)	-19.9%
1403	62902	Course Reimbursement-DW	14,300	8,000			8,000	(6,300)	-44.1%
	290	TOTAL OTHER BENEFITS	14,300	8,000	0	0	8,000	(6,300)	-44.1%
1103	63200	Prof Development-Primary Loc Wd	3,500	0			0	(3,500)	-100.0%
1201	63200	Prof Development- Administration	3,500	3,500			3,500	0	0.0%
1203	63200	Prof Development-Intermediate Loc Wd	3,500	0			0	(3,500)	-100.0%
1303	63200	Prof Development-Sped Loc Wd	5,475	3,425			3,425	(2,050)	-37.4%
1401	63200	Prof Development-DW Admin	3,500	3,500			3,500	0	0.0%
1404	63200	Prof Development-DW Nurse	500	500			500	0	0.0%
1408	63200	Prof Development-DW Lang Arts	1,200	0			0	(1,200)	-100.0%
1409	63200	Prof Development-DW Math	6,000	0			0	(6,000)	-100.0%
1410	63200	Prof Development-DW Media Cntr	600	0			0	(600)	-100.0%
1418	63200	Prof Development-DW Technology	1,500	0			0	(1,500)	-100.0%
1419	63200	Prof Development-DW Curriculum	5,500	35,000			35,000	29,500	536.4%
1423	63200	Prof Development-DW Board Ed	2,000	2,000			2,000	0	0.0%
1434	63200	Prof Development-DW Science	1,200	0			0	(1,200)	-100.0%
	320	TOTAL PROF DEVELOPEMENT	37,975	47,925	0	0	47,925	9,950	26.2%
1301	63300	Legal-Sped Admin	12,000	12,000			12,000	0	0.0%
1401	63300	Legal-DW Admin	19,600	20,000			20,000	400	2.0%
	330	TOTAL LEGAL	31,600	32,000	0	0	32,000	400	1.3%
1401	63400	Software Support-DW Admin	0	0					
1403	63400	Software Support-DW Loc Wide	22,000	22,000			22,000	0	0.0%
1404	63400	Software Support-DW Nurse	2,238	2,238			2,238	0	0.0%
1410	63400	Software Support-DW Media Cntr	2,100	2,150			2,150	50	2.4%
	340	TOTAL SOFTWARE	26,338	26,388	0	0	26,388	50	0.2%
1403	63500	350 TOTAL SUBSTITUTES	24,647	25,000			25,000	353	1.4%
1303	63900	OT/PT Services-Sped Loc Wide	81,688	0			0	(81,688)	-100.0%
1333	63900	OT/PT Services-Sped Summer	3,675	0			0	(3,675)	-100.0%
1401	63900	Other Prof Services-DW Admin	262,501	270,936			270,936	8,435	3.2%
1404	63900	DW-Nurse-Oth Prof serv	1,650	1,683			1,683	33	2.0%
1303	63901	Consultants-Sped Loc Wide	35,000	35,000			35,000	0	0.0%
1401	63902	Financial Audit-DW Admin	24,271	25,392			25,392	1,121	4.6%
	390	TOTAL OTHER PROF SERVICES	408,785	333,011	0	0	333,011	(75,774)	-18.5%
1402	64100	Electricity-DW School Oper	174,823	179,197			179,197	4,374	2.5%
1402	64101	Water & Sewer-DW School Oper	17,455	18,122			18,122	667	3.8%
	410	TOTAL UTILITIES	192,278	197,319	0	0	197,319	5,041	2.6%
1402	64200	420 TOTAL HEATING ENERGY COSTS	68,386	72,061			72,061	3,675	5.4%
							0	0	#DIV/0!
1401	64300	Repairs & Maint-DW Admin	975	975			975	0	0.0%
1402	64300	Repairs & Maint-DW School Oper	36,456	44,819			44,819	8,363	22.9%
1403	64300	Repairs & Maint-DW Loc Wide	14,000	13,000			13,000	(1,000)	-7.1%
1410	64300	Repairs & Maint-DW Media Cntr	200	0			0	(200)	-100.0%
1418	64300	Repairs & Maint-DW Technology	0	0			0	0	#DIV/0!
1435	64300	Repairs & Maint-DW Security	0	0			0	0	#DIV/0!
	430	TOTAL REPAIRS & MAINT	51,631	58,794	0	0	58,794	7,163	13.9%
1101	64450	Leases & Rentals-Primary Admin	3,642	3,756			3,756	114	3.1%
1201	64450	Leases & Rentals-Intermediate Admin	2,743	2,855			2,855	112	4.1%
1301	64450	Leases & Rentals-Sped Admin	3,194	3,331			3,331	137	4.3%
1401	64450	Leases & Rentals-DW Admin	10,264	10,438			10,438	174	1.7%
1410	64450	Leases & Rentals-DW Media Cntr	1,514	385			385	(1,129)	-74.6%
1421	64450	Leases & Rentals-DW Copy Cntr	32,238	33,166			33,166	928	2.9%
	445	TOTAL LEASES & RENTALS	53,595	53,930	0	0	53,930	335	0.6%
1402	64500	450 TOTAL BUILDING IMPROVEMENTS	10,300	10,500	(10,500)		0	(10,300)	-100.0%
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
1402	64900	Purchased Services-DW Schools	24,520	25,092			25,092	572	2.3%

