STERLING BOARD OF EDUCATION

Agenda of the Regular Meeting
November 18, 2026 • Community Room • 6:00 p.m.
"EXCELLENCE WITH KINDNESS"

I. Call to Order

II. Pledge of Allegiance

III. Public Comment

IV. Reports and Communications

A. **Correspondence**

B. **Consent Agenda**

1. Minutes of Meeting October 21, 2026
2. Superintendent's Report
3. Special Education Director's Report
4. Principal's Report
5. Clinical Supervisor's Report
6. Monthly Check Register

C. **Budget and Expense Report**

D. **Plainfield Board of Education Liaison**

E**.** **Personnel - Resignation/Retirement/New Hire**
New Hire - Kali Therrien (Special Education Teacher)

V. Unfinished Business

A. Review, discussion, and possible approval of the meeting dates for the Tri-Board Meetings in 2027.

B. Review, discussion, and possible designation of a representative and an alternate to the EASTCONN Board of Directors.

VI. New Business

A. Presentation by Stacey Kelleher, Principal and Thomas Hardy, Assistant Principal of Plainfield High School.

B. Review and discussion of the following Policies/Regulations - 1st Reading.

1. **AI Policy** - Staff Use of AI Tools - Student Use of AI Tools
2. **P4111,4211** - **Personnel** - Certified/Non-Certified - Recruitment and Selection
3. **R4111,4211** - **Personnel** - Certified/Non-Certified - Recruitment and Selection
4. **P5114** - **Students** - Suspension and Expulsion/Due Process
5. **R5114** - **Students** - Suspension and Expulsion/Due Process
6. **P3542.43** - **Business/Non-Instructional Operations** - Food Service - Charging Policy
7. **P9325.2** - Bylaws of the Board - Conduct of Meetings

C. Review, discussion, and possible approval of the proposed Board of Education meeting dates for 2027.

VII. Committee Updates

A. Policy - Met on November 5th
B. Budget - (DRAFT) will be presented to the Board in December
C. Negotiations - Meeting with UPSEU President on November 23, 2026

VIII. Recommendations, Questions and/or Comments

IX. Public Comment

X. Executive Session

XI. Adjournment

DRAFT MINUTES

STERLING BOARD OF EDUCATION

Minutes of the Regular Meeting
October 21, 2026 • Community Room • 6:00 p.m.
"EXCELLENCE WITH KINDNESS"

I. Call to Order

- **Meeting called to order by:** Courtney Langlois (Board Chair) at 6:00 p.m.

- **Board Members Present**: Jennifer Mossner (Vice Chair); Victoria Robinson-Lewis (Treasurer); John Brady (Vice Treasurer); Catherine Malo (Board Member); Benjamin Johnston (Board Member)

- **Administration/Staff Present:** Theodore Friend (Superintendent); Heather Nickerson (Principal); Laura Smith (Clinical Supervisor); Kristen Lanzillo (Director of Student Services/School Psychologist); Sara Howley (Business Manager); Christine Chandler (Board Clerk)

II. Pledge of Allegiance

- The Pledge of Allegiance was recited.

III. Public Comment

- No one had comments

IV. Reports and Communications

A. **Correspondence**

- EASTCONN Board of Directors invitation
- Thank you note from Leatrice Shippee

B. **Consent Agenda**

1. Minutes of Special Meeting September 16, 2026
2. Minutes of Meeting September 16, 2026
3. Superintendent's Report
4. Special Education Director's Report
5. Principal's Report
6. Clinical Supervisor's Report
7. Monthly Check Register

- *Discussion:* The Board Chair, C. Langlois, requested the removal of the Monthly Check Register from future agendas and Board of Education packets. The Board reached a consensus to remove it. Because this adjustment involves board policy, the matter will be referred to the Policy Committee and brought to a vote at the next scheduled Board meeting.

- A motion was made byV. Robinson-Lewis and seconded by J. Mossner to approve the Consent Agenda as presented..
    - Vote: All in favor.
    - Motion: Passed.

C. **Budget and Expense Report**

S. Howley reviewed the financial and budget reports. She provided an update on the funds awarded to the school by the Beagary Trust Foundation during the 2013–2014 school year, noting that a balance of $43,000 remains in the account. Following communications with the head of the Beagary Trust Foundation, the school has been authorized to spend these remaining funds. The head of the Foundation will meet with school administration regarding the potential award of additional funds in 2027.

- A motion was made by C. Malo and seconded by J. Brady to approve the Agenda as presented.
    - Vote: All in favor
    - Motion: Passed

D. **Plainfield Board of Education Liaison**

It was noted that the Sterling Board liaison was unable to attend the Plainfield Board of Education meeting on October 14, 2026.

E**.** **Personnel - Resignation/Retirement/New Hire**

Paraeducator - Terminated - did not complete 90 days.

V. Unfinished Business

A. Update on Culligan installation of 2 water filtration units in the kitchen and 4 water bottle/drinking stations.

T. Friend reported that payment has been issued for the installation of two kitchen water filtration units and four water bottle filling/drinking stations. Culligan will coordinate directly with Facilities Director Kevin to schedule the installation.

VI. New Business

A. Presentation of the Academic Assessment Scores by Heather Nickerson, Principal.

The Principal, H. Nickerson, delivered a PowerPoint presentation reviewing the student Academic Assessment Scores. The presentation utilized graphs and charts to illustrate performance and data trends across grade levels.

B. Review, discussion, and possible approval of an **Immutable Backup Solution**.
We are requesting $5,899.07 to purchase a new backup server for the school. Our current backup solution, while still working, does not support a feature which we feel is vital towards securing our data from ransomware. The backup server will provide us with the capability of storing **Immutable Backups**, which prevents anyone from deleting data before it reaches the specified retention period. Modern ransomware not only targets your devices, but also targets any available backup target(s) and/or connected drives, including flash drives or portable hard drives. This will provide us with assurance in the event of a ransomware attack, that our data cannot be tampered with or destroyed.

Option 1: $5,899.07 - one time cost
Option 2: $7,441.34

- A motion was made by V. Robinson-Lewis and seconded by B. Johnston to accept Option 1: $5899.07 for an **Immutable Backup Solution**.
  - Vote: All in favor
  - Motion: Passed

C. Review, discussion, and possible approval of **E-mail Security**.
There has been a significant uptick in the number of malicious e-mails sent to Staff & Faculty in the district in the past couple of years. While we have been extremely proactive with MFA (Multi-Factor Authentication) and implementing other safeguards for e-mail protection, we are reaching a point where we are receiving reports of several malicious emails reaching the mailboxes of our Staff & Faculty per week. In the past 3 years, we have had two instances of an account compromise, though one of these was prevented due to us using MFA. These solutions provide additional security and detections, above and beyond what our current email provider (Google) can filter, and prevent these messages from landing in our users inbox entirely. We are recommending ProofPoint, as it has the best pricing and is widely adopted in the Edu/Gov sector.

Sophos: $10,835.43
KnowBe4: $6,061.61
ProofPoint: $4,858.77 - Annual Cost/Town of Sterling is responsible for a portion of the cost.

- A motion was made by C. Malo and seconded by J. Mossner to approve the ProofPoint: $4858.77 **E-mail Security**.
    - Vote: All in favor
    - Motion: Passed

VII. Review, discussion, and possible appointment of a representative and an alternate to the EASTCONN Board of Directors.

The Board decided to table the appointment of a representative and an alternate to the EASTCONN Board of Directors pending additional information regarding meeting times and specific service expectations.

VIII. <u>Committee Updates</u>

A. Policy - Meeting on November 5, 2026
B. Budget - to be discussed during the December Board of Education Meeting
C. Negotiations - Meeting with the UPSEU Representative after January 1, 2027

IX. <u>Recommendations, Questions and/or Comments</u>

- C. Chandler presented the draft Tri-Board Meeting Schedule included in the Board packet. She confirmed she will notify Ashley at Town Hall that the schedule is acceptable to the Board.

- C. Langlois shared updates from her participation in regional board chair meetings alongside local superintendents. The collaborative group focuses on state-level advocacy and shared-service opportunities for small, rural towns. The group is currently drafting support letters to state legislators and the Blue Ribbon Commission on funding ahead of the Commission's December report to the Governor. Key advocacy priorities include:

    - Increasing the education cost-sharing base with adjustments for inflation.
    - Maintaining "hold harmless" town funding protections.
    - Utilizing a 3-to-5-year average enrollment trend for funding calculations.
    - Re-evaluating the current state wealth index metrics.

C. Langlois will distribute the information to board members who wish to send individual letters of support to state representatives and the Governor.

X. Public Comment

Principal H. Nickerson shared that the school's NAEYC-accredited program recently received a surprise evaluation visit. The subsequent decision report indicated that the program achieved a 100% pass rate across all required compliance areas and scored 92% on classroom performance indicators.

XI. Executive Session

An executive session was not required.

XII. Adjournment

- A motion was made by V. Robinson-Lewis and seconded by C. Malo to adjourn the meeting.
    - Vote: All in favor
    - Motion: Passed
    - Meeting adjourned: 7:17 p.m.

Superintendent's Report
November 18, 2026

I. 2026–2027 School Year

- **Grants:** We have received a **Rural Behavioral Health Transformation Program Grant in the amount of $50,000 per year for 5 years**. We are currently determining how to best allocate these funds to support our students.

- **UPSEU Contract Negotiations:** Sara and I will meet with the UPSEU President on November 23, 2026, to begin informal contract negotiations.

II. High School / Technical High Schools

- **Admissions Window:** The application window for Technical High Schools opens on November 15, 2026. Miss Oles is actively working with all eighth-grade students to assist them in completing their applications.

III. Water System Update

- **Filtration System:** The Culligan Filtration Units have been successfully installed and are fully operational for student and staff use.

IV. Maintenance Department

- **Electricity Rates:** Our current rate of **$0.14 per kWh took effect around October 10**, representing a $0.04 increase that will remain in place for 12 months unless a more competitive rate becomes available. For context, Eversource rates are projected to increase by approximately 18% on January 1, 2027. Kevin continues to monitor the market closely to secure the most cost-effective rate for the district.

- **HVAC:** All HVAC units have undergone scheduled inspections and filter replacements.

- **Solar Production:** Thanks to the recent stretch of dry weather, solar production for October was strong.
- **Stormwater Management Plan:** Kevin has developed a comprehensive Stormwater Management Plan for the school. In anticipation of this becoming a firm requirement in the next few years—following a mandate issued to area towns and schools over the past year—Kevin has been attending certified training sessions via the StormwaterONE portal.

- **Generator:** Routine maintenance on the generator was successfully completed on November 5.

Student Services Report		BOE Meeting: November 18, 2026	**Statistics as of October 31, 2026**

Student Count by Location, at the END of:	Jun '26	July	Aug	Sept	Oct	Nov	Dec	Jan '27	Feb	March	April	May
Sterling Community School PrK - 8th **IEPs**	62	56	58	59	61							
High School **IEPs** (ACT, QMC, Killingly: Plainfield; NFA)	16	13	14	13	13							
Out of District-Special Tuition **IEPs**	11	9	10	10	10							
Total Students with IEPs	**89**	**78**	82	82	84							
Sterling Community School PrK - 8th **504s**	31	27	27	28	29							
High School and STEM Acad. **504's** (ACT, QMC, Killingly: Plainfield; NFA and STEM)	19	17	17	20	20							
Total Students with 504s	**50**	**44**	44	48	49							

Principal's Report
November 18, 2026

SCS Advancement Plan - Goal #3

- PDEC
    - Professional Development calendar
        - Staff will have a partial PD day on December 9th for individualized learning
    - Sterling Educator Evaluation and Support Plan
        - Informal Observations are underway
        - Formal Observations with non-tenured staff are happening
- Attendance
    - Weekly meetings to review data + identify students at risk
        - Working as a team to implement ideas for whole school and classroom
        - Reminder letters for attendance + tardy concerns
- Family Involvement
    - First Grade - Math Mania: 27 adults attended / total of 30 students
    - Kindergarten - Family Friday: 24 adults attended / total of 30 students

Fall Updates:

- Successful Veterans Celebration with the return of the Dive Team from New London
- Boys basketball + Cheer have started practicing
- eSports + Homework club have begun

Clinical/Behavioral Report
November 18, 2026

To: Sterling Board of Education
From: Laura Smith, Clinical Supervisor/Social Worker
Date: November 18, 2026
Subj: Clinical/Behavioral Report

Community (Strategic Plan Goal 5 & 6)

- Social Emotional Learning (SEL) - The fall 2026 Insight SELweb assessment has been completed. Once we receive the results, we will review the fall data and analyze our findings which will be used by teachers to inform their SEL instruction, and connect to needed resources for their grade levels. Also, the data will be used in conjunction with the Primary Mental Health Grant to identify intervention needs. Preschool Pyramid Model meetings scheduled monthly.
- Collaboration with the Department of Children and Families liaisons, and other outside mental health resources to support children and families in need in our school community. Meet and plan with parents to connect with needed mental health resources for their children and families.
- Our Attendance Team is meeting and continuing to work on school engagement and planning with families to identify strategies to reduce barriers to school attendance. Our team is reviewing our preventive practices and incentives, and building upon our success over the past few academic years.
- Collaboration with regional McKinney-Vento liaisons, our Transportation Director and other outside resources to support students and families experiencing homelessness in our school district. Upcoming McKinney-Vento Liaison Team Meeting 12/9/26.
- Weekly team meetings -Collaboration, planning, and response with tiered teams to support PBIS, SEL, and Restorative Practices integration path. Behavior data team review and action planning.
- Behavioral data 2026-2027:

Number of Administrator-Managed Referrals by Month										
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0	11	19								

- LPC Grant 2026-2027 -LPC grant has been approved, the funding has been received. We have started our LPC grant planning for the 2026-2027 school year.
- **Faculty & Staff (Strategic Plan Goal 2, 3, 4)**
- PDEC - PD -10/13/26, personalized learning opportunities.
- Health & Safety Meeting - First meeting this academic year 10/15/26, LPC grant update was shared.

