BOARD OF EDUCATION Darien, Connecticut

TUESDAY, AUGUST 22, 2017

SPECIAL MEETING OF THE BOARD OF EDUCATION

Darien Public Schools' Administrative Offices Meeting Room 6:30 p.m.

AGENDA

- 1. Call to order
- 2. Adjourn to Executive Session (2nd Floor Conference Room) for the purpose of discussion concerning confidential attorney-client communication regarding pending FOIA requests and complaints
- Discussion concerning confidential attorney-client communication regarding pending FOIA requests and complaints (proposed for executive session)
- 4. Reconvene in public session.
- 5. Adjournment.

Call to Order

REGULAR MEETING OF THE BOARD OF EDUCATION TUESDAY, AUGUST 22, 2017 PLACE: DARIEN PUBLIC SCHOOLS' ADMINISTRATIVE OFFICES MEETING ROOM 7:30 P.M.

TENTATIVE AGENDA

Mr Michael A Harmon

7.20 0 0

١.	Call to Order	Wir. Wilchael A. Haiman	7.30 p.m.
2.	Chairperson's Report	Mr. Harman	
3.	Public Comment*	. Mr. Harman	

*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

REGULAR MEETING OF THE BOARD OF EDUCATION TUESDAY, AUGUST 22, 2017

4. Superintendent's Report..... Dr. Dan BrennerO Update on Staffing

5. Approval of Minutes..... Board of Education

6. Board Committee Reports...... Mr. Harman

7. Presentations/Discussions

Thomas Mooney, Board Legal Counsel

b. Update on Summer Facilities.... Mr. Michael Lynch Projects

 c. Presentation, Discussion and.... Mr. Michael Feeney/ Possible Action on Proposed Mr. Lynch Revised Facilities Use Fee Schedule

 d. Acceptance of Completion...... Dr. Brenner of Stadium Lights Gift from the Darien Athletic Foundation

e. Presentation, Discussion and... Dr. Brenner
Possible Acceptance
of Contemplated Gift
from the Darien Athletic
Foundation

 f. Discussion and Possible....... Dr. Susie DaSilva/ Action on Proposed US-China Exchange Field Trip to Washington, DC

g. Further Discussion on High.... Dr. Brenner School Commitment and Possible Action on Revisions to Board of Education Policies 5220, 5230 and 5250

REGULAR MEETING OF THE BOARD OF EDUCATION TUESDAY, AUGUST 22, 2017

7. Presentations/Discussions cont.

	h. Further Discussion and Dr. Brenne Action on 2017-18 District Goals and Objectives	er
	 i. Further Discussion and Mr. Harma Possible Action on Proposed Board of Education Responsibilities and Code of Ethics 	n
	j. Updated Master Agenda Dr. Brenne February through August 2017	r
8.	. Action Items	
	a. Personnel Items Ms. Cion i. Appointments	9:30 p.m.
	 b. Appointment of an Impartial Hearing Officer for Student Disciplinary Matters for the 2017-2018 School Year, as they arise 	
9.	Public Comment* Mr. Harman	l
10.). Adjournment Mr. Harmar	1

DB:nv

*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

APPROVED REGULAR MEETING OF THE BOARD OF EDUCATION Tuesday, June 20, 2017

PLACE:

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

BOARD MEMBERS PRESENT:

	Burke	Dineen	Hagerty- Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Present	Х	Х	X	X	X		Х	Х	Х
Absent						х			

ADMINISTRATION PRESENT:

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

AUDIENCE: Approximately 8

1. Call to Order Mr. Harman, Chair, at

7:31 p.m. (0:00)

2. Chairperson's Report Mr. Harman at 7:31 (0:00)

3. Public Comment Mr. Harman at 7:32 (0:01)

4. Superintendent's Report Dr. Brenner at 7:32 (0:01)

5. Approval of Minutes (Attachments)

Board of Education at 7:39

(0:08)

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION HELD ON JUNE 5, 2017:

1st Stein

2nd Hagerty-Ross

	<u> </u>								
	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Yes	Х		х	Х	Х		х	Х	
No									
Abstain		Х							Х

RESULT -MOTION PASSED UNANIMOUSLY (6-0-2)

MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON JUNE 6, 2017:

1st Zuro

2nd Dineen

	Burke	Dineen	Hagerty- Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	Y	Y	71033 Y	Y	Y		Y	Y	x
No					^				
Abstain									

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

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION HELD ON JUNE 7, 2017:

1st Ochman

2nd Hagerty-Ross

	Burke	Dineen	Hagerty- Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes		Х	X	Х	Х		Х	Х	Х
No									
Abstain	Х								

RESULT -MOTION PASSED UNANIMOUSLY (7-0-1)

6. Board Committee Reports

Mr. Harman at 7:41 (0:10)

PRESENTATIONS AND DISCUSSIONS

7. Presentations:

a. Presentation, Discussion, and Possible Acceptance of Contemplated Gift from the Darien High School Parents Association (Attachment) Dr. Brenner and Ms. Dunn at 7:42 (0:11)

MOTION TO APPROVE CONTEMPLATED GIFT FROM THE DARIEN HIGH SCHOOL PARENTS ASSOCIATION:

1st Dineen

2nd Burke

	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Yes	Х	Х	Х	Х	Х		Х	Х	Х
No									
Abstain									

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

b. Update on Chromebook and 1:1 Initiative

Dr. Brenner and Mr. Marin at

7:46 (0:15)

c. Annual Progress Report on 2016 - 2017 District Goals and Objectives (Attachments) Dr. Brenner at 8:18 (0:47)

d. Presentation and Discussion on Revised Teacher and Administrator Evaluation and Professional Learning Plans (Attachment) Ms. Cion and Dr. Da Silva at

9:12 (1:41)

e. Annual Report on Donations (Attachment)

Dr. Brenner and Mr. Feeney at

9:26 (1:55)

f. Update, Discussion, and Possible Action on Recommended Reallocations for Adopted

2017 - 2018 Budget (Attachment)

Mr. Feeney at 9:31 (2:00)

MOTION TO APPROVE RECOMMENDED REALLOCATIONS FOR ADOPTED 2017 - 2018 BUDGET:

1st Ochman

2nd Stein

	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Yes	Х	Х	Х	Х	X		X	Х	Х
No									
Abstain									

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

g. Update Master Agenda February through

August 2017 (Attachment)

Dr. Brenner at 9:33 (2:02)

h. First Reading and Discussion of Proposed Schedule of 2017 - 2018 Regular Board of Education Meetings (Attachment) Dr. Brenner at 9:34 (2:03)

ACTION ITEMS

9. Action Items:

a. Personnel Items

Ms. Cion at 9:38 (2:07)

Mr. Harman at 9:41 (2:10)

- i. Appointments
- ii. Future Appointments
- iii. Resignations/Retirements
- iv. Leave of Absence (Attachment)

MOTION TO APPROVE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED JUNE 20, 2017:

1st Hagerty-Ross

2nd Burke

	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Yes	Х	Х	X	Х	X		Х	Х	Х
No									
Abstain									

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

10. Public Comment

11. Adjournment Mr. Harman at 9:44 (2:13)

MOTION TO ADJOURN:

1st Ochman

2nd McCammon

	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Yes	Х	Х	Х	Х	Х		Х	Х	Х
No									
Abstain									

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

Meeting adjourned at 9:44 p.m. (2:13)

Respectfully submitted,

Sarah Schneider Zuro Secretary

APPROVED SPECIAL MEETING OF THE BOARD OF EDUCATION Monday, July 10, 2017

PLACE:

DARIEN PUBLIC SCHOOLS ADMINISTRATIVE OFFICES BOARD OF EDUCATION CONFERENCE ROOM 8:00 A.M.

BOARD MEMBERS PRESENT:

	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Present	Х	Х	X	X	X	X	Х	Х	Х
Absent									

ADMINISTRATION PRESENT:

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

AUDIENCE: Approximately 1

1. Call to Order Mr. Harman, Chair, at 8:08

a.m. (0:00)

MOTION TO SWITCH AGENDA ITEMS D AND E:

1st McCammon

2nd McNamara

		- -							
	Burke	Dineen	Hagerty- Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	Х				Х	Х	Х		
No			х	Х				Х	Х
Abstain		Х							

RESULT - MOTION FAILED(4-4-1)

2. Personnel Items Ms. Cion at 8:14 (0:06)

- a. Appointments
- b. Resignations

MOTION TO APPROVE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED JULY 10, 2017:

1st Stein

2nd Hagerty-Ross

	Burke	Dineen	Hagerty- Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	Х	Х	Х	Х	Х	Х	Х	Х	Х
No									
Abstain									

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

3. Board of Education Retreat

Dr. Brenner and Mr. Harman at 8:18 (0:10)

MOTION TO BREAK FROM THE MEETING AT 8:18:

1st Dineen

2nd Hagerty-Ross

	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Yes	Х	Х	Х	Х	X	Х	Х	Х	Х
No									
Abstain									

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

MOTION TO RESUME THE MEETING AT 8:36:

1st McNamara

2nd Ochman

	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Yes	Х	Х	Х	Х	Х	Х	Х	Х	Х
No									
Abstain									

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

a. Board Processes and Procedures Mr. Mooney, Board Legal

Counsel and Dr. Brenner at

8:36 (0:28)

b. Break for lunch at 11:30 Break at 11:45 (3:37)

Mr. Mooney and Mrs. Zuro departed at 11:45.

c. Preliminary Discussion of District Goals Dr. Brenner at 12:36 (4:28)

for 2017- 2018

d. Preliminary Discussion of Board Goals Mr. Harman at 1:32 (5:24)

for 2017- 2018

Dr. Da Silva, Mr. Feeney, Ms. Cion, and Ms. Klein departed at 2:30.

e. Board Self-Evaluation Mr. Harman at 2:42 (6:34)

MOTION TO ADJOURN:

1st Ochman

2nd Dineen

	Burke	Dineen	Hagerty-	Harman	McCammon	McNamara	Ochman	Stein	Zuro
			Ross						
Yes	Х	Х	X	Х	X	Х	Х	Х	
No									
Abstain									

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

Meeting adjourned at 3:50 p.m. (0:00)

Respectfully submitted,

Sarah Schneider Zuro Secretary

and

Michael Harman Chair



MEMORANDUM

To: Dr. Daniel Brenner, Superintendent of Schools

From: Michael E. Feeney, Director of Finance and Operations

Michael Lynch, Director of Facilities

Date: August 3, 2017

RE: 2017-18 Facilities Usage Fee Schedule (Proposed)

The administration is proposing an increase to the facility rental/usage rate fee structure for all district facilities for school year 2017-18.

