

Board of Education  
Darien, Connecticut

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**TUESDAY, MARCH 28, 2017  
SPECIAL MEETING OF THE BOARD OF EDUCATION**

**PLACE:  
DARIEN PUBLIC SCHOOLS'  
ADMINISTRATIVE OFFICES  
2<sup>nd</sup> FLOOR CONFERENCE ROOM  
7:00 P.M.**

1. Call to order
2. Executive session for the purpose of discussing attorney-client privileged information
3. Adjourn to public session

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, MARCH 28, 2017**

**PLACE:  
DARIEN PUBLIC SCHOOLS'  
ADMINISTRATIVE OFFICES  
MEETING ROOM  
7:30 P.M.**

**TENTATIVE AGENDA**

- |                                 |                       |           |
|---------------------------------|-----------------------|-----------|
| 1. Call to Order.....           | Mr. Michael A. Harman | 7:30 p.m. |
| 2. Chairperson's Report.....    | Mr. Harman            | 7:35 p.m. |
| 3. Public Comment.....          | Mr. Harman            |           |
| 4. Superintendent's Report..... | Dr. Dan Brenner       | 7:45 p.m. |
| 5. Approval of Minutes.....     | Board of Education    |           |
| 6. Board Committee Reports..... | Mr. Harman            |           |

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, MARCH 28, 2017**

**7. Presentations/Discussions:**

- |  |  |           |
|--|--|-----------|
| a. Connecticut Social.....                                     | Dr. Susie Da Silva                         | 8:00 p.m. |
| Studies Frameworks,<br>an update                               |  |           |
| b. Presentation and Discus-.....                               | Dr. Brenner/<br>sion on Darien High School |           |
| Second Semester Enrollment                                     | Mrs. Ellen Dunn/<br>Mr. Michael Sullivan   |           |
| Distribution Report  |  |           |
| c. Tentative Recommendation.....                               | Dr. Brenner                                |           |
| for Establishing 2017 Darien<br>High School Graduation Date    |  |           |
| d. Presentation, Discussion.....                               | Dr. Brenner/<br>and Possible Acceptance    |           |
| of Contemplated Gifts<br>from Darien Youth<br>Lacrosse (DYLAX) | Mr. Chris Manfredonia                      |           |
| e. Presentation, Discussion.....                               | Dr. Brenner/<br>and Possible Acceptance    |           |
| of Contemplated Gifts<br>from the Blue Wave<br>Booster Club    | Mr. Manfredonia                            |           |
| f. Presentation, Discussion.....                               | Dr. Brenner/<br>and Possible Acceptance    |           |
| of Contemplated Gifts<br>from Boys Lacrosse<br>Fundraiser      | Mr. Manfredonia                            |           |
| g. Presentation, Discussion.....                               | Dr. Da Silva/<br>and Possible Approval of  |           |
| Middlesex Colebrook<br>Field Trip                              | Ms. Shelley Somers                         |           |
| h. Presentation, Discussion.....                               | Dr. Da Silva/<br>and Possible Approval of  |           |
| Middlesex Boston Field<br>Trip                                 | Ms. Somers                                 |           |

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, MARCH 28, 2017**

**7. Presentations/Discussions (cont.):**

- i. Further Discussion..... Ms. Marjorie Cion  
and Action on Proposed  
Board of Education  
Policies: Repeal  
of Policy 5140: Continuity  
of Attendance; Revision  
of Policy 5130: Student  
Attendance and Truancy

**8. Action Items**

- a. Personnel Items..... Ms. Cion
  - i. Appointments
  - ii. Resignations/Retirements

9:30 p.m.

**9. Public Comment..... Mr. Harman**

**10. Adjournment..... Mr. Harman**

DB:nv

**APPROVED**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Tuesday, February 28, 2017**

**PLACE:**  
**DARIEN PUBLIC SCHOOLS**  
**ADMINISTRATIVE OFFICES**  
**BOARD OF EDUCATION CONFERENCE ROOM**  
**7:30 P.M.**

**BOARD MEMBERS PRESENT:**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Present	x	x	x	x	x	x	x	x	x
Absent									

**ADMINISTRATION PRESENT:**

*Dr. Brenner, Dr. Da Silva, Ms. Klein, Ms. Cion, and Mr. Feeney*

**AUDIENCE:** *Approximately 20*

- |                                      |   |
|--------------------------------------|---|
| 1. Call to Order                     | Mr. Harman, Chair, at 7:33 p.m.<br>(0:00) |
| 2. Chairperson's Report              | Mr. Harman at 7:33 (0:00)                 |
| 3. Public Comment                    | Mr. Harman at 7:34 (0:01)                 |
| 4. Superintendent's Report           | Dr. Brenner at 7:34 (0:01)                |
| 5. Approval of Minutes (Attachments) | Board of Education at 7:43 (0:09)         |

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION HELD ON  
FEBRUARY 14, 2017:**

**1<sup>st</sup> Ms. Stein**

**2<sup>nd</sup> Mr. Dineen**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes		x	x	x	x	x	x	x	x
No									
Abstain	x								

**RESULT -MOTION PASSED UNANIMOUSLY (8-0-1)**

**MOTION TO APPROVE THE AMENDED MINUTES OF THE REGULAR MEETING HELD ON FEBRUARY 14, 2017:**

**1<sup>st</sup> Mr. Dineen**

**2<sup>nd</sup> Mr. Burke**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

**RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)**

**6. Board Committee Reports**

Mr. Harman at 7:45 (0:12)