Reprint Check Listing

Fiscal Year: 2026-2027

Criteria:

Bank Account: BOE - Bank Hometown 490404101

From Date: 10/01/2026 To Date: 10/31/2026
From Check: To Check:
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
202250	10/15/2026	ABZILLY	$311.85	1032	Printed	Expense	☐		
202251	10/15/2026	AMAZON CAPITAL SERVICES	$1,352.41	1032	Printed	Expense	☐		
202252	10/15/2026	AURORA EDUCATIONAL TECHNOLOGY LLC	$500.00	1032	Printed	Expense	☐		
202253	10/15/2026	B & H PHOTO	$195.18	1032	Printed	Expense	☐		
202254	10/15/2026	BREEZELINE	$72.67	1032	Printed	Expense	☐		
202255	10/15/2026	CDW GOVERNMENT INC	$2,372.00	1032	Printed	Expense	☐		
202256	10/15/2026	CF MASTER LESSEE MT LLC	$2,100.77	1032	Printed	Expense	☐		
202257	10/15/2026	EASTCONN	$35,830.00	1032	Printed	Expense	☐		
202258	10/15/2026	FRANCIS SENAT	$140.00	1032	Printed	Expense	☐		
202259	10/15/2026	FRIEND, THEODORE F	$429.55	1032	Printed	Expense	☐		
202260	10/15/2026	HEALTHCALL MEDICAL CENTER LLC	$450.00	1032	Printed	Expense	☐		
202261	10/15/2026	HEATHER NICKERSON	$808.22	1032	Printed	Expense	☐		
202262	10/15/2026	HECTOR GONZALEZ	$140.00	1032	Printed	Expense	☐		
202263	10/15/2026	JEFF ROUILLARD	$140.00	1032	Printed	Expense	☐		
202264	10/15/2026	Joe Warren & Sons Co, Inc	$3,226.44	1032	Printed	Expense	☐		
202265	10/15/2026	KAINEN, ESCALERA AND MCHALE PC	$2,268.00	1032	Printed	Expense	☐		
202266	10/15/2026	KRISTEN LANZILLO	$314.00	1032	Printed	Expense	☐		
202267	10/15/2026	LISA VINCENT	$69.99	1032	Printed	Expense	☐		
202268	10/15/2026	M & J BUS, INC	$3,780.00	1032	Printed	Expense	☐		
202269	10/15/2026	MARION SLATER-COONEY	$36.00	1032	Printed	Expense	☐		
202270	10/15/2026	METROPOLITAN TELECOMMUNICATIONS	$132.27	1032	Printed	Expense	☐		
202271	10/15/2026	PETER VITALE	$140.00	1032	Printed	Expense	☐		

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From Check: To Check:
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
202272	10/15/2026	PMT ASSOCIATES INC	$760.00	1032	Printed	Expense	☐		
202273	10/15/2026	RICOH USA, INC	$1,184.95	1032	Printed	Expense	☐		
202274	10/15/2026	SCHOOL SPECIALTY, LLC	$6,213.75	1032	Printed	Expense	☐		
202275	10/15/2026	SERVICE MANAGEMENT GROUP LLC	$15,110.00	1032	Printed	Expense	☐		
202276	10/15/2026	SHARP TRAINING INC	$12,420.00	1032	Printed	Expense	☐		
202277	10/15/2026	SHEEHAN, COLIN P	$61.59	1032	Printed	Expense	☐		
202278	10/15/2026	STEPHANIE OLES	$10.52	1032	Printed	Expense	☐		
202279	10/15/2026	TAMMY ETHERIDGE	$73.00	1032	Printed	Expense	☐		
202280	10/15/2026	THE AMERICAN SCHOOL FOR THE DEAF	$30,063.36	1032	Printed	Expense	☐		
202281	10/15/2026	THE HILB GROUP OF NEW ENGLAND LLC	$9,267.56	1032	Printed	Expense	☐		
202282	10/15/2026	THE LIGHTHOUSE	$26,721.23	1032	Printed	Expense	☐		
202283	10/15/2026	The Sunshine Shop	$140.00	1032	Printed	Expense	☐		
202284	10/15/2026	TOWN OF STERLING MUNI WATER	$482.00	1032	Printed	Expense	☐		
202285	10/15/2026	US BANK VOYAGER FLEET SYS	$3,040.37	1032	Printed	Expense	☐		
202286	10/15/2026	W B MASON CO INC	$1,696.96	1032	Printed	Expense	☐		
202287	10/15/2026	WATERFORD COUNTRY SCHOOL, INC.	$11,550.00	1032	Printed	Expense	☐		
202288	10/30/2026	AMAZON CAPITAL SERVICES	$449.92	1037	Printed	Expense	☐		
202289	10/30/2026	ANDERSON MOTORS, INC.	$1,173.82	1037	Printed	Expense	☐		
202290	10/30/2026	BENHAVEN SCHOOL	$6,201.50	1037	Printed	Expense	☐		
202291	10/30/2026	CASBO	$375.00	1037	Printed	Expense	☐		
202292	10/30/2026	CASELLA WASTE	$651.58	1037	Printed	Expense	☐		
202293	10/30/2026	CORPORATE BILLING LLC	$968.25	1037	Printed	Expense	☐		

Reprint Check Listing

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From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
202294	10/30/2026	DIME OIL COMPANY	$3,710.60	1037	Printed	Expense	☐		
202295	10/30/2026	EASTCONN	$33,000.00	1037	Printed	Expense	☐		
202296	10/30/2026	EVERSOURCE	$5,767.41	1037	Printed	Expense	☐		
202297	10/30/2026	GREGORY AND HOWE INC	$236.00	1037	Printed	Expense	☐		
202298	10/30/2026	GUARANTEED AUTO GLASS	$485.00	1037	Printed	Expense	☐		
202299	10/30/2026	KILLINGLY BOARD OF EDUCATION	$170,815.00	1037	Printed	Expense	☐		
202300	10/30/2026	METROPOLITAN TELECOMMUNICATIONS	$131.17	1037	Printed	Expense	☐		
202301	10/30/2026	NORWICH FREE ACADEMY	$74,215.50	1037	Printed	Expense	☐		
202302	10/30/2026	SCHOLASTIC INC	$219.78	1037	Printed	Expense	☐		
202303	10/30/2026	THE AMERICAN SCHOOL FOR THE DEAF	$30,063.36	1037	Printed	Expense	☐		
202304	10/30/2026	VANDI AUTO SUPPLY	$455.57	1037	Printed	Expense	☐		
202305	10/30/2026	VENTRIS LEARNING LLC	$260.00	1037	Printed	Expense	☐		
202306	10/30/2026	VENTURE COMMUNICATIONS & SECURITY LLC	$171.14	1037	Printed	Expense	☐		
202307	10/30/2026	VERIZON WIRELESS	$267.36	1037	Printed	Expense	☐		
202308	10/30/2026	W B MASON CO INC	$106.90	1037	Printed	Expense	☐		
202309	10/31/2026	AFLAC NEW YORK	$896.50	1041	Printed	Expense	☐		
202310	10/31/2026	ALLSTATE	$52.84	1041	Printed	Expense	☐		
202311	10/31/2026	AMERIPRISE FINANCIAL SERVICES, INC	$570.37	1041	Printed	Expense	☐		
202312	10/31/2026	AXA EQUITABLE	$1,696.33	1041	Printed	Expense	☐		
202313	10/31/2026	CAPITAL BANK & TRUST COMPANY	$4,091.80	1041	Printed	Expense	☐		
202314	10/31/2026	FIDELITY INVESTMENTS	$800.00	1041	Printed	Expense	☐		

Reprint Check Listing

Fiscal Year: 2026-2027

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From Check: To Check:
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
202315	10/31/2026	HORACE MANN LIFE INSURANCE COMPANY	$2,062.28	1041	Printed	Expense	☐		
202316	10/31/2026	METLIFE	$188.23	1041	Printed	Expense	☐		
202317	10/31/2026	METLIFE 0837050	$220.00	1041	Printed	Expense	☐		
202318	10/31/2026	STERLING EDUCATION ASSOCIATION	$2,594.92	1041	Printed	Expense	☐		
202319	10/31/2026	UPSEU 05745	$751.18	1041	Printed	Expense	☐		
202320	10/31/2026	AETNA HEALTH MANAGEMENT LLC	$173.44	1042	Printed	Expense	☐		
202321	10/31/2026	ANTHEM BLUE CROSS/BLUE SHIELD	$102,534.16	1042	Printed	Expense	☐		
202322	10/31/2026	CHLIC.	$3,877.11	1042	Printed	Expense	☐		
202323	10/31/2026	SILVERSCRIPT INSURANCE COMPANY	$280.74	1042	Printed	Expense	☐		
202324	10/31/2026	THE STANDARD INSURANCE COMPANY	$644.00	1042	Printed	Expense	☐		
		Total Amount:	$624,763.40						

End of Report

Financial/Budget Discussions

Wednesday November 18, 2026

Fiscal Year 2026-2027

The Budget and Expense report is accurate to date, and there haven't been any significant changes since our October meeting. Overall, we are in good financial condition at this time and continue to monitor all moving parts very closely as the year progresses.

Below are the specific areas we are tracking and the major adjustments of note:

- Certified Substitutes: We are projecting this line to be over by almost 80% due to multiple long-term absences.
- Electricity Rates: We have a 20% overall increase in electricity rates with Eversource. This is based on our rates of 10.87 and 11.77 last year, and the increase to 14.79 in October. Last year we budgeted $120,000 and spent $101,893. This year we budgeted $110,000, and assuming the same usage, we will spend approximately $115,000. This totals our projected expenditures for Eversource and Solar.
- Insurance Savings: We still have approximately $100,000 in insurance savings this year due to enrollment changes and a better rate than anticipated.
- Shared Transportation: We are expecting $40,000 in shared transportation services, which we look forward to hopefully expanding in future years as a way to offset the transportation budget.

Grants

- The Beagary Charitable Trust is sending a letter to approve spending the $43,616 that has been sitting idly in the grant account since 2014. We plan to use these funds for student chromebooks over the next two to three years. We are also very excited to meet with Patricia Morgan to go over future grant opportunities after the holidays.

Fiscal Year 2027-2028

- The first-round budget projection will be presented to the Board at the December meeting.

Budget and Expenses - BOE

From Date: 7/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.1000.111.01.000.00.71	Certified Personnel	$1,716,649.00	$506,323.59	$506,323.59	$1,210,325.41	$1,265,379.26	($55,053.85)	-3.21%
A.1000.111.03.000.00.71	Certified Substitutes	$60,000.00	$25,837.72	$25,837.72	$34,162.28	$81,124.03	($46,961.75)	-78.27%
A.1000.112.01.000.00.71	Non Certified Personnel	$99,842.00	$20,416.83	$20,416.83	$79,425.17	$79,424.34	$0.83	0.00%
A.1000.210.00.000.00.71	E/B Insurance	$510,986.00	$136,414.74	$136,414.74	$374,571.26	$345,198.53	$29,372.73	5.75%
A.1000.220.00.000.00.70	E/B FICA/Medicare	$37,119.00	$10,234.80	$10,234.80	$26,884.20	$0.00	$26,884.20	72.43%
A.1000.240.00.000.00.71	E/B Other (Course Reim)	$6,000.00	$0.00	$0.00	$6,000.00	$0.00	$6,000.00	100.00%
A.1000.320.01.000.00.71	Professional Development - Cer	$7,500.00	$130.00	$130.00	$7,370.00	$0.00	$7,370.00	98.27%
A.1000.330.01.106.00.71	Music Professional Services	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
A.1000.590.00.000.00.71	Printing	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
A.1000.611.00.101.00.71	Language Arts Instructional Su	$200.00	$0.00	$0.00	$200.00	$0.00	$200.00	100.00%
A.1000.611.01.000.00.71	Instructional Supplies	$10,000.00	$2,321.24	$2,321.24	$7,678.76	$749.52	$6,929.24	69.29%
A.1000.611.01.102.00.71	Math Instructional Supplies	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
A.1000.611.01.103.00.71	Science Instructional Supplies	$2,700.00	$257.30	$257.30	$2,442.70	$0.00	$2,442.70	90.47%
A.1000.611.01.105.00.71	Art Instructional Supplies	$2,000.00	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	100.00%
A.1000.611.01.106.00.71	Music Instructional Supplies	$1,200.00	$75.50	$75.50	$1,124.50	$0.00	$1,124.50	93.71%
A.1000.611.01.107.00.71	Health Instructional Supplies	$200.00	$0.00	$0.00	$200.00	$0.00	$200.00	100.00%
A.1000.611.01.108.00.71	PE Instructional Supplies	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
A.1000.611.01.109.00.71	World Language Instructional S	$500.00	$329.00	$329.00	$171.00	$0.00	$171.00	34.20%
A.1000.641.01.000.00.71	Textbooks	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
A.1000.642.01.000.00.71	Consumable Workbooks	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
A.1000.650.00.000.00.71	Educational Software Licenses/	$41,800.00	$10,406.00	$10,406.00	$31,394.00	$37,081.23	($5,687.23)	-13.61%
A.1000.730.00.000.00.71	Instructional Equipment	$1,000.00	$144.00	$144.00	$856.00	$576.00	$280.00	28.00%
A.1000.739.00.000.00.71	Copier Leases, Fees, Supplies	$19,500.00	$3,128.59	$3,128.59	$16,371.41	$12,287.55	$4,083.86	20.94%
A.1000.739.01.106.00.71	Music Equipment	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
A.1000.890.00.000.00.71	Dues & Fees	$650.00	$207.18	$207.18	$442.82	$0.00	$442.82	68.13%
	Func: Regular Program - 1000	$2,522,846.00	$716,226.49	$716,226.49	$1,806,619.51	$1,821,820.46	($15,200.95)	-0.60%
A.1200.111.00.000.00.71	Special Education Director	$79,928.00	$19,977.60	$19,977.60	$59,950.40	$59,949.52	$0.88	0.00%
A.1200.111.01.000.00.71	Certified Personnel	$586,355.00	$141,596.11	$141,596.11	$444,758.89	$439,310.87	$5,448.02	0.93%
A.1200.112.01.000.00.71	Non Certified Personnel	$251,439.00	$52,701.92	$52,701.92	$198,737.08	$191,399.26	$7,337.82	2.92%
A.1200.112.02.000.00.71	Non Certified Substitutes	$6,000.00	$2,563.99	$2,563.99	$3,436.01	$3,436.01	$0.00	0.00%
A.1200.210.00.000.00.71	E/B Insurance	$285,473.00	$65,127.98	$65,127.98	$220,345.02	$184,099.84	$36,245.18	12.70%
A.1200.220.00.000.00.70	E/B FICA/Medicare	$29,355.00	$6,125.85	$6,125.85	$23,229.15	$0.00	$23,229.15	79.13%
A.1200.240.00.000.00.71	E/B Other	$9,342.00	$1,848.48	$1,848.48	$7,493.52	$3,696.96	$3,796.56	40.64%
A.1200.320.00.000.00.71	Professional Development - Cer	$2,000.00	$1,259.00	$1,259.00	$741.00	$280.00	$461.00	23.05%
A.1200.322.01.000.00.71	Professional Dev - Non Cert	$1,800.00	$87.55	$87.55	$1,712.45	$0.00	$1,712.45	95.14%
A.1200.330.00.000.00.71	Professional & Technical Svcs	$15,000.00	$1,535.27	$1,535.27	$13,464.73	$7,800.00	$5,664.73	37.76%
A.1200.330.01.000.00.71	Evaluation Services	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
A.1200.330.02.000.00.71	Assistive Technology	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
A.1200.580.00.000.00.71	Travel	$750.00	$429.55	$429.55	$320.45	$0.00	$320.45	42.73%
A.1200.611.01.000.00.71	Instructional Supplies	$2,000.00	$1,543.39	$1,543.39	$456.61	$0.00	$456.61	22.83%
A.1200.611.02.000.00.71	Testing Supplies	$3,000.00	$0.00	$0.00	$3,000.00	$2,590.00	$410.00	13.67%
A.1200.630.00.000.00.71	Special Ed Incentive	$1,200.00	$0.00	$0.00	$1,200.00	$0.00	$1,200.00	100.00%
A.1200.641.02.000.00.71	Consumable Workbooks	$500.00	$309.85	$309.85	$190.15	$0.00	$190.15	38.03%
A.1200.650.00.000.00.71	Educational Software Licenses/	$2,225.00	$288.00	$288.00	$1,937.00	$2,019.00	($82.00)	-3.69%
A.1200.690.00.000.00.72	Other Supplies & Materials	$1,000.00	$75.58	$75.58	$924.42	$0.00	$924.42	92.44%
A.1200.700.00.000.00.71	Equipment	$2,000.00	$0.00	$0.00	$2,000.00	$2,000.00	$0.00	0.00%
A.1200.890.00.000.00.71	Dues & Fees	$775.00	$250.00	$250.00	$525.00	$0.00	$525.00	67.74%
	Func: Special Education Program - 1200	$1,293,142.00	$295,720.12	$295,720.12	$997,421.88	$896,581.46	$100,840.42	7.80%
A.2130.111.01.000.00.71	School Nurse	$59,954.00	$17,832.00	$17,832.00	$42,122.00	$40,122.00	$2,000.00	3.34%