FY2022 BUDGET RECONCILIATION

<u>Account</u>	<u>OBJ</u>	<u>DESCRIPTION</u>	<u>BUDGET</u> <u>FY 2021</u>	<u>B.O.E.</u> <u>APPROVED</u>	<u>B.O.E.</u> <u>ADJMTS</u>	<u>CONTINGENCY</u>	<u>B.O.E.</u> <u>FINAL</u>	<u>DIFF</u> <u>FY22 v FY21</u>	<u>%</u> <u>CHGE</u>
1303	64901	Service Contracts-Sped	24,750	36,370			36,370	11,620	46.9%
1401	64901	Service Contracts-DW Admin	1,776	1,776			1,776	0	0.0%
1402	64901	Service Contracts-DW Schools	83,802	92,991			92,991	9,189	11.0%
1421	64901	Service Contracts-DW Copy Cntr	680	680			680	0	0.0%
1435	64901	Service Contracts-DW Security	22,184	23,109			23,109	925	4.2%
	490	TOTAL OTHER PURCH SERVICES	157,712	180,017	0	0	180,017	22,305	14.1%
1212	65100	Transportation-Intermediate Phys Ed	1,776	1,776			1,776	0	0.0%
1303	65100	Transportation-Sped	191,620	195,533			195,533	3,913	2.0%
1333	65100	Transportation-Sped Summer	24,090	35,848			35,848	11,758	48.8%
1403	65100	Transportation-DW Loc Wide	333,759	345,246			345,246	11,487	3.4%
1403	65101	Transportation Non-Public	45,195	45,863			45,863	668	1.5%
1403	65102	Fuel for Buses-DW	37,650	28,793			28,793	(8,857)	-23.5%
	510	TOTAL TRANSPORTATION	634,090	653,059	0	0	653,059	18,969	3.0%
1401	65200	Liability Insurance-DW Admin	100,893	94,872			94,872	(6,021)	-6.0%
1401	65201	Workman's Compensation-DW Admn	205,862	193,102			193,102	(12,760)	-6.2%
	520	TOTAL INSURANCE	306,755	287,974	0	0	287,974	(18,781)	-6.1%
1101	65300	Telephones-Primary Admin	4,806	4,917			4,917	111	2.3%
1201	65300	Telephones-Intermediate Admin	4,806	4,917			4,917	111	2.3%
1301	65300	Telephones-Sped Admin	1,678	1,717			1,717	39	2.3%
1401	65300	Telephones-DW Admin	4,850	4,962			4,962	111	2.3%
1402	65300	Telephones-DW School Oper	788	806			806	18	2.3%
	530	TOTAL TELEPHONE	16,928	17,317	0	0	17,317	389	2.3%
1401	65350	TOTAL INTERNET	24,640	25,000			25,000	360	1.5%
1101	65370	Postage-Primary Admin	500	1,500			1,500	1,000	200.0%
1201	65370	Postage-Intermediate Admin	1,000	1,000			1,000	0	0.0%
1301	65370	Postage-Sped Admin	1,250	1,250			1,250	0	0.0%
1401	65370	Postage-DW Admin	1,900	1,900			1,900	0	0.0%
	537	TOTAL POSTAGE	4,650	5,650	0	0	5,650	1,000	21.5%
1401	65400	TOTAL ADVERTISING	2,500	2,500			2,500	0	0.0%
1401	65500	TOTAL INTERNS	171,204	176,010			176,010	4,806	2.8%
1303	65600	Tuition-Sped Loc Wide	272,758	273,400			273,400	642	0.2%
1333	65600	Tuition-Sped Summer Program	32,403	39,280			39,280	6,877	21.2%
1403	65600	Tuition-DW Loc Wide	0	0			0	0	#DIV/0!
	560	TOTAL TUITION	305,161	312,680	0	0	312,680	7,519	2.5%
1101	65900	Misc Purch Services-Primary Admn	500	500			500	0	0.0%
1201	65900	Misc Purch Services-Intermediate Admn	500	500			500	0	0.0%
1401	65900	Misc Purch Services-DW Admin	10,900	10,900			10,900	0	0.0%
1404	65900	Misc Purch Servs-Nurse	1,300	1,300			1,300	0	0.0%
1423	65900	Misc Purch Servs-DW Board Ed	700	700			700	0	0.0%
	590	TOTAL MISC PURCH SRVS	13,900	13,900	0	0	13,900	0	0.0%
1103	66100	Supplies-Primary Loc Wide	2,397	2,397			2,397	0	0.0%
1105	66100	Supplies-NorthArt	1,752	1,752			1,752	0	0.0%
1107	66100	Supplies-Primary Kindergarten	4,939	4,000			4,000	(939)	-19.0%
1111	66100	Supplies-North Music	683	700			700	17	2.5%
1112	66100	Supplies-North Phys Ed	1,806	1,629			1,629	(177)	-9.8%
1120	66100	Supplies-Multi Age	4,724	5,000			5,000	276	5.8%
1126	66100	Supplies-Primary Grade One	4,562	5,000			5,000	438	9.6%
1127	66100	Supplies-Primary Grade Two	3,905	3,900			3,900	(5)	-0.1%
1203	66100	Supplies-Intermediate Loc Wide	1,508	1,508			1,508	0	0.0%
1205	66100	Supplies-South Art	2,100	2,100			2,100	0	0.0%
1211	66100	Supplies-South Music	2,800	2,800			2,800	0	0.0%
1212	66100	Supplies-South Phys. Ed	1,528	1,600			1,600	72	4.7%
1228	66100	Supplies-Intermediate Grade Three	3,892	3,892			3,892	0	0.0%
1229	66100	Supplies-Intermediate Grade Four	2,850	2,750			2,750	(100)	-3.5%
1230	66100	Supplies-Intermediate Grade Five	4,410	4,600			4,600	190	4.3%
1231	66100	Supplies-Intermediate Grade Six	4,600	4,600			4,600	0	0.0%
1303	66100	Supplies-Sped Loc Wide	5,966	5,966			5,966	0	0.0%
1313	66100	Supplies-Sped Pre-School	813	813			813	0	0.0%
1407	66100	Supplies-DW World Language	800	600			600	(200)	-25.0%
1408	66100	Supplies-DW Language Arts	6,150	5,650			5,650	(500)	-8.1%
1409	66100	Supplies-DW Math	4,810	4,800			4,800	(10)	-0.2%
1410	66100	Supplies-DW Media Center	5,033	5,100			5,100	67	1.3%
1418	66100	Supplies-DW Technology	13,000	12,000			12,000	(1,000)	-7.7%