**PRESENTATIONS AND DISCUSSIONS**

**7. Presentations**

a. Curricula Update - World Language  
(Attachment)

Dr. Da Silva at 7:45 (0:12)

b. Interim Progress Report on 2016-2017  
District Goals and Objectives  
(Attachment)

Dr. Brenner at 9:00 (1:27)

c. Presentation, Second Reading, and Discussion  
of Proposed Board of Education Policies: Repeal  
of Policy 5140: Continuity of Attendance; Revision  
of Policy 5130: Student Attendance and Truancy  
(Attachment)

Ms. Cion at 9:59 (2:26)

d. Discussion on Student Attendance Just Prior  
to the February Break 2017 (Attachment)

Dr. Da Silva at 10:15 (2:41)

**ACTION ITEMS**

**8. Action Items**

a. Personnel Items

Ms. Cion at 10:25 (2:51)

i. Appointments

ii. Resignations/Retirements  
(Attachment)

**MOTION TO ADOPT THE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED FEBRUARY 28, 2017:**

**1<sup>st</sup> Ms. Stein**

**2<sup>nd</sup> Ms. Hagerty-Ross**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

**RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)**

9. Public Comment

Mr. Harman at 10:25 (2:51)

10. Adjournment

Mr. Harman at 10:25 (2:51)

**MOTION TO ADJOURN:**

**1<sup>st</sup> Ms. McCammon**

**2<sup>nd</sup> Mr. Burke**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

**RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)**

Meeting adjourned at 10:25 p.m. (2:51)

Respectfully submitted,

Sarah Schneider Zuro  
Secretary

### **Table #1 - Class Size Guidelines**

As a reminder of the historical decisions the Board has made concerning class size in a variety of areas, the following chart provides the guidelines by which the high school implements course enrollment decisions.

#### **Recommended Class Size Ranges:**

<u>Academic Area</u>	<u>Range</u>
300 and 400 level classes in:	
English	18-22
Foreign Languages	18-22
Mathematics	18-22
Science	18-22
Social Studies	18-22
Comprehensive classes in:	
English	12-15
Mathematics	12-15
Social Studies	12-15
Science	10-12
Other classes in:	
Physical Education	18-22
Business and Computers	15-22
Foreign Languages “parts” classes	12-15
Art, Music, & Tech Ed	12-20
<u>Exceptions:</u>	
Woodworking	10-15
Music Ensembles	Room Capacity

**Table #2 -- Mean Class Sizes**

(Includes data for special education and academic support programs)

	# Sections	# Enrolled	<10	10-14	15-19	20-24	>24	09-10S	10-11S	11-12S	12-13S	13-14S	14-15S	15-16S	16-17	S-S	
English	83	1427	3	14	45	21	0	18	18	18	17	17	17	17	18	1	
Foreign Language	67	1138	3	14	33	17	0	17	18	17	17	17	18	17	17	0	
Mathematics	76	1421	2	9	28	35	2	18	17	17	19	19	19	19	19	0	
Science	72	1317	3	7	30	34	0	19	18	18	18	18	19	18	20	2	
Social Studies	74	1446	2	4	28	40	0	21	19	19	19	19	20	20	20	0	
<b>Average</b>								<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>1</b>	
Art	28	477	1	4	15	8	0	16	19	18	18	17	18	17	19	2	
Music	7	242	1	0	0	0	6	29	26	28	30	24	31	35	32	-3	
Tech Ed/Video	14	249	0	3	6	4	1	15	17	17	16	15	16	18	17	-1	
Comp/Business	8	163	0	1	0	7	0	15	18	20	12	20	17	20	23	3	
Physical Education	58	1349	0	2	8	20	28	22	24	23	23	24	24	23	23	0	
Special Education**	47	248	46	1	0	0	0	6	6	6	8	8	6	5	6	1	
Academic Support*	6	80	1	0	5	0	0	7	10	11	15	14	14	13	10	-3	
**Includes special ed/adaptive / and IDEA								* Includes Reading/ESL									

**Table #3 - Teacher Average Class Load**

(Does not include special education or academic support programs)

	09-10S	10-11S	11-12S	12-13S	13-14S	14-15S	15-16S	16-17	S-S								
English	91	88	89	85	85	86	86	88	2								
Foreign Language	85	89	90	84	87	90	85	85	0								
Mathematics	87	87	89	93	94	94	94	96	2								
Science	73	73	72	74	72	75	73	78	5								
Social Studies	103	96	96	97	94	98	98	98	0								
<b>Average</b>	<b>87.9</b>	<b>86.7</b>	<b>87.2</b>	<b>86.6</b>	<b>86.4</b>	<b>88.6</b>	<b>87.2</b>	<b>89.0</b>	<b>2</b>								
Comp/Bus/Tech	74	87	90	74	82	82	94	100	6								
Art/Music	100	91	103	92	103	103	106	110	4								



**Table #4 - Distribution of Class Sizes**

(Does not include special education or academic support)

	<u>10-11S</u>		<u>11-12S</u>		<u>12-13S</u>		<u>13-14S</u>		<u>14-15S</u>		<u>15-16S</u>		<u>16-17S</u>	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
< 16	101	21	118	24	138	32	119	24	118	24	101	21	100	21
16 - 20	203	43	209	42	162	37	196	40	180	37	210	43	175	43
> 20	171	36	165	34	133	31	176	36	193	39	176	36	203	42