Budget and Expenses - BOE

From Date: 7/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2130.111.03.000.00.71	School Nurse Substitutes	$2,625.00	$0.00	$0.00	$2,625.00	$750.00	$1,875.00	71.43%
A.2130.210.00.000.00.71	E/B Insurance	$967.00	$182.45	$182.45	$784.55	$457.57	$326.98	33.81%
A.2130.220.00.000.00.70	E/B FICA/Medicare	$4,586.00	$1,529.98	$1,529.98	$3,056.02	$0.00	$3,056.02	66.64%
A.2130.240.00.000.00.71	E/B Other	$1,799.00	$579.56	$579.56	$1,219.44	$1,159.12	$60.32	3.35%
A.2130.322.01.000.00.71	Professional Dev - Non Cert	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
A.2130.330.00.000.00.71	Professional & Technical Svcs	$3,450.00	$2,378.00	$2,378.00	$1,072.00	$785.00	$287.00	8.32%
A.2130.690.00.000.00.71	Health Office Supplies	$3,000.00	$464.35	$464.35	$2,535.65	$299.46	$2,236.19	74.54%
A.2130.739.00.000.00.71	Health Office Equipment	$750.00	$0.00	$0.00	$750.00	$0.00	$750.00	100.00%
	Func: Health Office - 2130	$77,631.00	$22,966.34	$22,966.34	$54,664.66	$43,573.15	$11,091.51	14.29%
A.2190.111.01.000.00.71	Certified Personnel	$41,588.00	$12,609.72	$12,609.72	$28,978.28	$28,791.19	$187.09	0.45%
A.2190.220.00.000.00.70	E/B FICA/Medicare	$3,181.00	$964.64	$964.64	$2,216.36	$0.00	$2,216.36	69.67%
A.2190.320.00.000.00.71	Professional Development	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
A.2190.323.00.000.00.71	PT Contracted Services	$35,000.00	$0.00	$0.00	$35,000.00	$35,000.00	$0.00	0.00%
A.2190.611.00.000.00.71	PT/OT Supplies	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
A.2190.730.00.000.00.71	PT/OT Equipment	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
	Func: Physical/Occupational Therapy - 2190	$81,269.00	$13,574.36	$13,574.36	$67,694.64	$63,791.19	$3,903.45	4.80%
A.2220.112.00.000.00.71	Non-Certified Personnel	$23,075.00	$4,179.35	$4,179.35	$18,895.65	$14,592.80	$4,302.85	18.65%
A.2220.220.00.000.00.70	E/B FICA/Medicare	$1,765.00	$319.72	$319.72	$1,445.28	$0.00	$1,445.28	81.89%
A.2220.330.00.000.00.71	Professional & Technical Servi	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
A.2220.642.00.000.00.71	Books/Periodicals	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
A.2220.690.00.000.00.71	Other Supplies & Materials	$500.00	$50.98	$50.98	$449.02	$0.00	$449.02	89.80%
	Func: Educational Media - 2220	$28,590.00	$4,550.05	$4,550.05	$24,039.95	$14,592.80	$9,447.15	33.04%
A.2230.112.00.000.00.71	IT Personnel	$71,818.00	$11,401.68	$11,401.68	$60,416.32	$60,416.31	$0.01	0.00%
A.2230.112.01.000.00.71	IT Aide	$38,949.00	$1,288.16	$1,288.16	$37,660.84	$37,660.85	($0.01)	0.00%
A.2230.210.00.000.00.71	E/B Insurance	$11,296.00	$320.31	$320.31	$10,975.69	$9,928.56	$1,047.13	9.27%
A.2230.220.00.000.00.70	E/B FICA/Medicare	$8,474.00	$904.54	$904.54	$7,569.46	$0.00	$7,569.46	89.33%
A.2230.240.00.000.00.70	E/B Other	$2,155.00	$349.08	$349.08	$1,805.92	$1,745.36	$60.56	2.81%
A.2230.320.00.000.00.71	Professional Development	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
A.2230.330.00.000.00.71	Professional & Technical Servi	$5,000.00	$2,119.51	$2,119.51	$2,880.49	$7,587.54	($4,707.05)	-94.14%
A.2230.430.00.000.00.71	Repairs & Maintenance - Hardwa	$2,200.00	$751.22	$751.22	$1,448.78	$600.12	$848.66	38.58%
A.2230.690.00.000.00.71	Other Supplies & Materials	$2,500.00	$72.97	$72.97	$2,427.03	$29.37	$2,397.66	95.91%
A.2230.730.00.000.00.71	Computer Hardware & Peripheral	$16,000.00	$1,019.87	$1,019.87	$14,980.13	$1,675.00	$13,305.13	83.16%
A.2230.731.00.000.00.71	Computer Software	$18,706.00	$6,678.41	$6,678.41	$12,027.59	$12,858.77	($831.18)	-4.44%
	Func: Information Technology - 2230	$178,098.00	$24,905.75	$24,905.75	$153,192.25	$132,501.88	$20,690.37	11.62%
A.2310.112.01.000.00.71	BOE Administrative Assistant	$60,283.00	$18,917.84	$18,917.84	$41,365.16	$41,365.15	$0.01	0.00%
A.2310.112.02.000.00.71	Board of Education Clerk	$1,200.00	$0.00	$0.00	$1,200.00	$1,200.00	$0.00	0.00%
A.2310.210.00.000.00.71	E/B Insurance	$29,004.00	$6,530.87	$6,530.87	$22,473.13	$20,853.59	$1,619.54	5.58%
A.2310.220.00.000.00.70	E/B FICA/Medicare	$4,703.00	$1,315.48	$1,315.48	$3,387.52	$0.00	$3,387.52	72.03%
A.2310.230.00.000.00.71	Workers Compensation Ins	$40,000.00	$19,601.70	$19,601.70	$20,398.30	$24,827.30	($4,429.00)	-11.07%
A.2310.240.00.000.00.71	E/B Other	$1,792.00	$1,281.48	$1,281.48	$510.52	$2,562.96	($2,052.44)	-114.53%
A.2310.250.00.000.00.71	Unemployment Compensation	$5,000.00	$0.00	$0.00	$5,000.00	$1.00	$4,999.00	99.98%
A.2310.330.01.000.00.71	Legal Services	$10,000.00	$4,200.00	$4,200.00	$5,800.00	$5,800.00	$0.00	0.00%
A.2310.330.03.000.00.71	Other Professional & Tech Svcs	$17,500.00	$0.00	$0.00	$17,500.00	$17,175.52	$324.48	1.85%
A.2310.520.01.000.00.71	Fidelity Bond	$100.00	$100.00	$100.00	$0.00	$0.00	$0.00	0.00%
A.2310.520.02.000.00.71	Errors and Omissions Insurance	$9,108.00	$8,840.00	$8,840.00	$268.00	$0.00	$268.00	2.94%
A.2310.580.00.000.00.71	Travel	$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	100.00%
A.2310.590.01.000.00.71	Communications/Postage	$5,000.00	$595.33	$595.33	$4,404.67	$4,000.59	$404.08	8.08%

Budget and Expenses - BOE

From Date: 7/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2310.590.02.000.00.71	Advertising	$2,750.00	$0.00	$0.00	$2,750.00	$780.00	$1,970.00	71.64%
A.2310.590.04.000.00.71	Community Engagement	$2,000.00	$927.53	$927.53	$1,072.47	$20.00	$1,052.47	52.62%
A.2310.650.00.000.00.71	Software Licenses & Support	$22,263.00	$16,673.49	$16,673.49	$5,589.51	$4,014.00	$1,575.51	7.08%
A.2310.690.00.000.00.71	BOE Other Supplies & Materials	$1,000.00	$200.09	$200.09	$799.91	$347.44	$452.47	45.25%
A.2310.890.00.000.00.71	Dues & Fees	$1,600.00	$1,250.00	$1,250.00	$350.00	$0.00	$350.00	21.88%
	Func: Board of Education - 2310	$213,403.00	$80,433.81	$80,433.81	$132,969.19	$122,947.55	$10,021.64	4.70%
A.2320.111.00.000.00.71	Superintendent	$107,682.00	$37,748.08	$37,748.08	$69,933.92	$69,933.18	$0.74	0.00%
A.2320.220.00.000.00.70	E/B FICA/Medicare	$1,561.00	$547.36	$547.36	$1,013.64	$0.00	$1,013.64	64.94%
A.2320.320.00.000.00.71	Professional Development - Cer	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
A.2320.580.00.000.00.71	Travel	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
A.2320.690.00.000.00.71	Superintendent Off Supplies	$750.00	$90.13	$90.13	$659.87	$0.00	$659.87	87.98%
A.2320.739.00.000.00.71	Other Equipment	$750.00	$486.85	$486.85	$263.15	$0.00	$263.15	35.09%
A.2320.890.00.000.00.71	Dues & Fees	$4,500.00	$400.00	$400.00	$4,100.00	$3,474.00	$626.00	13.91%
	Func: Superintendent's Office - 2320	$115,993.00	$39,272.42	$39,272.42	$76,720.58	$73,407.18	$3,313.40	2.86%
A.2400.111.00.000.00.71	Principal	$144,910.00	$45,006.48	$45,006.48	$99,903.52	$100,322.31	($418.79)	-0.29%
A.2400.111.01.000.00.71	Clinical Supervisor	$59,888.00	$18,426.96	$18,426.96	$41,461.04	$41,460.76	$0.28	0.00%
A.2400.112.00.000.00.71	Non Certified Personnel	$110,595.00	$33,934.28	$33,934.28	$76,660.72	$76,660.12	$0.60	0.00%
A.2400.210.00.000.00.71	E/B Insurance	$79,619.00	$19,804.31	$19,804.31	$59,814.69	$52,102.66	$7,712.03	9.69%
A.2400.220.00.000.00.70	E/B FICA/Medicare	$11,430.00	$3,270.07	$3,270.07	$8,159.93	$0.00	$8,159.93	71.39%
A.2400.240.00.000.00.71	E/B Other	$5,965.00	$2,048.00	$2,048.00	$3,917.00	$4,096.00	($179.00)	-3.00%
A.2400.320.00.000.00.71	Professional Development - Cer	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
A.2400.330.00.000.00.71	Professional & Technical Svcs	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
A.2400.580.00.000.00.71	Travel	$300.00	$39.52	$39.52	$260.48	$0.00	$260.48	86.83%
A.2400.590.01.000.00.71	Principal's Engagement	$1,500.00	$2,002.68	$2,002.68	($502.68)	$0.00	($502.68)	-33.51%
A.2400.650.00.000.00.71	Educational Software Licenses/	$12,000.00	$69.99	$69.99	$11,930.01	$10,744.74	$1,185.27	9.88%
A.2400.690.00.000.00.71	Other Supplies & Materials	$3,000.00	$44.94	$44.94	$2,955.06	$225.00	$2,730.06	91.00%
A.2400.890.00.000.00.71	Dues & Fees	$1,000.00	$0.00	$0.00	$1,000.00	$404.00	$596.00	59.60%
	Func: Building Administrators - 2400	$431,957.00	$124,647.23	$124,647.23	$307,309.77	$286,015.59	$21,294.18	4.93%
A.2510.112.01.000.00.71	Business Manager	$103,000.00	$31,692.32	$31,692.32	$71,307.68	$71,307.69	($0.01)	0.00%
A.2510.210.00.000.00.71	E/B Insurance	$36,944.00	$6,032.64	$6,032.64	$30,911.36	$25,973.85	$4,937.51	13.36%
A.2510.220.00.000.00.70	E/B FICA/Medicare	$7,880.00	$2,293.72	$2,293.72	$5,586.28	$0.00	$5,586.28	70.89%
A.2510.240.00.000.00.71	E/B Other	$7,090.00	$1,030.00	$1,030.00	$6,060.00	$2,060.00	$4,000.00	56.42%
A.2510.330.02.000.00.71	Professional & Technical Svcs	$38,500.00	$14,536.50	$14,536.50	$23,963.50	$23,668.50	$295.00	0.77%
A.2510.580.00.000.00.71	Travel	$750.00	$0.00	$0.00	$750.00	$0.00	$750.00	100.00%
A.2510.690.00.000.00.71	Fiscal Office Supplies	$500.00	$343.27	$343.27	$156.73	$0.00	$156.73	31.35%
A.2510.739.00.000.00.71	Fiscal Office Equipment	$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	100.00%
A.2510.890.00.000.00.71	Dues & Fees	$1,350.00	$172.89	$172.89	$1,177.11	$1,884.00	($706.89)	-52.36%
	Func: Fiscal & Business Office - 2510	$196,114.00	$56,101.34	$56,101.34	$140,012.66	$124,894.04	$15,118.62	7.71%
A.2600.112.01.000.00.71	Facilities Director	$71,027.00	$21,854.48	$21,854.48	$49,172.52	$49,172.54	($0.02)	0.00%
A.2600.177.01.000.00.71	Security Officer	$2,000.00	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	100.00%
A.2600.210.00.000.00.71	E/B Insurance	$166.00	$72.00	$72.00	$94.00	$93.60	$0.40	0.24%
A.2600.220.00.000.00.70	E/B FICA/Medicare	$5,434.00	$1,671.84	$1,671.84	$3,762.16	$0.00	$3,762.16	69.23%
A.2600.240.00.000.00.71	E/B Other	$2,131.00	$710.28	$710.28	$1,420.72	$1,420.56	$0.16	0.01%
A.2600.410.01.000.00.71	Electricity	$110,000.00	$37,836.43	$37,836.43	$72,163.57	$71,057.25	$1,106.32	1.01%
A.2600.410.02.000.00.71	Rubbish Removal/Recycling	$9,000.00	$2,606.32	$2,606.32	$6,393.68	$5,212.64	$1,181.04	13.12%
A.2600.410.03.000.00.71	Water	$2,500.00	$1,293.00	$1,293.00	$1,207.00	$1,207.00	$0.00	0.00%
A.2600.410.04.000.00.71	Sewer	$27,000.00	$14,022.00	$14,022.00	$12,978.00	$14,022.00	($1,044.00)	-3.87%