In creating the rates for school year 2017-18, Darien was compared to our surrounding communities which included the following: Norwalk, Weston, Westport and Greenwich. This fee structure can be seen in Table I. It should be noted that although the hourly rental fee for Weston is low, Weston does require a minimum two-hour rental. As a result, Darien's rental fee is on the lower end of the spectrum. The custodial, maintenance and auditorium personnel rates have increased by two (2) percent in accordance with current union contracts. (See Table II) Middlesex Cafeteria (non-profit) rental rate continues to remain the same.

The proposed rate structure is outlined in Table III.

The following guidelines still apply:

- 1. Town of Darien Waiver: The hourly rental rates are waived for Town of Darien use of facilities (excluding summer camps).
- 2. Girl/Boy/Cub Scouts rental rate exempt during school days. Non-profit rates will apply on weekends.

To be considered a local non-profit or local youth sports group, the following criteria must be met in its entirety:

- The group must have a 501(c)(3) certification/designation.
- The group must be based in Darien, CT
- 66% or more of the participants must be Darien residents. (Roster must be presented)

 Attachments:

Table 1: Surrounding Community Fee Structure for comparison

Table II: Proposed Increase in Custodial, Maintenance and Auditorium Personnel

Table III: Proposed 2017-18 Fee Structure
Table IV: Facility Usage Events for FY 2016-17

2016 / 2017 Fee Comparisons To Surrounding Towns
Darien Public Schools - Darien, Connecticut TABLE I

Facility:	Re	Rental:	Heat:	at:	ည	Custodian: Total:	Tot	a
High School Auditorium	torium	7						
Norwalk	(S	125.00	(A)	60.00	÷	55.00	69	240.00
Weston	49	64.00	€9	16.58	↔	34.00	69	114.58
Westport	G	240.00	69	ı	↔	36.00	69	276.00
Greenwich	G	426.00	(A)		(A	261.00	69	687.00
Darien	₩	127.50	↔		69	65.23	₩.	189.00
High School Gymnasium	nasiui	n						
Norwalk	(S	100.00	↔	50.00	S	55.00	8	\$ 205.00
Weston	↔	74.00	€9	15.91	(A	34.00	မှ	\$ 123.91
Westport	€9	180.00	69		€9	36.00	69	\$ 216.00
Greenwich	()	406.00	()	•	မာ	261.00	69	\$ 667.00
Darien	မာ	102.00	မာ	•	(A)	65.23	(A)	\$ 189.00
Middle School Gymnasium	mnasi	mu						
Norwalk	63	75.00	()	50.00	()	55.00	ક્ક	\$ 180.00
Weston	G	74.00	()	15.91	()	34.00	ક્ક	\$ 133.91
Westport	G	180.00	(A		↔	36.00	69	216.00
Greenwich	€9	295.00	↔	•	€9	261.00	ક્ક	\$ 566.00
Darien	()	76.50	G		₩	65.23	မှာ	\$ 139.00

- Notes:

 1. Weston has a minimum 2 hour charge, so rates are double.

 2. Greenwich charges a flat fee based on 3 hour minimum.

 3. Norwalk has a 3 hour minimum custodial fee.

 4. Darien is hourly rental/custodial fee

TABLE II PROPOSED FACILITY USAGE FEES: 2017-18

Darien Public Schools - Darien, Connecticut

CUSTODIAL, MAINTENANCE AND AUDITORIUM PERSONNEL RATES

Custodial Rates					2% Inci	िछ	Rates	
High School:	\$	65.23	per hour	Monday-Saturday	High School:	\$ 66.53	per hour	Monday-Saturday
	₩.	86.46	per hour	Sunday	1 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$ 88.19	per hour	Sunday
Middlesex:	ક	65.23	per hour	Monday-Saturday	Middlesex:	\$ 66.53	per hour	Monday-Saturday
	\$	86.46	per hour	Sunday		\$ 88.19	per hour	Sunday
Elementary Schools:	₩.	58.88	per hour	Monday-Saturday	Elementary Schools:	\$ 60.06	per hour	Monday-Saturday
	()	77.98	per hour	Sunday		\$ 79.54	per hour	Sunday
*								

	Laborer:		95.51 per hour 56.23 per hour 73.20 per hour		Laborer:
\$ 73.06 per hour	Skilled:	Monday-Saturday	71.63 per hour	18 71	Skilled:
	Maintenance Rates				Maintenance Rates

	l								
Auditorium Personnel Rates					Auditorium Personnel Rates	89			
Sound/Lighting Manager:	ક	55.71	per hour	Sunday-Saturday	Sound/Lighting Manager:	ક	56.82	56.82 per hour	Sunday-Saturday
Sound/Lighting Technician:	\$	19.09	19.09 per hour	Sunday-Saturday	Sound/Lighting Technician:	₩	19.47	19.47 per hour	Sunday-Saturday

otes:

- All organizations, including municipal groups, are required to pay for all custodial, maintenance and auditorium personnel costs and any other personnel costs associated with their use of school facilities and fields.
- These fees are in addition to the rental, heating and air conditioning fees.
- The extent of custodial, maintenance or auditorium personnel coverage that is required will be determined by the Darien Public Schools.
- Fire watch coverage and police coverage will be at the rates established by the fire and police departments.

TABLE III
PROPOSED FACILITY USAGE FEES: 2017-18

Team Car Washes \$102/usage	DHS Turf For- PI	MMS/DHS Grass For-Pro	Elementary Grass For-Pro	Local Youth Sports \$25.50	Fields	YMCA \$41.82	Town Youth Comm. \$25.50	Camps	Classroom \$ 25.50	Cafeteria \$ 40.80	Gymnasium \$ 51.00	Auditorium (Royle) \$ 76.50	Elementary Schools	Classroom \$ 51.00	Cafeteria* \$ 60.00	Gymnasium \$ 76.50	Auditorium \$ 102.00	Middlesex	Classroom \$ 51.00	Cafeteria \$ 61.20	Gymnasium (lower) \$ 76.50	Gymnasium (main) \$ 102.00	Auditorium \$ 127.50	Rental	Darien High School Current	Facility: NON-P
sage	ofit/C	ofit/C	ofit/C	per p		per c	per c		\$	30 \$	٥ چ	\$		\$	\$	\$	٥ چ)O \$	20 \$	50 \$)O \$	\$	Z)		ROF
	ommercial	ommercial:	ommercial:	\$25.50 per participant per season		\$41.82 per camper per session	\$25.50 per camper per session		26.01	41.62	52.02	78.03		52.02	60.00	78.03	104.04		52.02	62.42	78.03	104.04	130.05	Rental %	Proposed	NON-PROFIT RATES
	\$234	\$105	\$78.5	er se		sessi	sessi																			
	For- Profit/Commercial: \$234.60/hour or \$118.32/participant for camps \$239.29/120.69	For-Profit/Commercial: \$105.06/hour or \$53.04/participant for camps	For-Profit/Commercial: \$78.54/hour or \$39.78/participant for camps	ason		on	on		Classroom	Cafeteria	Gymnasium	Auditorium (Royle)	Elementary Schools	Classroom	Cafeteria*	Gymnasium	Auditorium	Middlesex	Classroom	Cafeteria	Gymnasium (lower)	Gymnasium (main)	Auditorium		Darien High School	Facility:
	ticipar	ipant	ant fo						ક્ક	€9	49	ક્ક		ક્ક	€9	ક્ક	49		€9	€9	€9	ક્ક	()	Renta	Cur	
	nt for camps	for camps	or camps						51.00	51.00	76.50	102.00		66.30	86.70	102.00	127.50		76.50	86.70	112.20	127.50	260.10	ıtal	Current	FOR PROFIT RATES
	\$238	\$10	\$80	€9		CA	69		49	ક્ક	49	49		49	ь	ક	49		S	€9	₩	ક્ક	€9	Rental	Prop	THE R
\$104.04	29/120.69	\$107.16/54.10	\$80.11/40.58	26.01		42.66	26.01		52.02	52.02	78.03	104.04		67.63	86.70	104.04	130.05		78.03	88.43	114.44	130.05	265.30	tal %	Proposed	ATES

