

**New Hartford Public Schools
Board of Education Regular Meeting
Ann Antolini School/MPR
May 18, 2021 @ 7:00 p.m.
[youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg](https://www.youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg)**

- A. Chair to Open Meeting**
- B. Pledge of Allegiance**
- C. Chair Select Order of Business**
- D. Superintendent's Report**
 - 1. Superintendent Awards**
 - 2. District Newsletter**
 - 3. Oak Hill Lease**
 - 4. Project Playground Update**
- E. Public Comment/Communication to the Board of Education**
- F. Consent Agenda**
 - 1. Approval of Minutes-April 20, 2021**
 - 2. Expenditure Report**
 - 3. Personnel**
- G. Reports**
 - 1. Plant Facility and Transportation Committee**
 - a. Bus Contract Bid Proposal**
 - 2. School Community Relations and Policy**
 - a. Review Policy 1331 (Use of School Facilities)**
 - b. Review Policy 5114 (Suspension and Expulsion/Due Process)**
 - c. Review Policy 4118.112 (Sex Discrimination and Sexual Harassment)**
 - d. Review Policy 5131.911 (Bullying Prevention and Intervention)**
 - e.**
- H. New Business**
 - 1. Superintendent's Evaluation (Executive Session)**
- I. Adjournment**

***This is a live in-person meeting. However, you can access the meeting by using the YouTube code provided above.**

Date: May 13, 2021
To: Members of the Board of Education
From: Brian Murphy
Re: May 18, 2021 Board of Education Meeting

In-Person Meeting/7:00 P.M/Antolini School/Multi-Purpose Room

Pledge of Allegiance

The Pledge of Allegiance will be recited.

Superintendent's Report

Superintendent Awards

Patrick Brett and Jillian Quinto were chosen as the 6th grade Superintendent Award winners for the 2020-2021 school year. We are so proud of all of their accomplishments. I will present them with a certificate during the meeting. The Republican American newspaper will take a picture of both students.

District Newsletter

I have enclosed a copy of the latest edition of the district's newsletter in your packet. The newsletter highlights new programs in the district and reviews the past school year. This newsletter will be emailed to staff and parents and placed on our website.

Oak Hill School Lease

I am recommending that the board approve a 3 year lease for Oak Hill School to use three classrooms at Antolini School. Oak Hill School will increase their lease by \$5,000 a year. This partnership has become an important part of the fabric of the Antolini School community. There will be a motion to approve.

Project Playground Committee Update

Jessica Chicoski is the chair of the Project Playground Committee. Jessica has done a terrific leading the committee in providing new playgrounds for Bakerville and New Hartford Elementary Schools. The playgrounds will be installed in June at both schools. Jessica will provide an update on the plans.

Public Comment/Communications to the Board

I do not have any communication to the board at this time.

Consent Agenda

Approval of Minutes- The April 20, 2021 minutes will be approved. There are copies of the minutes in your packet.

Expenditure Report

There is a copy of the Expenditure Report in your packet.

Personnel

Betsy Lavelle who is a special education teacher at New Hartford Elementary School is retiring at the end of the school year. Cindy Johnson who is an Interventionist at Antolini School will be retiring at the end of the school year. We wish them all the best in retirement. Jessica Foskitt who is a music teacher at all of the schools will be taking a .9 teaching position in the Granby School District. We have posted for these positions.

Reports

Plant Facility and Transportation Committee

Tom will review the bus contract bid proposal for the board. The board will vote on the Transportation Committee's recommendation.

School Community Relations and Policy Committee

Kelly will review 4 policies for the board. It will be the second review for 3 policies and a first review for the Bullying Policy. There are copies of the policies in your packet.

New Business

The board will complete the Superintendent's Evaluation for the 2020-2021 school year.

There is a CAFE evaluation document in your packet. There is also a copy of my narratives in your packet as well. Please bring the completed document to the meeting. The evaluation will be completed in Executive Session.