Budget and Expenses - BOE

From Date: 7/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.2600.430.01.000.00.71	Maintenance Contracts	$193,000.00	$68,298.36	$68,298.36	$124,701.64	$125,540.70	($839.06)	-0.43%
A.2600.430.02.000.00.71	Plant Operation & Maintenance	$10,000.00	$9,412.28	$9,412.28	$587.72	$5,237.00	($4,649.28)	-46.49%
A.2600.520.00.000.00.71	Plant Insurance	$45,223.00	$43,905.00	$43,905.00	$1,318.00	$0.00	$1,318.00	2.91%
A.2600.590.01.000.00.71	Telephone	$13,000.00	$3,115.47	$3,115.47	$9,884.53	$8,716.80	$1,167.73	8.98%
A.2600.613.00.000.00.71	Maintenance Supplies	$12,500.00	$13,025.23	$13,025.23	($525.23)	$0.00	($525.23)	-4.20%
A.2600.620.00.000.00.71	Heating Oil	$51,288.00	$0.00	$0.00	$51,288.00	$51,288.00	$0.00	0.00%
A.2600.739.00.000.00.71	Maintenance Equipment	$500.00	$0.00	$0.00	$500.00	$312.73	$187.27	37.45%
	Func: Plant Operation & Maintenance - 2600	$554,769.00	$217,822.69	$217,822.69	$336,946.31	$333,280.82	$3,665.49	0.66%
A.2700.112.01.000.00.71	Bus Drivers	$258,092.00	$56,882.44	$56,882.44	$201,209.56	$205,089.45	($3,879.89)	-1.50%
A.2700.112.02.000.00.71	Bus Coordinator	$75,293.00	$23,167.04	$23,167.04	$52,125.96	$52,125.92	$0.04	0.00%
A.2700.112.03.000.00.71	Van Drivers	$158,078.00	$39,699.02	$39,699.02	$118,378.98	$76,785.82	$41,593.16	26.31%
A.2700.210.00.000.00.71	E/B Insurance	$91,875.00	$16,244.42	$16,244.42	$75,630.58	$51,457.34	$24,173.24	26.31%
A.2700.220.00.000.00.70	E/B FICA/Medicare	$37,597.00	$9,064.50	$9,064.50	$28,532.50	$0.00	$28,532.50	75.89%
A.2700.240.00.000.00.71	E/B Other	$2,259.00	$752.92	$752.92	$1,506.08	$1,505.84	$0.24	0.01%
A.2700.330.00.000.00.71	Professional & Technical Svcs	$2,000.00	$1,136.00	$1,136.00	$864.00	$960.00	($96.00)	-4.80%
A.2700.430.00.000.00.71	Transportation Maintenance	$45,000.00	$14,429.67	$14,429.67	$30,570.33	$0.00	$30,570.33	67.93%
A.2700.510.00.000.00.72	Contracted Spec Ed Transportat	$0.00	$3,780.00	$3,780.00	($3,780.00)	$0.00	($3,780.00)	0.00%
A.2700.520.00.000.00.71	Vehicle Insurance	$19,248.00	$25,274.00	$25,274.00	($6,026.00)	$0.00	($6,026.00)	-31.31%
A.2700.625.00.000.00.71	Supplies - Oil, Washer Fluid,	$9,000.00	$7,047.98	$7,047.98	$1,952.02	$0.00	$1,952.02	21.69%
A.2700.626.00.000.00.71	Regular Fuel - Vans	$24,000.00	$4,405.20	$4,405.20	$19,594.80	$17,729.80	$1,865.00	7.77%
A.2700.627.00.000.00.71	Diesel Fuel - Buses	$38,082.00	$8,480.43	$8,480.43	$29,601.57	$29,601.57	$0.00	0.00%
A.2700.690.00.000.00.71	Other Supplies & Materials	$1,000.00	$421.69	$421.69	$578.31	$0.00	$578.31	57.83%
A.2700.739.00.000.00.71	Transportation Equipment	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
A.2700.890.00.000.00.71	Dues & Fees	$1,500.00	$565.12	$565.12	$934.88	$130.00	$804.88	53.66%
	Func: Transportation - 2700	$764,024.00	$211,350.43	$211,350.43	$552,673.57	$435,385.74	$117,287.83	15.35%
A.3100.435.00.000.00.71	Repairs	$2,500.00	$3,226.44	$3,226.44	($726.44)	$0.00	($726.44)	-29.06%
A.3100.570.00.000.00.71	Food Service Management	$33,000.00	$33,000.00	$33,000.00	$0.00	$0.00	$0.00	0.00%
A.3100.621.00.000.00.71	Propane	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
A.3100.690.00.000.00.71	Supplies	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
A.3100.700.00.000.00.71	Equipment	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
	Func: Food Service Operations - 3100	$37,500.00	$36,226.44	$36,226.44	$1,273.56	$0.00	$1,273.56	3.40%
A.3200.111.00.000.00.71	Stipend Positions	$17,480.00	$0.00	$0.00	$17,480.00	$17,480.00	$0.00	0.00%
A.3200.111.01.000.00.71	Coaches Salaries	$17,480.00	$3,496.00	$3,496.00	$13,984.00	$13,984.00	$0.00	0.00%
A.3200.111.02.000.00.71	Afterschool Clubs Salaries	$22,560.00	$8,447.58	$8,447.58	$14,112.42	$0.00	$14,112.42	62.56%
A.3200.220.00.000.00.70	E/B FICA/Medicare	$2,674.00	$126.00	$126.00	$2,548.00	$0.00	$2,548.00	95.29%
A.3200.329.00.000.00.71	Officials	$3,000.00	$700.00	$700.00	$2,300.00	$0.00	$2,300.00	76.67%
A.3200.690.00.000.00.71	Activity Supplies & Materials	$3,000.00	$717.20	$717.20	$2,282.80	$265.94	$2,016.86	67.23%
A.3200.739.00.000.00.71	Activity Equipment	$2,500.00	$526.47	$526.47	$1,973.53	$0.00	$1,973.53	78.94%
A.3200.890.00.000.00.71	Dues & Fees	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
	Func: Student Activities - 3200	$69,194.00	$14,013.25	$14,013.25	$55,180.75	$31,729.94	$23,450.81	33.89%
A.6110.561.01.000.00.73	Tuition: Plainfield	$672,303.00	$0.00	$0.00	$672,303.00	$732,321.84	($60,018.84)	-8.93%
A.6110.561.02.000.00.70	Adult Education	$10,246.00	$8,986.00	$8,986.00	$1,260.00	$0.00	$1,260.00	12.30%
A.6110.561.05.000.00.73	Tuition: Magnet, QMC, STEM	$88,169.00	$35,830.00	$35,830.00	$52,339.00	$39,420.00	$12,919.00	14.65%
A.6110.561.07.000.00.73	Tuition: Killingly, Other	$495,931.00	$219,859.00	$219,859.00	$276,072.00	$277,263.00	($1,191.00)	-0.24%
A.6110.562.00.000.00.72	S/E Tuition CT Public	$395,593.00	$25,171.50	$25,171.50	$370,421.50	$346,928.00	$23,493.50	5.94%
	Func: Tuition CT PUBLIC - 6110	$1,662,242.00	$289,846.50	$289,846.50	$1,372,395.50	$1,395,932.84	($23,537.34)	-1.42%

Budget and Expenses - BOE

From Date: 7/1/2026 To Date: 11/30/2026

Fiscal Year: 2026-2027 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
A.6130.563.00.000.00.72	S/E Tuition Non-Public	$779,268.00	$208,913.46	$208,913.46	$570,354.54	$619,862.90	($49,508.36)	-6.35%
A.6130.563.04.000.00.72	SEDAC - Excess Cost Reimbursem	($333,689.00)	$0.00	$0.00	($333,689.00)	($378,363.00)	$44,674.00	-13.39%
	Func: Tuition NON-PUBLIC - 6130	$445,579.00	$208,913.46	$208,913.46	$236,665.54	$241,499.90	($4,834.36)	-1.08%
	Grand Total:	$8,672,351.00	$2,356,570.68	$2,356,570.68	$6,315,780.32	$6,017,954.54	$297,825.78	3.43%

End of Report

STERLING TRI-BOARD
REGULAR MEETING DATES
2027 CALENDAR
(4th Wednesday-Tri-Annual Meetings)

Date:	Time:	Location:
January 27th	6:00 p.m.	Sterling Community School-Community Room
May 26th	6:00 p.m.	Sterling Town Hall-Conference Room #15
September 22nd	6:00 p.m.	Sterling Town Hall-Conference Room #15

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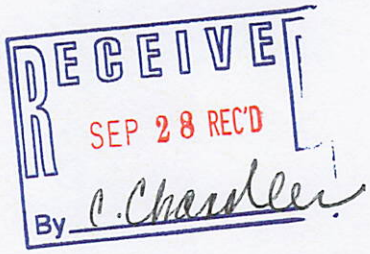
By C. Chandler



EASTCONN
advocate educate elevate

September 22, 2026

Dear Sterling Board of Education Superintendent and Board Chair:

We hope this letter finds you well.

As the Board of Directors Chair and Executive Director of EASTCONN, we are writing jointly to invite your district to appoint a representative to the EASTCONN Board of Directors.

For decades, Regional Education Service Centers (RESCs) across Connecticut have driven collaborative, regionalized solutions for public school districts. At EASTCONN, our strength lies in active partnership. We work hand-in-hand with member school districts, local community providers, and regional organizations to build strong networks that serve our shared goals. Crucially, EASTCONN serves as a dedicated advocate for northeastern Connecticut, elevating the specific legislative, educational, and resource needs of our region's districts and communities.

To ensure our advocacy and services truly reflect local priorities, having your community's voice represented on our Board is essential.

> *Each member district may designate, in writing, a representative and an alternate at any given time. The alternate shall be considered the district representative in the absence of the current representative. (Representatives must be a current Board of Education member)*

Since 1980, EASTCONN has been dedicated to building brighter futures and expanding life opportunities for learners of all ages. We firmly believe that equitable access empowers communities, and our board's effectiveness relies on diverse perspectives to inspire innovation, inquiry, and sustainable solutions. Board members play a vital role in advancing this mission by contributing through regular meeting attendance, committee engagement, governance oversight, and actively championing regional partnerships that allow our communities to learn, thrive, and succeed.

We would welcome the opportunity to connect with you or a member of your Board of Education to answer any questions. Thank you for your leadership and for considering this partnership.

Sincerely,

Justin Phaiah
Board of Directors Chair
EASTCONN

Eric Protulis
Executive Director
EASTCONN

EASTCONN
376 Hartford Turnpike | Hampton, CT 06247
www.eastconn.org

EASTCONN BOARD OF DIRECTORS FULL CALENDAR OF MEETINGS FOR 2026-2027

MONTH	BOARD MONTHLY MEETINGS	FINANCE COMMITTEE MEETINGS	POLICY COMMITTEE MEETINGS	FACILITIES COMMITTEE MEETINGS
August 2026	August 25th	August 19th	August 27th	August 27th
September 2026	September 22nd	September 16th	September 24th	September 24th
October 2026	October 27th	October 21st	October 22nd	October 22nd
November 2026	November 17th	November 18th	November 19th	November 19th
December 2026	NO MEETING	December 16th	December 17th	December 17th
January 2027	January 26th	January 20th	January 28th	January 28th
February 2027	February 23rd	February 17th	February 25th	February 25th
March 2027	March 23rd	March 17th	March 25th	March 25th
April 2027	April 27th	April 21st	April 22nd	April 22nd
May 2027	May 18th ANNUAL MEETING	May 19th	May 27th	May 27th
June 2027	NO MEETING	June 16th	June 24th	June 24th

Staff Use of AI Tools

As used in this policy, artificial intelligence tools ("AI Tools") means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district's policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

I. Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deep fakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Student Use of AI Tools

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to,

commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such a section himself or herself.
4. Students may never use AI Tools to:
    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without staff member permission;
    c. Make or share deep fakes or fake images, audio, or video of any real person;
    d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
    e. Bully, harass, threaten, intimidate or impersonate any person;

f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
g. Use AI Tools to bypass accommodations, content filters, or school security.

5. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
6. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
7. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

One other policy that might be worth adding:

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles ("drones"), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations.

Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;

2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system's operation;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability

A mandated policy.

Personnel -- Certified/Non-Certified

Recruitment and Selection

The Board directs the Superintendent to develop and maintain a recruitment program to attract and retain the most effective personnel, as defined by federal law, in the District's schools. All District teachers must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

Increasing Educator Diversity

The Board of Education believes it is especially important to ensure that recruitment, hiring, and retention efforts increase educator diversity. The administration is directed to make a determined and substantial effort to ensure that the district's recruitment procedures increase diversity, consistent with C.G.S. §10-56ee and Public Act 23-167.

Fair Employment Practices and Public Notices

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection, and appointment procedures.

The Superintendent shall ensure that the District is in compliance with provisions of Title I and the Every Student Succeeds Act (ESSA). Handbooks and recruitment materials shall comply with federal law regarding the qualifications of instructional personnel. Parent/guardians of students in Title I schools shall be informed annually of their right to request information regarding teacher and paraprofessional qualifications.

Job Posting Transparency (P.A. 26-12)

Effective October 1, 2026, the Superintendent or designee shall ensure that all public, external, internal, promotional, and transfer job postings published or distributed by the District include:

1. The wage rate or a good-faith estimate of the wage/salary range for the position; and
2. A general description of the position's benefits, including health insurance, retirement options, fringe benefits, and paid leave provisions.

(Districts with 100 or more employees shall also post on the District website a plain-language guide explaining all pay codes used for overtime and wage differentials, available in English, Spanish, and any common language spoken by members of the workforce.)

Automated Employment Decision Technology

If the District utilizes automated or AI-driven technology to screen job applications or evaluate employees, advance written notice shall be provided to candidates detailing the technology's purpose and the nature of the decision-making process.

Personnel -- Certified/Non-Certified

Recruitment and Selection (continued)

Hiring of Retired Teachers

A retired teacher receiving benefits from the Teachers' Retirement Board (TRB) may be reemployed by the Board for up to one full school year in a position:

1. Designated by the Commissioner of Education as a subject shortage area, or
2. At a school located in a priority school district for the school year in which the teacher is being employed.

Such reemployment may be extended for an additional school year, provided the Board:

1. Submits a written request for approval to the Teachers' Retirement Board,
2. Certifies that no qualified candidates are available prior to the reemployment of such teacher, and
3. Indicates the type of assignment to be performed, the anticipated date of rehire, and the expected duration of the assignment.

The forty-five percent (45%) limitation applies if the retired teacher has worked for more than two years in either a subject shortage area or a priority school district.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service.

Except as indicated above, a certified educator receiving retirement benefits from the TRB may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes, except that such educator may be employed in such a position and receive no more than forty-five (45%) of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess. Fringe benefits offered by the District, if taken by the employed retired individuals, are included in the maximum compensation calculation.

Applicant Disclosure Requirements

On the application form, an applicant for any position in the school district shall disclose any previous relationship with the Superintendent or any Board member. Previous relationships will include any business, financial, personal, political, or family connections. The Superintendent shall provide the Board with full disclosure of any prior knowledge or relationship with any candidate recommended for employment.

The Board authorizes the Superintendent to employ teachers. (If the Superintendent is not authorized to employ teachers, the Superintendent will submit nominations to the Board of Education, and the Board shall accept or reject such nominations not later than thirty-five (35) calendar days from submission.)

Personnel -- Certified/Non-Certified

Recruitment and Selection

~~The Board of Education believes it is especially important to ensure that recruitment, hiring, and retention efforts increase educator diversity.~~

~~The administration is directed to make a determined and substantial effort to ensure that the district's recruitment procedures increase diversity, consistent with PA 23-167, Section 10.~~

~~The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection, and appointment procedures.~~

~~The Superintendent shall ensure that the District is in compliance with the provisions of Title I and the Every Student Succeeds Act. Manuals and handbooks shall comply with federal law regarding the qualifications of instructional personnel. Parents/guardians of students in Title I schools shall be informed annually, at the beginning of each school year, of their right to request information about whether their child's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher. The qualifications of services provided by paraprofessionals shall also be provided. Timely notices shall also be provided to parents/guardians that the student has been assigned, or has been taught in a Title I school for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.~~

~~Hiring of Retired Teachers~~

~~A **retired** teacher receiving benefits from the Teachers Retirement Board (TRB) may be reemployed by the Board for up to one full school year in a position (1) designated by the Commissioner of Education as a subject shortage area, or (2) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one full school year. Such reemployment may be extended for an additional school year, provided the Board (a) submits a written request for approval to the Teachers' Retirement Board, (b) certifies that no qualified candidates are available prior to the reemployment of such teacher, and (c) indicates the type of assignment to be performed, the anticipated date of rehire, and the expected duration of the assignment.~~

~~The forty-five percent limitation applies, as described below, if the retired teacher described in this paragraph works for more than two years in either a subject shortage area and/or a school in a priority school district.~~

~~The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service.~~

Personnel -- Certified/Non-Certified

~~**Recruitment and Selection**~~

~~**Hiring of Retired Teachers** (continued)~~

~~Except as indicated in the first paragraph in this section, a certified educator receiving retirement benefits from the Teachers Retirement Board (TRB) may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes, except that such educator may be employed in such a position and receive no more than forty-five percent of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess. Fringe benefits offered by the District, if taken by the employed retired individuals, are included in the maximum compensation. The individual can continue to pay TRB for health insurance as a retired member in the same manner as prior to the post-retirement employment. (Health insurance from the Board is not legally required to be offered.)~~

~~***Note:** TRB has indicated that a six-month break in service is required before a retired teacher, who has retired before age 62 or normal retirement (20 years of service and age 60 or 35 years of service), can be reemployed by any Connecticut school district.*~~

~~On the application form, an applicant for any position in the school district shall disclose any previous relationship with the Superintendent or any Board member. Previous relationships will include any business, financial, personal, political or family connections.~~

~~The Superintendent shall provide the Board with full disclosure of any prior knowledge or relationship with any candidate recommended for employment.~~

~~The Board of Education authorizes the Superintendent to employ teachers. (A Superintendent not authorized to employ teachers will submit to the Board of Education nominations for individuals to be hired by Board action. Boards shall accept or reject such nominations not later than thirty-five (35) calendar days from such submission.)~~

(cf. 4111.3 – Increasing Educator Diversity)
(cf. 4115 – Evaluation)

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)

10-153 Discrimination on account of marital status.