FY2022 BUDGET RECONCILIATION

Account	OBJ	DESCRIPTION	BUDGET FY 2021	B.O.E. APPROVED	B.O.E. ADJMTS	CONTINGENCY	B.O.E. FINAL	DIFF FY22 v FY21	% CHGE
1419	66100	Supplies-Curriculum	0	0			0	0	#DIV/0!
1420	66100	Supplies-Social Studies	3,693	5,164			5,164	1,471	39.8%
1421	66100	Supplies-DW Copy Center	18,700	16,000			16,000	(2,700)	-14.4%
1424	66100	Supplies-DW Tag	5,035	5,000			5,000	(35)	-0.7%
1434	66100	Supplies-DW Science	11,514	12,000			12,000	486	4.2%
	610	TOTAL SUPPLIES TEACHING	123,970	121,321	0	0	121,321	(2,649)	-2.1%
1301	66200	Computer Software-SPED	12,425	11,540			11,540	(885)	-7.1%
1401	66200	Computer Software-DW Admin	41,183	42,414			42,414	1,231	3.0%
1403	66200	Computer Software-DW Loc Wide	13,500	14,500			14,500	1,000	7.4%
1410	66200	Computer Software-DW Media Cntr	0	0			0	0	#DIV/0!
	620	TOTAL SOFTWARE	67,108	68,454	0	0	68,454	1,346	2.0%
1404	66250	TOTAL SUPPLIES-NURSE	4,060	4,170	(4,170)		0	(4,060)	-100.0%
				0			0	0	#DIV/0!
1402	66300	Supplies Custodial-DW School	49,740	44,740	(4,400)		40,340	(9,400)	-18.9%
1402	66301	Supplies Maintenance-DW School	6,966	6,966	(600)		6,366	(600)	-8.6%
	630	TOTAL SUPPLIES CUSTODIAL	56,706	51,706	(5,000)	0	46,706	(10,000)	-17.6%
1101	66350	Supplies Office-Primary Admin	2,450	2,450			2,450	0	0.0%
1201	66350	Supplies Office- SB Administration	1,700	1,700			1,700	0	0.0%
1301	66350	Supplies Office-Sped Admin	1,350	1,350			1,350	0	0.0%
1401	66350	Supplies Office-DW Admin	9,550	9,550	(1,155)		8,395	(1,155)	-12.1%
	635	TOTAL SUPPLIES OFFICE	15,050	15,050	(1,155)	0	13,895	(1,155)	-7.7%
1410	66400	Books and A/V-DW Media Center	17,000	10,000			10,000	(7,000)	-41.2%
	640	TOTAL LIBRARY BOOKS AV	17,000	10,000	0	0	10,000	(7,000)	-41.2%
1401	66450	Subscriptions-DW Admin	578	233			233	(345)	-59.7%
1403	66450	Subscriptions-DW Loc Wide	13,800	13,800	(13,800)		0	(13,800)	-100.0%
1404	66450	Subscriptions-DW Nurse Srvs	255	255			255	0	0.0%
1408	66450	Subscriptions-DW Language Arts	70	70			70	0	0.0%
1410	66450	Subscriptions-DW Media Center	875	15,150			15,150	14,275	1631.4%
1418	66450	Subscriptions-DW Technology	6,200	6,500			6,500	300	4.8%
	645	TOTAL SUBSCRIPTIONS	21,778	36,008	(13,800)	0	22,208	430	2.0%
1303	66500	Testing-Sped Loc Wide	4,000	3,750			3,750	(250)	-6.3%
1419	66500	Testing-DW Curriculum	9,225	10,450			10,450	1,225	13.3%
	650	TOTAL TESTING	13,225	14,200	0	0	14,200	975	7.4%
1435	66900	TOTAL MISC SUPPLIES	4,064	2,064			2,064	(2,000)	-49.2%
1101	67300	Equipment Office-Primary Admin	0	0			0	0	#DIV/0!
1201	67300	Equipment Office-Intermediate Admin	0	0			0	0	#DIV/0!
1301	67300	Equipment Office-Sped Admin	0	0			0	0	#DIV/0!
1401	67300	Equipment Office-DW Admin	0	0			0	0	#DIV/0!
	730	EQUIPMENT OFFICE	0	0	0	0	0	0	#DIV/0!
1101	67320	Equip Computers-Primary Admin	0	0			0	0	#DIV/0!
1201	67320	Equip Computers-Intermediate Admin	0	0			0	0	#DIV/0!
1301	67320	Equip Computers-Sped Admin	0	0			0	0	#DIV/0!
1401	67320	Equip Computers-DW Admin	0	0			0	0	#DIV/0!
1403	67320	Equip Computers-DW Loc Wide	11,000	11,000			11,000	0	0.0%
1404	67320	Equip Computers-DW Nurse Srvs	0	0			0	0	#DIV/0!
1418	67320	Equip Computers-Technology	9,222	100,200			100,200	90,978	986.5%
1434	67320	Equip Computers-DW Science	0	0			0	0	#DIV/0!
	732	TOTAL COMPUTER EQUIPMENT	20,222	111,200	0	0	111,200	90,978	449.9%
1103	67350	Equip Teaching-Primary Loc Wide	0	0			0	0	#DIV/0!
1105	67350	Equip Teaching-Primary Art	0	0			0	0	#DIV/0!
1107	67350	Equip Teaching-Primary Kindergarten	0	0			0	0	#DIV/0!
1112	67350	Equip Teaching-Primary Phys Ed	0	0			0	0	#DIV/0!
1126	67350	Equip Teaching-Primary Grade One	0	0			0	0	#DIV/0!
1127	67350	Equip Teaching-Primary Grade Two	0	0			0	0	#DIV/0!
1211	67350	Equip Teaching-Intermediate Music	0	0			0	0	#DIV/0!
1212	67350	Equip Teaching-Intermediate Phys Ed	0	0			0	0	#DIV/0!
1228	67350	Equip Teaching-Intermediate Grade 3	0	0			0	0	#DIV/0!
1229	67350	Equip Teaching-Intermediate Grade 4	0	0			0	0	#DIV/0!
1230	67350	Equip Teaching-Intermediate Grade 5	0	0			0	0	#DIV/0!
1231	67350	Equip Teaching-Intermediate Grade 6	0	0			0	0	#DIV/0!
1303	67350	Equip Teaching-Sped Loc Wide	3,000	6,000			6,000	3,000	100.0%
1404	67350	Equip Teaching-Nurse	0	0			0	0	#DIV/0!
1409	67350	Equip Teaching-DW Math	0	0			0	0	#DIV/0!
1410	67350	Equip Teaching-DW Media Center	1,000	0			0	(1,000)	-100.0%
1434	67350	Equip Teaching-DW Science	0	0			0	0	#DIV/0!