^{*} MMS Cafeteria Remains the same

NON-PROFITS	NON-PROFITS	FOR PROFIT
Blue Wave Wrestling Club	Royle Round Up	Chargers LAX Camp
DAC-Darien Arts Center	Theater 308 Fall Prod	Chargers VB Camp
DASL-Adult Rec League	Theater 308 Spring Prod	Tips on Trips Camp Fair
Darien Little League	Theater 308 Skits	
Darien Power Squadron	Tip on Trips Camp Fair	
Darien School of Dance-ywca	Tokeneke Book Fair Night	
DHS Basketball Fundraiser	Tokeneke Pancake Breakfast	
DHS Ski & Skate Sale	Tokeneke Bingo Night	
Darien Soccer Association	Tokeneke Pumpkin Fair	
DSS Summer School	Tokeneke-Red X Blood drive	
DYLAX	TOPS Pumpkin Fair Night	
TOPS Hindley Happening	Walter Schalk Dec Recital	
Town Camp	Walter Schalk Spring Recital	
Walter Schalk Royle	Youth Comm Summer Camp	
Feed My Starving children	YMCA Basketball	
Fireworks Committee	YMCA Soccer	
Girls on the Run-Hindley	YWCA Parent Awareness	
Hindley Happening	YMCA Summer Camp	
Hindley Picnic	Voting	5
Hindley Family Social	Voting	
Hindley Tall 'N Small Dance	GIRL/BOY SCOUTS	
Holmes Book Fair		
	Troop 50019	
Holmes Bingo Night Holmes PTO	Troop 50043	
	Den 1	
Holmes Picnic	Pack 55	
Holmes Talent Show	Pack 56	
Holmes Share	Pack 155	
MMS Quiz Bowl	Pack 161	
Ox Ridge Bingo Night		
Ox Ridge Picnic	CAR WASH SCHEDULE 2016	
Ox Ridge Movie Night	Boy's Football Team	
Rockin' Royle	Cheerleader's	
Royle Literature Night	Girls's Field Hockey	_
Post 53 Testing	Girl's Soccer Car Wash	
Pinewood Derby-Cub Scouts	Girl's softball team	
Pender Keady	Girl's swim team	
Royle Pancake Breakfast	Boy's Soccer (MMS)	
Royle Picnic	Girl's volleyball (DHS)	
	Boy's Swim Team	
	ABC Group	

DARIEN PUBLIC SCHOOLS

Contemplated Gift Form

Gift intended for: (Check appropriate responses)	Group Offering Gift(s)
Hindley Holmes Ox Ridge	Darien Athletic Foundation
Royle	Contact person-This may be a gift giver or a building administrator Name Mark Maybell Address 17 Old Kings Highway South
Tokeneke Middlesex Middle School	Suite 140 Darien, CT 06820
XDistrict	Tele 203 219 1180 Fax. e-mail
(e.g. money, materials, services, etc.) be sufficiently specific to allow adminis	ng the form in which it (they) will be given and for what purpose(s). The description has to tration to determine whether items 2, 3, or 4 of ion Regulation JG-Public Gifts to the Schools"
The Darien Athletic Foundation is offer	ing to have the stadium goal posts repainted.
The approximate gift is \$2,200.	

Please answer the following questions.
Is the value of the gift(s) \$ 500.00 or more? _XYesNo 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):
500-1,0005,000-10,000
1,000-2,00010,000-15,000
<u>x</u> _2,000-3,00015,000-20,000
3,000-4,00020,000+
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-

Special Field Trip Request Form Trips Beyond 500 Miles, Overnight, or Outside the U.S.

(Board of Education Policy 6710)

<u>INSTRUCTIONS:</u> This is a "Type-On" form. You can complete this form on your computer. Use your Tab Key to move to information areas. Then email this form or print and sign, then hand deliver.

<u>Planning Requirements:</u> 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
 Ann Armiger, Coordinator DHS-China Exchange
- 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: October 6 - October 8, 2017 Time: Friday, C

Departure 7:00 AM, Friday, Oct. 6

Destination: Washington, DC

Affected school time:

Students will miss school Friday, Oct. 6

Teacher/Chaperones will miss school Friday, Oct. 6

- C. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
 Part of the US-China Exchange hosting program. It is an opportunity for DHS students to share and to expand their understanding of American history, culture and government.
- 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 teachers visiting from the Shanghai No. 3 Girls' School will all attend the trip. Students involved in DHS-China Exchange program and host students as well as any other interested DHS students are eligible to go on the trip. DHS students will be briefed by their teachers, and all participating students will attend a brief orientation meeting. Chinese students and China Exchange class will join in pre-trip discussion of Washington, DC sites and will engage in post-trip reflections and follow up activities in the China Exchange class.

<u>e.</u>	The exact modes and times of travel, as well as the exact housing arrangements.
	Travel arrangements have been made by Suburban Tours of North Providence, Rhode Island. Travel to Washington will be by passenger charter motorcoach. Hotel accommodations will be at a first class hotel arranged by Suburban Tours.
	racter accommodations will be at a first class noter arranged by Suburban Fours.
<u>f.</u>	Detailed daily time schedules of the agenda of activities.
	Note: Below is a possible itinerary of activities but things may be rearranged depending on interest of the
	group and timing of meals and tours. Oct. 6 Leave DHS at 7:00 AM. Arrive in Washington in late afternoon. Guided city tour of memorials and
	night time tour of the monuments Oct. 7: Tour of U. S. Capitol; Holocaust Museum; Smithsonian Museums and National Mall
	Oct. 8: Arlington Cemetery, Mount Vernon
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.
	Shanghai students and teachers and DHS students pay \$575.00 per person for transportation, hotel 2 nights, 4 meals, guided tours, 3-4 chaperones.
<u>h.</u>	Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
	DHS students pay their own way; Shanghai students and teachers pay their own way. China Exchange fund will contribute a portion.
<u>i.</u>	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.
	The number of teachers chaperoning the trip will depend on the size of the group. In the past, three or four teachers have chaperoned the group.
	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.
Al	NN AVM GW 8/5/17 Elleu Juan 8/5/17 Thure of Trip Organizer J. Date Signature of Principal Date Date
	Approved Not approved Signature of Superintendent/Designee Date
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DARIEN HIGH SCHOOL EXCHANGE PROGRAM WASHINGTON, D.C. OCTOBER 6 – 8, 2017 THREE DAYS/TWO NIGHTS

Sample Planning Itinerary:

Note: All reservations subject to availability at time of request.

October 6 Friday

7:00 a.m. Depart from Darien High School, 80 High School Lane, Darien, CT, via

charter motorcoach for Washington, DC

Note: Rest stops en route

Approximately

1:00 p.m. Anticipated time of arrival in Washington, DC. Upon arrival, proceed to

Smithsonian Museum of American History

Arrival until

2:30 p.m. At Smithsonian Museum

Note: Lunch facilities available at Museum

3:00 – 5:15 p.m. At United States Holocaust Memorial Museum

5:30 p.m. Meet as instructed. Depart for Buca di Beppo, 1825 Connecticut Avenue NW,

Washington, DC 202-232-8466

6:00 - 7:30 p.m. Dinner at Buca di Beppo (confirmation pending)

After dinner Board coach. Depart for hotel

Approx. 8:00 p.m. Upon arrival, check into hotel

Note: Indoor pool open hours to be advised

October 7 Saturday

7:15 a.m. Board coach. Depart for breakfast

7:45 – 8:30 a.m. Breakfast (location to be advised)

After breakfast Board coach. Depart for US Capitol Visitors Center

9:15 a.m. Security check in for tour

(Continued on page two)







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October 7 Saturday

10:10 - 11:15 a.m. Guided tour of US Capitol (subject to availability)

After tour View exhibits and independent lunch in Capitol Visitors Center

1:00 - 5:00 p.m. On City Tour with local professionally licensed step on guide

Note: Tour will include Embassy Row, Supreme Court, Ford's Theatre, Peterson House, drive by of White House and US Capitol and other featured

highlights

Approximately

5:00 p.m. City Tour ends at Union Station

5:00 - 7:00 p.m. Informal sightseeing and shopping at Union Station

7:00 p.m. Board coach. Depart for Hard Rock Café, 999 E St., 202-628-6583

410-347-7625

7:30 – 8:45 p.m. Dinner at Hard Rock Café (confirmation pending)

After dinner Board coach. Return to hotel

October 8 Sunday

7:30 a.m. Hotel check out. Chaperones are requested to collect room keys and return to

the front desk. Load baggage on coaches.

8:00 a.m. Board coach. Depart for breakfast

8:15 - 9:00 a.m. Breakfast (location to be advised)

8:45 a.m. Board coach. Depart for Arlington National Cemetery

9:15 – 10:45 a.m. At Arlington National Cemetery

Note: The Changing of the Guard at the Tomb of the Unknowns takes place

every half hour.

(Continued on page three)





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October 8 Sunday

10:45 p.m. Board coach. Depart for Smithsonian Museum of Air & Space

11:30 - 1:30 p.m. At Smithsonian Museum

Note: Independent lunch at Museum

1:30 p.m. Return to coach. Depart for home

Note: Rest and independent dinner stops en route

8:00 – 9:00 p.m. Anticipated time of arrival in Connecticut area

Note: All times and features on itinerary subject to change based on local conditions and

requirements of group.

Note: Suburban Travel & Tours is not responsible for any lost, damaged or stolen articles of a

personal nature. It is the responsibility of each person to take care of his or her possessions.

Please DO NOT leave cash or valuables in your room.

