



Ellington Public Schools
Regular Board of Education Meeting
Ellington High School Library Media Center, 37 Maple Street
Wednesday, September 27, 2023, 6:00 p.m.

AGENDA

Please click [here](#) to stream the meeting live on YouTube @EllingtonPublicSchoolsCT.

6:00 p.m.

- I. Call to Order & Roll Call**
- II. Pledge of Allegiance** – Video courtesy of Ms. Giroux and Ms. Garcia's Kindergarten classes from Crystal Lake Elementary School
- III. Special Recognition(s)**
 - A. IT Department – Mr. Aaron Fliss, Director of Information Technology
- IV. Board Chair Report**
- V. Citizens & Staff Forum**
- VI. Consent Agenda**
 - A. Approval of Minutes: Regular Meeting, August 23, 2023, 6:00 p.m.
 - B. Approval of Minutes: Special Meeting, August 30, 2023, 2:00 p.m.
 - C. Human Resources Monthly Report
- VII. Report & Discussion Items**
 - A. Special Reports
 1. Exploration of Separate Ellington Public Schools Pre-K Program – Ms. Alisha Carpino, Director of Finance and Operations and Ms. Sara Spak, Special Education Supervisor
 - B. Regular Board Committee Reports
 1. Finance
 2. Curriculum
 3. Communications
 4. Operations
 5. Policy
 - C. Administrative Reports
 1. Superintendent's Report
 - a) Discussion on Weather Operations – Dr. Scott Nicol
 2. Directors' Reports
 - a) Human Resources Fall Staffing Report 2023 – Ms. Jennifer Brown, Coordinator of Human Resources
 - b) Monthly Finance Report – Ms. Alisha Carpino, Director of Finance and Operations
- VIII. Action Items**
 - A. First read to adopt revisions to Policy 5800, Student Discipline
 - B. First read to adopt revisions to Policy 4300, Employment and Student Teacher Checks
 - C. First read to adopt revisions to Policy 4500, Hiring of Staff
 - D. First read to adopt revisions to Policy 6147, Grade Weighting/Class Ranking
 - E. Approval of the District Improvement Plan 2023-2024
 - F. Accept the retirement of Maureen Turney, Custodian at Windermere School, effective January 1, 2024
- IX. Correspondence/Roundtable**
- X. Adjournment**



TO: The Ellington Board of Education
FROM: Dr. Scott V. Nicol
Superintendent of Schools
RE: Board Bulletin
DATE: September 22, 2023

If you have any questions regarding the Board meeting or are unable to attend, please contact Tracey Deptula, Assistant to the Superintendent at 860-869-2300 x118 or tdeptula@ellingtonschools.net.

5:00 p.m.

NEW TEACHER MEET-N-GREET - Light refreshments provided

[See list of new teachers here](#)

6:00 p.m.

I. AGENDA COMMENTS AND RECOMMENDATIONS

A. Pledge of Allegiance

1. Video courtesy of Mrs. Giroux and Mrs. Garcia's Kindergarten classes from Crystal Lake Elementary School

B. Special Recognition(s)

1. IT Department – Mr. Aaron Fliss, Director of Information Technology

C. Board Chair Report

D. Citizen & Staff Forum

E. Consent Agenda

1. Approval of Minutes: Regular Meeting, August 23, 2023, 6:00 p.m. – [See attached](#)
2. Approval of Minutes: Special Meeting, August 30, 2023, 2:00 p.m. – [See attached](#)
3. Human Resources Monthly Report – [See memo](#)

F. Reports & Discussion Items

1. Special Reports

- a) Exploration of Separate Ellington Public Schools Pre-K Program – Ms. Alisha Carpino, Director of Finance and Operations and Ms. Sara Spak, Special Education Supervisor – [See memo](#)

2. Regular Board Committees

- a) Finance – [See attached](#)
- b) Curriculum – [Minutes to follow](#)
- c) Communications - No September meeting
- d) Operations - No September meeting
- e) Policy - No September meeting

3. Administrative Reports

a) Superintendent's Report

- i) Discussion on Weather Operations – Dr. Scott Nicol

b) Directors' Reports

- (1) Human Resources Fall Staffing Report Fall – Ms. Jennifer Brown, Coordinator of Human Resources – [See memo](#)
- (2) Monthly Finance Report – Ms. Alisha Carpino, Director of Finance and Operations – [See memo](#)

4. Board Liaison Report(s)

II. ACTION ITEMS

- A. First read to adopt revisions to Policy 5800, Student Discipline
- B. First read to adopt revisions to Policy 4300, Employee and Student Teacher Checks
- C. First read to adopt revisions to Policy 4500, Hiring of Staff
- D. First read to adopt revisions to Policy 6147, Grade Weighting/Class Ranking
- E. Approval of District Improvement Plan 2023-2024
- F. Accept the retirement of Maureen Turney, Custodian at Windermere School, effective January 1, 2024

III. CORRESPONDENCE/ROUNDTABLE

V. ADJOURNMENT

A Regular Meeting of the Ellington Board of Education was held on Wednesday, August 23, 2023, in the Ellington High School Library Media Center, 37 Maple Street, Ellington, CT 06029.

The meeting was called to order at 6:01 p.m. by Vice-Chair Mike Young.

PRESENT Vice-Chair Mike Young, Gary Blanchette, Marcia Kupferschmid, Angela Moser, Miriam Underwood, Steve Viens (virtual)

ABSENT Chair Jennifer Dzen, Secretary Jennifer Mullin, Treasurer Liz Nord

ALSO PRESENT Dr. Scott V. Nicol, Superintendent of Schools
Mr. Oliver Barton, Assistant Superintendent for Curriculum and Instruction
Dr. Kristy LaPorte, Director of Special Services
Mr. Aaron Fliss, Director of Technology
Ms. Alisha Carpino, Director of Operations and Finance

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

Watch [HERE](#)

Introduction of Matthew Reed – Ellington’s First Town Administrator

Dr. Nicol introduced Mr. Matthew Reed, Ellington Town Administrator to the Board and the community. Mr. Reed addressed the Board and shared that he is looking forward to working together and embracing the concept of “One town, One Future”.

Introduction of Alisha Carpino – Director of Finance and Operations

Dr. Nicol introduced Ms. Carpino to the Board and the community. Ms. Carpino addressed the Board and the community and expressed her thanks for this opportunity. The Board made a motion to appoint Ms. Carpino as the Director of Operations and Finance for the Ellington Public Schools.

MOTION First: K. Socha
Second: M. Underwood
Move to approve the appointment of Alisha Carpino as the Director of Operations and Finance for the Ellington Public Schools, effective August 7, 2023, with a pro-rated salary of \$143,500 for the 2023-2024 school year.
Motion unanimously carried.

Board Member Kerry Socha made a request to move Action Item A. to approve following Ms. Alisha Carpino's introduction. The move was approved.

Approval of Phase 2 Plans for Windermere School Project (#048-0060)

MOTION First: K. Socha
Second: M. Kupferschmid
We hereby certify that these final plans and project manual(s) as prepared for bidding and dated August 18, 2023, and the professional cost estimate, completed in accordance with Level 3 of ASTM International Standard E1557, Standard Classification of Building Elements and Related Sitework-UNIFORMAT II for this project, dated August 18, 2023, have been reviewed and approved for this project on the dates shown above. We further authorize the submittal of these plans, project manuals, and cost estimates to be submitted to the Office of School Construction Grants & Review for review.
Motion unanimously carried.