Adjournment



New Hartford Public Schools Newsletter

Brian Murphy, Superintendent of Schools

June 2021



From the desk of...
Brian Murphy,
Superintendent of Schools

The end of the 2020-2021 school year is fast approaching. The last day of the school year is June 11, 2021 and dismissal will be at 1:00 PM for all schools. It has been a school year we will never forget. We are so proud of all of our students who have met every challenge presented to them over the last year. The resiliency our students have demonstrated is truly inspiring. Students have successfully mastered many different learning models. We would also like to express a heartfelt thank you to all of the parents who supported in-person learning over the course of the school year. Your commitment to the mitigation efforts during the pandemic allowed the district to offer a continuity of learning throughout the year. Finally, a special thank you to all of the staff in the district whose singular focus was on the well being of every child. The staff was unified in providing academic and social/emotional supports throughout the entire school year. We continue to be blessed to work with your child, and our staff is committed to providing the best educational opportunities for every student in the district.

I am pleased to inform you the New Hartford Public Schools' budget was approved at town referendum in May. I would like to thank everyone for all of their support during the budget process. The district will be able to meet the needs of every student and continue to provide robust learning opportunities. We will continue to invest in our school infrastructure to provide a safe learning environment. A special

thank you to the New Hartford Board of Education for their leadership and commitment to every student in the district.

The implementation of our new math program this year, Illustrative Math was a tremendous success. The new K-5 program is fully aligned to the Connecticut Core Math Standards. The program builds on conceptual understanding and fluency. Illustrative Math requires application of math standards to solve problems.



The district will continue to invest in technology based learning. We will continue to offer every student a Chromebook next school year. We have been preparing for this scenario for several years. We will continue to replace antiquated electronic devices and purchase additional Promethean Boards for classrooms. These smartboards have amplified sound instructional practices and improved student engagement. We have also increased our software catalogue that has helped differentiate instruction throughout the district. Our various software investments and new platforms have improved access for students.



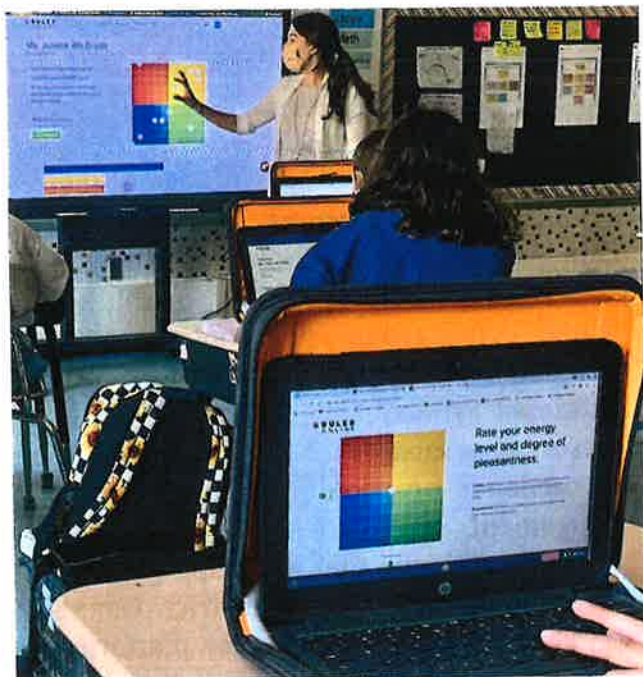


New Hartford Public Schools Newsletter

Brian Murphy, Superintendent of Schools

June 2021

The district continues to focus on improving school climate. This school year has crystallized the social and emotional needs of our students. The implementation of our RULER approach has helped students recognize and regulate their emotions with helpful strategies. This approach helps students understand the causes and consequences of emotions. The implementation of this new approach has been extremely successful. We will continue to enhance this powerful approach next school year. There is an article on RULER in the ensuing pages of this newsletter.



The district's new 6th grade Advanced Manufacturing program was a resounding success again this past year. The district expanded this exciting program to the 5th grade this year. The district partnered with Goodwin University to offer an interactive experience

that focuses on engineering, math, science and technology skills. Students learned high school level skills that will help them throughout their educational career. We will be purchasing additional equipment to help students enhance their experience in this innovative program next year.