**Table #5 - Number of Small Classes (under 10)**

(Does not include special education or academic support)

	<u>07-08S</u>	<u>08-09S</u>	<u>09-10S</u>	<u>10-11S</u>	<u>11-12S</u>	<u>12-13S</u>	<u>13-14S</u>	<u>14-15S</u>	<u>15-16S</u>	<u>16-17S</u>
English	8	1	6	3	1	7	1	4	3	1
Foreign Lang	3	5	1	5	4	7	4	2	3	3
Mathematics	10	8	5	6	6	4	6	2	2	2
Science	3	3	5	2	3	5	2	2	3	1
Social Studies	3	1	1	3	3	2	0	2	2	2
Art/Music	2	0	2	1	3	3	4	2	2	3
Bus/Com/Tech	2	2	4	0	2	4	2	1	0	0
Total	31	20	24	20	22	32	19	15	15	12

**Table #6 - Number of Large Classes (25 or more)**

	2011-12		2012-13		2013-14		2014-15		2015-16		2016-17	
<u>By Size</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>
25 students	15	12	15	19	19	19	19	13	2	2	0	2
26 students	0	1	0	0	3	2	2	3	0	0	1	2
27 students	0	0	0	0	0	0	0	0	0	0	0	0
28 students	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>15</b>	<b>13</b>	<b>15</b>	<b>19</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>

	2011-12		2012-13		2013-14		2014-15		2015-16		2016-17	
<u>By Dept.</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>	<u>Fall</u>	<u>SPR</u>
English	4	1	0	1	4	4	6	5	0	0	0	0
Foreign Lan	1	2	3	1	6	4	6	2	0	0	0	0
Math	5	1	7	10	9	12	3	2	2	2	1	2
Science	0	1	0	0	1	0	0	0	0	0	0	1
Social Std	5	4	5	7	2	1	6	7	0	0	0	1
<b>Totals</b>	<b>15</b>	<b>9</b>	<b>15</b>	<b>19</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>

**Table #7 – Guidance Counselor Student Load**

<u>DHS Analysis</u>	<u>2012-2013</u>		<u>2013-2014</u>		<u>2014-2015</u>		<u>2015-2016</u>		<u>2016-2017</u>	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1	31	32	38	37	44	43	37	39	35	36
2					181	181	193	193	195	196
3	185	185	190	189	193	195	193	197	193	192
4									184	186
5	189	187	186	185	188	188	186	188	189	189
6					192	194	193	193	187	186
7									184	182
8	192	192	188	190	187	187	182	181	185	185
<b>Total</b>	<b>1328</b>	<b>1325</b>	<b>1355</b>	<b>1345</b>	<b>985</b>	<b>1368</b>	<b>984</b>	<b>1356</b>	<b>1352</b>	<b>1352</b>
<b>Average</b>	<b>185</b>	<b>185</b>	<b>188</b>	<b>187</b>	<b>188</b>	<b>189</b>	<b>189</b>	<b>188</b>	<b>188</b>	<b>188</b>

## DARIEN PUBLIC SCHOOLS

### Contemplated Gift Form

Gift intended for:  
(Check appropriate responses)

\_\_\_\_\_Hindley  
\_\_\_\_\_Holmes  
\_\_\_\_\_Ox Ridge

\_\_\_\_\_Royle

\_\_\_\_\_Tokeneke

\_\_\_\_\_Middlesex Middle School

\_\_\_\_\_Darien High School

\_\_\_\_\_District

Person(s) or Group Offering Gift(s)

DYLAX

Contact person-This may be a  
gift giver or a building administrator

Name Eric Strub

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tele. \_\_\_\_\_

Fax. \_\_\_\_\_

e-mail eric.strub@yahoo.com

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation JG-Public Gifts to the Schools" apply.

As they have done in the past, DYLAX has graciously donated \$5,000 to the boys lacrosse program at DHS. This money will go towards off-setting the cost of filming and editing for the season.

**Please answer the following questions.**

Is the value of the gift(s) \$ 500.00 or more?    X Yes    \_\_\_\_\_ No

Note: If the proposed gift involves donated materials or services please place an estimated dollar value on them.

If your answer to the previous question is Yes please check one of the following categories of value for the proposed gift(s):

_____ 500-1,000	___ <u>X</u> ___ 5,000-10,000
_____ 1,000-2,000	_____ 10,000-15,000
_____ 2,000-3,000	_____ 15,000-20,000
_____ 3,000-4,000	_____ 20,000+
_____ 4,000-5,000	

Do not write below this line

---

Status: Date received by Superintendent\_\_\_\_\_

Notes on actions by Superintendent of Schools-

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

## DARIEN PUBLIC SCHOOLS

### Contemplated Gift Form

Gift intended for:  
(Check appropriate responses)

\_\_\_\_\_Hindley  
\_\_\_\_\_Holmes  
\_\_\_\_\_Ox Ridge

\_\_\_\_\_Royle

\_\_\_\_\_Tokeneke

\_\_\_\_\_Middlesex Middle School

\_\_\_\_\_Darien High School

\_\_\_\_\_District

Person(s) or Group Offering Gift(s)

DYLAX

Contact person-This may be a  
gift giver or a building administrator

Name Eric Strub

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tele. \_\_\_\_\_

Fax. \_\_\_\_\_

e-mail eric.strub@yahoo.com

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation JG-Public Gifts to the Schools" apply.