BOARD CHAIR REPORT - None

CITIZEN & STAFF FORUM - None

CONSENT AGENDA

Watch [HERE](#)

1. Approval of Minutes: Regular Meeting, June 14, 2023, 6:00 p.m.
2. Human Resources Monthly Report

Dr. Young asked if anyone wished to remove any item(s) from the Consent Agenda. Dr. Young announced that with hearing none, the Consent Agenda is accepted as written.

REPORT AND DISCUSSION ITEMS

SPECIAL REPORTS - None

REGULAR BOARD COMMITTEE REPORTS

Watch [HERE](#)

Finance

Ms. Carpino shared the finance report with the Board. The committee discussed the closeout of the 2022-2023 budget, which is almost complete. An update was also provided on the paraeducator grievance arbitration case that paraeducators brought before the Board of Education last September. On August 1, 2023, we received the arbitration panel's decision in favor of the Board. We reviewed certified hiring, which is going really well and the district has brought in some really wonderful candidates. Ms. Carpino also addresses an internal clerical error that affected the salaries within the budget book. An updated budget book will be published on the website and the clerical error has been discussed with the Ellington Education Association. CMERS, reading pilot programming, and food service management updates were also provided.

Allocation of Unexpected Fund Balance

MOTION:

First: M. Underwood

Second: A. Moser

Move that the Board of Education request a reallocation of expenditures pursuant to the Unexpended Funds Agreement through the Board of Finance for tuition costs in excess of budgeted funds, in an amount necessary to close the aggregate FY24 general fund budget without a negative balance, not to exceed \$68,278.95.

Motion unanimously carried.

Policy

Watch [HERE](#)

Chair Moser shared that the Policy Committee met on August 22, 2023, and reviewed revisions to four policies that will go to the Board for the first read at the September meeting.

Communications

Watch [HERE](#)

Angie Moser shared an update from the meeting. She shared that the Back to School edition of Communications Corner will go out mid-late September. Facebook and Instagram also had a jump in followers over the summer and have maintained a consistent reach. Lastly, a new Board brochure has been created and will be available at the check-in table for visitors. The brochure includes contact information for the Board and answers FAQ.

Curriculum

Watch [HERE](#)

Dr. Young shared that the committee met on August 22, 2023, and discussed the NEASC work. Mr. Barton provided more details regarding the NEASC report. The report documents three priority areas: details, commendations, and recommendations. EHS fully met five out of six foundational elements and work is underway to address the remaining element. NEASC identified three recommendations including expanding co-teaching, student voice and opinions, and the stakeholders involved in the SIP, earlier in the process if possible. NEASC appreciated the time in the teacher schedules for collaboration to review curriculum

development. December 2024 will feature a follow-up site visit by a NEASC team at which these points will be discussed.

Operations

Watch [HERE](#)

Kerry Socha shared that the meeting focused on the Windermere Building Project. The committee was able to see the layout of the school and some of the interior details. She shared that the HVAC project has been posted and bids will be reviewed. She shared that we will continue with Whitson's as our food service provider. Breakfast will be free for students and they have discussed having less processed food available for breakfast grab-and-go. They also discussed making the food in smaller batches so it is always fresh and helps to reduce food waste. She shared that she is optimistic about being able to deliver quality food to the students. Dr. Young inquired about the character visits from Whitson's resuming in the elementary schools.

Approval of Whitson's Contract Renewal 2023-2024

MOTION:

First: K. Socha

Second: M. Kupferschmid

Move that the Board approve the administration to enter into a renewal agreement with Whitson's for the 2023-2024 school year, pursuant to applicable statutes and regulations.

Motion unanimously carried.

ADMINISTRATION REPORTS

Superintendent's Report -

Directors' Reports

Monthly Financial Report

Ms. Alisha Carpino, Director of Operations and Finance

The monthly finance report was shared in combination with the Finance Committee report during Regular Board Committee Reports.

District Improvement Plan 2023-2024

Watch [HERE](#)

Mr. Oliver Barton, Assistant Superintendent for Curriculum and Instruction

Mr. Barton shared a brief update regarding the District Improvement Plan for 23-24. The process begins with administrators reflecting on the year as early as January and priorities are identified by May and from there ideas develop on what needs focus and work. This year was reframed into sections: Conditions for Learning, Academic Excellence, and Operational Effectiveness and Infrastructure.

Steve Viens shared his concerns about some of the survey results and asked Mr. Barton to speak to them. Mr. Barton shared that we recognize that there is room to grow and the schools will use the RULER program. Mr. Viens inquired about the SAT math and ELA results. Ms. Underwood inquired if there was long-term growth in this group, beginning after Covid and continuing. Mr. Barton shared he would like to bring that to the Curriculum Committee to look further into and will bring back more information to the Board. Kerry Socha asked if we can bolster the SAT prep program for students to better prepare for the SATs.

Enrollment Update

Watch [HERE](#)

Mr. Oliver Barton, Assistant Superintendent for Curriculum and Instruction

This year's report is being provided earlier. We are currently above last year's October 1st enrollment number. The Enrollment Policy is great and allows us to balance out classes as additional enrollments come in the last weeks of summer. Enrollment is a moving target and we are continuing to monitor enrollment daily.

A new program for kindergarten was held this summer, teachers were eager to try it out and this helps meet the children and make minor adjustments to the classes.

Dr. Nicol shared that Open Choice seats have been closed. New kindergarten enrollments will be assigned to CLS and grades 2-6 will be assigned to Windermere going forward.

Mr. Barton also added that day one of our new teacher orientation was today and was very positive.

BOARD LIAISON REPORTS - None

ACTION ITEMS

Watch [HERE](#)

Child Rearing Leave Request of Kelly Griffin, Art Teacher

MOTION

First: A. Moser

Second: K. Socha

To approve the requested unpaid extended child rearing leave of Kelly Griffin, to commence on the completion of her FMLA, approximately January 1, 2024, and to conclude June 30, 2024.

Motion unanimously carried.

Approval of the Revision of the Authorized Signers of the ED-099 Agreement for Child Nutrition Programs

MOTION

First: K. Socha

Second: M. Kupferschmid

To approve the revision of the authorized signers of the ED-099 Agreement for Child Nutrition Programs.

Motion unanimously carried.

CORRESPONDENCE/ROUNDTABLE

Watch [HERE](#)

Gary Blanchette added that Permanent Building Committee is having an interview session with HVAC technicians.

Marcia Kupferschmid asked if Board members could attend the first day of school. Dr. Nicol shared that a schedule will be shared with the Board.

Kerry Socha shared about the leak in the auditorium and requested an update about the roof. Dr. Nicol shared that Greg Kliman, Director of Facilities, is working on it.

Miriam Underwood shared a CLS update from her meeting with John Powell, Principal. Updates included: Mr. Powell has met with the PTO to plan for the year, Popsicles with the Principal events were held, Kindergarten Orientation was successful.

Angi Moser shared that Mr. Guidry has been a great contributor to the NEASC work.

EXECUTIVE SESSION

MOTION:

First: K. Socha

Second: M. Underwood

Move that the Board enter into Executive Session to discuss school security and invite the following into the session: Dr. Scott Nicol, Ms. Alisha Carpino and Ms. Tracey Deptula into the session.

Motion unanimously carried.

The Board entered into Executive Session at 7:23 p.m.

The Board exited Executive Session at 7:49 p.m.

Public session began at 7:50 p.m.

MOTION:

First: K. Socha

Second: A. Moser

Move to approve the addition of a third School Security Officer to the Ellington Public Schools to begin as soon as possible.

Motion unanimously carried.

ADJOURNMENT

MOTION

First: M. Underwood

Second: A. Moser

To adjourn the Regular Meeting of the Board (7:51 p.m.)

Motion unanimously carried.

A Special Meeting - Executive Session of the Ellington Board of Education was held on Wednesday, August 30, 2023, in the Board of Education Conference Room, 47 Main Street, Ellington, CT 06029.

