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**BOARD OF EDUCATION
Darien, Connecticut**

**TUESDAY, SEPTEMBER 12, 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
3. Discussion concerning confidential attorney-client communication regarding pending FOIA requests and complaints (proposed for executive session)
4. Reconvene in public session.
5. Adjournment.

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, SEPTEMBER 12, 2017**

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

TENTATIVE AGENDA

1. Call to Order..... Mr. Michael A. Harman 7:30 p.m.
2. Chairperson's Report..... Mr. Harman
3. Acceptance of Board of..... Mr. Harman
Education Member Resignation
4. Election of Board of..... Mr. Harman
Education Secretary
5. 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, SEPTEMBER 12, 2017**

6. Superintendent's Report..... Dr. Dan Brenner
 - o Opening of School
7. Approval of Minutes..... Board of Education
8. Board Committee Reports..... Mr. Harman
9. Presentations/Discussions
 - a. Further Discussion on FOIA.... Dr. Brenner/
Processes and Procedures Ms. Marjorie Cion/
Thomas Mooney, Board Legal Counsel
 - b. Report on Summer School.... Ms. Shira Schwartz/
and ESY Programs 2017 Ms. Laura Straiton
 - c. Discussion and Possible..... Mr. Chris Manfredonia
Action on Proposed Athletic
Field Trips
 - d. First Reading on Minor..... Ms. Cion
Changes to Administrator
Evaluation Instrument
 - e. Further Discussion and..... Ms. Cion
Possible Action on
Proposed Revisions to
Board Policy 5220 –
Student Discipline
 - f. Presentation and Dis-..... Dr. Brenner
cussion on Board Master
Agenda for August 2017-
January 2018

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, SEPTEMBER 12, 2017**

10. Action Items

a. Personnel Items..... Ms. Cion

9:30 p.m.

i. Appointments

b. Board of Education..... Mr. Harman
Responsibilities

11. Public Comment*..... Mr. Harman

12. Adjournment..... Mr. Harman

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, July 25, 2017

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

BOARD MEMBERS PRESENT:

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

ADMINISTRATION PRESENT:

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

AUDIENCE: *Approximately 20*

- | | |
|--|--|
| 1. Call to Order | Mr. Harman, Chair, at 7:33 p.m. (0:00) |
| 2. Chairperson's Report | Mr. Harman at 7:33 (0:00) |
| 3. Public Comment | Mr. Harman at 7:35 (0:02) |
| 4. Superintendent's Report
Update on Summer Facility Projects | Dr. Brenner at 7:36 (0:03) |
| 5. Approval of Minutes (Attachments) | Board of Education at 7:36 (0:03) |

MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON JUNE 20, 2017:

1st Ms. Hagerty-Ross

2nd Mr. Dineen

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

RESULT -MOTION PASSED UNANIMOUSLY (6-0-1)

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING HELD ON JULY 10, 2017:

1st Ms. McCammon
2nd Ms. Hagerty-Ross

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

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING HELD ON JULY 17, 2017:**

1st Ms. Hagerty-Ross
2nd Ms. McCammon

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

RESULT -MOTION PASSED UNANIMOUSLY (6-0-1)**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING HELD ON JULY 24, 2017:**

1st Ms. Hagerty-Ross
2nd Ms. McNamara

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

RESULT -MOTION PASSED UNANIMOUSLY (5-0-2)**6. Board Committee Reports**

Mr. Harman at 7:38 (0:05)

PRESENTATIONS AND DISCUSSIONS**7. Presentations:**

- a. Presentation, Discussion and Possible Acceptance of Contemplated Gifts:
 - i. Ox Ridge School
 - ii. Middlesex Parents Association (Attachments)

Dr. Brenner, Dr. Forshaw, and
 Ms. Somers at 7:38 (0:05)

MOTION TO ACCEPT CONTEMPLATED GIFT FROM OX RIDGE SCHOOL:

1st Ms. Zuro
2nd Ms. McNamara

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

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

MOTION TO ACCEPT CONTEMPLATED GIFT FROM MIDDLESEX PARENTS ASSOCIATION:**1st Mr. Burke****2nd Mr. Dineen**

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

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

b. Discussion and Possible Action on Proposed
Darien High School Orchestra Trip
(Attachment)

Dr. Da Silva and Mr. Sadlon at
at 7:44 (0:11)

MOTION TO APPROVE THE PROPOSED DARIEN HIGH SCHOOL ORCHESTRA TRIP:**1st Ms. McCammon****2nd Mr. Burke**

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

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

c. Update on Middlesex Middle School Flex
Period

Dr. Brenner and Ms. Somers at
at 7:54 (0:21)

d. Update on High School "Commitment" and
Corresponding Policy Revisions(Attachment)

Dr. Brenner at 8:37 (1:04)

e. Update on Fitch Academy

Dr. Brenner and Ms. Dunn at
9:28 (1:55)

f. Update on Facilities (including DHS Cafeteria
Proposed Schedule) (Attachment)

Dr. Brenner and Mr. Lynch at
9:33 (2:00)

g. First Reading of Proposed 2017-2018 District
Goals and Objectives (Attachment)

Dr. Brenner at 9:50 (2:17)

h. Update and Enrollment and Possible Action
on Utilization of Budget Control (Attachment)

Dr. Da Silva at 10:51 (3:18)

MOTION TO AUTHORIZE THE RELEASE TO THE ADMINISTRATION OF UP TO TWO BUDGET CONTROL POSITIONS IN THE ELEMENTARY SCHOOLS EFFECTIVE AUGUST 1, 2017:

1st Ms. Hagerty-Ross

2nd Ms. McCammon

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

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

i. Discussion on Proposed Change from Board Goals to Board Responsibilities Reviewed on a Yearly Basis (Attachment)

Mr. Harman at 10:58 (3:25)

j. Further Discussion and Possible Action on Proposed Schedule of 2017-2018 Regular Board of Education Meetings (Attachment)

Dr. Brenner at 11:04 (3:31)

MOTION TO APPROVE THE PROPOSED SCHEDULE OF 2017-2018 REGULAR BOARD OF EDUCATION MEETINGS:

1st Mr. Burke

2nd Mr. Dineen

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

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

ACTION ITEMS

9. Action Items:

a. Personnel Items

Ms. Cion at 11:11 (3:38)

- i. Appointments
- ii. Superintendent's Contract Renewal (Attachment)

MOTION TO APPROVE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED JULY 25, 2017:

1st Mr. Burke

2nd Mr. Dineen

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

RESULT -MOTION PASSED UNANIMOUSLY (6-0-1)

b. Teacher Evaluation Plan

MOTION TO APPROVE THE TEACHER EVALUATION PLAN:**1st Mr. Burke****2nd Ms. McCammon**

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

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

10. Public Comment

Mr. Harman at 11:12 (3:39)

11. Adjournment

Mr. Harman at 11:12 (3:39)

MOTION TO ADJOURN:**1st Ms. McNamara****2nd Ms. McCammon**

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

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

Meeting adjourned at 11:12 p.m. (3:39)

Respectfully submitted,

Sarah Schneider Zuro
Secretary

APPROVED
SPECIAL MEETING OF THE BOARD OF EDUCATION
Friday, August 11, 2017

PLACE:

**DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
BOARD OF EDUCATION MEETING ROOM
9:00 A.M.**

BOARD MEMBERS PRESENT:

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

Call to order by Mr. Harman, Chairperson, at 9:00 a.m. for the purpose of a discussion concerning the appointment of employees, and confidential attorney-client communication regarding pending FOIA requests and complaints.

MOTION TO HOLD THIS DISCUSSION IN EXECUTIVE SESSION:

1st *Ms. Ochman*

2nd *Ms. McNamara*

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

ADMINISTRATION PRESENT:

Dr. Brenner, Dr. Da Silva, and Ms. Cion

MOTION TO RECONVENE IN PUBLIC SESSION:

1st *Ms. Ochman*

2nd *Ms. McNamara*

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

**MOTION TO APPROVE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED
AUGUST 11, 2017:**

1st *Ms. Hagerty-Ross*

2nd *Ms. McCammon*

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

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

MOTION TO ADJOURN:**1st** *Ms. Ochman***2nd** *Ms. McNamara*

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

Meeting adjourned at 11:58 a.m.

Respectfully Submitted,

Kathrine Stein,
Acting Secretary

DRAFT POLICY

SERIES 1000 – COMMUNITY/BOARD OPERATION

FREEDOM OF INFORMATION AND FREEDOM OF INFORMATION REQUEST LOG

Freedom of Information

It shall be the policy of the Darien Board of Education to comply with all aspects of the Freedom of Information Act (“FOIA”), Conn. Gen. Stat. § 1-200 et seq. In that regard, all records maintained by the Board shall be public records, unless exempt from disclosure by federal or state law, and every person shall have the right to inspect and receive copies of such records, in accordance with federal and state law. Further, all meetings of the Board of Education and any committees thereof shall be posted in advance and open to the public, except as otherwise provided by state statute.

The Superintendent of Schools, or designee, is authorized to establish procedures for compliance with FOIA requests and to impose reasonable charges for the production of public records in response to any FOIA request.

Freedom of Information Request Log

The Superintendent of Schools, or designee, is authorized to maintain a Freedom of Information Request Log, which Log shall include the following information:

1. Name and address of requester
2. Affiliate organization of requester, if applicable
3. Date of request
4. Description of request
5. Date on which the request is closed

The Superintendent of Schools, or designee, is authorized to post the Freedom of Information Request Log on the website of the Darien Public Schools. Such posting shall comply with all applicable federal and state laws, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”), which ensures the confidentiality of personally identifiable student information. For example, requests made by parents of current students in the Darien Public Schools shall not be listed in the FOIA log when such requests are related to the student.

Legal Reference: Freedom of Information Act
 C.G.S. §§1-200 through 1-241 inclusive

Approved: _____

			<u>Proposed Athletic Field Trips - 2017-18</u>										
<u>Event</u>						<u>Date</u>			<u>Location</u>				
New England Girls Cross Country Race						23-Sep-17			Warwick, RI				
New England Cross Country Championships (Boys)						11-Nov-17			Saco, ME				
New England Cross Country Championships (Girls)						11-Nov-17			Saco, ME				
Varsity Boys Hockey						9-Dec-17			Boston, MA				
State Wrestling Tournament						Feb. 16-24, 2018			Bristol Central/Hillhouse Academy				
High School National Championship Squash Tournament						Feb. Friday (TBD)			Philadelphia, PA				
New England High School Indoor Track Championships (Girls)						3-Mar-18			Boston, MA				
New England High School Indoor Track Championships (Boys)						3-Mar-18			Boston, MA				
New England High School Outdoor Track Championships (Girls)						8-Jun-18			Saco, ME				
New England High School Outdoor Track Championships (Boys)						8-Jun-18			Saco, ME				

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.**

(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first 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
Steve Norris, Darien High School head girls cross country coach

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

Date: Sept 23, 2017 Time: 10:00AM Destination: Goddard State Park, Warwick, RI
Affected school time: 1:30PM dismissal, Friday, Sept 22
The early dismissal allows us to view the course before dark

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
This is an opportunity for our girls to compete in a very large and high quality cross country race against teams from four or five states. This is also a team bonding experience.

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 which students are eligible for the trip and how students will be selected to participate.

There will be no pre trip or post trip activities. Participants will be chosen based upon their performances in competitions held prior to the trip. We will pick captains and the next 16 best runners.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Coach Norris will drive fourteen girls in his 15 passenger van. He holds the state of Conn drivers license activity endorsement which allows him to drive students to and from school sponsored activities. One parent will drive six girls and will submit the necessary Darien BOE required documents to allow transportation of students. Assistant coach Jane Ott will drive her own car and carry bags. We will leave DHS at 1:30PM Friday, Sept 22. We will arrive at Goddard Park just before dark in time to view the course. We will stay at the Sheraton Providence Hotel, 1850 Post Rd, Warwick, RI. We stayed at the same location last year. We will return to DHS on Saturday, Sept 23 at 5:00PM.

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

Sat, Sept 23 10:00AM girls jv 5,000 meter race. 13 girls
Sat, Sept 23 11:30AM girls varsity 5,000 meter race, 7 girls

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- 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.
 Providence Sheraton Hotel cost is \$65.00 per student and will be paid for by the student
 Meals will be paid for by the student.
 Meet entry fee is \$90 and will be paid for by DHS
 Transportation for two vehicles covering 278 miles at \$0.55 per miles = \$305.80 paid for by DHS
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
 Students pay \$65 for lodging and approx \$40.00 for meals
 DHS pays \$90 for meet entry fee and \$305.80 for transportation
- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 none

<input type="checkbox"/>	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.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

Stephen C. Norris 5/4/2017 <i>Signature of Trip Organizer</i> <i>Date</i>	 <i>Signature of Principal</i> <i>Date</i>
---	---

<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved	
		<i>Signature of Superintendent/Designee</i> <i>Date</i>

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first 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
Tyson Kaczmarek, Darien High School head boy cross country coach

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

Date: 11/11/2017

Time: 11:00AM

Destination:

Thornton Academy,
Saco, Maine

Affected school time:

none

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School cross country championships. We must qualify from the Conn state open championships on Nov 3, 2017. At most eight boys will be going to Maine.