As they have done in the past, DYLAX has graciously donated \$5,000 to the girls lacrosse program at DHS. This money will go towards off-setting the cost of filming and editing for the season.

**Please answer the following questions.**

Is the value of the gift(s) \$ 500.00 or more?      X   Yes           No

Note: If the proposed gift involves donated materials or services please place an estimated dollar value on them.

If your answer to the previous question is Yes please check one of the following categories of value for the proposed gift(s):

<u>      </u> 500-1,000	<u>  X  </u> 5,000-10,000
<u>      </u> 1,000-2,000	<u>      </u> 10,000-15,000
<u>      </u> 2,000-3,000	<u>      </u> 15,000-20,000
<u>      </u> 3,000-4,000	<u>      </u> 20,000+
<u>      </u> 4,000-5,000	

Do not write below this line

---

Status: Date received by Superintendent\_\_\_\_\_

Notes on actions by Superintendent of Schools-

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

## DARIEN PUBLIC SCHOOLS

### Contemplated Gift Form

Gift intended for:  
(Check appropriate responses)

\_\_\_\_\_Hindley  
\_\_\_\_\_Holmes  
\_\_\_\_\_Ox Ridge

\_\_\_\_\_Royle

\_\_\_\_\_Tokeneke

\_\_\_\_\_Middlesex Middle School

\_\_XX\_\_Darien High School

\_\_\_\_\_District

Person(s) or Group Offering Gift(s)

\_\_The Blue Wave Booster Club

Contact person-This may be a  
gift giver or a building administrator  
Name Rafael Aparicio  
Address:121 Old Kings Highway S  
\_\_\_\_\_Darien 06820

Tele. 203 550 0845

Fax. \_\_\_\_\_  
e-mail [Rafael.aparicio@camelotequity.com](mailto:Rafael.aparicio@camelotequity.com)

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation JG-Public Gifts to the Schools" apply.

The following are the proposed gifts that the BWBC would like to make for the Spring and Fall 2017 DHS sports teams:

Baseball – 2 field screens, L-screen with wheel kit = \$506.20

Boys Golf: 3 Rangefinders/one with slope =\$665.00

Softball: 2 Protective Screens = \$470.00

Boys and Girls Track: Drive Sled and Overspeed Trainer with attachments = \$669.80

Boys and Girls Swimming: Power Rack Training Aide = \$1,926.28

Total Gifts = \$4,237.28

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions continued on back of this sheet**  
**Please answer the following questions.**

Is the value of the gift(s) \$ 500.00 or more?    ☒ Yes    ☐ No

Note: If the proposed gift involves donated materials or services please place an estimated dollar value on them.

If your answer to the previous question is Yes please check one of the following categories of value for the proposed gift(s):

<input type="checkbox"/> 500-1,000	<input type="checkbox"/> 5,000-10,000
<input type="checkbox"/> 1,000-2,000	<input type="checkbox"/> 10,000-15,000
<input type="checkbox"/> 2,000-3,000	<input type="checkbox"/> 15,000-20,000
<input type="checkbox"/> 3,000-4,000	<input type="checkbox"/> 20,000+
<input checked="" type="checkbox"/> 4,000-5,000	

Do not write below this line

---

Status: Date received by Superintendent \_\_\_\_\_

Notes on actions by Superintendent of Schools-

Actions, if any, by the Board of Education-

Final disposition of the gift offer-



## DARIEN PUBLIC SCHOOLS

### Contemplated Gift Form

Gift intended for:  
(Check appropriate responses)

☐ Hindley  
☐ Ox Ridge

☐ Royle

☐ Tokeneke

☐ Middlesex Middle School

☒ Darien High School

☐ District

Person(s) or Group Offering Gift(s)

Boys Lacrosse

Contact person-This may be a  
gift giver or a building administrator

Name Chris Manfredonia

Address Darien High School  
80 High School Lane  
Darien, CT 06820

Tele. 203-655-3981 x2263

Fax. 203-655-3726

e-mail cmanfredonia@darienps.org

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation JG-Public Gifts to the Schools" apply.

The boys lacrosse team held a fundraiser earlier this month for the purposes of purchasing the following items for the program. The event brought in a total of \$30,062. The money will go towards:

- 
- Filming/Editing of games- \$5,300 (to be combined with DYLAX donation)
  - Team Gloves 119 @ \$130/ea- \$15,470
  - Helmet Decals- \$2,500
  - Coach bus for longer away games - \$700
  - Black Game Shorts (alternate jersey to be kept by students)- \$5,000
  - Highlight Film- \$1,000
- 

**Please answer the following questions.**

Is the value of the gift(s) \$ 500.00 or more? ☒ Yes ☐ No

Note: If the proposed gift involves donated materials or services, please place an estimated dollar value on them.