The meeting was called to order at 2:00 p.m. by Chair Jennifer Dzen.

PRESENT Chair Jennifer Dzen, Secretary Jennifer Mullin (virtual), Gary Blanchette, Marcia Kupferschmid, Miriam Underwood, and Steve Viens.

ABSENT Dr. Michael Young, Vice-Chair, Liz Nord, Treasurer, Angie Moser, Kerry Socha

ALSO PRESENT Dr. Scott Nicol, Superintendent of Schools
Ms. Alisha Carpino, Director of Finance and Operations
Mr. Greg Kliman, Director of Facilities

MOTION First: M. Underwood
Second: S. Viens
To move that the Board of Education move into Executive Session to discuss personnel negotiations and invite the following into Executive Session: Dr. Scott Nicol, Superintendent of Schools and Ms. Alisha Carpino, Director of Finance and Operations.
Motion unanimously carried.

The Board of Education entered into Executive Session at 2:01 p.m.

The Board of Education exited Executive Session at 2:59 p.m.

MOTION First: M. Kupferschmid
Second: G. Blanchette
To approve Greg Kliman, Director of Facilities prorated salary for the 2023-2024 school year of \$104,782 and \$120,000 for the 2024-2025 school year.
Motion unanimously carried.

ADJOURNMENT First: M. Kupferschmid
Second: M. Underwood
To adjourn the Special Meeting of the Board (3:00 p.m.)
Motion unanimously carried.



Ellington Public Schools

47 Main Street • PO Box 179
Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools
From: Jennifer Brown, Human Resources Coordinator
Re: September HR Staffing Report
Date: September 22, 2023

Corresponding Agenda Item: Consent Agenda

Presentation Type: FULL Q & A FYI

The grid below exhibits all staffing changes since the last BOE meeting.

New Hires and Transfers

Name	Type	Title	E - Date	Building	Salary	Step
Carbajal, Judit	Current Employee Assignment	Para SEP PT	8/27/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Ludwig, Kate	Current Employee Assignment	Para SEP	8/27/2023	BASES	\$17.57/hr	Step 2
Malone, Brianne	Current Employee Assignment	Grade 2 Teacher	8/27/2023	Crystal Lake School	\$83,943/yr	MA Step 9
Trask, Nathaniel	Current Employee Assignment	Para SEP	8/27/2023	ECLIPSE/TEPSEP	\$18.95/hr	Step 6
Ameral, Richard	New Hire Assignment	School Security Officer	8/28/2023	Systemwide	\$48,000/yr	Unaffiliated
Castro, Katherine	New Hire Assignment	Grade 4 Teacher	8/28/2023	Crystal Lake School	\$64,796/yr	MA Step 3
Colantonio, Nicholas	New Hire Assignment	Math Teacher	8/28/2023	Ellington High School	\$67,937/yr	MA Step 4
Craig, Timothy	New Hire Assignment	ELA Teacher	8/28/2023	Ellington Middle School	\$92,269/yr	MA Step 12
Dufresne, Christopher	New Hire Assignment	School Security Officer	8/28/2023	Systemwide	\$48,000/yr	Unaffiliated
Filingeri, Caitlyn	New Hire Assignment	Preschool Teacher	8/28/2023	Windermere	\$58,516/yr	MA Step 1
Janiga, Karen	Current Employee Assignment	Food Service Worker/Cashier	8/28/2023	Crystal Lake School	\$16.80/hr	FSW
Jatkowski, Marisa	New Hire Assignment	ASL Teacher	8/28/2023	Ellington High School	\$58,516/yr	MA Step 1
Jean Baptiste, Ketia	New Hire Assignment	Para SEP	8/28/2023	Ellington High School	\$17.57/hr	Step 2
Kiritsis, Demetrios	New Hire Assignment	Para SEP	8/28/2023	Ellington High School	\$20.44/hr	Step 10
Lee, Jason	Current Employee Assignment	Sub Cert Teacher	8/28/2023	Systemwide	\$125/day	Sub Rate
Ludwick, Madilyn	Current Employee Assignment	Kindergarten Teacher	8/28/2023	Center School	\$56,388/yr	BA Step 2

Luginbuhl, Christine	Current Employee Assignment	Special Ed Teacher	8/28/2023	Center School	\$58,516/yr	MA Step 1
McSherry, Carlene	New Hire Assignment	Spanish Teacher	8/28/2023	Ellington Middle School	\$96,905/yr	6th YR Step 11
Reed, Morgan	New Hire Assignment	Occupational Therapist	8/28/2023	Systemwide	\$79,997	Unaffiliated
Royster, Kimberly	Current Employee Assignment	Food Service Worker/Cashier	8/28/2023	Ellington High School	\$16.80/hr	FSW
Shepler, Melissa	Current Employee Assignment	Para SEP	8/28/2023	Windermere	\$20.05/hr	Step 9
Spivey, Lorinda	New Hire Assignment	Social Worker	8/28/2023	EMS/BASES	\$92,269/yr	MA Step 12
Tong, Bo	Current Employee Assignment	Food Service Worker/Cashier	8/28/2023	Center School	\$16.80/hr	FSW
Watt, Kathryn	New Hire Assignment	Grade 1 Teacher	8/28/2023	Center School	\$58,440/yr	BA Step 3
Wilson, Ava	New Hire Assignment	Sub Teacher	8/28/2023	Systemwide	\$115/day	Sub Rate
McClure, Danielle	New Hire Assignment	Admin Asst - Main Office	8/29/2023	Ellington High School	\$24.36/hr	Step 8
Molla, Fjoralba	New Hire Assignment	Food Service Worker	8/29/2023	Windermere	\$16.80/hr	FSW
Deveney, Jennifer	New Hire Assignment	Food Service Worker/Cashier	8/30/2023	Center School	\$16.80/hr	FSW
Sidhu, Poonam	Current Employee Assignment	Para SEP PT	8/30/2023	BASES	\$15.00/hr	At-will Rate
Beebe, Paula	New Hire Assignment	Cafe/Play Aide PT	8/31/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Connolly, Samantha	New Hire Assignment	Cafe/Play Aide PT	8/31/2023	Center School	\$15.00/hr	At-will Rate
Cournoyer, Nicole	New Hire Assignment	Kinder Aide PT	8/31/2023	Center School	\$15.00/hr	At-will Rate
Cuthbert, Melissa	New Hire Assignment	Para SEP PT	8/31/2023	Center School	\$15.00/hr	At-will Rate
Desrocher, Nicholas	New Hire Assignment	Coach	8/31/2023	Ellington Middle School	\$2,472	Stipend
Edwards, Brittany	New Hire Assignment	Para SEP PT	8/31/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Ganapathy Subramaniam, Mahalakshmi	New Hire Assignment	Kinder Aide PT	8/31/2023	Windermere	\$15.00/hr	At-will Rate
Gendron, Abigail	New Hire Assignment	Para SEP PT	8/31/2023	Center School	\$15.00/hr	At-will Rate
Graziani, Erin	New Hire Assignment	Food Service Worker/Cashier	8/31/2023	Windermere	\$16.80/hr	FSW
Hearn, Hannah	New Hire Assignment	Para SEP	8/31/2023	Windermere	\$17.91/hr	Step 3
Lupacchino, Abby	New Hire Assignment	Cafe/Play Aide PT	8/31/2023	Crystal Lake School	\$15.00/hr	At-will Rate
McDaniel, Beth	New Hire Assignment	Cafe/Play Aide PT	8/31/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Meglin, Anthony	New Hire Assignment	Building Sub	8/31/2023	Ellington High School	\$115/day	Sub Rate
Raymond, Holly	New Hire Assignment	Cafe/Play Aide PT	8/31/2023	Windermere	\$15.00/hr	At-will Rate
Taylor, Danielle	New Hire Assignment	Para SEP	8/31/2023	Center School	\$18.25/hr	Step 4
Theroux, Elyse	New Hire Assignment	Para SEP	8/31/2023	Crystal Lake School	\$17.57/hr	Step 2
Westwood,	New Hire Assignment	Admin Asst -	8/31/2023	Ellington Middle School	\$22.07/hr	Step 4