The 2020-2021 school year was a memorable year that has made our school community stronger by working together. Our focus will continue to bolster initiatives that improve the learning opportunities we offer to students. We have the most dedicated, talented staff who are committed to seeing your child flourish. The success of the New Hartford Public Schools is due to the collaboration of students, parents, and staff. We are honored to be given the responsibility of educating your child every day, and we will continue to do our best every day to meet the needs of your children. I hope you have a fantastic summer! Better days are ahead!

Sincerely,
Brian Murphy
Superintendent of Schools



New Hartford Public Schools Newsletter

Antolini School -
Principal Notes: Amanda Shaw

June 2021

Scientific Mysteries in New Hartford

For the past few years, New Hartford Public School students in grades K-6 have been learning science based on the Next Generation Science Standards (NGSS), which were adopted by the state of Connecticut in 2015. The aim of the NGSS is to move toward science instruction that is based in real world contexts and engages students in deep discussions about science. Science and engineering processes are embedded in all work that students do. Additionally, they investigate naturally occurring phenomena and conduct investigations based on their own questions and ideas. Students work with others to solve problems, explain their thinking, and design solutions supported by evidence-based reasoning.



This year, students in kindergarten through grade 5 have used a program called *Mystery Science*. This online platform incorporates engaging video lessons with hands-on experiences to make science meaningful and exciting for students. All content is fully aligned to the NGSS, so students at every grade level are learning the science

in the way it was intended.

All lessons in *Mystery Science* are based on the 5E Instructional Model, which includes the following:

- Engage with short introduction videos;
- Explore through hands-on activities;
- Explain thinking and connections through discussion;
- Elaborate with extension activities to learn more; and
- Evaluate learning with assessment and reflection.

Perhaps your child has come home talking about Rube Goldberg, finding whales in a desert, or a summer ice storm. These are all concepts our students learn about in the units in *Mystery Science*. For example, in the *Energizing*



Everything unit in grade 4 students studied energy, motion, and electricity. They learned about heat, potential, and kinetic energy. They discovered how energy is transferred from one object to another when they built chain reaction machines. Meanwhile, grade 5 students were excited to create magic potions and discover why some things explode during the *Chemical Magic*



unit. They were introduced to chemical reactions, acids, bases, and solutions. Other units in grades K-5 include *Plant and Animal Secrets*,

Spinning Sky, *Material Magic*, *Invisible Forces*, *The Birth of Rocks*, and *Spaceship Earth*.

The excitement and interest in science has never been greater. Students are learning about the science that is around them every



day and digging deep into scientific phenomena through these units. We are all looking forward to exploring more of the mysteries contained in *Mystery Science*.

#newhtfd follow us on Twitter



@AntoliniES



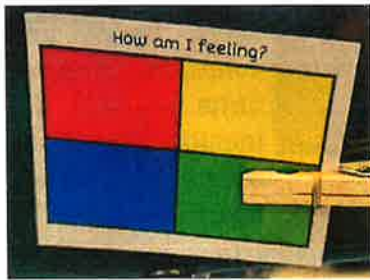
New Hartford Public Schools Newsletter

Bakerville Consolidated and New Hartford Elementary
Principal Notes: Kelly Carroll

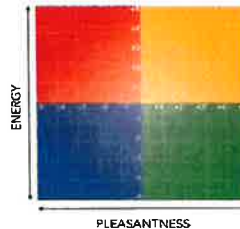
June 2021

The Mood Meter

As we continue to roll out the RULER approach with students, we are learning to plot our emotions on the Mood Meter. The Mood Meter is a RULER tool that we use to build awareness of our emotions and the emotions of others. Over time, using the Mood Meter allows us to recognize, understand and label our emotions. This awareness allows us to express and regulate our emotions. We use the Mood Meter to plot our emotions on two sliding axes labeled energy and pleasantness. In order to plot an emotion, you must first think about your physical and mental energy as well as your level of pleasantness. Emotions reside in four quadrants on the Mood Meter, red, yellow, green and blue. The Mood Meter supports the understanding that there are no bad emotions, and that our emotions change throughout the day.