FY2022 BUDGET RECONCILIATION

Account	OBJ	DESCRIPTION	BUDGET	B.O.E.	B.O.E.	CONTINGENCY	B.O.E.	DIFF	%
			FY 2021	APPROVED	ADJMTS		FINAL	FY22 v FY21	CHGE
	735	TOTAL EQUIPMENT TEACHING	4,000	6,000	0	0	6,000	2,000	50.0%
1303	67400	Equip Building-Sped Loc Wide	0	0			0	0	#DIV/0!
1402	67400	Equip Building-DW School Oper	3,492	3,452			3,452	(40)	-1.1%
	740	TOTAL EQUIPMENT BUILDING	3,492	3,452	0	0	3,452	(40)	-1.1%
				0			0	0	#DIV/0!
1101	67450	Furniture-Primary Admin`	0	0			0	0	#DIV/0!
1103	67450	Furniture-Primary Loc Wide	0	0			0	0	#DIV/0!
1105	67450	Furniture-Primary Art	0	0			0	0	#DIV/0!
1107	67450	Furniture-Primary Kindergarten	0	0			0	0	#DIV/0!
1111	67450	Furniture-Primary Music	0	0			0	0	#DIV/0!
1112	67450	Furniture-Primary Phys Ed	0	0			0	0	#DIV/0!
1126	67450	Furniture-Primary Grade One	0	0			0	0	#DIV/0!
1127	67450	Furniture-Primary Grade Two	0	0			0	0	#DIV/0!
1201	67450	Furniture-Intermediate Admin	0	0			0	0	#DIV/0!
1203	67450	Furniture-Intermediate Loc Wide	360	360			360	0	0.0%
1228	67450	Furniture-Intermediate Grade Three	0	0			0	0	#DIV/0!
1229	67450	Furniture-Intermediate Grade Four	0	0			0	0	#DIV/0!
1230	67450	Furniture-Intermediate Grade Five	0	0			0	0	#DIV/0!
1231	67450	Furniture-Intermediate Grade Six	0	0			0	0	#DIV/0!
1303	67450	Furniture-Sped Loc Wide	0	0			0	0	#DIV/0!
1401	67450	Furniture-Sped Pre-School	0	0			0	0	#DIV/0!
1408	67450	Furniture-DW Language Arts	0	0			0	0	#DIV/0!
1409	67450	Furniture-DW Math	0	0			0	0	#DIV/0!
1410	67450	Furniture-DW Media Center	0	0			0	0	#DIV/0!
1434	67450	Furniture-DW Science	0	0			0	0	#DIV/0!
	745	TOTAL FURNITURE	360	360	0	0	360	0	0.0%
1101	68100	Dues, Fees & Member-Primary Admin	625	625			625	0	0.0%
1201	68100	Dues, Fees & Member-Intermediate Admn	700	700			700	0	0.0%
1203	68100	Dues, Fees & Member-Interm.Loc Wd	240	240			240	0	0.0%
1205	68100	Dues, Fees & Member-Art	895	895			895	0	0.0%
1211	68100	Dues, Fees & Member-Music	1,290	1,290			1,290	0	0.0%
1212	68100	Dues, Fees & Member-Phys Ed	0	0			0	0	#DIV/0!
1303	68100	Dues, Fees & Member-Sped	250	250			250	0	0.0%
1401	68100	Dues, Fees & Member-DW Admin	15,935	16,282			16,282	347	2.2%
1404	68100	Dues, Fees & Member-DW Nurse	180	180			180	0	0.0%
1408	68100	Dues, Fees & Member-Lang Arts	300	300			300	0	0.0%
1409	68100	Dues, Fees & Member-DW Math	400	400			400	0	0.0%
1410	68100	Dues, Fees & Member-Media Cntr	915	915			915	0	0.0%
1418	68100	Dues, Fees & Member-Technology	1,500	1,500			1,500	0	0.0%
1419	68100	Dues, Fees & Member-Curriculum	0	0			0	0	#DIV/0!
1423	68100	Dues, Fees & Member-Board Ed	3,000	3,000			3,000	0	0.0%
1434	68100	Dues, Fees & Member-Science	120	120			120	0	0.0%
	810	TOTAL DUES & FEES	26,350	26,697	0	0	26,697	347	1.3%
1401	68250	825 TOTAL UNEMPLOYMENT	1,500	3,000		7,000	10,000	8,500	566.7%
1101	69000	Misc Expenses-Primary Admin	0	0			0	0	#DIV/0!
1201	69000	Misc Expenses-Intermediate Admin	0	0			0	0	#DIV/0!
1401	69000	Misc Expenses-DW Admin	0	0			0	0	#DIV/0!
1403	69000	Cafeteria Subsidy	0	0			0	0	#DIV/0!
1423	69000	Food	3,200	2,500			2,500	(700)	-21.9%
1401	69001	Ezra Nurse	36,209	36,487			36,487	278	0.8%
	900	TOTAL MISC EXPENDITURES	39,409	38,987	0	0	38,987	(422)	-1.1%
		CONTINGENCY	0	0	0	22,169	22,169	22,169	#DIV/0!
		GRAND TOTALS	15,201,954	15,692,447	(130,827)	0	15,561,620	359,666	2.37%
				3.23%					



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 11, 2021

RE: Proposed Revision of Policy 5114, "Suspension and Expulsion / Due Process"

Based on this morning's meeting of the Board's Policy Committee, please find attached a proposed revision of Policy 5114 which would conform the policy with various statutory changes since its prior (2014) revision:

- Connecticut Public Act 14-229, which modified circumstances under which students' cumulative educational records can be expunged for certain expulsions;
- Connecticut Public Act 15-96, which limited out-of-school suspensions and expulsions for students in preschool and in grades K-2;
- Connecticut Public Act 16-147, which: added certain expulsion hearing rights; clarified requirements for alternative educational opportunities for students who have been expelled; and added requirements for reporting certain expulsion offenses to the local police department; and
- Connecticut Public Act 19-91, which modified the standard to be met to expel a student.

All these changes to the policy are indicated in red bold.

In addition, based on the Board's feedback on April 9, an additional proposed revision (indicated in blue bold at the top of page 2) directs readers to the required federal code (18 U.S.C. 921) defining "firearm" for purposes of suspension/expulsion procedures; the definition in the federal code for these purposes is required by C.G.S. §10-233d. This recommended additional revision avoids the complication of the summary language in the prior proposed revision.

Students

Suspension and Expulsion/Due Process

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

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

A. Definitions

1. "**Exclusion**" shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. "**Removal**" shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. "**In-School Suspension**" shall be defined as an exclusion from regular classroom activity for no more than ten consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in the school attended by the student.
4. "**Suspension**" shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. Suspensions shall be in-school suspensions unless the administration determines, **for any student in grades 3 to 6, inclusive**, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies. **A student in grades PK-2, 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.**
5. "**Expulsion**" shall be defined as an exclusion from school privileges, **for any student in grades 3 to 6, 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.**
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", for purposes of this policy, will carry the definition of 18 U.S.C. 921, as amended from time to time.** ~~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 1/4 ounce, mine, or device similar to any of the weapons described herein.~~ **"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. **"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.**
16. **"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 to discuss his/her behavior. The administrator will notify the student's parent/guardian promptly.**

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

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

D. Suspension and Expulsion

1. A student may be suspended or expelled (**grades 3-6 inclusive**) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
 - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;

- c. Intentionally causing or attempting to cause damage or school property or material belonging to staff (private property);
- d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
- e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
- f. Deliberate refusal to obey the directions or orders of a member of the school staff;
- g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender, sexual orientation, **or any other basis prohibited through Woodbridge Board of Education Policy 0521, "Nondiscrimination"**;
- h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
- i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
- j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
- k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
- l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols.
- m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;

E. Suspension for Conduct Off School Grounds

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
 - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
 - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
2. In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section [29-38](#) and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Mandatory Expulsion

It shall be the policy of the Board to expel a student 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, as 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.