Samantha		Main Office				
Faraci, Noah	New Hire Assignment	Para SEP PT	9/1/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Kosa, Quinn	New Hire Assignment	Para SEP	9/1/2023	Center School	\$17.91/hr	Step 3
Petrella, Christina	New Hire Assignment	Para SEP	9/4/2023	Crystal Lake School	\$17.57/hr	Step 2
Dostie, Deanna	New Hire Assignment	Para SEP PT	9/5/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Everitt, Tiera	New Hire Assignment	Para SEP	9/5/2023	Crystal Lake School	\$18.25/hr	Step 4
Ortyl, Richard	New Hire Assignment	Football Asst. Coach	9/6/2023	Ellington High School		Stipend
Dymont, Kristen	New Hire Assignment	Sub Para	9/8/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Mccleary, Barbara	Current Employee Assignment	Sub Teacher	9/8/2023	Systemwide	\$115/day	Sub Rate
Wirth, Heather	New Hire Assignment	Sub Teacher	9/8/2023	Systemwide	\$115/day	Sub Rate
Dancy, Serena	New Hire Assignment	Para SEP	9/11/2023	Crystal Lake School	\$22.89/hr	Step 16
Schirra, Stephen	New Hire Assignment	Sub Teacher	9/11/2023	Systemwide	\$115/day	Sub Rate
Schultz, Sydney	New Hire Assignment	Sub Teacher	9/11/2023	Systemwide	\$115/day	Sub Rate
Siddiqui, Sannya	New Hire Assignment	Sub Teacher	9/11/2023	Systemwide	\$115/day	Sub Rate
Blain, Karen Bevza	Current Employee Assignment	Sub Teacher	10/1/2023	Systemwide	\$115/day	Sub Rate

Resignations and Retirements

Name	Type	Title	E - Date	Building	Salary	Step
Hislop, Evlyn Tabitha	Resignation	Para SEP	6/15/2023	Windermere	\$17.57/hr	Step 2
Hansen, Lisa	Resignation	Cafe/Play Aide PT	8/16/2023	Center School	\$15.00/hr	At-will Rate
Bard, Nancy	Resignation	Food Service Worker	8/18/2023	Ellington High School	\$16.08/hr	FSW
Forget, Renee	Resignation	Admin Asst - Main Office	8/19/2023	Ellington High School	\$22.07/hr	Step 4
Carbajal, Judit Rebeca	Resignation	Para SEP PT	8/21/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Carner, Stefanie	Resignation	Cafe/Play Aide PT	8/21/2023	Center School	\$15.00/hr	At-will Rate
Akula, Swapna	Resignation	Para SEP	8/23/2023	Windermere	\$17.57/hr	Step 2
Crawford, Shatisha	Resignation	Para SEP	8/24/2023	Ellington High School	\$17.57/hr	Step 2
Iverson, Alyssa	Resignation	Para SEP	8/24/2023	Windermere	\$17.57/hr	Step 2
Chandrasekar, Ashtalakshmi	Resignation	Cafe/Play Aide PT	8/28/2023	Crystal Lake School	\$15.00/hr	At-will Rate
Herget, Sara	Resignation	Food Service Worker/Cashier	8/28/2023	Center School	\$16.08/hr	FSW
Karpenko, Yuliya	Resignation	Food Service Worker/Cashier	8/29/2023	Ellington High School	\$16.08/hr	FSW
Dobosz, Julieann	Resignation	Van Driver	9/1/2023	Systemwide	\$18.72/hr	Van Driver
Smith, Lindsay	Resignation	ELA Teacher	9/15/2023	Ellington Middle School	\$80,501/yr	MA Step 8
Turney, Maureen	Retirement	Cust 2nd Shift	1/1/2024	Windermere	\$24.28/hr	2nd Shift



Ellington Public Schools

47 Main Street • PO Box 179
Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools
Mr. Oliver Barton, Assistant Superintendent of Curriculum and Instruction
From: Ms. Alisha Carpino, Director of Operations and Finance
Ms. Sara Spak, Special Education Supervisor
Re: Exploration of Separate Ellington Public Schools Pre-K Program
Date: September 22, 2023

Corresponding Agenda Item: VII., A., 1.

Presentation Type: FULL Q & A FYI

The following correspondence outlines district challenges regarding elementary classroom space through August 2025 (Windermere building project), the long-term enrollment possibilities for all three elementary schools, and the increasingly challenging pre-k programming relative to the extensive Ellington resident student waiting list and the newly enacted state statute (kindergarten enrollment - 5 years of age prior to September 1st).

The administration will initially explore a low probability option to solve the outlined issues above - a separate off-site fully inclusive Ellington Public Schools Pre-K Program.

Strategies and Obstacles

- Locate a building to house approximately 15 pre-k classrooms
- Locate startup funding grants to pay lease, education spec upgrades, and classroom materials
- Determine staffing model including supervision, teaching, and support staff (paraeducators, nurse, related service staff, custodian)
- Short-term and long-term financial stability
- Assessing non-resident access (Choice, surrounding towns)
- Exploring an alternative preschool model (certified teaching for special education, non-certified model for preschool students)
- Before and after school care
- Transportation to additional off-site facility
- Forecasting of k and pre-k numbers

Next Steps

- Determining and formulating a plan by December 1, 2023

**Ellington Board of Education
Finance Committee Meeting**

**Board of Education Conference Room
Tuesday, September 19, 2023**

A meeting of the Finance Committee was held on Tuesday, September 19, 2023, in the Board of Education Conference Room, 47 Main Street, Ellington, CT.

The meeting was called to order at 5:00 p.m. by Liz Nord.

PRESENT Liz Nord, Chair, Jen Dzen, Miriam Underwood, Steve Viens

ALSO PRESENT Ms. Alisha Carpino, Director of Finance and Operations
Dr. Scott Nicol, Superintendent

AGENDA ITEMS

FY2023 Final Expenditures

Ms. Carpino shared an update regarding the 2022-2023 budget, stating that the closeout of the 2022-2023 budget is completed. Ms. Carpino also stated that the audit is going very well and near completion. Ms. Carpino shared that the motion for the transfer of unexpended funds was approved by the Town of Ellington and the Board of Finance on September 6, 2023, and that the total of the transfer was \$29,657.51.

FY2024 Update

Ms. Carpino provided an update regarding the 2023-2024 budget, stating that it was early in the year and that some encumbrances were still being reviewed. Ms. Carpino stated that next month's meeting would be longer with more information and topics to be covered as we move into the budget season and get further into the fiscal year.

Electric Rate Update

Ms. Carpino provided an update on the electric services rate, stating that a contract was acquired locking in a rate of .1147 per kilowatt for the next two years starting November 1, 2023. Ms. Carpino stated that a quick analysis against rates and usage from the prior budget year predicted an estimated savings of \$30,000.

ADJOURNMENT

MOTION

First: M. Underwood

Second: J. Dzen

To adjourn the meeting of the Finance Committee (5:30 p.m.)

Motion carried unanimously.