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 which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. The best seven runners and one alternate are eligible to attend

e. The exact modes and times of travel, as well as the exact housing arrangements.

Depart Friday 2:30PM, Eight boys leave DHS with parents. Arrive at Saco, Maine at 8:00PM and check in to a hotel. Race is Saturday, Nov 11 at 11:00AM.
Return to DHS at 7:00PM, Nov 11

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

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

Sat, Nov 11 11:00AM boys championship 5,000 meter race.

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 600 miles at \$0.55 per miles = \$330.00 paid for by DHS

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$330.00 for transportation

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	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.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Tyson Kaczmarek 5/8/2017

Signature of Trip Organizer

Date


Signature of Principal

9.7.17
Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

☐

Approved

☐

Not approved

Signature of Superintendent/Designee

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first 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
Steve Norris, Darien High School head girls cross country coach

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

Date: 11/11/2017 Time: 11:00AM Destination: Thornton Academy, Saco, Maine
Affected school time: none

c. **A description of the rationale for the trip, with special emphasis on the educational value of the experience.**

This is the New England High School cross country championships. We must qualify from the Conn state open championships on Nov 3, 2017. At most eight girls will be going to Maine.

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 which students are eligible for the trip and how students will be selected to participate.**

No pre meet activities. The best seven runners and one alternate are eligible to attend

e. **The exact modes and times of travel, as well as the exact housing arrangements.**

Depart Friday 2:30PM, Eight girls leave DHS in coach Norris' van. Arrive at Saco, Maine at 8:00PM and check in to a hotel. Race is Saturday, Nov 11 at 11:00AM.
Return to DHS at 7:00PM, Nov 11

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.
 (Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

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

Sat, Nov 11 11:00AM girls championship 5,000 meter race.

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 600 miles at \$0.55 per miles = \$330.00 paid for by DHS

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$330.00 for transportation

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 none

<input type="checkbox"/>	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.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

Stephen C. Norris 5/4/2017

Signature of Trip Organizer

Date

Signature of Principal

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy HJ3.1)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved		
				<i>Signature of Superintendent/Designee</i>	<i>Date</i>

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**

Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first 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

MACDONALD BUD - HEAD HOCKEY COACH
MIKE CIOFFI - ASSISTANT HOCKEY COACH
PETE GRANT - ASSISTANT HOCKEY COACH

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

Date: DECEMBER 9, 2017 Time: WILL DEPART DTS MORNING OF THE 9TH Destination: BOSTON, MA
Affected school time: STUDENT / ATHLETES WILL NOT MISS ANY CLASS TIME

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

TO PROVIDE THE BEST POSSIBLE HOCKEY EXPERIENCE FOR OUR YOUNG MEN, TO CHALLENGE THEM WITH BETTER COMPETITION THAN IS GENERALLY AVAILABLE IN THE LOCAL AREA. THIS TRIP HAS BEEN A CRITICAL PART OF OUR PRESEASON PREPARATION, TRIP ALSO INVOLVES TEAM DINING!

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 which students are eligible for the trip and how students will be selected to participate.

THIS WILL BE A TRIP FOR THE VARSITY HOCKEY TEAM PICKED BY THE COACHES. WE WILL HAVE VARIOUS ON ICE AND OFF ICE PREPARATION PRIOR TO COMPETING IN THESE SCRIMMAGES

e. The exact modes and times of travel, as well as the exact housing arrangements.

WE WILL BE DEPARTING DTS ON THE MORNING OF 12/9. WE WILL RETURN MID/LATE AFTERNOON ON 12/10 AND ALL TRAVEL WILL BE DONE BY BUS. WE WILL PROVIDE A VERY DETAILED SCHEDULE WHEN WE RECEIVE EXACT SCRIMMAGE TIME

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

WE WILL PROVIDE DETAILED SCHEDULE IN THE PAST INCLUDES SCRIMMAGE, TEAM DINNER, WE HAVE ATTENDED COLLEGE HOCKEY LEAGUE, TEAM BREAKFAST ON 12/10, SCRIMMAGE, DEPART

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.
 (Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- 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.

EXPENSE WILL BE FOR TRANSPORTATION, FOOD, AND HOTEL. PARENTS ACCOMPANY TRIP TO THE BESTON AREA. WE WILL PROVIDE A DETAILED REPORT ON ALL COSTS ONCE WE HAVE EXACT TIME AND LOCATION OF SCRIMMAGE.


- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

TO THE BEST OF MY KNOWLEDGE PARENTS HAVE PROVIDED FUNDING FOR THIS TRIP ~~WITH~~

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

NO RELATED COST TO DHS

<input type="checkbox"/>	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.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

 5/10/17
 Signature of Trip Organizer Date

 9.5.17
 Signature of Principal Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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 Signature of Superintendent/Designee Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

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Planning Requirements: Written application must be submitted first 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

Gregory Lewis - Head Coach
- Assistant Coach

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

Date: 2/16, 2/17, 2/23, 2/24

Time: Overnight

Destination: Bristol Central/
Hillhouse academy

Affected school time:

Friday 2/16, 2/23 – Leave at 1:30pm

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

Participation in State sanctioned tournament event

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 which students are eligible for the trip and how students will be selected to participate.

Hotel overnight stay to eliminate excessive travel for members of the wrestling team.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Travel by bus or van. Sleep in hotel in close proximity to event.

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

Tournaments (Divisional and State Open) Begin Friday afternoon around 3pm, and run all day the following day (Saturday).

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
 (Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- 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.

Bus Driver- 2 days each trip
 Hotel- several rooms
 Food- appropriate meals for any individual travelling. (to be covered by students)

- h.** Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.


Athletic Funds

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

<input type="checkbox"/>	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.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Gregory Lewis
 Signature of Trip Organizer

5/2/17
 Date


 Signature of Principal

5.2.17
 Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	
				Signature of Superintendent/Designee _____ Date _____

**DARIEN
SPECIAL**



**PUBLIC
SCHOOLS
FIELD TRIP
REQUEST**

FORM

Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

F2

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Planning Requirements: Written application must be submitted first 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

Christopher Hagen DHS Squash Coach
Chris Manfredonia DHS AD

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

Date: February dates TBD 2018

Time: 2:30 Thursday
afternoon from DHS

Destination: Philly area in PA

Affected school time: All day Friday TBD

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
High School National Championship Squash Tournament

- 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 which students are eligible for the trip and how students will be selected to participate.