~~** 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.*~~

G. Suspension Procedure

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

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

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 D, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

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

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

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 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 the 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.
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; a statement of the legal jurisdiction under which the hearing is to be held; **and a statement that students under sixteen (16) years old who are expelled must be offered an alternative educational opportunity;**
 - b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;
 - c. The opportunity to be heard in the student's own defense;
 - d. The opportunity to present witnesses and evidence in the student's defense;
 - e. The opportunity to cross-examine adverse witnesses;
 - f. The opportunity to be represented by counsel at the parents'/student's own expense; and
 - g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
 - h. The opportunity to have the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent or legal guardian do not speak the English language;
 - i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.
6. The record of the hearing held in any expulsion case shall include the following:
 - a. All evidence received and considered by the Board of Education;
 - b. Questions and offers of proof, objections and ruling on such objections;
 - c. The decision of the Board of Education rendered after such hearing; and
 - d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any, or if not transcribed, any recording or stenographic record of the hearing.
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 legal services that are provided free of charge or at a reduced rate that are available and how to access such services. **The notification shall include a statement that an attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student shall be notified of the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that, if an emergency exists, such hearing shall be held as soon as after the expulsion as possible.**

J. Students with Disabilities

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

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 during the period of expulsion. **Such alternative educational opportunity shall be equivalent to alternative education, as defined by the Connecticut State Department of Education, with an individualized learning plan.** Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational program shall not be subject to the provision of Section [10-184](#) of the Connecticut General Statutes.

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 shall be expunged from the cumulative educational record by the Board **if the student graduates from high school unless the expulsion notice is based on possession of a firearm or deadly weapon if the Board determines that the student's conduct and behavior in the years following such expulsion warrants an expungement.**

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. 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.
4. 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.
5. A student expelled for possession of a firearm, ~~or~~ deadly weapon, **dangerous instrument, or martial arts weapon** shall have the violation reported to the local police department.
6. 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.
7. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the ~~Board of Education~~/Superintendent of Schools (~~choose which~~). Readmission decisions shall not be subject to appeal to Superior Court. The ~~Board or~~ Superintendent ~~as appropriate~~, may condition such readmission on specified criteria.
8. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, The Connecticut Juvenile Training School, or any other residential placement for such offense may be expelled by the ~~local~~ Board of Education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement.

Readmission of Student from a Residential Placement

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

Students and parents shall be notified of this policy annually.

(cf. [5125 – Student Records; Confidentiality](#))

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 and PA 11-126

[53a-3](#) Definitions

[53a-217b](#) Possession of Firearms and Deadly Weapons on School Grounds

PA 94-221 An Act Concerning School Discipline and Safety

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

PA 14-229 An Act Concerning the Expungement of a Pupil's Cumulative Education Record for Certain Expulsions

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

PA 16-147 An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee

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

Policy adopted: ~~March 17, 2014~~

WOODBIDGE SCHOOL DISTRICT

Woodbridge, Connecticut

Students

~~Suspension and Expulsion/Due Process~~

~~Suspension~~

~~When the Principal or designee has determined that there is cause for suspension of a student, the following procedures shall be observed:~~

- ~~1. The student shall be given a hearing before the Principal or designee, at which time the charges against the student will be stated and the student will be given an opportunity to respond to the charge. This hearing must be granted except when an emergency situation exists, in which case the hearing must be held as soon after the suspension as possible. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant.~~
- ~~2. The Principal or designee may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of the student.~~
- ~~3. The Principal or designee shall make every possible attempt to reach the parent or guardian of the student stating the charges against the student and the terms and conditions of the suspension.~~
- ~~4. Whether the telephone contact is made or not the Principal or designee shall forward a letter to the parent or guardian at the last known address according to school records (unless a newer address is determined) not later than twenty four hours of the suspension, and offering the parent or guardian the opportunity for a conference to discuss the suspension.~~
- ~~5. Notice of the suspension shall be transmitted by the Principal to the Superintendent of Schools by the close of the school day following the commencement of the suspension, but no later than twenty four hours of the commencement of the suspension.~~
- ~~6. Following a conference with the Principal or designee the parent or guardian may request the Superintendent to review the Principal's decision. Such review shall be completed and a written report issued to the student and parent or guardian, and to the Board of Education, within three (3) days of the receipt of such request. In examining the Principal's decision to suspend, the Superintendent shall obtain oral or written statements from the Principal or designee, the student, and the person(s) who witnessed and reported the incident(s) which resulted in the suspension. The Superintendent may call all concerned parties together for a conference, and take whatever other action is needed to determine the true facts of the matter.~~
- ~~7. Textbooks and homework are to be provided each student for the duration of the suspension period and the student shall be allowed to complete any classwork, including examinations, without penalty, which was missed during suspension.~~
- ~~8. The Superintendent shall report any unusually serious cases of student suspension to the Board of Education at the first meeting following such action.~~
- ~~9. Notice of a suspension for conduct endangering persons or property or seriously disruptive of the educational process and a description of the conduct leading to such suspension shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative record by the Board if the student graduates from high school, except if such notice of expulsion is based on possession of a firearm or deadly weapon.~~
- ~~10. Suspensions shall be in-school suspensions unless the administration (1) 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 or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.~~

~~11. The administration will use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.~~

~~12. 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.~~

~~The foregoing procedure will be followed unless the student has had a total of ten (10) suspensions during the current school year, or has been suspended for a total of fifty (50) days during the current school year. If the student's proposed suspension would exceed either figure the suspension shall not take effect until so ordered by the Board of Education after a formal hearing such as that required for expulsion. If the Principal has reason to believe that the student's conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of a Board policy, expulsion may be recommended.~~

Expulsion

~~The Board of Education or an impartial hearing board, as defined in C.G.S. 10-233d, may expel any student whose conduct on school grounds or at a school sponsored activity endangers persons or property or whose conduct is seriously disruptive of the educational process, or is violative of the publicized policies of the Board of Education. A student's conduct off school grounds may be considered for expulsion if such conduct is seriously disruptive of the educational process and violative of a publicized Board policy.~~

~~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.~~

~~The procedures leading to expulsion are as follows:~~

- ~~1. Requests for expulsion are to be directed to the Board of Education through the Superintendent of Schools.~~
- ~~2. Upon receipt of an expulsion request the Superintendent will conduct an inquiry within two (2) school days.~~
- ~~3. If after the inquiry the Superintendent or designee determines that the student ought to be expelled, the Superintendent shall forward such request to the Board of Education within five days after receipt of the request to expel.~~
- ~~4. Except in an emergency situation requiring the student's immediate removal, the Board shall conduct a hearing to be governed by the following procedures:~~
 - ~~A. The student and parent or legal guardian must be given notice at least five days prior to the date of the hearing.~~
 - ~~B. The notice shall contain:~~

~~The date, time and place of the scheduled hearing.~~

~~The details of the grounds for the expulsion, including a narrative of the events leading to the expulsion, the names of any witnesses against the student, copies of any statements or affidavits of those witnesses, a detailed summary of any other information to be used in support of expulsion, including any record of past offenses or misbehavior, and whether any prior warnings or suspensions have been given, and the proposed penalty.~~