If your answer to the previous question is Yes, please check one of the following categories of value for the proposed gift(s):

\_\_\_\_\_ 500-1,000

\_\_\_\_\_ 5,000-10,000

\_\_\_\_\_ 1,000-2,000

\_\_\_\_\_ 10,000-15,000

\_\_\_\_\_ 2,000-3,000

\_\_\_\_\_ 15,000-20,000

\_\_\_\_\_ 3,000-4,000

\_\_\_\_\_ x 20,000+

\_\_\_\_\_ 4,000-5,000

Do not write below this line

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Status: Date received by Superintendent \_\_\_\_\_

Notes on actions by Superintendent of Schools-

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

TO: Dan Brenner, Superintendent of Schools  
FROM: Shelly Somers, Middlesex Middle School Principal  
• RE: Request for Approval of "The Expo" trip to Colebrook for Grade 6  
DATE: March 11, 2017

I am requesting your approval for the 2016-17 school year of our Nature's Classroom field trip to Colebrook, CT. Specific details are listed below:

This is a 6th grade class trip. Its purpose is to build community among our 6th graders and have them participate in learning outside of the classroom walls. Lessons are related to outdoor awareness and environmental issues and fall under the general curriculum for all 6th graders here at Middlesex.

The trip length will be three school days and two nights, October 2<sup>nd</sup> through October 4<sup>th</sup>, 2017.

The cost will be approximately \$320.00 per student. This is an increase from last year, because of the change to an earlier date. The exact amount will be finalized as soon as possible. Provisions will be made for students needing financial assistance.

Nature's Classroom is the organization we are working through and our experience with them over the years has been excellent.

Student/Staff Ratio will be 1:12. I anticipate that all 6th graders will participate in the trip.

Lodging will be in cabins on the premises of Camp Jewell YWCA Camp in Colebrook, CT. Division of students will be determined by the accommodations of each site.

Expectations and behavior rules will be gone over with all students prior to the trip. There will also be a mandatory meeting for chaperones to clarify their roles and responsibilities while on the trip.

Insurance, medical, and emergency procedures are in compliance with field trip regulations.

This field trip experience has been offered for 35+ years to students in the Darien School System. I would appreciate your continued support of this trip for this school year.

**Special Field Trip Request Form**  
**Trips Beyond 500 Miles, Overnight, or Outside the U.S.**  
**(Board of Education Policy 6710)**

**Planning Requirements:** Written application must be submitted to the School Principal then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) - the request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip.

Shelly Somers (Dan Kensek/Trish Valentine)

- b. Exact Dates, and times, destination(s) of the trip, and what instructional time will be impacted, **as well as potential conflicts with major school event or standardized testing.**

Date: Oct. 2, 3, 4, 2017 Time: 7:00 am-4:00 pm Destination: Colebrook, CT

Affected school time: 3 full school days

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience. This has been a traditional 6<sup>th</sup> grade trip that focuses on team building and learning in the outdoors and environmental issues. The program and lessons are staffed by Nature's Classroom instructors. Students experience, first hand, environmental issues as they relate to the general topics covered in the 6<sup>th</sup> grade curriculum.
- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of what students are eligible for the trip and how students will be selected to participate. Students and chaperones will have meetings prior to the trip to discuss expectations, routines, and the general overview of the program while attending "The Expo" at Colebrook. All 6<sup>th</sup> grade students are eligible and encouraged to attend the trip. Participation is based on submission of the necessary paperwork which will be distributed and explained by Ms. Trish Valentine and Mr. Dan Kensek (and classroom teachers) through the 6<sup>th</sup> grade classes in September. The students currently enrolled in 5<sup>th</sup> grade will be given a brief overview during the visits to MMS in April 2017

e. The exact modes and times of travel, as well as the exact housing arrangements. Arrangements for the trip are being made through Nature's Classroom. It is a company that has been used for several years and has a wonderful reputation. Mode of transportation will be by motorcoach buses. Students and chaperones will depart from Middlesex on the morning of Oct 2<sup>nd</sup> at approximately 7:00 am and return to Darien Oct 4<sup>th</sup> at approximately 4:00. During the stay at Colebrook, all participants will be staying in cabins. Students are supervised 24 hours per day by school personnel and/or Nature's Classroom personnel.

f. Detailed daily time schedules of the agenda of activities.

The trip is programmed the entire time students are participating. Daily routines involve breakfast, morning outdoor activities, lunch, afternoon outdoor activities, dinner, and evening activities including skits and night walks. The instructors for Nature's classroom, with the assistance of school personnel, group and regroup the students regularly based on their interests and activities that are being offered.

g. Precise overall financial information with a breakdown by categories of expenses. Include any staffing, transportation, accommodations or unique modifications for students with disabilities.

Staff/student ratio will be 1:12. The entire 6th grade will most likely participate (approx. 370 students). The expected cost will be approximately \$320.00 per student and will be paid by the families of the participating students. No student will be denied access to the trip due to financial reasons. Accommodations for any students with physical needs at the time of the trip will be made for them should they choose to attend.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc. Approximately \$320.00 to be paid by the student.



i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

Generally the 6th grade teachers serve as chaperones for the trip. The remaining adults that may be needed will normally be drawn from administration and special services to complete the chaperone list. In a few cases, other adults familiar with the trip are included, as needed. 6th grade teachers who do not go on the trip will serve as substitutes and will provide instruction for the students who choose not to go on the trip.

Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.

The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval.

No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.