The Mood Meter helps us to notice how our emotions influence our thinking and our actions. The purpose of understanding your emotions is to then set an intention. If the emotion you are feeling is purposeful and helpful, you may decide you want to stay there. However, you may be experiencing an unpleasant emotion and want to shift. Remembering that all emotions matter and none are bad, will help to set your intention. For example, emotions in the green quadrant are where we do our best learning. Students are learning strategies to bring their emotions to the green, so they can be thoughtful about their learning. Emotions in the red quadrant represent emotions that are high energy and lower pleasantness.



Feeling competitive, an emotion represented in the red quadrant, is a great emotion for playing sports. Writers tend to do their most creative work while experiencing emotions in the blue quadrant. Feeling

motivated in the yellow quadrant is a great emotion for task completion.

Students are able to check in on the Mood Meter in a variety of ways including individual Mood Meters on their desks, classroom posters or digital check ins. Ms. Marciano has brought the Mood Meter to life using the physical space of the gym to represent quadrants. In music,



students are connecting the mood and emotions of music with the Mood Meter quadrants. The Mood Meter has been a useful tool for connecting with and supporting our students throughout their day.

It is important to remember that all emotions are valid, even when they are unpleasant. The Mood Meter helps us develop strategies to work with our emotions to be more personally successful at achieving our goals. Plotting on the Mood Meter has become a classroom routine that organically supports academics. Students are using the Mood Meter to explain character development and are strengthening their inferencing skills using the emotional vocabulary of the Mood Meter. As part of our New Hartford Public Schools climate goals, we will continue to promote, enhance and sustain a positive school climate through the RULER approach.



New Hartford Public Schools Newsletter

Student Services

Director Notes: Barbara McLean

June 2021

Orton- Gillingham

One of the goals of New Hartford Public Schools is to improve teaching and learning in a constantly changing 21st century classroom. The District uses data driven decision making to drive student centered learning. Our District has a continuum of services for students with disabilities. Some of our students with specific learning disabilities also present with symptoms of Dyslexia. The word Dyslexia when broken apart means "difficulty with words." The (dys) meaning difficulty and (lexia) meaning words. All words are language based: what we speak, what we see, and what we hear. The important takeaway is that some people have difficulty with the visual language component of words which is what can lead to difficulties learning to read.

Not all people are able to learn to read by visual cues alone. The great news is that there is more than one way to teach reading. Reading can be learned using a structured, multimodal approach combining seeing, hearing, and feeling with motion. Approaches such as Orton Gillingham or Programs such as Wilson and Heggerty are interventions that the District uses to support foundational literacy needs.

The Orton Gillingham Approach commonly called OG is research based and can be used to develop our learners into competent readers, writers and thinkers. OG is a type of direct instruction that can be individualized and delivered to students either individually, in small groups and even classroom wide. At the earliest levels, this approach breaks apart the components of the sound symbol relationship, so that students can identify individual sounds and then blend those sounds together to read words. Students systematically build their skills by picking up on

patterns in isolation via word lists, then short phrases, sentences etc.. As fluency develops, vocabulary grows all of which supports comprehension. The OG approach deepens student understanding of what they are learning and why it is important. Finding success in learning to read lends to motivation and confidence.

Furthermore, reading is a critical foundational skill that must be directly taught. Research indicates that difficulty with reading is highly correlated with social and behavioral problems. Long term, these difficulties are also correlated with socio-economic impacts. We know that reading by the end of third grade is a milestone year because it is when children transition from learning to read to reading to learn (reading for comprehension.) As a District, we recognize this need for urgency around literacy development and remain committed to building the capacity of our educators.

This year the District invested in professional development in the Orton Gillingham Approach. The District trained (1) speech language pathologist, (1) special education teacher and later this spring (1) para/interventionist will be trained. These teachers will begin working with our learners struggling with language based learning disabilities while they complete the rest of their practicum coursework during the 2021-2022 school year.

In conclusion, the District will continue to act by ensuring that we have available trained staff in all buildings. We are very proud to share our progress and understand the urgency in prioritizing this work. We are well on our way and thank you for your continued support and partnership in improving student outcomes.