~~A statement of the student's rights.~~

~~A statement that the Board is not required to offer an alternative educational opportunity to any student between 16 and 18 who was previously expelled or who has been expelled for conduct endangering persons which involved (1) carrying a dangerous instrument or weapon including a martial arts weapon on, or introducing a dangerous instrument or weapon on to school property or at a school sponsored activity or (2) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section 21a-240(9) of the Connecticut General Statutes.~~

~~C. At the hearing the student shall have the right to testify and produce witnesses and other evidence in his/her defense and shall have the right to demand that any witnesses against him/her appear in person to answer questions.~~

~~In exceptional circumstances the Board or the impartial hearing panel may refuse to allow a witness against the accused student to appear, when the Board or panel believes that fear on the part of the witness would prevent the giving of accurate testimony. In such cases a verbatim statement of the witness's testimony must be given to the student.~~

~~A witness's unsubstantiated desire to remain anonymous is not such an exceptional circumstance as to justify dispensing with confrontation and questioning by the student.~~

~~D. A student may be represented by any third party of his/her choice, including an attorney.~~

~~E. A student is entitled to 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.~~

~~F. The Board or impartial hearing panel shall keep verbatim record of the hearing and the student or his/her parent or legal guardian shall be entitled to a copy of that record at his/her own expense.~~

~~G. The Board or impartial hearing panel shall report its final decision in writing to the student, stating the reasons on which the decision is based, and the penalty to be imposed. Said decision shall be based on evidence produced and derived at the hearing.~~

~~H. Except under unusual circumstances the parent or a minor student shall be notified of the Board action within twenty four hours.~~

~~I. Whenever an emergency exists, the hearing provided for the above procedure shall be held as soon as possible after the expulsion.~~

~~5. Whenever the Board of Education or impartial hearing panel expels a student it shall offer an alternative education program to students under the age of sixteen. The parent or guardian of such student has the legal right to reject such a program without being subject to the truancy law. The Board of Education shall make provisions for an alternative educational opportunity to expelled students between the ages of sixteen and eighteen, conditional upon the desire of the student to continue his/her education and compliance with conditions established by the Board. A student age 16 or older may be placed in an adult education program as an alternative educational opportunity. 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](#). However, the Board is not required to offer such alternative to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons, and it was determined at the expulsion hearing that the conduct for which the student was expelled involved carrying on or introducing on to school property, on school transportation, or at a school sponsored activity, a dangerous instrument or weapon including a martial arts weapon or offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section [21a-240\(9\)](#) of the Connecticut General Statutes. Any special education student expelled for a misconduct not caused by the student's disability must be offered an alternative educational opportunity consistent with the student's needs during the period of expulsion.~~

~~6. 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 shall inform the agency of its action.~~

~~7. 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 shall be expunged from the cumulative educational record by the Board if the student graduates from high school, unless the expulsion notice is based on possession of a firearm or deadly weapon.~~

~~8. 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 the provisions of 5 and 6 above.~~

9. Whenever a student against whom a 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 completed the expulsion hearing and render a decision.
10. The Superintendent shall recommend an expulsion hearing if there is reason to believe a student possessed a firearm or other dangerous instrument in or on real property, comprising any public school or at any school activity as defined in C.G.S. [10-233a](#) or in conduct displayed off school grounds.
11. If a student is found to have possessed a firearm, dangerous instrument, dangerous weapon or martial arts weapon in or on the real property or a school or at any school function as defined in Section [10-233a](#), or on or off school property offered for sale or distribution a dangerous drug, he or she must be expelled for one calendar year. The expulsion period may be modified on a case by case basis by the Board of Education or hearing board.
12. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department or State Police if the student is enrolled in a regional vocational technical school.
13. The Board will report annually to the Commission of Education, as prescribed, information pertaining to expulsions for weapons and/or dangerous instruments.
14. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education (alternative language—"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.
15. For any student expelled for the first time and who has never been suspended, 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.
16. 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.

Prior Notice

The Superintendent shall provide for an effective means of informing all students and their parents or guardians of the Board's policy and this regulation at the beginning of each school year, or when the student enrolls or transfers during the school year.

Legal Reference: Connecticut General Statutes

[4-176e](#) through [4-185](#) Uniform Administrative Procedure Act, 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 and PA 11-126.

[53a-3](#) Firearm and deadly weapons

[53a-217b](#) Possession of firearm and deadly weapons on school grounds.

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

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 Education Act of 1965 as amended by the Gun Free Schools Act of 1994.~~

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

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

Regulation approved: March 17, 2014

~~WOODBIDGE SCHOOL DISTRICT~~

~~Woodbridge, Connecticut~~

Business/Non-Instructional Operations

Budget Administration

Extended Day Programs

~~Board Sponsored Programs~~ **Extended School Day and Extended School Year Programs**

The Board of Education may offer an Extended **School Day and Extended School Year** Programs, a Summer Enrichment Program, a Summer Reading Program and other similar programs. ~~The Extended Day Program~~ **All such programs** shall be in conformity with existing State Department of Education specifications and requirements for extended school day **and extended school year** programs. A goal is to provide an enrichment program while meeting the needs of as many families as possible.

1. Reports and Record-keeping

The Superintendent will insure that all legally required and other appropriate and necessary records are maintained on file by the Woodbridge School District, including financial accounts, business records, personnel and program enrollment information and other information appropriate to program operation. The Superintendent will provide periodic income/expense reports to the Board of Education for its review.

2. Program Fees

Program fees shall be set by the ~~Superintendent/Extended Day Program Director~~, **with approval of the Superintendent**, at such a rate to fully support the program, including the cost of personnel, insurance, materials, bookkeeping and record-keeping, overhead costs and other costs associated with the program. Any surplus or deficit in the program shall be reviewed by the Board of Education. Any surplus monies spent outside of the goals of the program will be determined by the Board of Education.

3. Employment and Contracts

Teachers and other staff members, including the Director, are employees of the Board of Education. ~~Employment contracts for all Directors, including all stipends, shall be reviewed and approved by the Board of Education.~~ **All federal and state employment statutes, and district policies, related to employment shall pertain to employees of extended school day and extended school year programs.**

4. On-Site Medical Coverage

It will be the responsibility of the Director to insure that the program has continuous on site coverage by an employee certified in CPR/First Aid.