 3/13/17  
Signature of Trip Organizer Date  
 3/13/17

 3/13/17  
Signature of Principal Date

\_\_\_\_ Approved      \_\_\_\_ Not Approved

\_\_\_\_  
Signature of Superintendent/Designee Date

To: Dan Brenner, Superintendent of Schools  
From: Shelley Somers, Middlesex School Principal  
Re: Request for Approval of Special Field Trip to Boston, MA  
Date: March 21, 2017

I am requesting your approval for the 2017-18 school year of our field trip to Boston, Mass. Specific details are listed below:

This is a Social Studies field trip for the eighth grade students. Its purpose is to reinforce students' understanding of governmental process and to enrich their knowledge of United States History. The curriculum begins with the New England colonies. The English curriculum is also supported through the trip as well.

The trip length is two days and one night, October 12th through October 13th, 2017. Just as in the previous years, we are proposing a 2 day (one night) trip.

The trip is based on our curriculum and the Social Studies and English teachers especially refer to it throughout the 8th grade year.

The cost will be \$450.00 per student. This is consistent with last year's price. Provisions will be made for students needing financial assistance. This approximate price is based on how many students we anticipate will go on the trip. We use an online registration and payment system - Parents and students can pay online with credit cards, debit cards, e-checks or via regular mail

Student/Staff ratio will be 1-10. I anticipate that approximately 370 students will participate.

Educational Travel Adventures, based out of Freehold, NJ is our tour agency. Ms. Lucy Sandor has worked closely with the group to arrange a comparable trip as in previous years. In addition, she has checked their references, met with the representatives, and we feel confident using them as our choice as a tour agency.

Lodging will be at the Wyndham Andover. Night security will be hired.

An informational meeting for incoming 8th graders will be held this spring and then the expectations for student behavior and activities will be gone over again with the students in September 2017.

Insurance, medical, and emergency procedures are in compliance with field trip guidelines.

Although this is now a one night trip, care has been given so that the experience will be rich and meaningful for all students. As in the past, the trip will include visiting various sites in historic

Boston, Lexington and Concord, the Salem Witch Museum, a visit and lunch at Quincy Market, a dinner buffet and DJ dance cruise aboard the Odyssey, and a performance of Blue Man Group. Food, lodging, admissions and travel expenses are all included in the total price.

I would appreciate your consideration of this request for the upcoming school year.



**Special Field Trip Request Form**  
**Trips Beyond 500 Miles, Overnight, or Outside the U.S.**  
**(Board of Education Policy 6710)**

**Planning Requirements:** Written application must be submitted to the School Principal then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) - the request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip. Lucy Sandor
- b. Exact Dates, and times, destination(s) of the trip, and what instructional time will be impacted, **as well as potential conflicts with major school event or standardized testing.**  
Date: Oct 12 and 13, 2017 Time: 5:30am-7:00 pm Destination: Boston, MA  
Affected school time: 2 school days – no major conflicts at this time
- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience. The 8<sup>th</sup> grade Social Studies class focuses on American History. This trip reinforces and extends the classroom learning. Students experience, first hand, the geographic areas which they will refer to throughout the course. The trip includes visitations to many historical sites, the Salem Witch Museum, and a local performance throughout the two days in Boston.
- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of what students are eligible for the trip and how students will be selected to participate. The 8<sup>th</sup> grade SS course begins with the settlement of North America and the colonies in and around the Boston area. The English curriculum is also supported through this trip as well. All 8<sup>th</sup> grade students are eligible to attend the trip. Participation is based on submission of the necessary paperwork which will be finalized by Ms. Lucy Sandor through an 8<sup>th</sup> grade assembly in September. This spring the trip will be announced and preliminary paperwork will be distributed to the current 7<sup>th</sup> graders. Deposits will be required.

- e. The exact modes and times of travel, as well as the exact housing arrangements.  
Arrangements for the trip are being made through Educational Travel Adventures. Mode of transportation will be by high quality motor coach buses. Students and chaperones will depart from Middlesex on the morning of Oct. 12 at approximately 5:30 am and return to Middlesex on Oct. 13 at approximately 7:00 pm. During the stay in Boston, all participants will be staying at a high quality hotel.
- f. Detailed daily time schedules of the agenda of activities.  
The trip is chartered through Educational Travel Adventures. The tour group has a set itinerary for the duration of the trip that has been worked out through the company and MMS administration.
- g. Precise overall financial information with a break down by categories of expenses. Include any staffing, transportation, accommodations or unique modifications for students with disabilities.  
  
Staff/student ratio will be 1:10. It is likely that approximately 370 students will choose to participate. The expected cost will be \$450.00 per student (this is the same as last year) and will be paid by the families of the participating students. No student will be denied access to the trip due to financial reasons. Accommodations for any student requiring assistance will be made for that child, should the child choose to attend.
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.     To be paid by the student.
- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.  
Generally, the 8<sup>th</sup> grade teachers serve as chaperones for the trip. The remaining adults that may be needed will be sought by administration and special services to complete the chaperone list. In a few cases, other adults familiar with the trip are included, as needed. 8<sup>th</sup> grade teachers who do not go on the trip will serve as substitutes or will provide instruction for students who choose not to go on the trip.

Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.

The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval.

No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.