Respectfully submitted by Ms. Liz Nord, Finance Committee Chair

Elizabeth Nord



Ellington Public Schools

47 Main Street • PO Box 179
Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott Nicol, Superintendent of Schools
From: Jennifer Brown, Coordinator of Human Resources
Re: 23-24 Staffing Update
Date: September 22, 2023

Corresponding Agenda Item(s): VII., C., 2., a.: Human Resources Fall Staffing Report 2023

Presentation Type: FULL Q & A **FYI**

Certified Staffing Update

Teachers

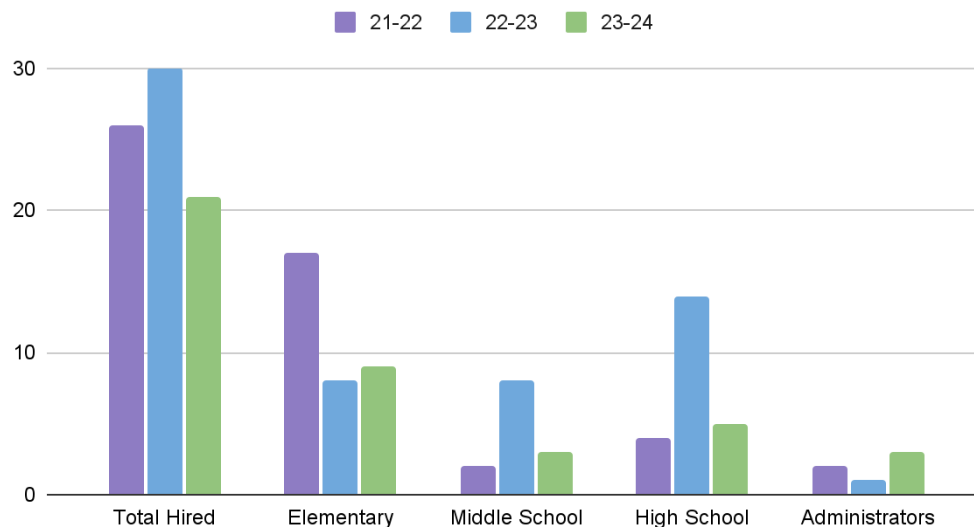
For the 2023-2024 school year we have added eighteen (18) new teachers to the district. Of the 18 new teachers, nine (9) were hired at the elementary level, three (3) were hired at the middle school, and five (6) were hired at the High School.

Out of the eighteen new teachers seven (7) are first year teachers and five (5) have ten or more years teaching experience. You can review a breakdown of teaching experience in the below list of new staffing.

Administrators

For the 2023-2024 school year we have hired three (3) administrators for the district. Our newest administrators are John Powell, Principal at Crystal Lake; JoAnna Schmidt, Assistant Principal at Windermere and Alisha Carpino, Director of Finance and Operations.

Certified Three Year Comparison



Non-Certified Staffing Update

Cafeteria/Recess Aides

To date we have hired five (5) Aides for this position. Of those hired, one (1) is for Center, one (1) for Windermere and five (5) for Crystal Lake.

This is the first year we have filled all available cafeteria recess aide positions at the schools.

Food Service Workers

We have hired, to date, three (3) new Food Service Workers, one (1) at Center and two (2) at Windermere.

Kindergarten Aides

This year we have hired four (4) Kindergarten Aides - two (2) for Windermere, one (1) for Center and one (1) for Crystal Lake.

F/T Special Education Aides

Fifteen (15) new full-time Special Education Aides have joined the district for the new school year. Crystal Lake has five (5) new hires, Windermere and Center each have three (3), the high school has two (2), and the Middle School and ECLIPSE each have one (1).

P/T Special Education Aides

To date we have hired eight (8) part-time Special Education Aides, we do have a couple more in the hiring process. We have five (5) new part-time aides at Crystal Lake, two (2) at Center, and one (1) at Windermere.

School Security Officers

This year we have had the pleasure of hiring two new School Security Officers for the district. One is working at the Middle School and BASES, the other is working at Center, Crystal Lake and Windermere.

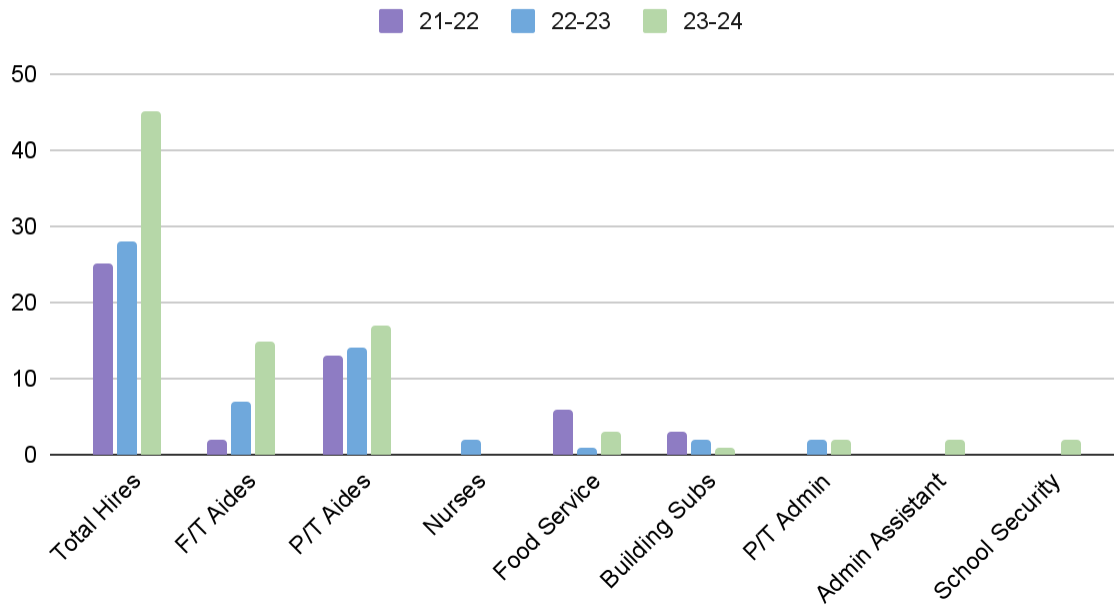
Substitutes

Our on-call substitute pools are constantly expanding. For the new year we were able to secure a few new hires for the following:

- seven (7) teacher substitutes
- two (2) custodial substitutes
- In the process of hiring two (2) nurse substitutes

We have also hired two (2) building subs, one (1) at Windermere and one (1) at the High School.

Non-Certified Staff Comparison to Last Year



Current Staffing Vacancies for the District

<i>Certified Vacancies</i>	<i>Non-Certified Vacancies</i>
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> 12 F/T Special Education Aides 6 P/T Special Education Aides <i>Substitute Food Service Workers*</i> <i>Substitute Custodians*</i> <i>Substitute Teachers*</i> <i>Substitute Special Education Aides*</i> <i>Substitute Nurses*</i> <i>Substitute Van Drivers*</i> <p><i>*continuous openings, year round</i></p>

Vacancies Comparison to Last Year

We have three (3) fewer certified vacancies and four (4) fewer non-certified vacancies than last year.

Highlights for 22-23 Staffing

Marketing and Advertising

This year we have continued utilizing the new marketing strategies that we implemented last year including social media, yard signs and advertising in the town newsletter.

In addition we have created brochures for each school to use as advertising as well as attended a career fair at UConn. We look forward to adding more Colleges and Universities to our Career Fair list this year. Please see an example of our brochure [here](#).

New Positions

This year we had an increase in new positions added to the district, including an additional Preschool teacher, two (2) School Security Officers, Occupational Therapists, and Social Worker. In addition we have added four new para positions.

New Teacher Biographies

For the 23-24 school we continued to use the revamped communication style from last year. See the communication [here](#).