10-183v Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 16-91, An Act Making Changes to the Teachers' Retirement System, and PA 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes and PA 18-42 An Act Concerning a Provision Concerning Reemployment of Certain Teachers.

Personnel -- Certified/Non-Certified

Recruitment and Selection

Legal Reference: Connecticut General Statutes (continued)

10-220 Duties of Boards of Education.

31-126 Unfair Employment Practices.

46a-60 Discriminatory employment practices prohibited.

Title IV Equal Employment Opportunities.

34 C.F.R. 200.55 Federal Regulations.

P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56

PA 23-167 An Act Concerning Transparency in Education Section 10.

PA 26-12 An Act Concerning Pay Transparency, Employee Benefits Disclosure, and Workplace Accommodations.

Policy adopted:
rev 1/24
rev 7/26

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

A sample regulation.

Personnel – Certified/Non-Certified

Recruitment and Selection

Process Overview – Certified/Non-Certified Staff

1. Identify the need for the position and establish the job specification.
2. Draft job posting ensuring compliance with P.A. 26-12 (must include good-faith salary range and general description of benefits).
3. Internally post the position (including notification of promotion or transfer opportunities).
4. Externally post the position.
5. Applications are collected in the District Office or the electronic portal until closing date.
6. Applications are screened by the building Principal and/or department supervisor.
7. Initial screening interview performed by committee:
    a. K-6 District Committee: Principal and designees, including grade-level representatives.
    b. 7-12 District Committee: Assistant Principal, department supervisor, content area teacher, team leader.
8. Candidates are asked to teach a sample lesson (where applicable).
9. Finalist (s) interview with building Principal and/or Superintendent.
10. Superintendent notifies the Board of Education or executes hiring pursuant to Board authorization.

~~1. Identify need for the position.~~
~~2. Internally post position.~~
~~3. Externally post position.~~
~~4. Applications are collected in the Central Office until closing date.~~
~~5. Applications are forwarded to the building Principal for review and screening.~~
~~6. Applications are screened by the department supervisor (where appropriate).~~
~~7. Initial screening interview performed by committee.~~
~~K-6 District Committee Principal and (his/her designees including, if possible, grade level representatives)~~
~~7-12 Committee Assistant Principal, department supervisor, content area teacher, team leader as appropriate, parent if possible)~~
~~8. Recommendations are made to teach a sample lesson.~~
~~9. Sample lesson (optional if applicable and depending on time)~~

~~K-6~~	~~Building Principal and his/her designees~~
~~7-12~~	~~Department supervisor & subject area teacher~~

~~10. Recommendations are made to move to the next step.~~
~~11. Top candidate(s) interview with building Principal (and Assistant Principal and department supervisor).~~
~~12. Recommendation is made to move to the next step.~~
~~13. If called for, the top candidate(s) interview with the Superintendent.~~
~~14. Superintendent notifies the Board of Education of the decision.~~

Personnel – Certified/Non-Certified

Recruitment and Selection

Process Overview – Certified/Non-Certified Staff (continued)

Job Posting Disclosure Specifications (P.A. 26-12):

All internal and external job postings generated by the District must contain the following language:

1. **Compensation:** "The salary/wage range set in good faith for this position is ($X to $Y per hour/year), depending on experience and collective bargaining placement."
2. **Benefits Summary:** "This position includes a comprehensive benefits package featuring (health/dental/vision insurance options, CT Teachers' Retirement System (TRB)/MERS eligibility, paid sick and personal leave, life insurance, and professional development opportunities)."

Initial Application Screening

Initial application screening should be conducted by the building Principal ~~(and other~~ relevant administrators~~)~~. Screening criteria shall be job-related, objective, and compliant with equal opportunity standards. If automated screen systems (AI) are utilized, candidates must be provided advance notice of the system's role in the evaluation process. ~~The purpose of the initial application screening is to identify the top candidates to be invited to interviews. Information to review shall include application, cover letter, resume, transcripts, and letters of recommendation.~~

TRB Reemployment Verification

Prior to executing a contract with a retired certified educator under C.G.S. §10-183v:

1. Central Office shall verify whether the position is in a state-designated shortage area or the District is listed as a priority school district.

2. If not, Central Office shall ensure total annual earnings (including district-provided health benefits if accepted) do not exceed 45% of the maximum salary level for the assigned position.

3. Central Office shall submit required reemployment forms to the Teachers' Retirement Board (TRB).

Personnel – Certified/Non-Certified

Recruitment and Selection

~~**Initial Screening Interview**~~

~~The top candidates are invited for interviews. The number of candidates invited for interviews can vary. Following the interviews, if no candidate is deemed acceptable, the process will begin again with the applications on file, and/or the position could be reopened.~~

~~The interview questions should relate to:~~

- ~~Teaching effectiveness~~
- ~~Previous professional experiences~~
- ~~Instructional skills~~
- ~~Classroom management skills~~
- ~~Knowledge of content/materials~~
- ~~Relationships with administrators, teachers, parents, and students~~
- ~~Activities the candidate would be interested in the district~~

~~Following the interviews, the committee will discuss the candidates and select leading candidate(s), when possible, to teach a sample lesson.~~

~~**Sample Lesson**~~

~~Top candidate(s) shall be invited to teach a sample lesson. The lessons will be evaluated using the Teacher Evaluation framework. The strongest candidates are recommended to interview with the Principal (the Assistant Principal and department supervisor).~~

~~**Interview with the Principal**~~

~~The top candidate(s) shall be interviewed by the building Principal. Following this interview, the Principal shall recommend the candidate(s) to the Superintendent.~~

~~**Interview with the Superintendent**~~

~~The Superintendent may interview the final candidate(s) and notify the Board of the hire.~~

Regulation approved:
rev 1/24
rev 7/26

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

CABE's mandated newest version of this policy. Revised definition of "bullying" to align with Connecticut School Climate Policy and provides details related to hearings and due process, adding a section on expunging of records.

Students

Suspension and Expulsion/Due Process

The _____ Board of Education is committed to creating a safe, orderly, and supportive learning environment for all students, staff, and visitors. This policy aims to balance the need to maintain safety and order in our schools with progressive discipline and restorative practices, which address and correct inappropriate behavior while promoting accountability, personal growth, and the repair of harm.

Students are expected to comply with school rules and Board policies and may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or violates a publicized Board policy. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive to the educational process and violates Board policy.

Policy Objectives

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

Policy Guidelines

1. **Clear Expectations and Communication**:
    - Establish and communicate clear behavioral expectations and the consequences of violating them.
    - Ensure that all students, staff, and parents/guardians are aware of the discipline policy and procedures.

Students

Suspension and Expulsion/Due Process

Policy Guidelines (continued)

2. **Progressive Discipline Framework:**
    - Utilize a tiered approach to discipline that escalates in response to the severity and frequency of the behavior.
    - Implement early intervention strategies such as counseling, mentoring, and behavior modification plans to address minor infractions.
3. **Restorative Practices:**
    - Employ restorative practices such as mediation, peer counseling, and restorative circles to address conflicts and repair harm.
    - Encourage students to take responsibility for their actions and to actively participate in the resolution process.
4. **Consistent and Fair Application:**
    - Ensure that disciplinary measures are applied consistently and fairly across all student populations.
    - Monitor and address any disparities in the application of disciplinary actions to prevent discrimination or bias.
5. **Supportive Interventions:**
    - Provide support services such as counseling, social work, and mental health resources to help students address underlying issues contributing to behavioral problems.
    - Develop individualized behavior plans for students with recurring or severe behavioral issues.
6. **Engagement and Collaboration:**
    - Engage families in the disciplinary process through regular communication and involvement in restorative practices.
    - Collaborate with community organizations and resources to support students and families in addressing behavioral and social-emotional needs.
7. **Training and Professional Development:**
    - Provide ongoing training for staff on progressive discipline, restorative practices, and culturally responsive approaches to student behavior.
    - Encourage staff to develop skills in conflict resolution, de-escalation techniques, and positive behavior support.

Students

Suspension and Expulsion/Due Process

Policy Guidelines (continued)

Review and Accountability

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

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

A. Definitions

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

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

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

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

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

Students

Suspension and Expulsion/Due Process

A. **Definitions** (continued)

4. Suspension (continued)

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

5. **"Expulsion"** shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such a period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year. To be expelled, the student's conduct must be found to be both violative of a Board policy and either seriously disruptive of the educational process or endangering persons or property.

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

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

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

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

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

Students

Suspension and Expulsion/Due Process

A. Definitions (continued)

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

11. **"Firearm"** as defined in 18 U.S.C.§921, means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearms. For purposes of this definition, "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein. A "destructive device" does not include an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

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

13. **"Martial arts weapon"** means a nunchaku kama, Kesari-fundo, octagon sai, tonfa, or Chinese star.

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

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

16. **"Dangerous Instrument"** means any instrument, article, or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

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

Students

Suspension and Expulsion/Due Process (continued)

B. Removal from Class

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

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

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

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

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

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

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

Students

Suspension and Expulsion/Due Process

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

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension, and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff, or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images, or the unauthorized 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, or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds 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, 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.

Students

Suspension and Expulsion/Due Process

D. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion (continued)

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

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

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.

Students

Suspension and Expulsion/Due Process

D. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion (continued)

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, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of any school computer, computer system, computer software, Internet connection, or similar school property or system, or the use of such property or system for inappropriate purposes.
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"** is defined as unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
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.

Students

Suspension and Expulsion/Due Process

D. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion (continued)

34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording acts of violence by electronic means for purposes of later publication.
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.
37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
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.

E. Scope of the Student Discipline Policy

a. Conduct on School Grounds or at a School-Sponsored Activity

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board.

b. Conduct off School Grounds

Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In determining whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors:

1. whether the incident occurred within close proximity of a school;
2. whether other students from the school were involved or whether there was any gang involvement;
3. whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and
4. whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the illegal use of drugs.

Students

Suspension and Expulsion/Due Process (continued)

F. Mandatory Expulsion

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

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

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

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

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

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

G. Suspension Procedure

Unless an emergency exists, as that term is defined in paragraph A, no student shall be suspended without an informal hearing by the administration, at which such student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, provided nothing herein shall be construed to prevent a more formal hearing from being held if the circumstances surrounding the incident so require. The administration shall then determine whether suspension or in-school suspension is warranted.

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

Students

Suspension and Expulsion/Due Process

G. Suspension Procedure (continued)

If an emergency arises, the hearing outlined above shall be held as soon as possible after the student's exclusion.

Prior to conducting any hearing regarding the suspension of a student, an administrator, school counselor or school social worker at the school in which the student is enrolled, shall contact the local homeless education liaison designated by the local or regional board of education for the school district, pursuant to Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act, 42 USC 11431 et seq., as amended from time to time, to determine whether such student is a homeless child or youth, as defined in 42 USC 11343a, as amended from time to time. If it is determined that the student is a homeless child or youth, the administration shall consider the impact of homelessness on the student's behavior during the hearing.

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

The administration shall also have the authority to suspend a student from transportation services if the student's conduct while awaiting or receiving transportation violates the standards set forth in paragraph D above. The administration shall have the authority to immediately suspend any student from school in the event of an emergency, as that term is defined in paragraph A above.

Out-of-School Suspensions

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

1. Grades preschool to two, if during the informal hearing outlined above, the administration:
    a. Determines that an out-of-school suspension is appropriate for such students based on evidence that such student's conduct on school grounds is behavior that causes serious physical harm;
    b. Requires that such students receive services that are trauma-informed and developmentally appropriate and align with any behavioral intervention plan, individualized education program, or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, for such student upon such student's return to school immediately following the out-of-school suspension; and

Students

Suspension and Expulsion/Due Process

G. Suspension Procedure (continued)

Out-of-School Suspensions (continued)

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

2. Grades three to twelve, inclusive, if, resulting from a due process hearing:

a. The administration determines that the student being suspended poses such danger to persons or property or such disruption of the educational process (as defined above in section E) that the student shall be excluded from school during the period of suspension.

b. The administration determines that an out-of-school suspension is appropriate for such student based on evidence of:

i. previous disciplinary problems that have led to suspensions or expulsion of such student; and

ii. efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies. An in-school suspension may be served in the student's school or any school building under the jurisdiction of the local or regional board of education, as determined by such board.

Length of Suspension Period:

In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems that have led to removal from a classroom, in-school suspension, or expulsion.

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

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

For any student suspended for the first time and who has never been expelled, the school administration may shorten or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

General provisions:

No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing pursuant to subsections 4-176e to 4-180a, inclusive, section 4-181a, and as outlined in section I below is first granted.

Students

Suspension and Expulsion/Due Process

G. Suspension Procedure (continued)

No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing pursuant to subsections 4-176e to 4-180a, inclusive, section 4-181a, and as outlined in section I below is first granted.

H. Expulsion Procedures

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

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

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

Prior to conducting formal hearing, as required by PA 25-93 Section 38 subsection 3, an administrator, school counselor or school social worker at the school in which the student is enrolled shall contact the local homeless education liaison designated by the local or regional board of education for the school district, pursuant to Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act, 42 USC 11431 et seq., as amended from time to time, to make a determination whether such student is a homeless child or youth, as defined in 42 USC 11343a, as amended from time to time.

If it is determined that such student is a homeless child or youth:

i. The local or regional board of education, or the impartial hearing board established pursuant to subsection (b) of this section, shall consider the impact of homelessness on the behavior of the student during the hearing.

ii. No such student may be expelled without a plan of interventions and supports to mitigate the impact of homelessness on the behavior of the student.

iii. If such child or youth has been expelled for a second time, a meeting with the local homeless education liaison shall be provided by the local or regional board of education.

Students

Suspension and Expulsion/Due Process

H. Expulsion Procedures (continued)

iv. If such child or youth has been expelled for a second time, a meeting with the local homeless education liaison shall be provided by the local or regional board of education.

Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice as detailed below in section K Notification, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible.

An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

Expulsion hearings (formal 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 fewer than three (3) affirmative votes to expel are cast.

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

An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

I. Formal Hearings/Due Process

1. Any hearing conducted under this paragraph shall at least include the right to:

a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing and a statement of the legal jurisdiction under which the hearing is to be held and a statement that students under sixteen years old who are expelled and students between sixteen and eighteen who have been expelled for the first or second time and who comply with conditions set by the Board of Education, must be offered an alternative educational opportunity;

Students

Suspension and Expulsion/Due Process

I. Formal Hearings/Due Process (continued)

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

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

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

e. The opportunity to cross-examine adverse witnesses;

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

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

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

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

2. Record keeping:

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

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

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

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

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

3. Rules of evidence at hearings:

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

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

Students

Suspension and Expulsion/Due Process

I. Formal Hearings/Due Process (continued)

3. Rules of evidence at hearings: (continued)

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

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

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

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

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

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

J. Expunging Records

Suspension:

Whenever a student is suspended pursuant to the provisions of this section, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record.

Such notice shall be expunged from the cumulative educational record by the local or regional board of education if a student graduates from high school, or in the case of a suspension of a student for which the length of the suspension period is shortened or the suspension period is waived pursuant to subsection (e) of this section, such notice shall be expunged from the cumulative educational record by the local or regional board of education (1) if the student graduates from high school, or (2) if the administration so chooses, at the time the student completes the administration-specified program and meets any other conditions required by the administration pursuant to subsection (e) of Sec. 10-233d., whichever is earlier.

Students

Suspension and Expulsion/Due Process

J. Expunging Records (continued)

Expulsion:

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included in the student's cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine to twelve, inclusive, based on possession of a firearm or deadly weapon as described in Sec. 29-38 of the general statutes.