8.14.17



Memorandum

To: Board of Education

From: Katie Stein, Board of Education Member

Marge Cion, Director of Human Resources

Date: August 18, 2017

Re: Revisions to Board Policies 5220, 5230 and 5250

At the Board of Education meeting on July 25, 2017 the Board was presented with revised drafts of Board Policy 5230 (Chemical Health Policy for Student Athletes and Students Participating in Extracurricular Activities) and Board Policy 5250 (Misconduct Related to Voluntary School Organizations and Activities). These policies are being revised to reflect the proposed changes to the Standards of Behavior Governing Participation in Extracurricular and Athletic Activities at Darien High School.

The changes to the two policies occur in the following areas:

- The removal, from both policies, of specific consequences for the use of alcohol, drugs or tobacco products. Those specific consequences will now be included in the DHS Handbook.
- The elimination of the requirement that parents and students acknowledge receipt of the Board Policy. Instead, both parents and students will acknowledge, via electronic signature, that they have read the DHS Handbook.
- The removal of a separate reference to the consequences for using tobacco, since in the proposed revised Standards, offenses related to tobacco are treated in the same manner as those related to alcohol and controlled substances. In addition, all references to tobacco now include a reference to "electronic nicotine delivery systems" (i.e., e-cigarettes and vaping machines).

In addition, we are proposing a minor change to Board Policy 5220, to include references to "electronic nicotine delivery systems" with any reference to "tobacco."

Darien Public Schools Darien, Connecticut

POLICY

Series 5220 Rights and Responsibilities

Policy 5220

STUDENT DISCIPLINE

I. <u>Definitions</u>

- A. **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.
- B. **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 deadly weapon is a weapon from which a shot may be discharged, which weapon is designed for violence and is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols.
- C. **Electronic Defense Weapon** means a weapon that by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm,** as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an

explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than Yi" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device that is neither designed nor redesigned for use as a weapon.

- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on inschool suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. School-Sponsored Activity means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- M. **Seriously Disruptive of the Educational Process,** as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever

results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

- 0. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
- P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

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

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

B. Conduct -off School Grounds:

1. Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; -(2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section 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 use of drugs.

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

Conduct that may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, 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 (including the use of an electronic delivery device, i.e., e-cigarettes,), 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, whether loaded or unloaded, whether functional or not, or any other

- dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
- 12. Possession of any ammunition for any weapon described above in paragraph 11.
- 13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
- 14. Possession or ignition of any fireworks, including but not limited to smoke bombs and stink bombs, or other explosive materials, or ignition of any material causing a fire.
- 15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco (including an electronic nicotine delivery system), 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. 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. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco (including an electronic nicotine delivery system), as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind that 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, an electronic delivery system, 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.
- 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.
- 27. Possession and/or unauthorized use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie 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, defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass,

- humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
- 33. Cyberbullying, defined as use of computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to commit acts of bullying.
- 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 by electronic means acts of violence for purposes of later publication to persons other than school officials.
- 36. Engaging in a plan to stage sexual activity for the purposes recording it by electronic means or recording by electronic means sexual acts for purposes of later publication.
- 37. Any action prohibited by any Federal or State law.
- 38. Any other violation of school rules or regulations or a series of violations that make the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.
- B. A principal <u>must</u> recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
 - 1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon,** or **firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
 - 2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon**, a **dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or

3. was engaged **on or off school grounds in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

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

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

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

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

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. <u>Procedures Governing Suspension</u>

A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in

Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.

- 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
- 2. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
- 3. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
- 4. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
- 5. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
- 6. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
- 7. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
- 8. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

- 9. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(S), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.
- 10. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
- 11. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
- 12. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.

- C. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- D. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. <u>Procedures Governing Expulsion Hearing</u>

A. Emergency Exception:

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

B. Hearing Panel:

- 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
- 2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice:

- 1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
- 2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
- 3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing.

- b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
- c. A short, plain description of the conduct alleged by the administration.
- d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
- e. The student may cross-examine witnesses called by the Administration.
- f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- 1. Information about free or reduced-rate legal services and how to access such services.

D. Hearing Procedures:

- 1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
- 2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.

- 3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
- 4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
- 5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
- 6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
- 7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
- 8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
- 9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
- 10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (8), (9), (10), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
- 11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for

- expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
- 12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
- 13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
- 14. The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
- 15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian of any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
- E. Presence on School Grounds and Participation in School-sponsored Activities During Expulsion:

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

F. Stipulated Agreements:

In lieu of the procedures used in this section, the Administration and the 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.

IX. Alternative Educational Programs for Expelled Students

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

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

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

The Board of Education shall provide an alternative education to a sixteen-(16) to-eighteen (18) year-old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a

controlled substance for sale or distribution on school property or at a school-sponsored activity.

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

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

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

Notwithstanding Sections IX.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

X. Notice of Student Expulsion on Cumulative Record

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

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

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

XL Change of Residence During Expulsion Proceedings

- A. Student moving into the school district:
 - 1. If a student emolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as

defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. Student moving out of the school district:

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

XII. <u>Procedures Governing Suspension and Expulsion of Students Identified as Eligible for</u> 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.
- During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

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

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in 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 the suspension that 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 <u>was a manifestation</u> 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 <u>was not</u> 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.

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 pocket knife 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 any other authority under the Controlled Substances Act or under any other provision of federal law.
- **Serious bodily injury** means a bodily injury that involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
- XIII. <u>Procedures Governing Expulsions for Students Identified as Eligible for Educational</u>
 Accommodations under Section 504 of the Rehabilitation Act of 1973 ("Section 504")

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

- 1. The parents of the student must be notified of the decision to recommend the student for expulsion.
- 2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.
- 3. If the 504 team finds that the behavior <u>was a manifestation</u> of the student's disability, the Administration shall not proceed with the recommended expulsion.
- 4. If the 504 team finds that the behavior <u>was not</u> a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XIV. <u>Early Readmission to School</u>

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

XV. Dissemination of Policy

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

XVI. Compliance with Reporting Requirements

- 1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- 2. 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.

3. 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.

Legal References:

Connecticut General Statutes:

§§ 4-176e through 4-180a and§ 4-181a Uniform Administrative Procedures Act.

§§ 10-233a through 10-233e Suspension and expulsion of students.

§ 10-233f In-school suspension of students.

§29-38 Weapons in vehicles

§53a-3 Definitions

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).

Public Act 07-3 An Act Implementing the Provisions of the Budget

Concerning Education

Public Act 07-122 An Act Concerning Suspensions and Expulsions by

Local and Regional Boards of Education

Public Act No. 08-160 An Act Concerning School Learning Environment

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)

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

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

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

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

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

21 U.S.C. § 812(c) (identifying "controlled substances" and "illegal drugs")

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

ADOPTED: June 9, 2009 REVISED:

Darien Public Schools Darien, Connecticut

POLICY

Series 5200 Rights and Responsibilities

Policy 5230

CHEMICAL HEALTHILLEGAL SUBSTANCE AND TOBACCO POLICY TOBACCO
POLICY FOR STUDENT ATHLETES AND STUDENTS PARTICIPATING IN
EXTRACURRICULAR ACTIVITIES

Policy Statement

The Board participates in the Connecticut Interscholastic Athletic Conference ("CIAC"). In accordance with CIAC participation rules and the Board's obligation under state and federal law, the Board prohibits the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes and students participating in extracurricular activities involving the possession, distribution, sale or use of substances that affect behavior, including performance enhancing substances. The Board further prohibits student athletes and students participating in extracurricular activities from using any form of tobacco, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), at any time during the period of participation in an extracurricular activity or athletic season. This policy applies to all student athletes participating in school sponsored athletics, whether or not such athletes are participating in CIAC controlled activities, and to all students participating in extracurricular activities at Darien HighSchool.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut -General Statutes Section 21a-240(8).
- (2) <u>Controlled Substances</u>: means a drug, substance or immediate precursor in schedules -I to -V, inclusive, of the Connecticut -controlled substance scheduling -regulations adopted

pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).

- (3) <u>Drug Paraphernalia</u>: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in Connecticut General Statutes Section 2la-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine 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. Connecticut General Statutes Section 2la-240(20)(A).
- (4) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, including creatine, androstenedione, ephredrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) www.wada-ama.org, except when used under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.
- (5) <u>Professional Communication</u>: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (6) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." Connecticut General Statutes Section 10-154a(a)(2).
- (7) <u>Student Athlete</u>: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.
- (8) Extracurricular Activity: means any activity that occurs outside the regular school day at Darien High School that cannot be used to attain credit toward—graduation.

Procedures

(1) <u>Discretionary-Nature of Student -Athletics- and Extracurricular Activities</u>

The Board sponsors athletic programs and other activities as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student

athletics is a privilege, not a right. The Board may remove students from participation in athletics activities and any other extracurricular activity in its discretion.

(2) All student athletes, students participating in extracurricular activities and their parent(s)/guardian(s) must sign the Darien High School Extracurricular and Athletic Eligibility and Participation Contract prior to commencing participation in any such activity. The Eligibility and Participation Contract remains in effect for the remainder of the school year in which it is signed and thus a student may face consequences, as outlined below, for violating the Eligibility and Participation Contract when the student is not actively participating in a given activity. A student who is not actively participating in an activity when an offense is committed will still be considered to have committed an offense underthis policy acknowledge electronically that they have read the Darien High School handbook, which will contain rules and regulations concerning participation in athletic and other extracurricular activities.