Complete List of New Hires

See below the complete listing of new hires across the District.

Certified Staff Teachers

NAME	LOCATION	TITLE	Years of Exp
Lorinda Spivey	BASES/EHS/EMS	Social Worker	20+
Kathryn Watt	Center	Grade 1	2
Madilyn Ludwick	Center	Kindergarten	1
Chris Luginbuhl	Center	Special Education	First Year
Kate Castro	Crystal Lake	Grade 4	2
Casey Rosa	Crystal Lake	Grade 1	First Year
Marisa Jatkowski	High School	ASL	First Year
Nicholas Colantonio	High School	Math	3
Sasha Vargas	High School	PE/Health	6
Olivia Patoka	High School	School Psychologist	First Year
Dena DeJulius	High School	Special Ed	15
Timothy Craig	Middle School	ELA	14
Olivia Grimard	Middle School	Music Teacher	First Year
Carlene McSherry	Middle School	Spanish	10
Giselle Beloff	Windermere	Grade 4	First Year
Caitlin Thunberg	Windermere	Preschool	3
Caitlyn Filingeri	Windermere	Preschools	First Year

Kai DePalma	Windermere	Speech and Language	12
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Administrators

NAME	LOCATION	TITLE
Alisha Carpino	Central Office	Director of Finance and Operations
John Powell	Crystal Lake	Principal
JoAnna Schmidt	Windermere	Assistant Principal

Non-Certified Staff

NAME	LOCATION	TITLE
Abby Gendron	Center	P/T Special Ed Aide
Danielle Taylor	Center	Special Education Para
Jennifer Deveney	Center	Food Service Worker
Melissa Cuthbert	Center	P/T Special Ed Aide
Michelle Dalessio	Center	Special Education Para
Nicole Cournoyer	Center	PM K Aide
Quinn Kosa	Center	Special Education Para
Samantha McBreirty	Center	Lunch/Recess Aide
Abby Luppichino	CLS	Lunch/Recess Aide
Barbara McIlrath	CLS	Lunch/Recess Aide
Brittany Edwards	CLS	P/T Special Ed Aide
Caitlin Trueb	CLS	PM K Aide
Danielle McClure	CLS	P/T Special Ed Aide
Deanna Dostie	CLS	P/T Special Ed Aide
Noah Faraci	CLS	P/T Special Ed Aide
Tracy Cain	CLS	P/T Special Ed Aide
Paule Beebe	CLS	Lunch/Recess Aide
Beth McDaniel	Crystal Lake	Lunch/Recess Aide
Christina Petrella	Crystal Lake	Special Education Para
Elyse Theroux	Crystal Lake	Special Education Para
Jennifer Warner	Crystal Lake	Special Education Para
Serena Dancy	Crystal Lake	Special Education Para
Tiera Everitt	Crystal Lake	Special Education Para
Alicia Blinn	ECLIPSE	Special Education Para

Leslie Soran	Food Service	Admin Assistant P/T
Anthony Meglin	High School	Building Sub
Danielle McClure	High School	Administrative Assistant
Demetrius Kiritsis	High School	Special Education Para
Ketia Jean Baptiste	High School	Special Education Para
Kyle Seward	High School	Custodian
Maxwell Underwood	Middle School	Special Education Para
Samantha Westwood	Middle School	Administrative Assistant
Chris Dufresne	Systemwide	School Security Officer
Morgan Reed	Systemwide	Occupational Therapist
Priscilla Cruz	Systemwide	ELL District Para
Rich Ameral	Systemwide	School Security Officer
Aliyah Henry	Windermere	Special Education Para
Amie Martin	Windermere	Special Education Para
Deepthi Menon	Windermere	Building Sub
De'Lynn Mund	Windermere	P/T Admin Assistant
Erin Graziani	Windermere	Food Service Worker
Fjoralba Molla	Windermere	Food Service Worker
Hannah Hearn	Windermere	Special Education Para
Holly Raymond	Windermere	Lunch/Recess Aide
Mahalakshmi Sub	Windermere	AM K Aide
Susan Gessay	Windermere	P/T Preschool Para



Ellington Public Schools

47 Main Street • PO Box 179
Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools
From: Alisha Carpino, Director of Finance & Operations
Re: Financial Update
Date: September 22, 2023

Corresponding Agenda Item(s): VII., C., 2., b.: Monthly Financial Report – Ms. Carpino, Director of Finance and Operations

Presentation Type:

FULL

Q & A

FYI

The current balance on the budget of \$45,083,347 is \$4,298,438.43. This includes all encumbrances, pre-encumbrances, account payable and payroll through September 19, 2023.

An analysis of material variances from the budget are listed below.

Object 111: Certified Salaries - Encumbrances are being looked at to ensure proper funding sources of staff are accounted for.

Object 112: Non Certified Salaries - Encumbrances are being examined to ensure accuracy of the vacant positions.

Object 210: Group Insurance - Encumbrances are being examined to ensure accuracy of the vacant positions.

Object 560: Tuition - This line item does not include an adjustment for the Excess Cost Grant. We expect it will be within budget by the end of the year.

Object 915: Fund Transfers - Out - The total balance here is made up of various transactions between enterprise accounts (Student activities – EMS afterschool) and will be reimbursed from other funds at the end of year.

Budget transfers for August are included below.

Attachments:

[FY24 Object Summary - September 19, 2023](#)

[FY24 Budget Transfers - August](#)



Policy 5800
Students

POLICY REGARDING
STUDENT DISCIPLINE

It is the policy of the Ellington Board of Education (the "Board") to create a school environment that promotes respect of self, others, and property within the Ellington Public Schools (the "District"). Compliance with this policy will enhance the Board and the District's ability to maintain discipline and reduce interference with the educational process that can result from student misconduct.

I. Definitions

- A. **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.
- B. **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.
- C. **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 air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (e.g., spring v. CO2 cartridge) and potential for serious bodily harm or death.
- D. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- E. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

- F. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- G. **Expulsion** means the exclusion of a student from school privileges 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 pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- H. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- I. **Protected Class Harassment is a form of discrimination on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class"). Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment against any individual on the basis of that individual's association with someone in a Protected Class may be a form of Protected Class harassment.**
- J. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond

the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

- K. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- L. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- M. **School Days** shall mean days when school is in session for students.
- N. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Ellington Board of Education (the “Board”) and includes activities conducted on or off school property.
- O. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- P. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- Q. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
- R. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- S. For purposes of this policy, references to “school”, “school grounds” and “classroom” shall include physical educational environments, as well as environments in which students are engaged in remote learning, which means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

II. Scope of the Student Discipline Policy

A. ***Conduct on School Grounds, on School Transportation, or at a School-Sponsored Activity:***

1. Suspension. Students may be **suspended** for conduct on school grounds, on school transportation, or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
2. Expulsion. Students may be **expelled** for conduct on school grounds, on school transportation, or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

B. ***Conduct off School Grounds:***

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

C. ***Seriously Disruptive of the Educational Process:***

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: **(1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in Section 29-38 of the Connecticut General Statutes, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.** The Administration and/or the Board of Education may also consider **(5) whether the off-campus conduct involved the illegal use of drugs.**

- D. On and after January 1, 2022, a student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

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

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, member of the school staff or other person(s).
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. ~~Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status or any other characteristic protected by law.~~ Protected Class Harassment or reprisal or retaliation against any individual for reporting in good faith incidents of Protected Class Harassment, or who participate in the investigation of such reports.
7. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or

instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

12. Possession of any ammunition for any weapon described above in Paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For purposes of Paragraph 15, the term “electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed

for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph 15 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, tablet, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:
 - a. causes physical or emotional harm to an individual;
 - b. places an individual in reasonable fear of physical or emotional harm; or
 - c. infringes on the rights or opportunities of an individual at school; or

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, third parties on school property, or or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication. (other than to school officials).
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means

sexual acts for purposes of later publication. (other than to school officials).

37. Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where the principal has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the Administration has reason to believe:
 1. was in **possession on school grounds, on school transportation, or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
 2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument or a martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
 3. was engaged **on or off school grounds or school transportation in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or

administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278. Sale or distribution of less than one (1) kilogram of cannabis is not subject to mandatory expulsion.

The terms “**dangerous instrument**,” “**deadly weapon**,” “**electronic defense weapon**,” “**firearm**,” and “**martial arts weapon**,” are defined above in Section I.

- C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no **student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds, on school transportation, or at a preschool program-sponsored event. The term “**firearm**” is defined above in Section I.

- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

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

- E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV.C. For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send the student to a designated area and notify the principal or the principal’s designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
 - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
 - b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds or on school transportation is of a violent or sexual nature that endangers persons.
 3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
 4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor

student following the suspension and to state the cause(s) leading to the suspension.

5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.
8. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
9. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration.
11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be

permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

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

VIII. Procedures Governing Expulsion Hearing

A. ***Emergency Exception:***

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

B. ***Hearing Panel:***

- 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present,

provided that no less than three (3) affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. *Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):*

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to the student's parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to the student's parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
 - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
 - c. A short, plain description of the conduct alleged by the Administration.
 - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
 - e. The student may cross-examine witnesses called by the Administration.
 - f. The student may be represented by an attorney or other advocate of the student's choice at the student's expense or at the expense of the student's parent(s) or guardian(s).
 - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or the student's parent(s) or guardian(s) requires the services of an interpreter because they do not speak the English language or are disabled.
 - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

- i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
- j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. *Hearing Procedures:*

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student. If an impartial board or more than one person has been appointed, the impartial board shall appoint a Presiding Officer.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape or digital recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial ~~or~~ irrelevant and/or any other objections to its submission.
5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or designee.
7. Each witness for the Administration will be called and sworn. After a witness has finished testifying, the witness will be subject to cross-examination by the opposite party or the witness' legal counsel, by the Presiding Officer and by Board members.
8. The student shall not be compelled to testify at the hearing.

9. After the Administration has presented its case, the student will be asked if the student has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or the student's representative.
10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent or designee.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must

be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
18. The hearing may be conducted virtually, via video conference, at the direction of the Board, in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

E. *Presence on School Grounds, on School Transportation, and Participation in School-Sponsored Activities During Expulsion:*

During the period of expulsion, the student shall not be permitted to be on school property or on school transportation, and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property or school transportation for a specified purpose or to participate in a particular school-sponsored activity.

F. *Stipulated Agreements:*

In lieu of the procedures used in this Section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or

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

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

IX. Alternative Educational Opportunities for Expelled Students

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

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

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

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if the student requests it and if the student agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to participation in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.
3. The Board of Education shall count the expulsion of a pupil when the student was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when the student is between the ages of sixteen and eighteen.

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

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

D. ***Content of Alternative Educational Opportunity:***

1. For the purposes of Section IX, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

E. ***Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”):***

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

F. ***Students for whom an alternative educational opportunity is not required:***

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

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

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

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D(16), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student

completes the Board-specified program and meets any other conditions required by the Board.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

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

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

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

renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

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

A. ***Suspension of IDEA students:***

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

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

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

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

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).
2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the

student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of the student's disability.

3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. ***Removal of Special Education Students for Certain Offenses:***

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
 - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds, on school transportation, or at a school-sponsored activity, or
 - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school, on school transportation, or at a school-sponsored activity; or
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, on school transportation, or at a school function.
2. The following definitions shall be used for this subsection XII.C.:
 - a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

- b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
- c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
- d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

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

- A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:
 - 1. The parents of the student must be notified of the decision to recommend the student for expulsion.
 - 2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of the student’s disability.
 - 3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
 - 4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review

the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.
- B. If a student who committed an expellable offense seeks to return to a school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

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

XVI. Dissemination of Policy

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

XVII. Compliance with Documentation and Reporting Requirements

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or

marital arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the local police.

Legal References:

Connecticut General Statutes

- § 10-16 Length of school year
- § 10-74j Alternative education
- §§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act
- § 10-222d Safe school climate plans. Definitions. Safe school climate assessments
- §§ 10-233a through 10-233f Suspension and expulsion of students
- § 10-233l Expulsion and suspension of children in preschool programs
- § 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § 19a-342a Use of electronic nicotine delivery system or vapor product prohibited. Exceptions. Signage required. Penalties
- § 21a-240 Definitions
- § 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- § 21a-278 Penalty for illegal manufacture, distribution, sale, prescription, or administration by non-drug-dependent person
- §§ 21a-408a through 408p Palliative Use of Marijuana
- § 29-35 Carrying of pistol or revolver without permit prohibited. Exceptions
- § 29-38 Weapons in vehicles
- § 53a-3 Definitions
- § 53-206 Carrying of dangerous weapons prohibited
- § 53-344 Sale or delivery of cigarettes or tobacco products to persons under twenty-one.
- § 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to persons under twenty-one years or age

Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety and Education of Children.”

Packer v. Board of Educ. of the Town of Thomaston, 717 A.2d 117 (Conn. 1998).

State v. Hardy, 896 A.2d 755 (Conn. 2006).

State v. Guzman, 955 A.2d 72 (Conn. App. Ct. 2008).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of “firearm”)

18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)
18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)
21 U.S.C. § 812(c) (identifying “controlled substances”)
34 C.F.R. § 300.530 (defining “illegal drugs”)
Gun-Free Schools Act, 20 U.S.C. § 7961
Honig v. Doe, 484 U.S. 305 (1988)

ADOPTED: September 28, 2022



**Policy 4300
Personnel**

**POLICY REGARDING
EMPLOYMENT AND STUDENT TEACHER CHECKS**

As set forth below, each applicant for a position with the district, and each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience in the district, shall be asked to provide in writing: (1) whether he/she has ever been convicted of a crime; (2) whether there are any criminal charges pending against him/her at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state. ~~Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.~~

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

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

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

A. The district shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:

1. Requiring the applicant:

a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:

- (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
- (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.

b. to submit a written authorization that

- (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
- (ii) consents to and authorizes disclosure by the **Connecticut State** Department of Education of the information

- requested under paragraph I.A.3 of this policy and the release of related records by the department, and
 - (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
 - c. to submit a written statement of whether the applicant
 - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
 - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
 - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
- 2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:
 - a. the dates employment of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation,

or due to a substantiation of abuse or neglect or sexual misconduct; or

- (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department of Education concerning:

- a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
- b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
- c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.

C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.

- D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district's review of information received under this section, provided:
1. The applicant complied with paragraph I.A.1 of this policy;
 2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
 3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
 3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of "former employer" above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee's employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either

telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant/**employee** who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include
 - 1. denial of employment, or
 - 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.
 - 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, contract or District policy.
- I. If the district provides information in accordance with paragraph I.A.2 or I.G of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

- L. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the district, and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, begins such student teaching experience, the district shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

- D. If notification is received by the Superintendent or designee that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

III. Criminal Records Check Procedure

- A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, shall be required to submit to state and national criminal record checks within sixty (60) calendar days from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:
1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the CT State Police Department, Troop C. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
 2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the CT State Police Department, Troop C. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
 3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.

4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected applicant/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/ employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the school district.