Lucy M. Sandoz 3/20/17  
Signature of Trip Organizer      Date

Dulley Sandoz 3/20/17  
Signature of Principal      Date

\_\_\_\_ Approved      \_\_\_\_ Not Approved

\_\_\_\_\_  
Signature of Superintendent/Designee      Date

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**Series 5000: STUDENTS**  
**Policy 5130**

**STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

**Legal References:**

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Public Act 16-147, “An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee”

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

ADOPTED \_\_\_\_\_

6/26/16

DRAFT

**ADMINISTRATIVE REGULATIONS REGARDING  
ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM**

**I. Attendance and Truancy**

A. Definitions for Section I

1. “Absence” - any day during which a student is not considered “in attendance” at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. “Disciplinary absence” - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. “Educational evaluation” - for purposes of this policy, an educational evaluation is an assessment of a student’s educational development, which, based upon the student’s presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. “Excused absence” - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student’s return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
  - a. Any absence before the student’s tenth (10<sup>th</sup>) absence is considered excused when the student’s parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
  - b. For the student’s tenth (10<sup>th</sup>) absence and all absences thereafter, a student’s absences from school are, with appropriate documentation in accordance with this

regulation, considered excused only for the following reasons:

- i. student illness (verified by an appropriately licensed medical professional);
  - ii. religious holidays;
  - iii. mandated court appearances (documentation required);
  - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
  - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
  - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- c. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.
- 5. "In Attendance" - Any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.
  - 6. "Student" - a student enrolled in the Darien Public Schools.
  - 7. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any

one month or **ten (10)** unexcused absences from school in any school year.

8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

**B. Written Documentation Requirements for Absences**

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence. (For example, if a student is absent for eight (8) consecutive days of school due to illness, only one signed doctor's note will be required to document those eight days. However, the student would be charged with eight days of absences.)
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke ~~in person~~ with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's tenth (10<sup>th</sup>) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
  - a. student illness:
    - i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
    - ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
  - b. religious holidays: none.



- c. mandated court appearances:
    - i. a police summons;
    - ii. a subpoena;
    - iii. a notice to appear;
    - iv. a signed note from a court official; or
    - v. any other official, written documentation of the legal requirement to appear in court.
  - d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
  - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
  - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. ~~Neither e-mail nor text messages shall not serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.~~ Text messages shall not serve to satisfy the requirement of written documentation.
5. The Darien Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
  - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
  - b. be an opportunity not ordinarily available to the student;
  - c. be grade and developmentally appropriate; and
  - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. No student enrolled in the Darien Public Schools can be enrolled in another public or private school or program during Darien school hours. Such dual enrollment will not be considered an extraordinary educational opportunity.
4. All requests for approval of extraordinary educational opportunities must:
  - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
  - b. contain the signatures of both the parent/guardian and the student;
  - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
  - d. include additional documentation, where available, about the opportunity.
5. The building principal shall provide a response in writing and include the following:

- a. either approval or denial of the request;
  - b. brief reason for any denial;
  - c. any requirements placed upon the student as a condition of approval;
  - d. the specific days approved as excused absences for the opportunity;
  - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
6. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
  7. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
  8. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

**D. Truancy Exceptions:**

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.

3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be “truant.”

E. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student’s withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determinations of Whether a Student is “In Attendance”:

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered “in attendance.”
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being “in attendance” for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

G. Procedures for students in grades K-8\*

1. Notification
  - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in

writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Darien Public Schools.

- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal **[or his/her designee]** shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. **[Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.]** Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

***[\*Note: State law mandates notification and monitoring only with regard to students in grades K-8. Boards of Education are free, however, to extend the application of monitoring and intervention procedures to students at all grade levels.]***

H. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection H.1.a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen (15) calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b-149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team **[or other appropriate school based team]** to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- e. If a family with service needs petition is filed and the court orders an educational evaluation of the student, the district

shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.

- i. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team **[or other appropriate school based team]**. Upon completion of the evaluation of a regular education student, the Child Study Team **[or other appropriate school based team]** shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.
- ii. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").

#### I. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

### II. **Chronic Absenteeism**

#### A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Darien Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;
2. "Absence" - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school

suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;

3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Darien Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and
4. "School chronic absenteeism rate" - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

**B. Establishment of Attendance Review Teams**

If the Darien Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Darien Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Darien Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the Darien Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

**C. Composition and Role of Attendance Review Teams**

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.7, and chronically absent children and their parents or guardians.

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



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

D. State Chronic Absenteeism Prevention and Intervention Plan

The Darien Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

**III. Reports to the State Regarding Truancy Data**

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

Legal References:

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Public Act 16-147, “An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee”

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

APPROVED: \_\_\_\_\_

6/26/16

DRAFT

**SAMPLE NOTIFICATION REGARDING STUDENT ATTENDANCE\***

~~Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that “[e]ach parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. . . . The parent or person having control of a child seventeen years of age may consent, as provided in this section, to such child’s withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system.”~~

~~In order to assist parents and other persons in meeting this responsibility, the \_\_\_\_\_ Board of Education monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.~~

~~Please provide the following information and return the completed form, signed and dated to:~~

\*\*\*\*\*

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ School/grade: \_\_\_\_\_ / \_\_\_\_\_

Parent/Guardian's Daytime Telephone Number\*: \_\_\_\_\_

Parent/Guardian's Daytime Telephone Number\*: \_\_\_\_\_

Daytime Telephone Number\* of

Other Person Having Control

of Student: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

\_\_\_\_\_\*If no daytime telephone number is available, please specify other means by  
which school personnel may contact you during the school day. \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*[\*Note: State law mandates notification only with regard to students in grades  
K-8. Boards of Education are free, however, to extend the notification to  
parents of students at all grade levels.]*