New Hartford Public Schools Newsletter

Heather Mathes - Curriculum Coordinator

June 2021

Summer vacation is right around the corner! All of our students have worked so hard throughout the entire school year. Throughout the summer, there are many things that students can do to keep their learning going. Two of the most important things that students can do are to read and practice their math facts every day! Here are several opportunities that students can take advantage of this summer.

Summer Reading Programs

Mrs. Pfeffer will be launching her annual summer reading program - a Summer Reading Marathon. Students will keep a log of all the books they read throughout the summer. Students will submit their logs to Mrs. Pfeffer the first week back at school. Then, a group of staff members will walk 10 steps for every book read. More details will be going home at the end of the year.



Other organizations such as at the town library and the Connecticut Governor's office will also offer a summer reading program. We will pass along information as soon as we receive it.

For kindergarten and first grade students, reading for at least 20 minutes every day is crucial to maintaining all of the skills they acquired this year. For second and third grade students, the goal is 30 minutes a day. Students in fourth, fifth and sixth grade should set a goal of 45 minutes a day.

If your child is having trouble finding a just right book, be sure to check with your local librarian or

on our district website. Our website will have a list of book recommendations by grade level.

Online Programs

Throughout this year, students in Kindergarten through sixth grade have used an online math program called **DreamBox**. DreamBox offers students a variety of math activities. These activities support and develop their number sense, computation and problem solving skills.

For students in Kindergarten through second grade, they have used a program called **Lexia Core5**. Lexia supports and develops reading skills, including phonological awareness, phonics and fluency.

Students will have access to all of these programs over the summer through their Clever link. The Clever link will be posted on our district website.

District Website

Don't forget to check out our district website, too. There will be a special page devoted to summer learning. This page will include many additional ideas to support reading and math skills.

Screen Free Activities

Flashcards, puzzles, card games, board games and listening to audiobooks are great screen free alternatives to support your child's reading and math skills over the summer. And don't forget to stay active and play outside. Enjoy the sunshine!





New Hartford Public Schools Newsletter

Brian Murphy, Superintendent of Schools

June 2021

New Hartford Public Schools (Approved) 2021-2022 School Calendar

JULY - (0)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5--Fourth of July Holiday

AUGUST - (2)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

17--Board of Education Meeting
25, 26, 27--Professional Days
30--First Day of School

SEPTEMBER - (21)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

6--Labor Day Holiday
14--Board of Education Meeting

OCTOBER - (19)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5--Board of Education Meeting
8--Professional Day
11--Columbus Day Holiday

NOVEMBER - (18)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

2--Professional Day
16--Board of Education Meeting
22 & 23--1:00 Dismissal for
Parent/Teacher Conferences
24, 25, 26--Thanksgiving Recess

DECEMBER - (17)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

7--Board of Education Meeting
23--1:00 Dismissal
24-31--Winter Recess Begins

JANUARY - (20)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

14--1:00 Dismissal for PD
17--Martin Luther King Holiday

FEBRUARY - (17)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

18--Professional Day
21-22--February Break

MARCH - (23)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

11--1:00 Dismissal for PD
23 & 24--1:00 Dismissal for
Parent/Teacher Conferences

APRIL - (15)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15--Good Friday
18-22--April Recess

MAY - (21)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

30--Memorial Day Holiday

JUNE - (7)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

9--**180th Day/Last Day
1:00 Dismissal
10--Professional Day

APPROVED BY THE BOE:

February 16, 2021

Early Release Days Dismissal at 1:00 PM/Emergency Dismissal at 12:00 Noon
Late Openings are on a Two Hour Delay/Three Hours when determined necessary
PTO Meetings - 2nd Monday of the Month at 7:00 PM

Board of Education Meetings

SNOW DAY LEGEND:

= School Closing

= Late Opening

= Early Release

(CLOSINGS WILL BE ADDED TO THE END OF THE SCHOOL YEAR, IF NEEDED)



Early Release Days
Professional Day for Teachers
- No School
No School Days

Term 1
August 25 - November 12
Report Card
November 19, 2021

Term 2
November 15 - March 11
Report Card
March 18, 2022

Term 3
March 14 - Last day
Report Card
Last Day of School

**New Hartford Public Schools Special
Board of Education Meeting
April 20 2021**

6:00 pm/Virtual Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85935534561?pwd=CUVVcDltbVFmMOE4OEJYTIICCzB5QT09>
Meeting ID: 859 3553 4561
Passcode: 3gwyE4

Present- Tim Goff, Karl Hermonat, Penny Miller, Tom Buzzi, Tim Klepps, Tony Persechino, Heather Tomala, Kelly O'Dell Longhi, Mary Stempien

Other- Brian Murphy, Kelly Carroll, Amanda Shaw, Barbara Mclean.