2 Teams (up to 18 students) participating; Girls Varsity, Boys Varsity. This is the final national event for high school competition

- e. The exact modes and times of travel, as well as the exact housing arrangements.

**DARIEN
SPECIAL**



**PUBLIC
SCHOOLS
FIELD TRIP
REQUEST**

F2

FORM

Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Coach bus hired through athletic department will drive us to/from school. We will stay in a hotel (TBD) and the bus will take us to our daily matches.

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

TBD by US squash closer to the event. Typically several matches per day from Friday to Sunday for each team. Friday matches begin and these are bracketed matches so there are usually 2-3 matches per day. In between matches we will travel to the next location or eat meals. There are two teams each with a different schedule. Each team will have parent leaders. We eat dinner as a complete team and parents will help oversee the players each night.

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.

Each player will be responsible for their share of the hotel. Each player will be responsible for their own food. Estimated at \$425/player (\$75 for hotel and \$50 for food per day) Coach bus to be paid by co-paid by school / parents (\$4,000 total) DHS to pay entry fee into tournament \$1,300

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Parents / players and school as described above

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

none

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<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

**DARIEN
SPECIAL**



**PUBLIC
SCHOOLS
FIELD TRIP
REQUEST**

F2

FORM

Trips Beyond 500 Miles. or Outside the U.S.
(Board of Education Policy 6710)

Note: This is a Type-On form. Click in information cells and type or print and **uuu** with pen.

Ch. Hagan

9.1.17

Signature of Trip Organizer

Date

[Signature]

9.1.17

Signature of Principal

Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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Signature of Superintendent/Designee

Date

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.**

F2

(Board of Education Policy 6710)

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Planning Requirements: Written application must be submitted first 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.

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- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Steve Norris, Darien High School head girls indoor track coach

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

Date: 3/3/2018 Time: 10:00AM Destination: Boston, MA
Affected school time: none, depart DHS Friday, March 2 at 2:30PM
Arrive in Needham, Mass and check in to the Sheraton Needham Hotel at
7:00PM

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School indoor track championship. We must qualify from the Conn state open championships on Feb 17, 2018. At most eight girls would be going to Boston. The meet is held at Reggie Lewis Center, Boston on Saturday, March 3, 2018 at 10:00AM.

- 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 which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. Runners qualify from the Conn state open meet on Feb 17, 2018.

- e. The exact modes and times of travel, as well as the exact housing arrangements.

2:30PM, Friday, March 2: leave DHS in coach Norris' van. Arrive at a hotel in Boston at 7:00PM
Meet is at noon, Saturday, March 3. Return to DHS at 8:00PM, March 3

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
 (Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

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

Sat, March 3, 2018, 10:00AM meet begins at Reggie Lewis Center, Boston

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 360 miles at \$0.55 per miles = \$198.00 paid for by DHS

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$198.00 for transportation

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 none

<input type="checkbox"/>	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.
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<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.


 Stephen C. Norris 5/4/2017

Signature of Trip Organizer

Date



Signature of Principal

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

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<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved	_____ <i>Signature of Superintendent/Designee</i>	_____ <i>Date</i>
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

F2

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Planning Requirements: Written application must be submitted first 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

Pat Galvin, Darien High School head boys indoor track coach

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

Date: 3/3/2018

Time: 10:00AM

Destination: Boston, MA

Affected school time:

none, depart DHS Friday, March 2 at 2:30PM

Arrive in Needham, Mass and check in to the Sheraton Needham Hotel at

7:00PM

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School indoor track championship. We must qualify from the Conn state open championships on Feb 17, 2018. The meet is held at Reggie Lewis Center, Boston on Saturday, March 3, 2018 at 10:00AM.

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 which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. Runners qualify from the Conn state open meet on Feb 17, 2018.

e. The exact modes and times of travel, as well as the exact housing arrangements.

2:30PM, Friday, March 2: leave DHS in parents' cars. Arrive at a hotel in Boston at 7:00PM

Meet is at noon, Saturday, March 3. Return to DHS at 8:00PM, March 3

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
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Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

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

Sat, March 3, 2018, 10:00AM meet begins at Reggie Lewis Center, Boston

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 360 miles at \$0.55 per miles = \$198.00 paid for by DHS

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$198.00 for transportation

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	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.
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<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Pat Galvin 5/8/2017

Signature of Trip Organizer

Date



Signature of Principal

9-7-17

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

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☐

Approved

☐

Not approved

Signature of Superintendent/Designee

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
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- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Steve Norris, Darien High School head girls outdoor track coach

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

Date: 6/8/2018 Time: 10:00AM Destination: Saco, Maine
Affected school time: none, depart DHS Friday, June 8 at 2:30PM
Arrive in Saco, Maine at 8:00PM and check in to a hotel

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School outdoor track championship. We must qualify from the Conn state open championships on June 4, 2018. At most eight girls would be going to Saco. The meet is held at Thornton Academy, Saco, ME on Sat, June 9, 2018

- 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 which students are eligible for the trip and how students will be selected to participate.

No pre meet activities. Runners qualify from the Conn state open meet on June 4, 2018

- e. The exact modes and times of travel, as well as the exact housing arrangements.

2:30PM, Friday, June 8 leave DHS in coach Norris' van. Arrive at a hotel in Saco at 8:00PM
Meet is at 10:00AM, Saturday, June 9. Return to DHS at 9:00PM, June 9

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
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- f. Detailed daily time schedules of the agenda of activities.

Sat, June 9 10:00AM meet begins

- 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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 600 miles at \$0.55 per miles = \$330.00 paid for by DHS


- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$300.00 for transportation

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
- none

<input type="checkbox"/>	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.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>


Stephen C. Norris 5/4/2017
Signature of Trip Organizer

Date


Signature of Principal

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

☐

Approved

☐

Not approved

Signature of Superintendent/Designee

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first 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
Tyson Kaczmarek, Darien High School head boys outdoor track coach

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

Date: 6/8/2018

Time: 10:00AM

Destination: Saco, Maine

Affected school time:

none, depart DHS Friday, June 8 at 2:30PM

Arrive in Saco, Maine at 8:00PM and check in to a hotel

c. **A description of the rationale for the trip, with special emphasis on the educational value of the experience.**

This is the New England High School outdoor track championship. We must qualify from the Conn state open championships on June 4, 2018. The meet is held at Thornton Academy, Saco, ME on Sat, June 9, 2018

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 which students are eligible for the trip and how students will be selected to participate.**