Legal Reference: Connecticut General Statutes

[10-222](#) Appropriations and budget. (as amended by PA 98-141)

Policy adopted: ~~February 24, 2014~~



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: May 11, 2021

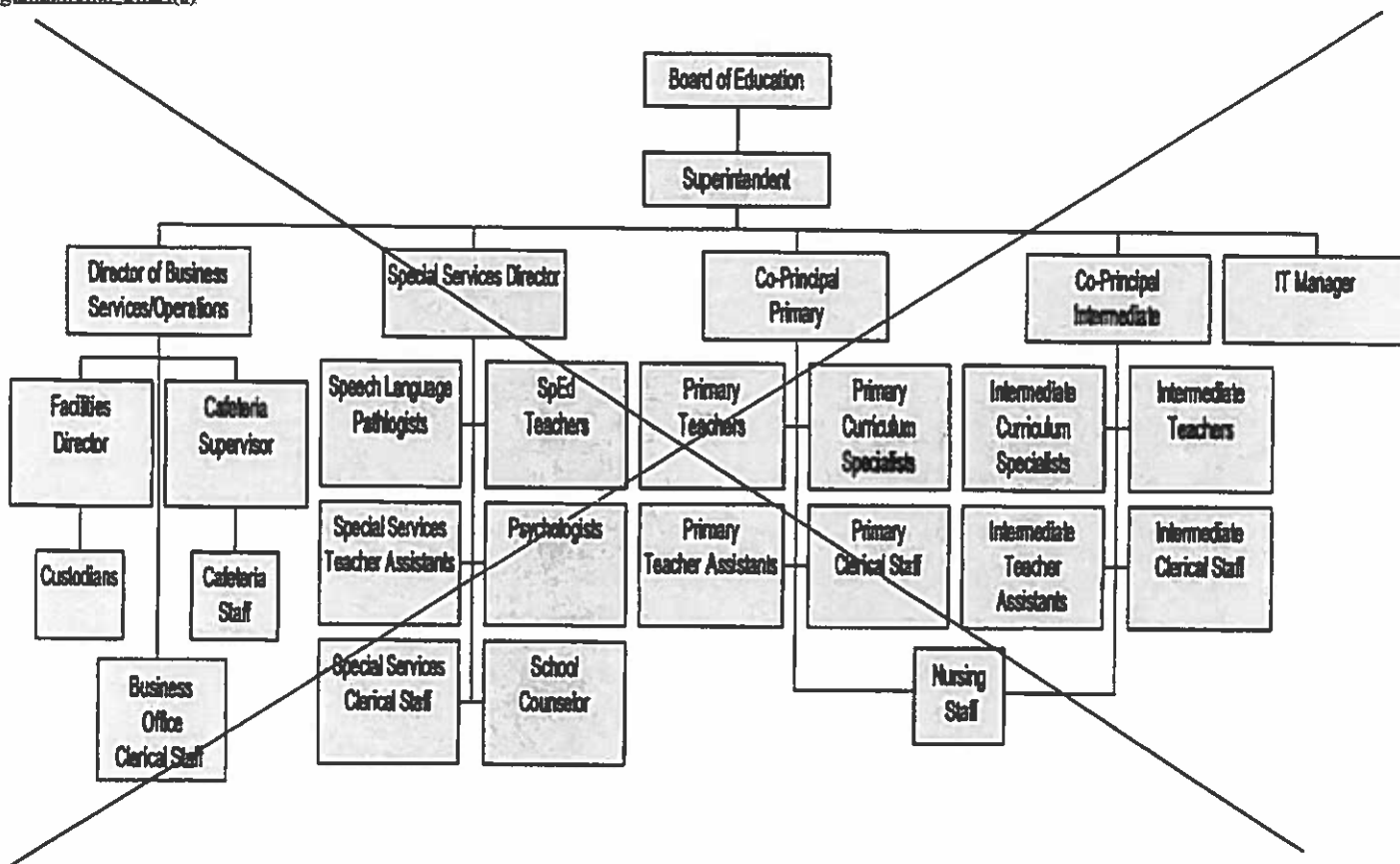
RE: Proposed Revision of Policy 3170, “Extended School Day and Extended School Year Programs”

Based on this morning’s meeting of the Board’s Policy Committee, please find attached a proposed revision of Policy 3170 which would accomplish the following:

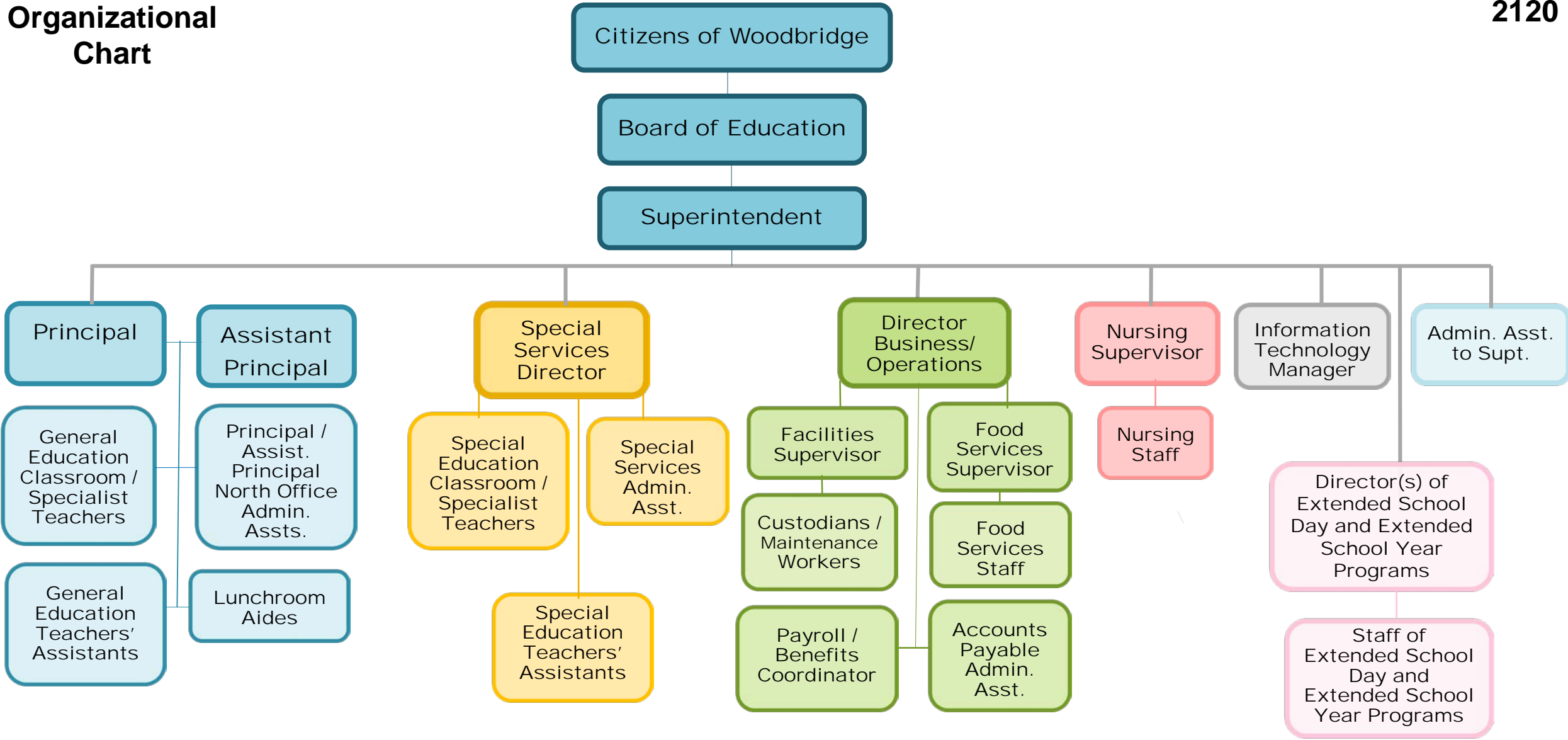
- Clarify that this policy relates to all programs that extend the typical school day and typical school year.
- Clarify the relationship between such a program’s Director and the Superintendent.
- Clarify that all employment statutes and personnel policies relate to individuals hired to work in such programs.