1. shall be expunged from the cumulative educational record by the board of education if a student graduates from high school, or
2. may be expunged from the cumulative educational record by the board of education before a student graduates from high school if:
    1. in the case of a student for which the length of the expulsion period is shortened or the expulsion period is waived pursuant to subdivision (2) of subsection (c) Sec. 10-233d., such board determines that an expungement is warranted at the time such student completes the board-specified program and meets any other conditions required by such board pursuant to subdivision (2) of subsection (c) of Sec. 10-233d. , or
    2. such student has demonstrated to such board that the conduct and behavior of such student in the years following such expulsion warrants an expungement. The board of education, in determining whether to expunge such notice, may receive and consider evidence of any subsequent disciplinary problems that have led to the removal of such student from a classroom, suspension, or expulsion.

K. Notification

1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by delivery to each said student of a written copy of said Board Policy.
2. The parents or guardian of any minor student, either expelled or suspended, shall be given notice of such disciplinary action no later than 24 hours after the institution of the period of expulsion or suspension.
3. The notice of an expulsion hearing shall be given at least five (5) business days before such hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning the parent's/guardian's and the student's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available (CT legal services as a source of such services) and how to access such services. The notification shall reference the maximum number of suspension days before the expulsion days proceed – five (5) consecutive days for students in pre-school to second grade, ten (10) consecutive days for students in grades 3-12, and a statement that an attorney/ advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student shall be notified of the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

Students

Suspension and Expulsion/Due Process (continued)

L. Stipulated Agreements

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

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

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

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

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

N. 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 those which are provided to all students suspended by the school district.

Students

Suspension and Expulsion/Due Process (continued)

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

B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA Students

Notwithstanding any provision to the contrary, if the administration recommends expulsion of 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 to students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made.

   The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or suspension, which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.

4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

Students

Suspension and Expulsion/Due Process

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

C. Transfer of IDEA Students for Certain Offenses:

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

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection XII. C.

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

O. 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.

Students

Suspension and Expulsion/Due Process

O. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504") (continued)

2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.

4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

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.

P. Procedures Governing Expulsions for Students Committed to a Juvenile Detention Center

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

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 detained in a juvenile detention center, the Connecticut Juvenile Training School 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.

Students

Suspension and Expulsion/Due Process (continued)

Q. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled, an alternative educational opportunity which shall be equivalent to alternative education, as defined, by C.G.S. 10-74j with an individualized learning plan, (1) if the Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education (by 8/15/17), which includes the kind of instruction to be provided and the number of hours to be provided, during the period of expulsion.

Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational opportunity shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18), not previously expelled, and who wishes to continue his or her education shall be offered such alternative educational opportunity if he or she complies with conditions established by the Board of Education. other than the one from which the student has been excluded.

Such alternative educational opportunity may include, but shall not be limited to, the assignment of a student (who is seventeen (17) years of age or older) to any such adult education program or placement of such student in a regular classroom program of a school.

Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. In determining the nature of the alternative education opportunity to be offered under this Section, the Board of Education may receive and consider evidence of past disciplinary issues that have led to removal from a classroom, suspension, or expulsion.

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

1. Possession of a firearm, deadly weapon, dangerous instrument, martial arts weapon, or
2. Offering an illegal drug for sale or distribution.
3. If the Board expels a student for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention, or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm, deadly weapon, dangerous instruments (those that can be used to cause death or serious injury), or martial arts weapons, the Board shall report the violation to the local police department.
4. This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

Students

Suspension and Expulsion/Due Process

R. Other Considerations

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

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

3. If a student in grades preschool to eight (8) is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the student's cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrant an expungement.

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

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

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

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

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

Students

Suspension and Expulsion/Due Process

R. Other Considerations (continued)

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

10. Prior to placing any student in an out-of-district placement due to the challenging behavior of such student, the board of education shall conduct a functional behavior assessment of such student and develop or update a behavioral intervention plan for such student.

    A functional behavior assessment and a behavioral intervention plan shall not be required if the time required to conduct such assessment or develop or update such plan would put the safety of such student, any other student, or any staff at such student's school at risk.

    Not later than two business days following the decision not to conduct such assessment, or develop, or update such plan for such student, the local or regional board of education shall file a notice with the Department of Education of the reasons that such assessment was not conducted, or such plan was not developed or updated.

S. 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 that was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

Students

Suspension and Expulsion/Due Process

S. Change of Residence During Expulsion Proceedings (continued)

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.

T. Compliance with Documentation and Reporting Requirements

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

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

C. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention, or job training and inform the agency of its action.

D. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. §53a-3, the violation shall be reported to the local police.

Readmission of Student from a Residential Placement

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

Students and parents shall be notified of this policy annually.

Legal Reference: Connecticut General Statutes
4-176e through 4-180a. Contested Cases. Notice. Record, as amended
10-74j Alternative education (PA 15-133)
10-222d Safe school climate plans. Definitions. Safe school climate assessments.
10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 11-126, PA 14-229, PA 15-96, PA 16-147, PA 17-220, PA 19-91, PA 25-67 and PA 25-93.

Students

Suspension and Expulsion/Due Process

Legal Reference: Connecticut General Statutes (continued)
10-233l Expulsion and suspension of children in preschool programs
19a-342a Use of electronic nicotine delivery system or vapor product prohibited.
29-38 Weapons in vehicles
53a-3 Definitions.
53a-217b Possession of Firearms and Deadly Weapons on School Grounds.
53-344b Sale and delivery of electronic nicotine delivery system or vapor products to minors.
53-206 Carrying of dangerous weapons prohibited.
PA 15-96 An Act Prohibiting Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.
GOALS 2000: Educate America Act, Pub. L. 103-227.
Title III - Amendments to the Individuals with Disabilities Education Act. Sec. 314 (Local Control Over Violence)
Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994
P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997.
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.
P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1400 et seq.
18 U.S.C. §921 – Definitions of "firearms"
18 U.S.C. §930(g)(2) – Definition of "dangerous weapon"
18 U.S.C. §1365(h)(3) – Identifying "serious bodily injury"
21 U.S.C. §812(c) – Identifying "controlled substances"
Public Act 24-45 An Act Concerning Education Mandate Relief, School Discipline and Disconnected Youth, Sections 13-14
Public Act 24-93 An Act Concerning Various and Assorted Revisions to the Education Statutes, Section 11 and Section 12
Public Act 25-67 An Act Concerning the Quality and Delivery of Special Education Services in Connecticut (Section 13)
Public Act 25-93 An Act Increasing Resources for Students, Schools and Special Education (Sections 38 & 39)
Public Act 26-1 An Act Concerning the Reallocation of Certain State Funds and Various Provisions Relating to Education, Public Safety, General Government, Elections, Intermediate Care Facilities and Warehouse Distribution Centers

Policy adopted:
rev 7/24
rev 4/25
rev 7/25
rev 12/25
rev 7/26

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Provision of an Alternative Educational Opportunity for Eligible Expelled Students

The following procedures shall be followed, in concert with policy #5114 by District personnel pertaining to the required provision of an alternative educational opportunity for expelled students eligible for such program.

Options for Alternative Educational Opportunity

The District shall provide an alternative educational opportunity for eligible expelled students by exercising one of the following two permissible options.

1. Enroll the student in an alternative education program which is compliant with requirements for such programs, including the length of school year and number of hours, with an individualized learning plan IF the district provides such alternative education, (*use of this option requires the alternative education program to comply with C.G.S. 10-74j which requires adherence to C.G.S. 10-15 and 10-6 requiring a minimum of 180 days and 900 hours of actual school work per year*) and the program is appropriate for the student. **OR**
2. Provide the student with an alternative educational opportunity in accordance with the State Board of Education (SBOE) adopted standards, including through an alternative education program offered by another school district or operator. (*A standard program for its alternative educational opportunity providing such program meets the other requirements of the Standards, including the individualized learning plan.)*

State Department of Education (SDE) Positions to Consider

1. In order to properly implement the provision of an alternative educational opportunity to expelled students, whether the District implements option #1 or #2 above, the District must comply with the SBOE adopted (1/3/18) Standards.
2. SDE "expects that, in most cases, school districts will determine that enrollment in an alternative education program…is the appropriate alternative educational opportunity" for an expelled student. Such alternative education program could be operated by the local district or another provider.
3. There may be "unusual cases" where placement in an alternative education program may not be appropriate or available.
4. The alternative educational opportunity must be "full-time" and "comprehensive," and such learning opportunity is comparable to a regular school setting. *(This provides the district that does not provide placement for the expelled student in alternative educational program some flexibility in developing an alternative educational opportunity that provides comparable learning opportunities for the expelled student without dictating a certain number of minimum instructional hours, but, per the Standards, must be "full-time" and "comprehensive.")*
5. Assignment to homebound instruction will not satisfy the "Guiding Principles" of the Standards.

Requirements of Standards for Alternative Educational Opportunities for Students Who Have Been Expelled

Guiding Principles

Consistent with the *Guidelines for Alternative Education Settings*, these standards are grounded in the conviction that alternative educational opportunities for students who have been expelled should exhibit the following characteristics:

- whole student approach that addresses the personal, social, emotional, intellectual, work skills, safety, and security needs of all students in addition to academic content (including the Connecticut Core Standards);
- full time, comprehensive experience, where the learning is comparable to what the student would experience in a regular school environment;
- instruction that is based on a curriculum aligned to the Connecticut Core Standards unless modified as indicated by goals and objectives of an Individualized Education Program (IEP);
- high expectations that are consistent with LEA goals and Connecticut state standards, including the belief that all students are capable and can be successful regardless of their discipline history; and
- research/evidence-based practices with student success in mind, including the engagement of parents/guardians and families, as well as community partners, as appropriate.

These principles are unlikely to be satisfied by assignment to homebound instruction.

Requirements of Standards for Alternative Educational Opportunities for Students Who Have Been Expelled

The SBOE adopted Standards for Alternative Educational Opportunities that require the District to:

1. Provide a full-time, comprehensive alternative educational opportunity, with a focus on a learning opportunity that is comparable to those in a regular school setting.
2. Notify parents/students at the time of expulsion of the right to apply for early readmission, which can be granted at the discretion of the Board of Education or the Superintendent, if the Board delegates this authority to the Superintendent (C.G.S. 10-233(j)). *(The criteria for early readmission should be recorded in the individualized learning plan (ILP)).*
3. Meet with parents/guardians prior to placement to provide information about potential alternative educational opportunities and a placement meeting to finalize such placement. *(Such meeting can take place directly after the expulsion hearing.)*
4. Consult with relevant school personnel knowledgeable about the student's academic, social, and behavioral history to help in the determination of an appropriate alternative educational opportunity.

5. Involve the PPT for expelled special education students who are determined to have educational programming and placement during the period of expulsion in accordance with the Individuals with Disabilities Act (IDEA).
6. Develop an Individualized Learning Plan (ILP) to address:
   - Information pertaining to the student's academic and behavioral needs and appropriate academic and behavioral goals and interventions, including the core classes and current placement or progress in the curriculum of those classes at the time of expulsion.
   - Benchmarks to measure progress towards the goals and progress towards graduation. *(This will include monitoring attendance, work completion, and progress toward meeting the coursework's academic standards.)*
   - Reviewing the student's progress and communicating that progress to parent/guardian or student. (*What would be done for students generally?)*
   - Transfer of records to/from the alternative educational provider and the school from which the student was expelled.
   - Language pertaining to the possibility of early readmission to the school from which the student was expelled.
7. Monitor progress of student performance and placement. *(This must be done and documented at least once per marking period, review of the student's ILP and make any needed adjustments.)*
8. Adopt procedures to address a student's transition from an alternate educational opportunity to the student's regular school. *(The criterion for readmission is the completion of the expulsion period.)*

Procedural Steps to be taken by District following the Expulsion of a Student to Provide the Required Alternative Educational Opportunity

The Superintendent or his/her designee is responsible for the fulfillment of the following:

1. Determine the eligibility of the expelled student for an alternative education opportunity.

   a. The student is under the age of sixteen (16) and must be offered an alternative educational opportunity.

   b. The student is between the ages of sixteen (16) and eighteen (18), ~~has not been previously expelled~~ has been expelled for the first or second time, and wishes to continue his or her education, shall be offered such alternative educational opportunity. *(The District is not obligated to provide an alternative educational opportunity to students in this age bracket who have been previously expelled, even if the prior expulsion occurred before the student was sixteen years of age.)*

   c. The student is eighteen years of age or older, and the Board of Education is not obligated to provide an alternative educational opportunity.

d. Other considerations:

   i. Any parent/guardian of an expelled student who does not choose to have his or her child enrolled in an alternative educational opportunity shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes regarding school attendance.

   ii. A student seventeen (17) years of age or older may be assigned to an adult education program and not be required to withdraw from school per C.G.S. 10-184.

   iii. The student may be placed in a regular classroom program of a school other than the one from which the student has been excluded.

   iv. A student expelled for the sale or distribution of a controlled substance shall be referred to an appropriate state or local agency for rehabilitation, intervention, or job training, or any combination thereof.

   v. A student expelled for possession of a firearm, deadly weapon, dangerous instruments (those that can be used to cause death or serious injury) or martial arts weapons shall be reported to the local police department.

   vi. An expelled special education student's alternative educational opportunity shall be established by the IEP team (PPT).

2. Determine the appropriate option for the alternative educational opportunity to be offered to the expelled student.

   a. Enroll the student in an alternative education program operated by the District, which is compliant with requirements for such programs (hours, length of school year, and number of hours), with an individualized learning plan IF the district provides such alternative education.

   b. Provide the student with an alternative educational opportunity in accordance with the SBOE adopted standards, including through an alternative education program offered by another school district or operator. (A standard program for its alternative educational opportunity providing such program meets the other requirements of the Standards, including the individualized learning plan.)

3. Consult relevant school personnel knowledgeable about the student to obtain information regarding the student's academic, social, and behavioral history that will help inform the decision concerning an appropriate alternative educational opportunity. The input shared by school personnel may be gathered via written reports.

4. Meet with the student's parent(s)/guardian(s) prior to placement to provide information concerning the potentially appropriate alternative educational opportunities for the student.

5. Hold a placement meeting after parents/guardians have been informed and the appropriate school personnel have shared information regarding the student.

    a. Explore all alternative educational opportunities at this meeting.

    b. The placement decision should be made at this meeting.

    c. Other considerations:

        i. Parents/students, at the time of expulsion, should be informed of the right to apply for early readmission, which can be granted at the discretion of the Board of Education or Superintendent (*if the BOE delegates this authority to the Superintendent under C.G.S. Section 10-233d(j)*).

        ii. Any criteria for early readmission to the school from which the student has been expelled should be recorded in the Individualized Learning Plan (ILP).

6. Development of an Individualized Learning Plan (ILP) to inform and direct the student's learning goals and activities for the duration of the expulsion.

    a. After placement in the alternative education opportunity, an ILP must be developed to govern the student's programming during the period of expulsion.

    b. Develop the ILP through collaboration among school personnel, the student, and the parent/guardian.

    c. Reference student records with information relevant to the alternative educational opportunity. *(Student Success Plan, Individualized Education Program (IEP) under special education, Section 504 Plan, Individualized Health Plan, and/or other academic and behavioral data.)*

    d. The student's ILP is to contain:

        i. The student's academic and behavioral needs and appropriate academic and behavioral goals and interventions;

        ii. The student's core classes at the time of expulsion;

        iii. The student's current placement or progress in the curriculum of those classes so that the student has an opportunity to continue to progress in the LEA's academic program and earn graduation credits, if applicable;

        iv. Benchmarks to measure progress towards the goals and ultimately, progress towards graduation;

        v. Timing and method for reviewing the student's progress and for communicating that progress to the parent/guardian or student; *(For most students, monitoring and reviewing the student's progress will include monitoring the student's attendance, work completion and progress toward meeting the relevant academic standards for particular coursework, and thus progressing toward graduation, if applicable.)*

            - The progress monitoring of student performance and placement must be done and documented at least once per marking period, including a review of the ILP and the making of any necessary adjustments.

vi. Such progress to be communicated to the parent/guardian and/or student with the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students;

vii. Provision for the timely transfer of the student's records both from the student's school to the alternative educational opportunity provider, and from the alternative educational opportunity provider to the student's school; and

viii. The possibility of early readmission to the school from which the student was expelled and the early readmission criteria.

ix. A process for transition planning based upon the following considerations:

- Efforts to readmit students at semester start points at the high school level to facilitate re-entry;
- A plan to transfer the student's credits and record back to the school from which the student was expelled;
- The student's needs for academic and other supports upon return to the home school environment; and
- Efforts to connect returning students with opportunities to participate in extracurricular activities to support student engagement and general health and development.