No pre meet activities. Runners qualify from the Conn state open meet on June 4, 2018

e. **The exact modes and times of travel, as well as the exact housing arrangements.**

2:30PM, Friday, June 8 leave DHS in parents' cars. Arrive at a hotel in Saco at 8:00PM
Meet is at 10:00AM, Saturday, June 9. Return to DHS at 9:00PM, June 9

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

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

Sat, June 9 10:00AM meet begins

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 600 miles at \$0.55 per miles = \$330.00 paid for by DHS

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$300.00 for transportation

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
none

<input type="checkbox"/>	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.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

Tyson Kaczmarek 5/8/17

Signature of Trip Organizer

Date



Signature of Principal

7.7.17

Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles. or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

☐

Approved

☐

Not approved

Signature of Superintendent/Designee

Date

Memorandum

To: Board of Education

From: Marge Cion, Director of Human Resources

Date: September 8, 2017

Re: Proposed Revisions to the Administrator Evaluation and Professional Learning Plan

The Administration and the Leadership of the Darien Administrators' Association (the "DAA") have agreed on the following revisions to the DAA's Evaluation and Professional Learning Plan (the "DAA Plan"):

1. Administrators will now create one Student Learning Objective ("SLO") instead of the three SLO's that were previously required. This will allow administrators to delve more deeply into a particular area of student achievement each year. Each SLO will be assessed in equal weight by performance and progress on the State's accountability for school systems (if available and required) and performance on locally-determined measures.
2. Administrators will now create one focus area of growth to support the achievement of their SLO, instead of the two that were previously required. This will allow administrators to work on a particular area of the Connecticut School Leadership Standards in a more targeted and meaningful way.
3. Tenured administrators will be observed one time formally through a school site visit, although it is expected that administrators will be observed more frequently by both building level administrators (if appropriate) and Central Office administrators. This requirement tracks the evaluation requirements in the teacher evaluation plan.
4. Non-tenured administrators will be observed three times formally through a school site visit, although the expectation is that they will be observed more frequently in the same manner as tenured administrators. One of the formal observations will be done by a Central Office administrator. This requirement also tracks the requirements in the teacher evaluation plan.

Both the DAA and the Central Administration are confident that these changes will make the administrator evaluation more meaningful, by encouraging detailed conversations in a more manageable number of practice areas. Additionally, administrators are observed by multiple administrators in a variety of ways throughout the school year. By reducing the number of formal school site visits the conversation relating to administrator practice will also be more meaningful and robust.



~~POLICY~~

Series ~~5220~~5000

~~Rights and Responsibilities~~

~~Policy 5220~~

~~Students~~

STUDENT DISCIPLINE

~~I.~~I. Definitions

- 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~~ A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon ~~is a weapon from which a shot may be discharged, which~~ if such 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.~~ In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon ~~that~~ which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- 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 ~~and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken.~~ The expulsion period may not extend beyond one (1) calendar year.

Firearm, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell 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 ~~1/2~~ 1/2 inch 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~~ which is neither designed nor redesigned for use as a weapon.

- G. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one ~~(15)~~ (1) school year, whichever results in fewer days of exclusion.
- H. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- I. **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.

- J. **School Days** shall mean days when school is in session for students.
- K. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- L. **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.

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.

- M. ~~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 device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under ~~section~~ Section 29-38 of the Connecticut General Statutes.

- N. ~~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.

~~H.~~ II. Scope of the Student Discipline Policy

~~A.~~ 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.~~B.~~ Conduct off School Grounds:

1. Students may be ~~suspended or expelled~~disciplined 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~~Section Conn. Gen. Stat. § 29- 38, and **whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.**

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

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

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

- ~~1.~~1. Striking or assaulting a student, members of the school staff or other persons.
- ~~2.~~2. Theft.
- ~~3.~~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.~~4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
- ~~5.~~5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.

- ~~6.~~6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin~~-or~~, ancestry, gender identity or expression or any other characteristic protected by law.
- ~~7.~~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.~~8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
- ~~9.~~9. A walk-out from or sit-in within a classroom or school building or school grounds.
- ~~10.~~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.~~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.~~12. Possession of any ammunition for any weapon described above in paragraph 11.
- ~~13.~~13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
- ~~14.~~14. Possession or ignition of any fireworks, ~~including but not limited to smoke bombs and stink bombs,~~ combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
- ~~15. — Unauthorized~~15. — Unlawful possession, sale, distribution, use, or consumption, ~~or aiding in the procurement~~ of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item

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

~~16.~~ 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~~ 17. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind ~~that~~ which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

~~18.~~ 18. The destruction ~~of real~~ of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

- ~~19.~~19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
- ~~20.~~20. Trespassing on school grounds while on out-of-school suspension or expulsion.
- ~~21.~~21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
- ~~22.~~22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
- ~~23.~~23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
- ~~24.~~24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
- ~~25.~~25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
- ~~26.~~26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
- ~~27.~~27. Possession and/or ~~unauthorized~~ use of a cellular telephone, radio, ~~walkman~~portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
- ~~28.~~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.~~29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
- ~~30.~~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.~~ 31. Hazing.

32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:

- a. causes physical or emotional harm to such student or damage to such student's property;
- b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- c. creates a hostile environment at school for such student;
- d. infringes on the rights of such student at school; or
- e. substantially disrupts the education process or the orderly operation of a school.

~~32. — Bullying, defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.~~

~~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.~~ 33.

Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular

mobile telephone or other mobile electronic devices or any electronic communications.

~~34.~~ 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.~~ 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.~~ 36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.

37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

~~37.~~ 40. Any action prohibited by any Federal or State law.

~~38.~~ 41. Any other violation of school rules or regulations or a series of violations ~~that make~~ which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

~~IV.~~ IV. Discretionary and Mandatory Expulsions

~~A.~~ A. A principal may consider recommendation of expulsion of a student in grades three to twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at ~~sections~~ Sections II.A. ~~and~~ or II.B., above.

~~B.~~B. A principal must recommend expulsion proceedings in all cases against any student in grades kindergarten to twelve, inclusive, whom the ~~administration~~Administration has reason to believe:

~~1.~~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.~~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.~~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. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no student enrolled in such a preschool program shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in possession of a firearm as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. The term “firearm” is defined above in Section I.

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

~~V.~~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.~~VI. Procedures Governing Suspension

~~A.~~A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend ~~any~~a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.

~~1.~~1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:

- a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
- b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

~~2.~~3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.

~~3.~~4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.

~~4.~~5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.

~~5.~~6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.

~~6.~~7. 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.

~~7-8.~~ The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.