V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. "Substantially related to the current or potential job" is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to take an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall send such notice to the State Board of Education. In complying with this requirement, the district shall not disseminate the results of any national criminal history records check.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the district shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of ~~these Administrative Regulations~~ this policy, “personal online account” means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the district, including, but not limited to, electronic mail, social media and retail-based Internet web sites. “Personal online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the district.

- A. During the course of an employment check, the district may not:
 - 1. request or require that an applicant provide the district with a user name and password, password or any other authentication means for accessing a personal online account;
 - 2. request or require that an applicant authenticate or access a personal online account in the presence of the district; or
 - 3. require that an applicant invite a supervisor employed by the district or accept an invitation from a supervisor employed by the district to join a group affiliated with any personal online account of the applicant.
- B. The district may request or require that an applicant provide the district with a user name and password, password or any other authentication means for accessing:
 - 1. any account or service provided by district or by virtue of the applicant’s employment relationship with the district or that the applicant uses for the district’s business purposes, or
 - 2. any electronic communications device supplied or paid for, in whole or in part, by the district.
- C. In accordance with applicable law, the district maintains the right to require an applicant to allow the district to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
 - 1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the

receipt of specific information about activity on an applicant's personal online account; or

2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the district's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall also not apply to:

- A. A student employed by the district who attends a district school.
- B. A person employed by the district as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for his or her position.

X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References:

Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

ADOPTED: September 28, 2022



Policy 4500
Personnel

**POLICY REGARDING
HIRING OF STAFF
(Certified and Non-Certified)**

It is the policy of the Board of Education to direct the Superintendent to appoint the most qualified applicants to positions of employment within the Public Schools. The Superintendent shall be responsible for the appointment of (1) all positions requiring a certificate issued by the State Board of Education and (2) all non-certified staffing positions. The Superintendent shall make such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, as applicable, and in accordance with any applicable collective bargaining agreement.

~~The Superintendent of Schools shall also be responsible for appointments to all other positions requiring a certificate issued by the State Board of Education.~~

Legal Reference:

Connecticut General Statutes §10-151

ADOPTED: August 24, 2022

REVISED:



Policy 6147
Instruction

POLICY REGARDING
GRADE WEIGHTING/CLASS RANKING/CALCULATION OF GRADE POINT
AVERAGE

Ellington High School's curriculum offers a broad range of courses designed to challenge all students. Enrollment in a specific level is based upon past achievement, teacher and counselor recommendation, and assessment data. An individual's placement may vary from subject to subject making it possible to proceed to advanced levels in areas where the student excels. Placement is determined each year during the course selection process but is subject to review at any time at the request of a student, parent or professional staff member. Texts, assignments and independent work will vary among levels; however, all courses are in alignment with our Core Values and Beliefs and 21st Century Learning Expectations.

The Ellington Board of Education (the "Board") recognizes the importance of parents and students understanding the manner in which grade point averages are calculated within the Ellington Public Schools (the "District"). In accordance with Connecticut law, this policy shall explain the manner in which grade point averages are calculated within the District.

I. Calculation of Grade Point Average and Class Rank Percentile for Purposes of the Connecticut Automatic Admissions Program

The Board understands its obligation under state law to identify students in the District who are eligible for the Connecticut Automatic Admissions Program ("CAAP").

In accordance with state law, for each student who completes eleventh grade, the District will: (1) calculate a grade point average using the standardized method established by the Board of Regents for Higher Education ("BOR") for purposes of the CAAP ("CAAP GPA"), and (2) determine whether such student's class rank percentile is above or below the minimum established by the BOR. The District shall share a student's CAAP GPA and whether the student is above or below the minimum class rank percentile for the CAAP with the student, the student's parent or guardian, the Connecticut State Department of Education ("CSDE"), and, upon request, a participating institution for purposes of applying to such institution under the CAAP.

The District shall notify each student enrolled in the student's final year of high school, and the parent or guardian of such student, whether the student may be admitted to at least one participating institution under the CAAP based on the academic threshold established by such institution.

The District shall calculate each student's CAAP GPA, identify institutions to which students are eligible for automatic admission under the CAAP, and generate student letters in accordance with guidance issued by the CSDE, as such guidance may be amended from time to time.

II. Calculation of Grade Point Averages For All Other Purposes

The Board believes that, due to the rigorous nature of certain classes, the grades earned in such classes deserve additional weight for purposes of calculating grade point average and determining class rank. These rigorous classes include the following honors classes, advanced placement (AP) classes, dual enrollment, dual credit or early college (ECE). Therefore, it is the policy of the Board to grant grades earned in such courses additional weight for the aforementioned purposes.

All courses are assigned to one of three levels: AP/ECE, Honors, or College Prep. A student's grade will be multiplied by an assigned point value multiplier and then averaged to determine class rank. The Program of Studies identifies the level of difficulty for each course. Each level is assigned a quality point multiplier, as shown below:

AP/ECE.....1.2	Honors.....1.1	College Prep.....1.0
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Courses taken on a pass/fail basis, independent study grades, on-line coursework, summer school grades, transfer credits and high school partnership grades are not calculated toward computing class rank. When the ranking procedure produces a tie, students who are tied are given the same rank number. The next student below a tied group is given the number he/she would have received had there been no ties. Seniors will be ranked fifteen days prior to the last day of school to determine the valedictorian, salutatorian, class scholars and overall class rank.

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy, if necessary.

Legal Reference:

Connecticut General Statutes § 10-220g

Connecticut General Statutes § 10-220q

Connecticut General Statutes § 10a-11h

Connecticut State Department of Education, *Information and Resources to Support Connecticut School for the Connecticut Automatic Admissions Program (CAAP)*, available at

<https://portal.ct.gov/SDE/Performance/Information-and-Resources-to-Support-Connecticut-Schools-for-CT-Automatic-Admissions-Program>

ADOPTED: September 28, 2016

REVISED:



Ellington Public Schools

47 Main Street • PO Box 179
Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools
From: Mr. Anderson Rawlins, Director of Athletics and Wellness
Re: Warm Weather Guidelines
Date: September 27, 2023

Corresponding Agenda Item(s): N/A

Presentation Type: FULL Q & A FYI

High-Temperature Approaches to Athletics High and Middle School

The following was utilized in part by high and middle school athletics and were modified as needed. CIAC and the best practice guidance regarding heat-related exercise beginning on page 17 of the [CIAC Medical Handbook](#) was utilized.

1. Hydration is Key:

- Emphasize the importance of proper hydration to all athletes. Encourage them to drink water regularly throughout the day.
- During practices and games, provide athletes with access to water stations and remind them to take hydration breaks.

2. Modify Practice Schedules:

- Limit the duration and intensity of practices in extreme heat.
- Provide additional breaks for rest and hydration.
- Tryouts/Practices are limited to 1 hour outside.
- Indoor typically were 2 hours or normal time.

3. Dress Appropriately:

- Encourage athletes to wear lightweight, breathable, and light-colored clothing that helps in heat dissipation.

4. Know the Signs of Heat-Related Illness:

- Educate yourself and your athletes about the signs of heat exhaustion and heat stroke, which can include excessive sweating, weakness, dizziness, confusion, and nausea.
- Have a designated area for cooling off and provide cold towels, ice tub or ice bags if needed.

5. Shade, Rest Periods, and Location Changes:

- Designated shaded areas for athletes to rest and cool down during practices.
- Split practice sessions - 50% gymnasium/ 50% classroom (middle school primarily)
- Classroom session 'chalk talks' were utilized as a way to cool athletes down and prevent them from direct exposure to the heat.

Note:

Parents could choose for their child not to participate in try-outs or practice. For the middle school soccer programs - we extended the tryout window to Monday 9/11 to ensure all student-athletes were able to participate.