(3) <u>Emergencies.</u>

If an emergency situation results from the use of drugs, performance enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified. The parent or designated responsible person will also be notified as soon as possible.

(4) Prescribed Medications.

The parent or guardian of any student athlete or student participating in extracurricular activities who is required to take any prescribed medication during student athletic or extracurricular activities shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with Connecticut General Statute Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes or students participating in extracurricular activities taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes or students participating in extracurricular activities with a documented medical history demonstrating the need for regular use of using performance enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance Connecticut General Statute Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

(5) <u>Voluntary Disclosure of Drug/Alcohol -Problem (Self-Referral).</u>

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. Connecticut General Statutes Section I0-154a(b).
- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student <u>must</u> be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).
- (c) Any professional employee- who has received a professional -communication -from a student -may obtain advice and- information- concerning- appropriate- resources and refer the student athlete accordingly, subject to the rights of the professional employee as described- in paragraph -(a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall--refer the student to appropriate school staff members for intervention and counseling.
- (6) <u>Involuntary Disclosure or Discovery of Drug/Alcohol Problems.</u>

When any school staff member, or a coach or volunteer responsible for or involved in student athletic programs or extracurricular activities, obtains information related to a student athlete or student participating in extracurricular activities from a source other than the student's confidential disclosure, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

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- (a) The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance enhancing substances) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete or student participating in extracurricular activities is violating a state/federal law, school substance abuse policy or this chemical health policy must immediately report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations, if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law, a school substance abuse policy, or this chemical health policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

- (7) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance Enhancing Substances or Alcohol or

 *Tobacco (including smoking using an electronic nicotine delivery system).
 - (a) —Any student athlete or student participating in extracurricular activities in the Darien Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol either on or off school property, or at a school-sponsored activity, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy-
 - (a) Disciplinary action will be determined determined in accordance with the rules and regulation contained in the Darien High School handbook.

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- (b) Disciplinary action will be determined by consideration of all the relevant facts and circumstances of the particular situation, but shall include as a minimum the following penalties:
 - (1) First offense after signing an Eligibility and Participation Contract for any extracurricular activity or athletic season: The student will be suspended from membership and participation in all activities related to that extracurricular or athletic team (including team practice) for fourteen (14) calendar days. The student will also be required to meet with a drug and alcohol counselor prior to re-entry into the activity or team from which he/she was suspended.
 - (2) Second offense after signing an Eligibility and Participation Contract for any extracurricular activity or athletic season:
 - (i) For athletics, if the second offense occurs within the same seasonas the first offense, the student will be suspended for the remainder of that season and is required to meet with a drug and alcoholeounselor weekly for the rest of the season.
 - (ii) For athletics, if the second offense occurs in a different season than the first offense, the student will be suspended from participationin any extracurricular activities (including practice) for twenty eight (28) calendar days and will be required to meet with a drugand alcohol counselor for the weekly during the twenty eight (28)day suspension.
 - (iii) For extracurricular activities, no matter when the second offense occurs, the student will be suspended from all extra curricular-activities for twenty-eight (28) calendar days and will be required to meet with a drug and alcohol counselor for the weekly during the twenty-eight (28) day suspension.
 - 3) Third offense after signing an Eligibility and Participation Contract for any extracurricular activity or athletic season: The student will be suspended from all extracurricular and athletic participation for the remainder of the school year.
- The safety of students is our primary concern and the Board does not wish to penalize students attempting to act responsibly in situations not of their own making. Therefore, a student who has not used and is not in possession of any of the above substances will not be considered by extracurricular or athletic offenses to be in violation of this policy in the following instances:
 - (1) Immediately leaving the premises where any of the above substances

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are/have been used or possessed illegally; or

- (2) Assisting someone who has used or overused any of the above substances by contacting a responsible adult, or by transporting them to a safe location. Any person who cannot be roused should be transported to the emergency room by EMS personnel (CALL 911).
- (d)(c) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
- (e)(d) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.
- (8) Consequences for the Use of Any Form of Tobacco at Any Time during the Period of Participation in an Extracurricular Activity or Athletic Season

All offenses involving the use of tobacco products will result in the student being suspended from membership and participation in all activities related to that extracurricular activity or athletic team for seven (7) calendar days.

- (9)(8) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff -Members, Coaches or -Volunteers.
 - (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or nonprescription), or food supplement to any student athlete except under the supervision of the school nurse or designee in accordance with Connecticut General Statute. Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.
 - (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.
 - (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly- permit student- athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing- their athletic- performance.
 - (d) A school staff member, or coach responsible for or involved in student athletic

programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment.--The Board may also report -violations of this policy by employees to parents of student athletes and/or state and local authorities.

(e) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may-also report violations of this policy by volunteers to parents of student athletes and/or state and local- authorities.

(10)(9) Publication of Chemical HealthIllegal Substance and Tobacco Policy to School Staff
Members, Coaches, Volunteers and Volunteers and Student -Athletes.

- (a) The Board shall publish this chemical health policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.
- (b) The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

Legal References:

Connecticut General Statutes:

Section 10-154a

Section 10-212a

Section 10-221

Section 21a-240

Section 21a-243

ADOPTED: June 9, 2009

REVISED:

Darien Public Schools Darien, Connecticut

POLICY

Series 5200 Rights and Responsibilities

Policy 5250

MISCONDUCT RELATED TO VOLUNTARY SCHOOL ORGANIZATIONS AND ACTIVITIES

Student membership on athletic teams, membership in extracurricular organizations, and participation in school activities is a privilege that carries with it the obligation for students to act responsibly. Therefore, all student participants in voluntary extracurricular and athletic opportunities shall abide by a code of conduct that will earn them the learning, the honor, and the respect that participation in school-sponsored programs affords. Specifically, the Board of Education, acting through the Superintendent, reserves the right to limit or revoke this privilege of participation, including the opportunity for leadership positions, if the student engages in misconduct as determined by the Superintendent or his/her designee. Misconduct shall mean any violation of publicized rules for the activity, school rules, Board of Education Policies or local, state, and federal laws. These requirements apply to conduct on- or off-campus, and also extend to participation in any affiliated local, regional, or national organizations or the honors related to the school activity. Students who choose to participate on teams, in organizations, or in activities voluntarily accept these requirements, and shall signify such acceptance by acknowledging, either in writing or through an electronic signature, that they have read their receipt of this policythe Darien High School Handbook. In appropriate cases, any such misconduct may also result in separate disciplinary action taken by the principal in consultation with those having supervisory responsibility for activities, including suspension or expulsion from school, in accordance with applicable state and federal law and the Board's Student Discipline Policy.

APPROVED: January 14, 2003 REVISED: June 9, 2009

Standards of Behavior Governing Participation in EXTRA-CURRICULAR AND ATHLETIC Activites at Darien High School ELIGIBILITY AND PARTICIPATION CONTRACT

Participation in the Darien High School extra-curricular and athletic program is both an honor and a privilege and, as such, carries a responsibility for the student to follow rules and regulations including the following:

I. Participation Rules:

In order to participate in any extracurricular activity at Darien High School, students must fulfill the required coursework offered by the Darien School District before the period of participation begins. A parent is required to accompany the student to the educational session designed to:

- 1. expose students and families to the risks associated with substance abuse,
- provide a forum for open dialogue between students and their parents around the use of substances
- 3. offer tools to students and families to combat the pressures to use substances.

For all students at Darien High School, aAny use, involvement with* or possession of illegal drugs or alcohol, or use of any form of tobacco/nicotine, including vaping, at any time during the period of participation in an extra-curricular activity or athletic team, in school or at a school sponsored eventon or off campus, will result in appropriate disciplinary action.

* "Involvement with" such substances shall be broadly construed, and shall include, but is not limited to the following situations:

A. Personal possession or use of such drugs, alcohol or tobacco/nicotine, at any time at any place; or

B. Being in a motor vehicle when alcohol or drugs are illegally present, regardless of whether the student is the driver or passenger or whether the student is in personal possession of any such alcohol or drugs; or

C. Permitting the illegal consumption of alcohol or use of drugs in one's home or premises; or

D: Being in a building or on premises or otherwise in the company of others, including but not limited to fellow students, when alcohol or drugs are/have been used or possessed illegally.

The appropriate disciplinary action under these rules is **separate** from any other discipline that may will be otherwise be imposed in school. Disciplinary action under these rules will be determined by consideration of all the facts and circumstances of a particular situation, but shall include as a minimum the following penalties:

For Offenses Involving Drugs, and Alcohol, Vaping and Tobacco Products:

 <u>First</u> offense after signing an "eligibility and participation contract" for any extracurricular activity or athletic season: Formatted: Font: (Default) Tahoma, 11 pt

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The student will be suspended from membership and participation in all activities related to that extra-curricular or athletic team (including team practice) for fourteen (14) calendar days. The student will also be required to meet with a drug and alcohol counselor prior to re-entry into the activity or team from which he/she was suspended.

2. <u>Second</u> offense after signing an "eligibility and participation contract" for any extracurricular activity or athletic season:

For Athletics:

- i. If the second offense occurred within the same season as the first offense: The student is suspended for the rest of the season.
- ii. If the second offense occurs in a different season than the first offense: The student will be suspended from participation (including practice) for 28 calendar days.

For Extra-Curricular Activities:

The student is suspended from all extracurricular activities for 28 days.

The student will also be required to meet with a drug and alcohol counselor on a weekly basis during the 28 day suspension.