7. If a determination is made that placement in the current alternative educational opportunity is no longer beneficial to an expelled student, but it is also inappropriate to have the student return to the school from which the student was expelled, a plan for different alternative educational opportunities should be developed, following the procedure outlined above.

8. Students who have a student success plan as mandated by state law, such plan may inform the ILP but does not replace the ILP.

Procedures for Alternative Educational Opportunities for Expelled Students

Applicability of these Administrative Regulations

These procedures apply in cases when, pursuant to state law, a District student school is entitled to an alternative educational opportunity during an expulsion.

Responsible Personnel

The building principal or his/her designee of the school from which the student has been expelled is responsible for compliance with these procedures relative to the student who is being provided with the alternative educational opportunity.

Student Placement Procedures

A. After a student has been expelled, and unless extraordinary circumstances exist, the building principal, or his/her designee(s), will take the following steps:

   a. Meet with the expelled student's parent(s)/guardian(s) prior to the student's placement in an alternative educational setting to provide information concerning the potentially appropriate alternative educational opportunities for the student and to inform the parent(s)/guardian(s) and student of the right to apply for early readmission to school in accordance with Conn. Gen. Stat. Section 10-233d(j).

   b. Consult with relevant school personnel from the school from which the student was expelled, who are knowledgeable about the student, to obtain information regarding the student's academic, social, and behavioral history that will help inform the decision concerning an appropriate alternative educational opportunity. Such information may be gathered by written reports.

   c. After placement options have been shared with the parent(s)/guardian(s), a placement meeting is to be convened to explore all alternative educational opportunities, and a placement decision is made.

B. The educational programming and placement for expelled students who are eligible to receive special education and related services under the Individuals with Disabilities Education Act ("IDEA") shall be determined by the student's Planning and Placement Team ("PPT"). In such case, the above procedural steps (Section "A" shall not apply.)

Individualized Learning Plan

A. Development of the Individualized Learning Plan

After student placement into an alternative educational placement, the principal, or his/her designee, will develop an Individualized Learning Plan ("ILP") that will govern the programming for the student for the period of expulsion. To develop the ILP, the principal, or his/her designee, will collaborate with school personnel from the student's school, the student and the parent/guardian, and all relevant student records will be reviewed.

B. Contents of the Individualized Learning Plan

a. The ILP will reference student records with information relevant to the provision of an alternative educational opportunity. These records may include:

i. Student success plan (for students who have a student success plan as mandated by state law, the student success plan may inform the ILP, but does not replace the ILP);

ii. Individualized education program ("IEP");

iii. Section 504 Plan;

iv. Individualized health care plan or emergency care plan; and/or

v. Other relevant academic and behavioral data.

b. The ILP will address the following:

i. The student's academic and behavioral needs and appropriate academic and behavioral goals and interventions, including the student's core classes at the time of expulsion and the student's current placement or progress in the curriculum for those classes so that the student has an opportunity to continue to progress in the Board's academic program and earn graduation credits, if applicable;

ii. Benchmarks to measure progress towards the goals and ultimately, progress towards graduation;

iii. Provision for the timing and method for reviewing the student's progress in the alternative educational opportunity and for communicating that progress to the parent/guardian or student. For most students, monitoring and reviewing the student's progress will include monitoring the student's attendance, work completion and progress toward meeting the relevant academic standards for particular coursework, and thus progressing toward graduation, if applicable. The student's progress and grades will be communicated to parents/guardians or the student at the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students. The student's progress and grades will also be reported to the school from which the student was expelled;

iv. Provision for the timely transfer of the student's records both from the student's school to the alternative educational opportunity provider, and also from the alternative educational opportunity provider to the student's school; and

v. The possibility of early readmission to the school from which the student was expelled and the early readmission criteria, if any, established by the Board of Education or Superintendent, as applicable.

Review of Student's Placement in Alternative Educational Opportunity and Individualized Learning Plan

A. A review of the appropriateness of the placement must occur at least once per marking period.

B. The placement review must include:

a. Review of the ILP to (1) assess progress and make adjustments as necessary and (2) determine its alignment with the goals of the student's IEP, where applicable; and

b. Consideration of opportunities for early readmission as set forth in the ILP, as established by the Board of Education or Superintendent, as applicable.

Transition Plan for Readmission

A. Before a student is readmitted to the school from which the student was expelled, relevant staff should provide an opportunity to meet with the parents/guardians and student to discuss the student's readmission. As part of the readmission process and the student's ILP, the principal, or his/her designee, should consider:

a. Efforts to readmit the student at a semester starting point (at the high school level);

b. A plan to transfer the student's credits and records back to the school from which the student was expelled:

i. The District will award an expelled high school student appropriate high school credit for work satisfactorily completed during the period the student participates in the alternative educational opportunity and will transfer relevant records back to the school from which the student was expelled;

ii. The District will provide an expelled student transferring to a new school district a progress summary of all work completed during the course of the student's expulsion and will indicate the course credit earned by the student for that work.

c. The student's need for academic and other supports upon returning to his/her school; and

d. Efforts to connect the returning student with opportunities to participate in extracurricular activities.

B. In the event the principal, or his/her designee, determines that a student's alternative educational opportunity is no longer beneficial to the student, but it remains inappropriate to return the student to the school from which the student was expelled, a plan for a different alternative educational opportunity may be developed in accordance with these procedures.

Legal References: Connecticut General Statutes:
10-233d Expulsion of students

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

[BOE LETTERHEAD]

(Date)

CERTIFIED MAIL - RETURN RECEIPT REQUESTED & U.S. MAIL

(Parent)[1]
(Parent's Address)

(Non-custodial Parent, if applicable)
(Parent's Address)

Re: ***Expulsion Hearing Concerning Student Name; d.o.b.***

Dear *(Parent/Guardian)*:

In accordance with the ***(name of district)*** Board of Education Policy ***(policy # & title)***, I am writing to advise you that the ***(name of district)*** Board of Education (the "Board") will hold a formal hearing concerning your ***(child), (Name of Student)*** to consider the recommendation of ***(name of administrator)*** that ***(he/she)*** be expelled from school. [***In cases where the district uses a hearing officer, add the following: Please be advised that the Board has appointed Attorney [Name],, to serve as an impartial hearing officer in this matter.]*** This hearing is being held pursuant to Section 10-233d and Sections 4-176e to 4-180a, inclusive, and Section 4-181a of the Connecticut General Statutes and the ***(name of district)*** Board of Education Policy ***(policy # & title)***, a copy of which is enclosed. The Board ***(or the hearing officer) intends to conduct the hearing in executive session due to the confidential nature of the*** hearing.

The hearing will address the allegations that your ***(child)*** violated Board Policy ***(cite Student Discipline Policy number and any other specific policy number*** on ***date)***, by engaging in the following conduct:

(The law governing these hearings requires a short, plain statement of the facts to be included within this notice letter and should be inserted here.

Example: carrying a knife on the school bus on a specified date and brandishing it at other students on the bus.)

(State whether you considered such conduct to endanger persons or to be seriously disruptive of the educational process).

[1] If the student is aged 18 or older, this notice should be sent directly to the student, with copies to the parent(s).

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(If the student has admitted to this conduct, note the admission here.)

The hearing has been scheduled for ***(date, time, place).*** (This notice must be given to the students/parents/guardians at least five (5) business days before the hearing.) You and your ***(son/daughter)*** are asked to attend this hearing. Your ***(child)*** has the right to be represented by an attorney or other advocate at your expense, has the right to cross-examine administration witnesses, and may present relevant evidence, both documentary and testimonial, concerning the allegations. The hearing will be the parties' sole opportunity to present such evidence. The Board ***(OR the hearing officer)*** may also question witnesses. An opportunity will also be given for the administration and your ***(child)*** or his/her representatives to present an argument concerning the evidence presented at the hearing. If you need a translator or interpreter for this hearing, please let me know as soon as possible.

(If a manifest determination must be held prior to the expulsion hearing, add the following language: "Prior to the expulsion hearing, your son's/daughter's PPT team or Section 504 Team will determine if your child's conduct constitutes a manifestation of his/her disability." The expulsion hearing will be cancelled if the PPT or Section 504 Team determines that the conduct was a manifestation of your child's disability; otherwise, the hearings will proceed as scheduled.

You have the right to have the 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.

The administration may recommend expulsion from school for up to one calendar year. The Board ***(OR the hearing officer)*** has discretion to adopt any period of expulsion up to one calendar year.

As mentioned above, your **(*child*)** has a right to be represented, at your own expense, by legal counsel or other advocate at the expulsion hearing, has the right to cross-examine administration witnesses, and may present relevant evidence, both documentary and testimonial, concerning the allegations. Obtaining an attorney or other representative is the responsibility of the family. Very low-income families may be able to obtain free advice or legal representation through Statewide Legal Services, Inc. ("SLS"). To apply for such assistance, those families should contact SLS immediately at 1-800-453-3320.

In the event your ***(child)*** is expelled as a result of the scheduled hearing, and your ***(child)*** is between the ages of sixteen (16) and eighteen (18) and this is their first or second time being expelled ~~and has not been expelled before~~, the Board shall offer to your ***(child)*** an alternative educational opportunity if she/he wishes to continue her/his education. Please be aware that the Board is not required to offer an alternate educational opportunity to any student between sixteen (16) and eighteen (18) years of age who has been previously expelled or to students eighteen (18) years of age or older.

If you have any questions, please call my office at ***(number)***.

Sincerely,
(Name of Superintendent)
(Name of District) Public Schools

cc: ***(Name of District)***, Chairman, ***(Name of District)*** Board of Education
(Name of Special Education director)
(Name of Principal at school that student attends)
(Name of Board of Education Attorney, where applicable)
(Name of Administration's Attorney, where applicable)

AGREEMENT

NAME OF SUPERINTENDENT, (Superintendent of Schools for NAME OF DISTRICT), NAME OF STUDENT and NAME(S) OF PARENTS (the parents of NAME OF STUDENT) agree as follows with respect to the Superintendent's request that NAME OF STUDENT be expelled from _____ School:

1. NAME OF STUDENT (D.O.B. _____) is currently enrolled as a _____ grade student at _____ School.

2. NAME OF STUDENT admits that he/she engaged in the following conduct on or about _____, 20__:

3. NAME OF STUDENT's conduct, as described above, violates _____ Board of Education Policy _____ (Student Discipline). (Cite other policies as appropriate. State whether such conduct is considered to endanger persons or be seriously disruptive of the educational process.) (If the student has admitted to this conduct, note the admissions here.)

4. Students are notified of applicable Board policies regarding prohibited conduct by publication in the student handbook.

5. A manifestation determination was made on _____*(date)* concerning this conduct and it was determined that the conduct was not a manifestation of the student's disability. (optional for students with disabilities)

6. Subject to the approval of the _____ Board of Education (the "Board"), NAME OF STUDENT shall be expelled from school, effective _____, 20__ and continuing through _____, 20__, under the following conditions:

   a. During the period of expulsion, the Board will provide NAME OF STUDENT with an alternative education program deemed appropriate by the Administration, in accordance with the standards adopted by the State Board of Education. The student and his/her parent(s)/guardian(s) acknowledge that C.G.S. 10-233d provides that the District will provide, during the expulsion period, an alternative education, defined in C.G.S. 10-74j, with an individualized learning plan, if the District provides such alternative education.

      OR

      In lieu of a statutory alternative educational opportunity, the student and his/her parent(s)/guardian(s) agree that the District will provide said student with an alternative educational opportunity as follows. (Describe the alternative educational opportunity agreed to by the parties.)

b. During the period of expulsion, NAME OF STUDENT will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, with the sole exception of his participation in the alternative education program.

c. Prior to _____, the Superintendent will review NAME OF STUDENT's conduct, as well as his/her attendance and effort level in the alternative educational program, for the purpose of determining, in the Superintendent's sole discretion, whether NAME OF STUDENT should be readmitted to school on or about _____.

d. If the Superintendent determines that NAME OF STUDENT should be readmitted to school early in accordance with the preceding section, and if NAME OF STUDENT subsequently commits any offense that would warrant suspension and/or expulsion under the policies of the Board, the Superintendent may reinstate NAME OF STUDENT's expulsion for the remainder of the expulsion period, through _____, without the need for any further proceedings before the Board.

(optional section for expungement if this is the student's first expulsion):

e. Prior to, _____, the Superintendent will review NAME OF STUDENT's conduct, attendance, and effort level since the expulsion, to determine, in the Superintendent's sole discretion, whether the record of the expulsion hearing should be expunged from the student's educational record as of _____.

7. All parties to this Agreement request that this Agreement be presented to the Board for the Board's consideration, in lieu of the submission of any other evidence by the Superintendent and/or NAME OF STUDENT or his/her parents, and they agree that this Agreement is sufficient for the Board to expel NAME OF STUDENT from school.

8. NAME OF STUDENT and HOME OF PARENT(S)/GUARDIAN(S) understand and acknowledge that, pursuant to C.G.S. 10-233d and Board policy, NAME OF STUDENT, is entitled to an expulsion hearing before the _____ Board of Education to contest said student's proposed expulsion. The student and his/her parent(s)/guardian(s) understand and acknowledge that at such hearing the student and his/her parent(s)/guardian(s) would have the right to call witnesses, to introduce documentary evidence, to cross-examine Administration witnesses and to be represented by an attorney or other advocate at their own expense. Accordingly, NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) waive said student's right to an expulsion hearing pursuant to (C.G.S. 10-233(d)).

9. The Superintendent, NAME OF STUDENT, and NAME OF PARENT understand that this Agreement is subject to the approval of the Board. In the event that the Board does not approve this Agreement, the Superintendent, NAME OF STUDENT, and NAME OF PARENT agree that the expulsion hearing concerning NAME OF STUDENT shall be rescheduled to a mutually agreeable date for the purposes of conducting an evidentiary hearing before the Board concerning the Superintendent's expulsion request. NAME OF STUDENT and NAME OF PARENT agree that NAME OF STUDENT will remain out of school until the evidentiary hearing has been completed. NAME OF STUDENT and NAME OF PARENT also agree that the Board's consideration of this proposed Agreement will not disqualify any member of the Board from serving as a Board member in the evidentiary hearing, and they hereby waive any right to make such claim in any proceeding in any forum.

10. NAME OF STUDENT and NAME OF PARENT enter into this Agreement voluntarily and with a full understanding of the provisions of this Agreement.

_____ Date:_____
NAME OF SUPERINTENDENT
Superintendent of Schools

_____ Date:_____
NAME OF STUDENT
Student

_____ Date:_____
NAME OF MOTHER and/or
NAME OF FATHER
Parents of NAME OF STUDENT

Suggested sample regulation.

Students

Suspension and Expulsion/Due Process

Suspension

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

1. The student shall be given a hearing before the Principal or designee, at which time the charges against the student will be stated, and the student will be given an opportunity to respond to the charge. This hearing must be granted, except when an emergency situation exists, in which case it must be held as soon after the suspension as possible. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant. An out-of-school suspension shall not exceed ten days for students in grades 3-12 and not exceed five days for children in pre-school to 2nd grade.

2. The Principal or designee may receive and consider evidence of past disciplinary problems that have led to the removal from a classroom, suspension, or expulsion of the student.

3. The Principal or designee shall make every possible attempt to reach the parent or guardian of the student, stating the charges against the student and the terms and conditions of the suspension.