Administration

Organizational Chart(s)



Organizational Chart





WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education
FROM: Jonathan S. Budd, Ph.D., Superintendent
DATE: May 13, 2021
RE: Proposed Revision of Policy 2120, "Organizational Chart"

Based on this afternoon's meeting of the Board's Policy Committee, please find attached a proposed revision of Policy 2120 to update the WSD organizational chart to reflect:

- Unification under a Principal and Assistant Principal (as opposed to two Co-Principals):
- Clarification of administrative responsibility for supervision and evaluation of Director(s) of Extended School Day and Extended School Year Programs, and of the staff who work in such programs; and
- Move of Nursing Supervisor & Nursing Staff to reflect best practices.

Community Relations

Communications among the Board of Education, the Administration, the Parents, and the Staff at Beecher Road School

The PTO (Parent Teacher Organization) is the official liaison organization~~s~~ between the parents and the Board of Education and Administration.

The PTO will be the primary vehicle for keeping the Board of Education and Administration apprised of major concerns of the parents, while at the same time informing the parents of important matters being considered by the Board.

In the best interest of promoting and encouraging effective and efficient communications with the Board membership, a parent and a teacher shall be invited, **as advisory, non-voting members** to the standing **committees of the Woodbridge Board of Education**, and as full members to the other committees of the Woodbridge Board of Education. Additional members representing ~~the PTO and WEA organizations~~ **parents and staff** may be added at the discretion of the Board. Committees are formed at the beginning of the school year; communications regarding interest in serving on committees should be directed to the Board Secretary. The Board welcomes public attendance and participation at meetings.

It shall be the responsibility of invited members to identify and to report to their committees the needs and concerns of their respective groups, and to report to the respective memberships.

The final decision for all policies and practices within the school remains with the Board of Education.

Committee members and liaison representatives of Town Boards will be notified of committee meetings.

- (cf. [1220](#) – Citizens’ Ad Hoc Committees
[1312](#) – Public Complaints
[3541.5](#) – Transportation Complaints
[5142](#) – Safe Schools
[7551](#) – Naming of Major Facilities
[9131](#) – Committee of the Whole
[9132](#) – Standing Committees
[9132.2](#) – Policy Committee
[9132.3](#) – Curriculum Committee
[9132.4](#) – Finance Committee
[9132.5](#) – Facilities Committee
[9133](#) – Special Committees / Advisory Committees
[9325](#) – Meeting Conduct)

Legal Reference: Connecticut General Statutes
 1-200 – 1-241 Public records and meeting

10-200 Duties of boards of education

Policy adopted: ~~March 19, 2012~~ _____



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education
FROM: Jonathan S. Budd, Ph.D., Superintendent
DATE: May 14, 2021
RE: Proposed Revision of Policy 1110, "Communications among the Board of Education, the Administration, the Parents, and the Staff at Beecher Road School"

Based on yesterday afternoon's meeting of the Board's Policy Committee, please find attached a proposed revision of Policy 1110 which:

- Clarifies the legal role of non-Board members on standing committees of the Board, as compared to on other committees of the Board;
- Broadens the opportunity of parents and staff to request participation on Board committees;
- Affirms the Board commitment to public attendance and participation at meetings; and
- Cites all relevant BOE committee policies for public reference.

Bylaws of the Board

Standing Committees

The following shall be the standing committees of the Woodbridge Board of Education. ~~The Chairperson shall appoint at least three Board members to each committee and may revise committee appointments at any time. The Chairperson shall be an ex-officio member of each committee.~~ The Chairperson shall appoint three Board members to each committee, whose consensus will typically be determinative of committee actions. The Chairperson may revise committee appointments at any time, and shall be an ex officio member of each committee. The Woodbridge Education Association and the Beecher Road School PTO may each designate one individual per committee to represent their respective organizations at committee meetings. Additional members representing parents and staff may be added at the discretion of the Board. Committees are formed at the beginning of the school year; communications regarding interest in serving on committees should be directed to the Board Secretary. The Superintendent is a member of each committee and may appoint up to two additional administrators/supervisors to serve on each committee. Policy decisions of the committees are non-binding; only the Woodbridge Board of Education may determine policy.

~~The standing committees:~~

- ~~A. Finance~~
- ~~B. Policy~~
- ~~C. Facilities~~
- ~~D. Curriculum~~

The standing committees of the Board are:

- A. Policy (9132.2)
- B. Curriculum (9132.3)
- C. Finance (9132.4)
- D. Facilities (9132.5)

(cf. 1110 – Communications among the Board of Education, the Administration, the Parents, and the Staff at Beecher Road School

- 9131 – Committee of the Whole
- 9132.2 – Policy Committee
- 9132.3 – Curriculum Committee
- 9132.4 – Finance Committee
- 9132.5 – Facilities Committee)

Legal Reference: Connecticut General Statutes

- 1-200 through 1-241 of the Freedom of Information Act
- 1-200 Definitions
- 1-226 Meetings of government agencies to be public
- 10-220 Duties of boards of education

Robert's Rules of Order, Newly Revised

Policy adopted: ~~December 17, 2018~~ _____



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

MEMORANDUM

TO: Woodbridge Board of Education
FROM: Jonathan S. Budd, Ph.D., Superintendent
DATE: May 14, 2021
RE: Proposed Revision of Policy 9132, “Standing Committees”

Based on yesterday afternoon’s meeting of the Board’s Policy Committee, please find attached a proposed revision of Policy 9132 which:

- Clarifies the number of Board members appointed to each standing committee of the Board (“three,” as opposed to “at least three”) to avoid potential quorum issues if more Board members were to be appointed;
- Clarifies the consensus role of the three Board members appointed to each standing committee;
- Broadens the opportunity of parents and staff to request participation on Board committees; and
- Cites all relevant BOE committee policies for public reference.