3. <u>Third</u> offense <u>after signing an "eligibility and participation contract"</u> for any extracurricular activity or athletic season: The student is suspended from all extra-curricular and athletic participation for the remainder of the school year.

For Offenses Involving Tobacco/Nicotine:

All offenses regarding use of tobacco/nicotine will result in the student being suspended from membership and participation in all activities related to that extra-curricular activity or athletic team for seven (7) calendar days.

II. Enforcement Procedures:

A. Darien High School students and their parents shall sign off in Aspenan "eligibility and participation contract" acknowledging acceptance of these rules as established in the Student Handbook before participation in any extra-curricular or athletic activity. Parents will be notified if the rules regarding eligibility and participation contract is have been violated and of the disciplinary action taken.

Once an eligibility and participation contract is signed, that document remains in force for the remainder of the school year for all extra curricular and athletic activity participation.

B. All DHS students will be held responsible for meeting these standards in order to participate. student who signed the eligibility and participation contract for an activity that is no longer in session is still considered to be under the umbrella of the eligibility and participation contract. As such, if that student violates any of the rules at any point until the end of the year, he/she will be suspended from participation in any activity from the time of the violation for the appropriate duration (which may coincide with the initial days of an upcoming activity).—If The-a student uses or possesses drugs, alcohol and /or tobacco products or nicotine in school or at a school sponsored event and the student is not participating in an extracurricular activity at

the time of the offense, the misconduct will also accumulate result in a "strike" even if he/she is not active in any specific activity at the time of the violation.

- C. The school Administration is responsible for the administration and enforcement of the <u>expectations regarding extra-curricular</u> <u>activities at DHS eligibility and participation contract</u> and their determination under these rules shall be final.
- D. The Director of Athletics is responsible for the administration and enforcement of the <u>expectations regarding athletic</u> <u>activities at DHS eligibility and participation contract</u> and his/her determination under these rules shall be final.

E. ____Due to the interdependence of athletic and other extra-curricular violations, collaboration in decision- making and information-sharing will take place between the Athletics Director and the rest of the school administration during any participation contract violation.

F. Violation of the<u>se expectations Eligibility and Participation Contract</u> may result in longer suspensions, loss of leadership positions, and ineligibility for awards from the extra-curricular activity or athletic team, as determined by the advisor, coach, and/or organizational guidelines.

The safety of students is our primary concern and Darien High School does not wish to penalize students attempting to act responsibly in situations not of their own making. Therefore, a student who has not used and is not in possession of any of the above substances will not be considered for extra curricular or athletic offenses in the following instances:

a: ——Immediately leaving the premises where any of the above substances are/have been used or possessed illegally;

b.—Assisting someone who has used or overused any of the above substances by contacting a responsible adult, or by transporting them to a safe location. Any person who cannot be roused should be transported to the emergency room by EMS personnel (CALL 911).

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Darien Public Schools **DRAFT** District Goals 2017-2018

Curriculum & Instruction	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update 2018-2019
Study and Coordinate a Health & Wellness Plan for students in grades PK-12 to enable students to become healthy and productive citizens and practice healthy behaviors.	Action Plan Social Emotional Learning	October	Winter Spring
Further research innovative library media spaces: create a vision and plan for the digital environment and the role of the library media specialists in a 1:1 environment.	 Create a scope and sequence with Information Technology Skills, PK-12 Study innovative spaces across settings Identify the purpose/use of the physical space across settings Make recommendations for implementation for the 2018-2019/2019-2020 school year 	September	Winter Spring
Review the study/exploration of math programs, K-8 (2017-2018). Make recommendations for implementation.	 Collect feedback from PILOT study, K-8 Recommend primary program and identify a plan for roll-out, professional development and implementation plan, K-8 	October January	Winter
Implement a collaborative structure for curriculum leaders/special education chairpersons, K-12 that includes calibration of teaching and learning across all content areas.	 Create and implement administrative calibration exercises Establish protocols to ensure collaborative curriculum alignment Offer Parent and BOE workshops throughout the school year as an opportunity to collect feedback Create structures by department to ensure consistency. 	N/A	Fall, Winter and Spring
Assess the implementation of the Fitch Academy and make recommendations for the 2018-2019 school year.	 Measure the effectiveness of Fitch in relation to student progress and allocated resources Collect feedback from various stakeholders (teachers, parents, staff and the Darien Public Library) Identify strengths and needs of Fitch and make recommendations for the 2018-2019 school year 	November	Fall Spring

Business	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Digitize business practices	 Create an online portal for employees Electronic storage/retrieval of all financial documents within Munis 	N/A	Fall, Winter and Spring	
Review procedures of accounts receivable and explore online options	 Review process/procedures/controls Explore ways to maximize online payments for all fee based activities 	N/A	Fall, Winter and Spring	
Enhance transportation services to our constituent groups. Provide families with a "Transfinder App" to allow opportunities to track the time of arrival for students who are transported to school by bus.	 Roll out app for phone that provides estimated pickup/drop off data for all eligible students utilizing public transportation Pilot bus app with one elementary school to determine strengths and weaknesses Adjust, communicate and roll out to district 	N/A	Fall, Winter and Spring	

Special Education	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Align IEP goal writing and data tracking with Common Core (K-12), CT Early Learning and Development Standards (ELDS; Pre-K), and best practices in instructional methodology.	 Curriculum review and alignment of the Early Learning Program (ELP) curriculum to the updated CT Early Learning and Development Standards (ELDS). Provide professional development in aligning IEP goals and objectives to Common Core (K-12) and ELDS (Pre-K) standards. Refine and implement progress monitoring systems and structures K-12 (e.g., data entry and tracking system, matrix of recommended tools, etc.) 	N/A	Fall, Winter and Spring	

Targeted development of special education programs to address student needs.	 Provide targeted professional development on inclusive teaching and related service practices for high functioning students with autism and language/communication disorders Pre-K-12 (e.g., ASD Nest model, Social Development Intervention, etc.). Provide professional development in Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) for psychologists and social workers. Provide targeted year 2 professional development in autism and behavior-specific interventions for specialized programs Pre-K-5 (DLCs, etc.). Provide targeted year 1 (MMS, initial) and year 2 (DHS, implementation) professional development in co-teaching. Develop a proposed 18-21 transition program. Collaborate with DHS administration for the implementation of Fitch Academy for the 17-18 school year. 	April (Transition Programs)	Fall, Winter, Spring
Maintain positive and effective community partnerships.	 Continue systematic, ongoing communication mechanisms with CDSP and SEPAC. Collaborate with CDSP and SEPAC on building-based and District-wide presentations on topics of community interest. Provide articulation (i.e., Pre-K-K, 5-6 and 8-9) coffees to increase parent knowledge of process and programs. 	N/A	Fall, Winter and Spring
Continue development of special education department systems and structures.	 Develop formalized PLC and department meeting structures for special education departments at the elementary schools in partnership with SESS facilitators and building administrators. Develop formalized PLC and department meeting structures for special education departments at MMS and DHS in partnership with Dept. Chairs of Special Education. Conduct monthly SESS facilitator and related service professional department meetings. Continue monthly Program Directors' Advisory meetings with building-level administration. 	January	Fall Spring

• Inci	rease the efficie	ency of PPT	practices.
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Human Resources	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Continue review, revision and update of district policies.	 Policy audit with Board, Administration and Council Prioritization of policy presentations to the Board of Education Presentation of revised/new policies to the Board of Education 	November February	Fall, Winter and Spring	
Complete negotiations for the nurses, paraprofessionals and secretaries.	Continued negotiating sessions and/or mediation as needed	N/A	As Completed	
Increase recruitment strategies.	 Continue to develop relationships with preparing institutions Investigate impact of attending additional job fairs in other geographic areas Continue to work with District administrators to increase the rigor of the hiring process 	N/A	Winter Spring	
Review mandatory trainings, create consistent presentations and develop a system of accountability for staff.	 Conduct audit of all mandated trainings Develop consistent presentations and/or on line training modules for appropriate staff Develop a system to ensure and document that all appropriate staff receive mandated trainings 	N/A	Fall	

Community	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Increase communication with school community groups utilizing social media and other forms of communication.	 Implement: District newsletter, News of the Week, Twitter (where appropriate), School Newsletters, and Parent Workshops Create a practice to communicate large district-wide changes 	N/A	Fall, Winter and Spring	

Facilities	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Continue to review/implement security enhancements. Make recommendations for future projects related to the safety and security of school buildings.	 Implement district-wide security measures around lock down procedures Install barriers under DHS bridge to prevent car access 	N/A	Fall Winter	
Collaborate with the DAF regarding the installation of new stadium lights and sound system.	Monitor usage and convene committee and make adjustments where appropriate	N/A	Fall	
Follow up on the work done on the masterplan doing so in the context of the State's financial difficulties.	Collaborate with the Board of Education, Facilities Committee and architects to appropriately plan capital projects for the coming year	N/A	Fall, Winter and Spring	
Continue to monitor the conditions of school buildings to ensure safety, as well as efficiencies in the context of the building conditions survey.	 Collaborate with the Board of Education, Facilities Committee and architects to appropriately plan capital projects for the coming year 	November	Fall, Winter and Spring	
In consultation with the building committee ensure that the cafeteria project is completed on time and at budget.	 Engage the building committee as approved by the Town of Darien. Create an oversight schedule, that includes ongoing monitoring until completion of project 	N/A	Fall, Winter and Spring	