~~8-9.~~ The school ~~administration~~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~~Administration-specified program and meets any other conditions required by the ~~administration.~~ Such administrationAdministration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

~~9-10.~~ 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(~~S9~~), above, the ~~administration~~Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the ~~administration~~Administration-specified program and meets any other conditions required by the ~~administration.~~Administration.

~~10-11.~~ If the student has not previously been suspended or expelled, and the ~~administration~~Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the ~~administration~~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.

~~11-12.~~ The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

~~12-13.~~ During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

- ~~B.~~ 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.~~ VII. Procedures Governing In-School Suspension

- ~~A.~~ 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. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. ~~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.
- E. ~~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.~~ VIII. Procedures Governing Expulsion Hearing

~~A.~~ 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~~ or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

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

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) ~~within a reasonable time prior to the time of the~~ at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to 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~~ 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.~~f. The student may be represented by ~~any third party~~an attorney or other advocate of his/her choice, ~~including an attorney,~~ at his/her expense or at the expense of his/her ~~parents~~parent(s) or guardian(s).

~~g.~~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.~~h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

~~4.i.~~i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and concerning about free or reduced-rate legal services and how to access such services.

~~j.~~j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

~~D.~~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. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.

4. ~~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.
5. ~~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.
6. ~~5.~~ In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
7. ~~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.
8. The student shall not be compelled to testify at the hearing.
9. ~~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.
10. ~~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.
11. ~~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.
12. ~~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), (11), 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.

13. ~~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.

14. ~~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.

15. ~~14.~~ Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.

16. ~~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.~~E. *Presence on School Grounds and Participation in School-sponsored*~~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~~opportunity 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.~~F. *Stipulated Agreements:*

In lieu of the procedures used in this ~~section~~Section, the Administration and the ~~parents-(parent(s))~~ or legal ~~guardians~~guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the ~~parents-(parent(s))~~ or legal ~~guardians~~guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on 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.~~IX. *Alternative Educational* ~~Programs~~Opportunities *for Expelled Students*

A. For the purposes of this Section, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn.

Gen. Stat. § 10-74j, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education.

~~A.~~ B. *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~~ opportunity.

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

1. The Board of Education shall provide an alternative ~~education~~ educational opportunity 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-.~~ Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.

2. The Board of Education is not required to offer an alternative ~~program~~ educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for ~~the a 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, or subsequent, time.~~

~~C. — Students eighteen (18) years of age or older:~~ 3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

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

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

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

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

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

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

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

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

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

If the student has not previously been suspended or expelled, and the ~~administration~~Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the ~~administration~~Administration

may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

~~XI.~~ XI. Change of Residence During Expulsion Proceedings

~~A.~~ A. *Student moving into the school district:*

~~4-1.~~ 1. If a student ~~enrolls~~ enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

~~2-2.~~ 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.~~ 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.~~ XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

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

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

Notwithstanding any provision to the contrary, if the ~~administration~~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~~Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

- ~~1. —~~1. ~~The parents~~ 1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student ~~must be notified~~ of the ~~decision to recommend for~~ recommendation of expulsion ~~(or to suspend if~~ for the suspension that would constitute a change in educational placement) ~~on the date on which the decision to suspend was made~~, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards ~~must~~ either be by hand ~~delivered~~ delivery 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(unless other means of transmission have been arranged).
- ~~2.~~2. The school district shall immediately convene the student's¹ 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's¹ PPT shall consider the relationship between the student's¹ disability and the behavior that led to the

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

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

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

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

~~6.~~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~~C. Removal of Special Education Students for Certain Offenses:

1. School personnel may ~~transfer an IDEA~~remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

~~4.~~a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or

~~2.~~b. 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.~~c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

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

~~1-a.~~ **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

~~2-b.~~ **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

~~3-c.~~ **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

~~4-d.~~ **Serious bodily injury** means a bodily injury ~~that~~which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

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

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

~~1-1.~~ The parents of the student must be notified of the decision to recommend the student for expulsion.

~~2-2.~~ 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.~~3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.

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

B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team shall not be required to meet to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

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

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

B. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

~~XIV.~~XV. Early Readmission to School

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

~~XV.~~ XVI. Dissemination of Policy

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

~~XVI.~~ XVII. Compliance with Documentation and Reporting Requirements

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

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

~~2.~~ C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.

~~3.~~ D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon ~~or firearm,~~ dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation ~~shall be reported~~ to the local police.

Legal References:

Connecticut General Statutes:

Public Act 17-237, An Act Concerning Education Mandate Relief

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

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

§ 10-222d Safe school climate plans. Definitions. Safe school climate
assessments

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

§ 10-233f ~~— In school/~~ Expulsion and suspension of
~~students.~~ children in preschool programs

§ 19a-342a Use of electronic nicotine delivery system or vapor
product prohibited

§§ 21a-408a through 408p Palliative Use of Marijuana

§ 29-38 Weapons in vehicles

§ 53a-3 Definitions

§ 53-344b Sale and delivery of electronic nicotine delivery system or
vapor products to minors

§ 53-206 Carrying of dangerous weapons prohibited.

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~~

~~Public Act 07-122 Public Act No. 08-160~~

~~An Act Implementing the Provisions of the Budget Concerning Education~~
~~An Act Concerning Suspensions and Expulsions by Local and Regional Boards~~
~~of Education~~

~~An Act Concerning School Learning Environment~~

State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16,
2008).

Federal law:

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

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

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

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

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

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

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

34 C.F.R. § 300.530 (defining "illegal drugs")

Gun-Free Schools Act, ~~Pub. L. 107-110, Sec. 401, 115 Stat. 1762~~

~~(codified at 20 U.S.C. § 7151)~~ 7961

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

ADOPTED: ~~June 9, 2009~~ REVISED: _____

REVISED: _____

7/26/17

[BOE LETTERHEAD]

(Date)

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

(Parent)¹

(Parent's Address)

(Non-custodial Parent, if applicable)

(Parent's Address)

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

Dear (Parent/Guardian):

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

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

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

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

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

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

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

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

_____ Unless the administration has determined that an emergency exists, you have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation. If you would like to request a postponement, please let me know as soon as possible.

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

_____ As mentioned above, your *(son/daughter)* has a right to be represented, at your own expense, an attorney or other advocate at the expulsion hearing. Obtaining an attorney or other advocate is the responsibility of the family. Very low income families may be able to obtain free or reduced rate advice or legal representation through Statewide Legal Services, Inc. ("SLS"). To apply for such assistance, those families should contact SLS immediately at 1-800-453-3320.