4. Whether the telephone contact is made or not, the Principal or designee shall forward a letter to the parent or guardian at the last known address according to school records (unless a newer address is determined) not later than twenty-four hours of the suspension and offering the parent or guardian the opportunity for a conference to discuss the suspension.

5. Notice of the suspension shall be transmitted by the Principal to the Superintendent of Schools by the close of the school day following the commencement of the suspension, but no later than twenty-four hours after the commencement of the suspension.

6. Following a conference with the Principal or designee, the parent or guardian may request the Superintendent to review the Principal's decision. Such review shall be completed and a written report issued to the student and parent or guardian, and the Board of Education, within three (3) days of receipt of such request. In examining the Principal's decision to suspend, the Superintendent shall obtain oral or written statements from the Principal or designee, the student, and the person(s) who witnessed and reported the incident(s) which resulted in the suspension. The Superintendent may call all concerned parties together for a conference and take any other action necessary to determine the actual facts of the matter.

7. If a student is eighteen or older, any notice required by Board policy and this regulation shall be given to the student.

Students

Suspension and Expulsion/Due Process (continued)

Suspension (continued)

8. Textbooks and homework are to be provided to each student for the duration of the suspension period, and the student shall be allowed to complete any classwork, including examinations, without penalty, which were missed during suspension.

9. The Superintendent shall report any unusually serious cases of student suspension to the Board of Education at the first meeting following such action.

10. Notice of a suspension for conduct endangering persons or property or seriously disruptive of the educational process, and a description of the conduct leading to such suspension shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative record by the Board if the student graduates from high school, except if such notice of expulsion is based on possession of a firearm or deadly weapon.

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

    A student in grades preschool through grade two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

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

13. In-school suspension will be served in the school attended by the student. (or: In-school suspensions will be served by assigning the suspended student to one of the following schools: _____.)

14. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

Students

Suspension and Expulsion/Due Process (continued)

Suspension (continued)

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

Expulsion

The Board of Education or an impartial hearing officer, as defined in C.G.S. 10-233d, may expel any student in grades three through twelve, inclusive, whose conduct on school grounds or at a school-sponsored activity has been found to be both violative of Board policy and either seriously disruptive of the educational process or endangers persons or property.

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

The procedures leading to expulsion are as follows:

1. Requests for expulsion are to be directed to the Board of Education through the Superintendent of Schools.

2. Upon receipt of an expulsion request, the Superintendent will conduct an inquiry within two (2) school days.

3. If, after the inquiry, the Superintendent or designee determines the student should be expelled, the Superintendent shall forward such request to the Board of Education within five days (for pre-school – grade 2) after receipt of the request to expel.

4. Except in an emergency situation requiring the student's immediate removal, the Board shall conduct a hearing to be governed by the following procedures:

    A. The student and parent or legal guardian must be given notice at least five business days prior to the date of the hearing.

Students

Suspension and Expulsion/Due Process (continued)

Expulsion (continued)

B. The notice shall contain:

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

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

A statement of the student's, parents'/guardians' rights.

A statement that the Board is not required to offer an alternative educational opportunity to any student between 16 and 18 who has been expelled three or more times ~~was previously expelled~~. A student between the ages of 16 and 18 who is expelled for the first or second time and who complies with conditions set by the Board will be offered an alternative educational opportunity that is equivalent to "Alternative Education" as defined in Section 10-74, with an individualized learning plan.

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

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

A witness's unsubstantiated desire to remain anonymous is not an exceptional circumstance that justifies dispensing with confrontation and questioning by the student.

D. A student may be represented by any third party of his/her choice, including an attorney. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

E. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent or legal guardian does not speak the English language.

Students

Suspension and Expulsion/Due Process (continued)

Expulsion (continued)

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

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

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

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

5. Whenever the Board of Education or impartial hearing officer expels a student it shall offer an alternative education opportunity to students under the age of sixteen which shall be (1) alternative education* as defined by C.G.S. 10-74j with an individualized learning plan if the Board provides such alternative education or in accordance with State Board of Education standards indicating the kind of instruction and number of hours to be provided by a student enrolled in an alternative educational opportunity. The parent or guardian of such student has the legal right to reject such program without being subject to the truancy law. The Board of Education shall make provisions for an alternative educational opportunity for expelled students between the ages of sixteen and eighteen, conditional upon the student's desire to continue his/her education and compliance with conditions established by the Board. A student aged 17 or older may be placed in an adult education program as an alternative educational opportunity. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. Any special education student expelled for misconduct not caused by the student's disability must be offered an alternative educational opportunity consistent with the student's needs during the period of expulsion.

6. If the Board expels a student for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and shall inform the agency of its action.

**Alternative education is a school or program maintained and operated by a school board that is offered to students in a non-traditional setting and addresses their social, emotional, and behavioral and academic needs. (C.G.S. 10-74j)*

Students

Suspension and Expulsion/Due Process (continued)

Expulsion (continued)

7. Notice of the expulsion and the conduct for which the student was expelled shall be included in the student's cumulative educational record. Such notice, except for the notices of an expulsion of a student in grades nine through 12, inclusive, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student's conduct or behavior in the years following such expulsion warrant an expungement or if the student graduates from high school.

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

9. The Board may adopt the decision of a student expulsion hearing conducted by another school district, provided such Board of Education held a hearing pursuant to C.G.S. 10-233d(a). Adoption of such decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with the provisions of 5 and 6 above.

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

11. The Superintendent shall recommend an expulsion hearing if there is reason to believe a student possessed a firearm or other dangerous instrument in or on real property, comprising any public school or at any school activity as defined in C.G.S. 10-233a or in conduct displayed off school grounds.

12. If a student enrolled in grades preschool through grade twelve, inclusive, is found to have possessed a firearm, dangerous instrument, dangerous weapon or martial arts weapon in or on the real property or a school or at any school function as defined in Section 10-233a, or on or off school property offered for sale of distribution a dangerous drug, he or she must be expelled for one calendar year. The expulsion period may be modified on a case-by-case basis by the Board of Education or hearing officer.

13. A student expelled for possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon shall have the violation reported to the local police department or State Police if the student is enrolled in a regional vocational-technical school.

Students

Suspension and Expulsion/Due Process (continued)

Expulsion (continued)

14. The Board will report annually to the Commission of Education, as prescribed, information pertaining to expulsions for weapons and/or dangerous instruments.

15. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education ***(alternative language - "at the discretion of the Superintendent of Schools").*** Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

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

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

18. The record of a student, grades 9 to 12 inclusive, expelled for possession of a firearm or deadly weapon, shall not be expunged.

19. The Board may expunge an expulsion in the years following the expulsion if the student has demonstrated conduct warranting an expungement.

20. A student in grades K-8 inclusive shall have any expulsion, including for possession of a firearm or deadly weapon, expunged from the record upon graduation.

Prior Notice

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

Students

Suspension and Expulsion/Due Process

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act, as amended.

10-74j Alternative education (PA 15-133)

10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 11-126, PA 14-229, PA 15-96n, PA 16-147, PA 17-220 and PA 19-91.

53a-3 Firearm and deadly weapons

53a - 217b Possession of firearm and deadly weapons on school grounds.

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

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

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

18 U.S.C. 921 Definitions.

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

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

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

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

Public Act 26-1 An Act Concerning the Reallocation of Certain State Funds and Various Provisions Relating to Education, Public Safety, General Government, Elections, Intermediate Care Facilities and Warehouse Distribution Centers (Section 35)

Regulation approved:
rev 7/19
rev 7/24
rev 12/25
rev 7/26

EXPULSION HEARING CHECK LIST

Student Name_____ Parent/Guardian Name_____ Home Phone_____
School _____ Id # _____ Grade _____ Parent Work Phone _____

_____ 1) Obtain Student Discipline Incident Report and other relevant documentation
_____ 2) Is the student a Special Education student? Was he/she ever in Special Education?
_____ 3) Set up the file
_____ 4) Call Hearing Officer or BOE Members to set a hearing date_____
_____ 5) Get an attorney to represent the BOE (if BOE members conduct hearing) _____
_____ 6) Get 4 Board members to participate in hearing (if not Hearing Officer) _____
_____7) Get an attorney to represent Central Office Administration _____
_____8) Notify the Town Clerk in writing and then e-mail notice to all Board of Education members, Superintendent, and two Assistant Superintendents
_____9) Line up witnesses (i.e., principal/assistant principal, security officer, police officer).
_____10) Hand deliver & send via regular mail initial letter to parent/guardian at least five business days before the scheduled expulsion proceedings, (& copy to student) which includes copies of Board of Education Suspension/Expulsion Policy & Regulations and the student's disciplinary record. Deliver or mail copies of letter and all documentation to both attorneys.
_____11) Prepare Proof of hand-delivery & mailing of documents to parent/guardian and have courier sign.
_____12) Prepare Superintendent's recommendation
_____13) Prepare sets of copies (five (5) if hearing officer / nine (9) if BOE members)

a) BOE Policy & Regulations	g) Student academic record
b) Student Handbook	h) Student attendance record
c) Letter/attachments to parent/guardian	i) Posted Meeting Notice
d) Proof of Delivery receipt	j) Arrest report if applicable
e) Incident Report	Other:
f) Student disciplinary record	

_____14) Arrange for any evidence (weapon, etc.) to be brought to hearing and/or make copies of photo(s).
_____15) Manifestation Letter (PPT) (if applicable)
_____16) Prepare DRAFT of Minutes for hearing officer or Board Secretary
_____17) Set up room (tape recorder, pads/pencils, coffee, etc.)
_____18) Keep a small conference room free for breakout meetings

AFTER HEARING:

_____19) Obtain hearing minutes from Hearing Officer OR finalize Board Secretary's minutes
_____20) Prepare outcome letter from Superintendent to parent/guardian outlining disposition
_____21) If Board presided, prepare outcome letter from Board Chair to parent/guardian. If Hearing Officer presided, obtain copy of Hearing Officer's outcome letter to parent/guardian for file.
_____22) If tutoring and/or counseling to be provided, prepare memo to Asst. Superintendent for Curriculum/Instruction requesting services to be arranged for student.

Expulsion Hearings - Order of Copies

If presided over by Hearing Officer, make five (5) sets

If presided over by Board Members, nine (9) sets

PHASE I

Initial letter to Parent(s), Proof of delivery of initial letter to Parent(s), and Posted Meeting Notice (stapled together in this order)

Policy and Regulations (Policy/Regs #5114)

Student Handbook (one original and 5 or 9 copies, depending on who is presiding)

Incident Report (redacted)

Statements (redacted)

Photo of weapon/instrument (and actual weapon/instrument) (if applicable)

PHASE II

Discipline Records (current year first, followed by previous years)

Attendance Records (current year first, followed by previous years)

Transcript (Report Card) (current year first, followed by previous years)

Sample policy to consider.

Business/Non-Instructional Operations

Food Service

Charging Policy

I. Purpose and Scope

The goal of the District's food service program is to provide all students with access to nutritious and healthy foods that enhance learning and promote lifelong wellness. The Board of Education (Board) participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) administered by the United States Department of Agriculture (USDA) and the Connecticut State Department of Education (CSDE).

While the Board strongly encourages prepayment, it recognizes that an occasional emergency or financial hardship may result in a student's account falling into a negative balance. This policy ensures a consistent, respectful, and legally compliant procedure for handling unpaid meal charges. To balance student dignity with operational fiscal responsibility, the Board authorizes the implementation of distinct operational tracks for elementary and secondary tiers, recognizing the varying degrees of financial autonomy across grade levels.

II. Provision of Meals

In accordance with Connecticut General Statutes § 10-215 (as amended by Public Act 21-46) and federal law, the District strictly enforces the following protections across all schools, regardless of grade level:

- No student shall be deprived of a standard reimbursable school meal (breakfast or lunch) due to a forgotten meal payment, an insufficient account balance, or accrued meal debt.
- Board employees are strictly prohibited from publicly identifying, stigmatizing, or shaming a student with unpaid meal debt. Prohibited actions include, but are not limited to:
    - Delaying, omitting, or refusing to serve a reimbursable meal to a student.
    - Forcing a student to accept an alternate or "differentiated" meal option (e.g., a paper bag sandwich) because of debt. Students with a negative balance shall receive the same reimbursable meal choices available to all other children.
    - Applying hand stamps, stickers, tokens, or sending home marked/unsealed communications via the student.
    - Requiring a student to perform chores, work off debt, or clean the cafeteria.
- Federal funds may not be used to subsidize adult meals. Adults (teachers, staff, and visitors) are not permitted to charge meals and must pay at the time of service or maintain a prepaid account.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

III. Preventing Meal Charges and Certifying Eligibility

The School Food Authority (Director of Food Services) shall actively assist families in securing free or reduced-price meal benefits to prevent the accumulation of negative balances:

- The SFA shall distribute application materials prior to the start of the school year in households' primary languages. All application data remains strictly confidential.
- The District shall systematically cross-reference state data to automatically certify students participating in SNAP, TANF, or who are otherwise categorically eligible (foster, homeless, or migrant status).
- If school officials are aware of a household's financial eligibility but cannot secure a completed application, the appropriate school official may complete an application on behalf of the child, as permitted by USDA guidance.
- The SFA shall utilize automated electronic notifications to alert parents/guardians before an account balance reaches zero.

IV. Delinquent Debt vs. Bad Debt

The Board recognizes its fiduciary duty to protect the financial integrity of the non-profit school food service account:

- Unpaid meal charges are considered "delinquent debt" if they are deemed collectible and active, and respectful efforts are being made to recover them from the adults in the household.
- If collection efforts fail and debt is determined uncollectable by the end of the fiscal year (June 30), it must be classified as "bad debt." Per federal regulations, bad debt cannot be absorbed or written off by the non-profit school food service account. It must be restored using non-federal funds (e.g., the District's General Fund, municipal appropriations, or approved private donations/grants).
- The Board authorizes the acceptance of private gifts, grants, or donations earmarked specifically for liquidating outstanding student meal debt.

V. Implementation

The Superintendent or his/her designee shall establish administrative regulations to implement this policy, outlining grade-appropriate communications, specific credit thresholds for secondary students' non-reimbursable purchases, and collection practices focused solely on parents or guardians.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

(cf. 3542 – Food Service)

Legal Reference: Connecticut General Statutes

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted:
cps 5/26

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

Bylaws of the Board

Conduct of Meetings

Sterling Board of Education

Agenda of the Regular Meeting

Sterling Community Room

'EXCELLENCE WITH KINDNESS'

I. Call to Order

II. Pledge of Allegiance

III. Public Comment

IV. Reports and Communications

A. Correspondence

B. Consent Agenda

1. Minutes
2. Superintendent
3. Special Education Director's Report
4. Principal's Report
5. Clinical Supervisor's Report
6. Monthly Check Register

C. Budget and Expense Report

D. Plainfield Board of Education Liaison

V. Unfinished Business

VI. New Business

VII. Recommendations, Questions and/or Comments

VIII. Public Comment

IX. Anticipated Executive Session

X. Adjournment

Bylaw adopted by the Board: September 19, 2018
Bylaw amended: December 18, 2019

Bylaw revised: September 1, 2020
Bylaw revised: October 19, 2022

STERLING PUBLIC SCHOOLS
Sterling, Connecticut

Sterling Board of Education
Regular Board Meeting Dates - 2027
"EXCELLENCE WITH KINDNESS"

Date:	Time:	Location:
January 20, 2027	6:00 PM	Community Room
February 17, 2027	6:00 PM	Community Room
March 17, 2027	6:00 PM	Community Room
April 21, 2027	6:00 PM	Community Room
May 19, 2027	6:00 PM	Community Room
June 16, 2027	6:00 PM	Community Room
July 21, 2027	NO MEETING UNLESS NEEDED	Community Room
August 18, 2027	6:00 PM	Community Room
September 15, 2027	6:00 PM	Community Room
October 20, 2027	6:00 PM	Community Room
November 17, 2027	6:00 PM	Community Room
December 15, 2027	6:00 PM	Community Room

Approved