Technology	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Implement the 1:1 initiative at DHS with IPads.	 Provide staff with district, building-based, blended learning Professional Development to support teacher learning and planning for 1:1 learning environment Create a centralized digital space for staff to access resources to support iPad implementation Develop partnership with Apple and local Apple stores to support teaching and learning with iPads Implement a 9-10 Digital Citizenship curriculum for students as part of the 1:1 roll-out Create a DHS Core App list and formal reviewing process for new apps Create systems & processes for students to receive 	March	Fall, Winter and Spring	

	 support for iPad repair and maintenance Monitor & assess; identify strengths and challenges in collaboration with administration & building-based committee 			
Develop and pilot a new teacher/administrator evaluation platform that supports the inclusiveness of data in a meaningful form.	Identify a small group of administrators and teachers to pilot new T-Eval platform under development; meet with developers of the platform	N/A	Winter	
Continue to develop the Chromebook initiative in grades 4-8.	 Clarify curriculum goals in relation to the chromebooks initiative (related to C & I goal) Implement district, building-based, & blended learning Professional Development to further support teacher learning and integration of technology in instructional practice; creating personalized learning environments for students 	N/A	Spring	
Adopt new Darien Public Schools Technology Plan for 2018-2021	 Identify steering committee made up of school, board, and community stakeholders Review current three-year plan document and progress to date; revise as needed Seek board review and adoption; submit to state Department of Education 	May	Fall Winter	
Finalize the rollout of copy center with the transition to DHS and MMS.	 Provide staff with on-site professional development Offer continued support to staff during transition 	N/A	Fall Winter	

Darien Board of Education – 2017-2018 (Draft)

CODE OF ETHICS

The Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CABE Board of Directors.

- I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first."
- I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools.
- I will strive to bring any needed change only through legal and ethical procedures. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex or social standing.
- I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
- I will join with my board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed change in our schools.
- I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.
- I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow board members, to see that they are well-run through effective policies.
- I will attempt to confine my board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my board has consulted those who will be affected by its actions.
- I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow board members in meeting. I will respect the opinions of others, and abide by the principle of majority-rule.
- I will recognize that authority rests only with the whole board assembled in meeting, and will make no personal promises nor take any private action which may compromise the board.
- I will acknowledge that the board represents the entire school community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the board for the gain of myself or my friends.
- I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
- I will insist that all school business transactions be open and ethical.
- I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
- I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.

- I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
- I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

Darien Public Schools Board of Education Roles and Responsibilities

- Develop, implement and monitor the district's policies. These policies serve as the road map for the school district, giving direction to the administration and staff and becoming the foundation for accountability.
- Approve and adopt an annual budget that will provide the financial basis for the buildings, furnishings, staff, materials and equipment needed to carry out educational programs.
- Select, retain and evaluate the superintendent of schools, who serves as the district's chief executive officer and implements board policy.
- Establish good working relationships with the superintendent, refraining from becoming involved in the day-to-day operation of schools and remembering board members have no individual authority other than their vote at a formal board meeting.
- Establish a shared community vision for the district, translating the district's mission into short and long-range goals and then setting up the structure to accomplish it.
- Build public support and understanding of public education by communicating and interpreting the school district's mission and goals to the public and vice versa. This may include attendance by the board chair, his/her designee or various members at meetings of the OPC, Human Services Planning Council, RTM general and subcommittees, Board of Finance, et al.
- Serve on subcommittees such as Budget or Facilities as needed.
- Occasionally serve on hearing panels on such issues as termination, expulsion and grievance.

Sources:

National School Boards Association. <u>Becoming a Better Board Member: A Guide to Effective School</u> <u>Board Service.</u> Pp 7+

From CABE: http://www.cabe.org/page.cfm?p=1107

Darien Board of Education – 2017-2018 (Draft)

EDUCATIONAL PHILOSOPHY

Schools exist for children.

This mission of the Darien Public Schools is to work cooperatively with families and the community to provide for its students a safe, supportive, respectful, and intellectually challenging learning environment that promotes personal excellence through active, collaborative, and creative thinking and that stimulates individual development of the skills and integrity necessary to become productive members of society.

BOARD OF EDUCATION RESPONSIBILITIES

VISION

- The Board has a vision/mission for the school district with a primary focus on student achievement.
- The vision/mission and district goals are developed collaboratively with staff and the community.
- The Board institutes a process for long-range and strategic planning that aligns with the vision/mission for the district.
- The Board uses the district policy manual to create a culture that supports the vision and goals of the district.
- The Board expresses in the vision/mission the belief that high quality instruction in every classroom is the foundation for high achievement for all students.
- The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on high achievement for all students in the district.
- The Board develops goals that align with the vision/mission for the district, foster continuous improvement and remain the highest priorities.

COMMUNITY LEADERSHIP

- The Board communicates and interprets the school district's vision/mission to the public and listens, and incorporates appropriate community perspectives into board actions.
- The Board works to promote the accomplishments of the district within the district and community at large.
- The Board advocates at the national, state and local levels for students and the school district and promotes the benefits of public education.
- The Board collaborates with other school boards, superintendents, agencies, and other bodies to inform federal, state and local policy makers of concerns and issues related to education.
- The Board provides community leadership on educational issues by creating strong linkages with appropriate organizations, agencies, and other groups to provide for healthy development and high achievement for all students.

BOARD OPERATIONS

- The Board ensures the District policy manual is up-to-date and comprehensive.
- The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district priorities.
- The Board makes decisions based on analysis of relevant research and data.
- The Board adopts a fiscally responsible budget based on the district's priorities and regularly monitors the fiscal health of the district.
- The Board collectively executes its legal responsibilities and ensures the district adheres to all federal and state laws and board policies.
- The Board provides appropriate support (including quality professional development) for programs and initiatives consistent with the vision/mission of the district.
- The Board conducts a comprehensive orientation to familiarize new board members with their role on the team.
- The Board conducts an effective annual self-evaluation.
- The Board participates in professional development specifically regarding its roles and responsibilities and on relevant content areas.
- The Board belongs to, actively supports and participates in professional organizations.

BOARD ETHICS

- The Board establishes a Code of Ethics and conducts business in accordance with the code.
- The Board members maintain confidentiality regarding sensitive communications.
- The Board members honor board decisions even when the vote is not unanimous.
- The Board does not let politics interfere with district business.
- The Board deals with both internal and external conflicts openly, honestly and respectfully.

BOARD SUPERINTENDENT TEAM

- The Board works effectively with the Superintendent as a collaborative leadership team to focus priorities around high achievement for all students in the district.
- The Board sets aside time, at least semi-annually, to discuss board/superintendent relations.
- The Board demonstrates support and respect for the Superintendent's role as the chief executive officer of the district.
- The Board provides direction to the Superintendent as a whole, not from individual Board members.
- The Board follows the chain of command as identified by board policy.

APPROVED

BOARD OF EDUCATION MASTER AGENDA FEBRUARY 2017 THROUGH AUGUST 2017

(Modifications are in "Red", "Bold", "Italics")

February 14th

- Discussion and Approval of Proposed Board of Education 2017-2018 Budget
- Verbal Update on Kindergarten Enrollment for 2017-2018 or February 28
- Athletic Commitment Update
- Update on Evaluation Process for Teachers to be rescheduled
- Update on Standardized Testing Schedule Smarter Balance Assessment (SBAC) and CMT Science – Elementary and Middle School; and High School Schedule for SAT and CAPT Tests
- Update on Moving Forward with Hindley School Office Project
- Discussion and Action to Request from the Board of Selectmen that the Board of Education be Appointed as the Building Committee for the 35 Leroy Avenue Roof Replacement Project
- Alternative School Presentation
- Contract Agreement between the Darien Cafeteria Workers' Union and the Darien Board of Education
- Further Discussion and Possible Action on Master Agenda February through August 2017

February 28th

- Interim Progress Report on 2016-2017 District Goals and Objectives
- Presentation, Discussion and Second Reading of Proposed Board of Education Policies: Repeal of Policy 5140; Continuity of Attendance; Revision of Policy 5130: Student Attendance and Truancy
- Verbal Update on Kindergarten Enrollment for 2017-2018 rescheduled to February 14th
- Curricula Update World Language
- Discussion on Student Attendance Just Prior to the February Break 2017

March 15th, Wednesday

- Presentation and Discussion on Darien High School Second Semester Enrollment Distribution Report – rescheduled to March 28
- Presentation and Discussion of 2016-17 Budget Update and Action on Budget Transfers to be rescheduled
- Further Discussion and Action on Proposed Board of Education Policies: Repeal of Policy 5140; Continuity of Attendance; Revision of Policy 5130: Student Attendance and Truancy
- Update on Kindergarten Enrollment for 2017-2018
- K-5 Math Curricula Update, K-12 Math Differentiation Update
- Discussion and Possible Action Update on Alternative School rescheduled to April 25
- Follow Up Discussion on Student Attendance Just Prior to the February Break 2017 and Possible Action on Revised 2017-18 School Calendar

March 28th

- Presentation and Discussion on Darien High School Second Semester Enrollment Distribution Report
- Update on High School Lab and Team Taught Pilot Courses - rescheduled to April 25th
- Presentation, Discussion and Possible Approval of Middlesex Colebrook/Ivoryton Field Trip
- Presentation, Discussion and Possible Approval of Middlesex Boston Field Trip
- Presentation and Action Discussion on Elementary Parent Conference Days for 2017-18 School Year – rescheduled to April 25th
- Update from K, G & D Architects on Master Plan
- Curricula Update Social Studies Connecticut Social Studies Frameworks, an update
- Tentative Recommendation for Establishing 2017 Darien High School Graduation Date
- Further Discussion and Action on Proposed Board of Education Policies: Repeal of Policy 5140; Continuity of Attendance; Revision of Policy 5130: Student Attendance and Truancy
- Presentation, Discussion and Possible Acceptance of Contemplated Gifts from Darien Youth Lacrosse (DYLAX)
- Presentation, Discussion and Possible Acceptance of Contemplated Gifts from the Blue Wave Booster Club

March 28th, cont.