_____ In the event your *(son/daughter)* is expelled as a result of the scheduled hearing, and your *(son/daughter)* is under sixteen (16) years of age, the Board will offer your child an alternative educational opportunity during any period of exclusion from school as determined by the Administration in accordance with applicable law. If your *(son/daughter)* is between sixteen (16) and eighteen (18) and has not been expelled before, the Board shall also offer to your *(son/daughter)* an alternative educational opportunity if she/he wishes to continue her/his education. Please know however, that the Board is not required to offer an alternative educational opportunity to any student

between sixteen (16) and eighteen (18) years of age who have previously been expelled or to students who are eighteen (18) years of age or older.

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

Sincerely,

(*Name of Superintendent*)
(*Name of District*) Public Schools

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

7/26/17

AGREEMENT

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

1. NAME OF STUDENT (D.O.B. _____) is currently enrolled as a _____ grade student at _____ School.
2. NAME OF STUDENT admits that he/she engaged in the following conduct (*insert a short, plain statement of the conduct*) on or about _____, 20____.
3. NAME OF STUDENT's conduct, as described above, violates _____ Board of Education Policy _____ (Student Discipline). (*Cite other policies here as appropriate*). (*State whether such conduct is considered to endanger persons or to be seriously disruptive of the educational process*). (*If the student has admitted to this conduct, note the admission here*).
4. Students are notified of applicable Board policies regarding prohibited conduct by publication in the student handbook.

(Optional Section for students with disabilities):

5. A manifestation determination was made on (*date*) concerning this conduct and it was determined that the conduct was not a manifestation of the student's disability.
6. Students are notified of applicable Board policies regarding prohibited conduct by publication in the student handbook.
7. Subject to the approval of the _____ Board of Education (the "Board"), NAME OF STUDENT shall be expelled, effective _____, 20____ and continuing through _____, 20____, under the following conditions:
 - a) During the period of expulsion, the Board will provide NAME OF STUDENT with an alternative education opportunity deemed appropriate by the Administration in accordance with applicable law.
 - b) During the period of expulsion, NAME OF STUDENT will not be permitted to be on school grounds and will not be permitted to attend or participate in any school-sponsored activities, unless specific permission is granted in advance by the Superintendent of Schools.

(Optional Sections regarding early readmission):

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

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

(Optional Section for expungement if the expulsion is the student's first expulsion):

e) Prior to (date), the Superintendent will review NAME OF STUDENT's conduct, as well as his/her attendance and effort level since the expulsion, for the purpose of determining, in the Superintendent's sole discretion, whether the expulsion hearing record of NAME OF STUDENT should be expunged from his/her educational record as of (date).

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

9. NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) understand and acknowledge that, pursuant to Section 10-233d of the Connecticut General Statutes and Board Policy, NAME OF STUDENT is entitled to an expulsion hearing before the _____ Board of Education to contest NAME OF STUDENT's proposed expulsion from the _____ Public Schools. NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) further understands and acknowledges that at such hearing NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) would have the right to call witnesses and to introduce documentary evidence, to cross examine witnesses called by the Administration, and to be represented by an attorney or other advocate at their own expense. Accordingly, NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) waive NAME OF STUDENT's right to an expulsion hearing pursuant to Section 10-233d of the Connecticut General Statutes.

10. The Superintendent, NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) understand that this Agreement is subject to the approval of the Board. In the event that the Board does not approve this Agreement, the Superintendent, NAME OF STUDENT and NAME OF

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

11. NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) enter into this Agreement voluntarily and with a full understanding of the provisions of this Agreement.

Date:

NAME OF SUPERINTENDENT
Superintendent of Schools

Date:

NAME OF STUDENT
Student

Date:

NAME OF PARENT/GUARDIAN
OF STUDENT

Date:

NAME OF PARENT/GUARDIAN
OF STUDENT

7/26/17

Document comparison by Workshare 9 on Monday, August 21, 2017 12:04:08 PM

Input:	
Document 1 ID	interwovenSite://sgdms.shipman.com/SG/5831344/1
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Document 2 ID	interwovenSite://sgdms.shipman.com/SG/238924/62
Description	#238924v62<SG> - Model Policy - Students/Student Discipline
Rendering set	Standard

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Deletion	
<u>Moved from</u>	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
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Deletions	322
Moved from	3
Moved to	3
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Format changed	0
Total changes	811

PROPOSED

BOARD OF EDUCATION MASTER AGENDA AUGUST 2017 – JANUARY 2018

August 22

- Further Discussion and Action on District Goals and Objectives 2017-2018
- Appointments for 2017-2018
- Further Discussion and Possible Action on Proposed Change from Board Goals to Board Responsibilities and Code of Ethics
- Update Master Agenda (2nd Semester 2016-17)
- Presentation, Discussion and Possible Action on Revised Facilities Use Fee Schedule
- Further Discussion on High School Commitment and Possible Action on Revisions to Board of Education Policies 5220, 5230 and 5250
- Update on Summer Facilities Projects
- Discussion on FOIA Processes and Procedures
- Discussion and Possible Action on Proposed US-China Exchange Field Trip to Washington, DC
- Appointment of Impartial Hearing Officer for the 2017-18 School Year, as needed
- Presentation, Discussion and Possible Acceptance of Contemplated Gift from the Darien Athletic Foundation

September 12

- Superintendent's Opening of School Report
- Presentation and Discussion on Board Master Agenda for August 2017-January 2018
- Report on Summer School and ESY Programs 2017
- Appointments for 2017-2018
- First Reading of Minor Changes to Administrators' Evaluation Instrument
- Discussion and Possible Action on Proposed Athletic Field Trips
- Further Discussion and Possible Action on Proposed Revisions to Board Policy 5220 – Student Discipline
- Further Discussion on FOIA Processes and Procedures
- Action on Board of Education Responsibilities

September 26

- Update/Report on SBAC, CAPT and CMT Results
- Update on District Enrollment
- Discussion and Action on 2016-2017 Final Year End Financial Report
- Curricula Update: Library/Media

October 10

- Presentation and Preliminary Discussion of Regular Board of Education Meetings for the 2018 Calendar Year
- Preliminary Discussion of 2018-2019 Budget Meeting Calendar
- Report on Testing – SAT, ACT, AP
- Presentation of October 1st District Enrollment Report and Projections (or October 24)
- Discussion and Action on Return of 2016-17 F/Y Unused Funds to the Town
- Discussion and Possible Action on Proposed Darien High School and Middlesex Middle School Field Trips
- Curricula Update: Mathematics K-8