6/26/16

**UNEXCUSED ABSENCES  
DOCUMENTATION LOG**

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

School Staff Member/ Volunteer	Student's Name	Parent or Other Person Having Control of Student	Telephone Number	Outcome*	Excused or Unexcused	Reason Absence is Excused or Unexcused
				Attempt #1 _____ Attempt #2 _____  Written Notice mailed _____		
				Attempt #1 _____ Attempt #2 _____  Written Notice mailed _____		
				Attempt #1 _____ Attempt #2 _____  Written Notice mailed _____		
				Attempt #1 _____ Attempt #2 _____  Written Notice mailed _____		
				Attempt #1 _____ Attempt #2 _____  Written Notice mailed _____		

\* No answer = N

- Left Message = LM

- Notification made = NM

May 2013

5281297v1

[ \_\_\_\_\_ ] Board of Education

**Extraordinary Educational Experience Request Form**

\_\_\_\_\_ Pursuant to guidelines from the Connecticut Department of Education, the [ \_\_\_\_\_ ] Public Schools will consider certain extraordinary educational experiences to be excused absences. In order for an experience to qualify as an extraordinary educational experience, the opportunity must be educational in nature and must have a learning objective specifically related to the student's coursework or plan of study. It is important to note that not all memorable and/or life experiences are considered extraordinary educational experiences for the purpose of an excused absence. In order to qualify, the experience must be an opportunity not ordinarily available to the student. The experience must be grade and developmentally appropriate and the content of the experience must be highly relevant to the individual student. Whether an experience fits the requirements of an extraordinary educational experience for the purpose of an excused absence is a determination within the discretion of the building principal or his/her designee.

\_\_\_\_\_ To request consideration of an experience as an extraordinary educational experience, the following form must be filled out, signed by the parent and student, and returned at least five (5) school days in advance of the date of the opportunity. Please note that approval is not assured. Approvals are awarded on a case-by-case basis and are based on a number of factors. An experience approved for one student does not guarantee that it will be approved for others.

Name of Student \_\_\_\_\_ Today's Date \_\_\_\_\_

\_\_\_\_\_ Title of Educational Opportunity \_\_\_\_\_

Please describe the learning objective of the educational opportunity and how the objective is linked to the student's coursework or plan of study (you may attach additional sheets):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date(s) of educational opportunity \_\_\_\_\_

\_\_\_\_\_ Dates and total number of days of planned absence \_\_\_\_\_

\_\_\_\_\_ Signature of Parent \_\_\_\_\_

\_\_\_\_\_ Signature of Student \_\_\_\_\_

\*\*\*\*\*

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For Office Use Only. Received by \_\_\_\_\_ on \_\_\_\_\_. Approved? Yes/No By \_\_\_\_\_

6/26/16

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DRAFT

MODEL FORM

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[Board of Education/School Letterhead]

~~SCHOOL ATTENDANCE OPTION FORM (CHILDREN AGE 5 OR 6)~~

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Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address of Child: \_\_\_\_\_

Name of Parent(s): \_\_\_\_\_

Address of Parent(s) (if different from child): \_\_\_\_\_

In accordance with Connecticut General Statutes Section 10-184, the parent or person having control of a child five (5) years of age or older and under age eighteen (18) is required to ensure that such child attends school. Section 10-184 further provides that a parent or person having control of a child age five (5) shall have the option of not sending the child to school until age six (6), and a parent or person having control of a child age six (6) shall have the option of not sending the child to school until age seven (7). A parent or person having control of such child who is seeking to elect this option must appear in person at the school district offices and sign this option form.

I, \_\_\_\_\_, am the parent or person having control of, \_\_\_\_\_,

\_\_\_\_\_  
Name of parent or person Name of child

a child who is age five/six (circle appropriate age), and I elect not to send my child to school until the age of six/seven (circle appropriate age). I understand that this option is effective for only one (1) school year. By signing, I understand that, if my child is currently age five (5), and I wish to elect next school year not to send my child to school, I must reappear at the school next year to elect this option. I further understand that, if my child is currently age six (6), I am required by Section 10-184 to send my child to the public school, or demonstrate that the child is "elsewhere receiving equivalent instruction in the studies taught in the public schools," when the child turns seven (7).



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Personnel Use Only

☐ ~~Parent/person in control of child appeared in person and has been provided with information on the educational opportunities in the school system.~~

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**PERSONNEL ACTION REPORT**

**March 28, 2017**

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
1	Lindsay Sherwood	Appointment	New Position Per IEP/Ox Ridge/Special Education Paraprofessional	3/20/2017	6/30/2017	NA	NA
2	Justin Manly - Schneiderman	Appointment	New Position Per IEP/Ox Ridge/Special Education Paraprofessional	3/17/2017	6/30/2017	NA	NA
3	Diana Castaneda	Appointment	New Position Per IEP/Ox Ridge/Special Education Paraprofessional	3/20/2017	6/30/2017	NA	NA
4	Timothy Eddis	Appointment	New Position Replacing Contracted Services - No Additional Cost/Hindley/Special Education Paraprofessional (DLC 3)	3/20/2017	6/30/2017	NA	NA
<b>Resignations/Retirements</b>							
5	Kerry Damanti	Resignation	Holmes/Special Education Paraprofessional		3/24/2017	NA	NA