 Presentation, Discussion and Possible Acceptance of Contemplated Gifts from Boys Lacrosse Fundraiser

April 25th

- Recommendation and Possible Further Discussion and Action on Establishing 2017 Darien High School Graduation Date
- First Reading and Discussion of 2018-19 School Calendar rescheduled for May 9
- Update on *Kindergarten*, Elementary, Middle School and High School Enrollment for 2017-2018
- Presentation and Possible Action on Reiss Fund Conference
 rescheduled to June 6
- Report on Barbara Harrington Fund Awards rescheduled to June 6
- Action on Non-Renewal of Certified Staff Working under One-Year Contracts and Long Term Substitutes
- Update and Discussion on Extended School Year Program
- Discussion of Capital Project Adjustments to be rescheduled
- Update on Middlesex Program Proposal and Highlights of 2016-17 School Year
- Presentation and Discussion of Proposed Search Institute Attitudes and Behaviors Survey – rescheduled to June 6
- Curricula Update Science to be rescheduled to 1st September meeting 2017
- Update on Fitch Academy Alternative School rescheduled from March 15
- Presentation and Discussion of 2016-17 Budget Update and Action on Budget Transfers – rescheduled from March 15 to May 23
- Update on High School Lab and Team Taught Pilot Courses - rescheduled from March 28
- Discussion on Elementary Parent Conference Days for 2017-18 School Year – rescheduled from March 28

May 9th

- Update and Discussion on Extended School Year Program
- Verbal Update on High School and Middle School Scheduling to be rescheduled



May 9th, cont.

- Presentation, Discussion and First Reading of Proposed Board of Education Policies - to be rescheduled
- Commitment Policy Update and Discussion on High School "Commitment"
- Action on Elementary Parent Conference Days for 2017-18 School Year
- Curricula Update Science rescheduled to 1st September 2017 meeting
- First Reading and Discussion of Proposed 2018-19 School Calendar rescheduled from April 25
- Presentation and Discussion of Proposed Search Institute Attitudes and Behaviors Survey – rescheduled to June 6
- Continued Discussion on Middlesex Program Proposal and Highlights of 2016-17 School Year

May 23rd

- Update, Discussion and Possible Action on Recommended Reallocations for 2017-2018 Budget - rescheduled to June 20th
- Report on Barbara Harrington Fund Awards rescheduled to June 6th
- Update on Chromebook One to One Initiative rescheduled to June 20th
- Presentation and Possible Action on Reiss Fund Conference
 rescheduled to June 6th
- Further Discussion and Possible Action on Proposed Board of Education Policies to be rescheduled
- Presentation and Discussion of 2016-17 Budget Update and Action on Budget Transfers – rescheduled from March 15 to May 23
- Further Discussion and Possible Action on 2018-2019
 Darien School Calendar
- Continued Discussion on the Middlesex Program
- Presentation, Discussion and Possible Acceptance of Contemplated Gift from the Darien Athletic Foundation
- Update and Discussion on High School "Commitment"
- Presentation, Discussion and Possible Acceptance of Contemplated Gift for Ox Ridge School

June 6th

- Superintendent's Citizenship Awards
- Report on High School College Acceptances and Awards;
 Profile on High School Class of 2017 and Post High School Plans

June 6th, cont.

- Follow-up Report on Senior Internship Project at Darien High School
- Report on 2016-2017 Budget Status and Discussion and Action on Budget Transfers
- Update on District Enrollment
- Presentation and Action on Revised Teacher and Administrator Evaluation and Professional Learning Plans – rescheduled to June 20th
- Report on Barbara Harrington Fund Awards rescheduled from May 23rd
- Update on Reiss Fund Conference– rescheduled from May 23rd
- Update on High School and Middle School Scheduling
- Presentation and Discussion of Proposed Search Institute Attitudes and Behaviors Survey – rescheduled from May 9th
- Further Discussion and Possible Acceptance of Contemplated Gift from the Darien Athletic Foundation
- Further Discussion on High School "Commitment"

June 20th

- Annual Progress Report on 2016-2017 District Goals and Objectives
- Presentation and Possible Approval of Revised Facilities Use
 Fee Schedule rescheduled to August 22
- Annual Report on Donations
- First Reading and Discussion of Proposed Schedule of 2017-2018 Regular Board of Education Meetings
- Update Master Agenda February through August 2017
- Update on Chromebook One to One Initiative rescheduled from May 23rd
- Further Discussion on Middle School Homeroom/ SSR Period
- Update, Discussion and Possible Action on Recommended Reallocations for Adopted 2017-2018 Budget
- Presentation, Discussion and Possible Acceptance of Contemplated Gift from the Darien High School Parents Association
- Presentation and Discussion on Revised Teacher and Administrator Evaluation and Professional Learning Plans
 rescheduled from June 6th

- Presentation of Selected Curricula
- First Reading of District Goals and Objectives for 2017-2018
- First Reading of Board of Education Goals and Objectives for 2017-2018 Discussion on Proposed Change from Board Goals to Board Responsibilities Reviewed on a Yearly Basis
- Further Discussion and Possible Action on Proposed
 Schedule of 2017-2018 Regular Board of Education Meetings and (Preliminary 2018 Schedule of Regular Board of Education Meetings to be rescheduled)
- Report and Possible Action on Elementary Enrollment Capacity
- Update on Enrollment and Possible Action on Utilization of Budget Control Special Education Enrollment and Early Learning Program Comprehensive Enrollment
- Comparative Review of 2016-2017 and 2017-2018 Budgets
- Update on Facilities (including DHS Cafeteria Proposed Schedule)
- Update on High School "Commitment" and Corresponding Policy Revisions
- Presentation, Discussion and Possible Acceptance of Contemplated Gifts: Ox Ridge School; Middlesex Parents Association
- Presentation and Possible Approval of Revised Facilities
 Use Fee Schedule rescheduled to August 22nd
- Discussion and Possible Action on Darien High School Orchestra Field Trip
- Update on Fitch Academy
- Update on Middlesex Middle School Flex Period
- Superintendent's Contract Renewal

August 22nd

- Verbal Update on Regular and Special Education Staffing for 2017-2018 – to be rescheduled
- Discussion and Action on 2016-2017 Final Year End Financial Report – to be rescheduled
- Updated Master Agenda February through August 2017
- First Reading of Board Master Agenda for August 2017-January 2018 – rescheduled to September 12, 2017
- Adoption of District Goals and Objectives 2017-2018
- Adoption of 2017-2018 Board of Education Goals and Objectives Proposed Change from Board Goals to Board Responsibilities and Code of Ethics
- Update on Implementation of Districtwide Security Plan rescheduled to September 12, 2017
- Discussion on FOIA Processes and Procedures
- Update on Summer Facilities Projects
- Presentation, Discussion and Possible Action on Proposed Revised Facilities Use Fee Schedule
- Acceptance of Completion of Stadium Lights Gift from the Darien Athletic Foundation
- Presentation, Discussion and Possible Acceptance of Contemplated Gift from the Darien Athletic Foundation
- Discussion and Possible Action on Proposed US-China Exchange Field Trip to Washington, DC
- Further Discussion on High School Commitment and Possible Action on Revisions to Board of Education Policies 5220, 5230 and 5250



DB:nv January 6, 2017 January 19, 2017 January 26, 2017 February 7, 2017 June 15, 2017 August 18, 2017

PERSONNEL ACTION REPORT

August 22, 2017

Itam	Name	Action	Poplacing/Location/Basition	Effectiv	ve Date	Tonuro Aroa	Certification Class/Step	
Item	Name	Action	Replacing/Location/Position	From	То	Tenure Area	certification class/step	
	Appointments							
1	Christian Dockum	Appointment	New Position/DHS and MMS/Science Department Chair	TBD	TBD	Administrator	Intermediate Administrator	
2	Javier Gomez	Appointment	J. Degenhardt/DHS/Spanish Teacher	8/28/2017	6/30/2018	Teacher	Spanish 7 - 12 MA + 60 Step 19	
3	Katharine Knapp	Appointment	R. Brendli/Hindley/Music Teacher	8/24/2017	6/30/2021	Teacher	Music K - 12 MA Step 5	
4	Cynthia Maggart	Appointment	E. Impy/ELP/ Special Education Paraprofessional (0.8 FTE)	8/29/2017	6/30/2018	NA	NA	
			Resignations/Retirements (Informational Onl	у)			
5	Stacey Tate	Resignation	Tokeneke/Instructional Aide		8/17/2017			
6	Kelli Ctadino	Resignation	Tokeneke/Special education Teacher		9/15/2017			
7	Angela Kelleher	Retirement	DHS/French Teacher		8/16/2017	.017		
8	Sarah Obuchowski	Resignation	Hindley/Elementary Teacher		8/15/2017			
9	Rosemarie Hyatt	Retirement	Hindley/Secretary		8/11/2017			