October 24

- Presentation of October 1st District Enrollment Report and Projections (or October 10)
- Presentation of Student Distribution (Class Size) Reports for the High School and Middlesex
- Discussion on Proposed Health and Wellness Plan for Students PK-Grade 12
- Discussion and Possible Approval of 2018-2019 Consolidated Grant
- Further Review and Possible Action on Proposed 2018-2019 Budget Calendar

November 14

- Reorganization of Board of Education (Election of Officers)
- Report on 2017-2018 District Budget and Possible Action on Budget Transfers
- Presentation on Proposed Five Year Budget Projections
- Discussion on Proposed Changes and Possible Action on the Schedule of Regular Board of Education Meetings for the 2018 Calendar Year

November 28

- Presentation of Updated Five Year Capital Plan/Building Condition Survey
- Further Discussion and Possible Action on Five Year Budget Projections
- Presentation and Discussion of Preliminary Major Budget Proposals for 2018-2019
- Update on Fitch Academy
- Continued Review, Proposed Revisions and Update of Board of Education Policies
- Update on 2017-18 District Goals

December 12

- Update Master Agenda

January 4, Thursday (Special Meeting)

- Review of 2018-2019 Budget Book Structure and Format
- Presentation of Superintendent's Proposed Budget for 2018-2019

January 6, Saturday (*January ??, Snow Date*)

- Discussion of Superintendent's Proposed 2018-19 Personnel, Operating and Equipment Budgets (All RCs)

January 9

- Discussion with Board of Finance re 2018-19 Proposed Board of Education Budget
- Presentation of Proposed New Courses for Darien High School for the 2018-2019 School Year
- Follow Up Discussion on January 6th Board Meeting Questions on 2018-2019 Proposed Board of Education Budget
- Presentation of Board Master Agenda for February – August 2018
- Curricula Update: Mathematics K-8 (and recommendations for implementation)
- Annual Special Education Update including Continued Development of Special Education Department Systems and Structures

January 23

- Meeting with RTM Finance and Budget and Education Committees re 2018-2019 Proposed Board of Education Budget
- Further Discussion and Possible Action on Proposed New Courses for Darien High School for the 2018-2019 School Year
- Discussion and Possible Action on Board Master Agenda – February through August 2018
- Follow Up Discussion on Unfinished Business and Possible Modifications to 2018-2019 Proposed Board of Education Budget

DB:nv
9/7/17

Working Draft

PERSONNEL ACTION REPORT

September 12, 2017

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Betsey Needle	Appointment	K. Keeler/DHS/Social Studies Teacher (0.89 FTE)	9/12/2017	10/1/2019	Teacher	Social Studies 7 - 12 MA Step 18
2	Ashley-Anne O'Connor	Appointment	J.Nelson/DHS/Technology Education Teacher	9/11/2017	10/1/2019	Teacher	Technology Education PK - 12 MA + 60 Step 19
3	Theresa Fox	Appointment	C. Kennedy/MMS/Special Education Teacher	10/2/2017	11/1/2021	Teacher	Special Education K - 12 MA + 60 Step 18
4	Bruce Mitchell	Appointment	A. Kelleher/DHS/French	8/28/2017	6/30/2021	Teacher	French 7 - 12 MA + 60 Step 18
5	Ellen Salov	Appointment	M.Currier/DHS/Art	8/28/2017	6/30/2021	Teacher	Art PK - 12 MA Step 13
6	Amanda Avery	Appointment	A. Colangelo/Tokeneke/Special Education Teacher	8/28/2017	6/30/2021	Teacher	Special Education K - 12 MA Step 8
7	Calla Tabaka	Appointment	T. Hintz/Ox Ridge/Library Media Specialist	TBD	TBD	Teacher	School Library Media Specialist MA + 15 Step 19
8	John Galluci	Appointment	L. Brown/DHS/Social Studies	8/28/2017	6/30/2021	Teacher	Social Studies 7 - 12 MA Step 3
9	Fatima Almeida	Appointment	S. Obuchowski/Hindley/Elementary Teacher	8/28/2017	6/30/2021	Teacher	Elementary Teacher Step 9
10	Hazel Curran	Appointment	Y. Yuan (0.2) and Enrollment (0.2)/DHS/Mandarin Teacher (0.4 FTE)	8/28/2017	TBD	Teacher	Other World Language 7 - 12 MA Step 3
11	Kayla Romaniello	Appointment	B. Steuer/Tokeneke/Elementary	8/28/2017	6/30/2021	Teacher	Elementary Teacher Step 3
12	Lindsay Costanza	Appointment	K. Paladino/Holmes/Elementary Teacher	9/11/2017	6/30/2021	Teacher	Elementary Teacher Step 7
13	Larissa Gethard	Appointment	K. Cittadino/Tokeneke/Special Education Teacher	8/29/2017	6/30/2021	Teacher	Special Education K - 12 MA + 30 Step 7
14	Victoria Wetmore	Appointment	C. Pochetti/MMS/Speech and Language	8/28/2017	6/30/2021	Teacher	Speech and Language Pathologist MA + 30 Step 3
15	Allison Savage	Appointment	B. Parnoff/Tokeneke/ Music Teacher	8/28/2017	6/30/2018	Teacher	Music PK - 12 MA Step 3
16	Megan Wade	Appointment	J. Forlenzo/ELP/Special Education Paraprofessional (0.8 FTE)	8/29/2017	6/30/2018	NA	NA
17	Laura Martinez	Appointment	New Position/Hindley/Special Education Paraprofessional	8/29/2017	6/30/2018	NA	NA
18	Alexandra Perrin	Appointment	L. Battista/Hindley/Special Education Paraprofessional	8/29/2017	6/30/2018	NA	NA
19	Nicole Kaimer	Appointment	New Position/Hindley/Special Education Paraprofessional	8/29/2017	6/30/2018	NA	NA
20	Beth Watters	Appointment	C. Eppley/Tokeneke/Instructional Aide	9/8/2017	6/30/2018	NA	NA
21	Russell Oost-Lievense	Appointment	C. Caserta/DHS/Special Education Teacher	8/29/2017	6/30/2018	NA	NA
Resignations/Retirements (Informational Only)							
22	Caitlin Kennedy	Resignation	MMS/Special Education Teacher	8/23/2017			

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 education in the district. This includes but is not limited to curriculum, facilities, 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 solid, respectful working relationships with the superintendent. This includes recognizing the differences in the roles as governed by the State of Connecticut generally refraining from becoming involved in the day-to-day operation of schools and recognizing that decisions are made by the Board as a whole.
- 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 as established by the Board.
- Occasionally serve on hearing panels on such issues as termination, expulsion and grievance.