- A. Chair to Open Meeting** - Tim Goff opened fully virtual meeting at 6.09 pm.
- B. Pledge of Allegiance** - The board joined in the pledge of Allegiance.
- C. Chair to select order of business-** No change.
- D. Superintendents Report**
Report 1: RULER Presentation

Mr. Murphy introduced principals Kelly Carroll and Amanda Shaw who gave a presentation on the new RULER program that was implemented into the New Hartford Public schools this year. It is utilized in several school districts around the state including Region 7. The program uses a social emotional approach to students and teaches them to understand emotions, build on skills of emotional intelligence and in return, create a safe and positive learning environment within the classroom.

Both principals highlighted the positive response this program has received from staff and students across all three schools especially during this difficult school year. A copy of principal Carrols presentation can be found in the board minutes.

- E. Public Comment/Communications to the Board of Education**

The board did not receive any communication.

F. Consent Agenda

- 1. Approval of Minutes - March 2, 2021, March 31, 2021**
- 2. Expenditure Report**
- 3. Personnel**

No changes or discussion to the consent agenda.

Motion- by Klepps to approve the consent agenda. Seconded by Persechino.

Unanimous

G. Reports

Kelly O'Dell Longi reviewed gave a first read of the four new policies for the district. Changes to these will be discussed and voted upon at the next meeting.

- 1. Review Policy 1331 (Use of School Facilities)**
- 2. Review Policy 5114 (Suspension and Expulsion/Due Process)**
- 3. Review Policy 4118.112 (Sex Discrimination and Sexual Harassment) *New Policy***
- 4. Review Policy 5131.911 (Bullying Prevention and Intervention) *Tabled to be reviewed at the next meeting.***

E. Adjournment

Motion: by Tomala to adjourn meeting at 6.38pm. Seconded by Persechino.

Unanimous

Respectfully Submitted

Laura Fritch
Board Secretary

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2020-2021

From Date: 5/1/2021

To Date: 5/31/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1000.111.000.100	SALARIES, MISC STIPENDS	\$16,375.00	\$0.00	\$16,375.00	\$0.00	\$10,002.30	\$6,372.70	\$0.00	\$6,372.70	38.92%
100.1000.111.001.100	SALARIES, TCHR SUBSTITUTES	\$63,000.00	\$0.00	\$63,000.00	\$4,776.35	\$61,147.35	\$1,852.65	\$0.00	\$1,852.65	2.94%
100.1000.111.001.101	SALARIES, TEACHER IN CHARGE STIPEND	\$3,900.00	\$0.00	\$3,900.00	\$0.00	\$1,950.00	\$1,950.00	\$0.00	\$1,950.00	50.00%
100.1000.111.001.117	SALARIES, REGULAR CLASS TCHR	\$2,340,074.00	\$0.00	\$2,340,074.00	\$92,740.15	\$1,753,642.94	\$586,431.06	\$530,588.19	\$55,842.87	2.39%
100.1000.112.001.117	SALARIES, REGULAR CLASS PARAS	\$150,900.00	\$0.00	\$150,900.00	\$5,500.35	\$121,947.62	\$28,952.38	\$19,583.01	\$9,369.37	6.21%
100.1000.313.000.100	CURRICULUM ASSESSMENTS	\$6,525.00	\$0.00	\$6,525.00	\$0.00	\$8,284.60	(\$1,759.60)	\$0.00	(\$1,759.60)	-26.97%
100.1000.320.000.100	PURCHASED SERVICES	\$13,300.00	\$0.00	\$13,300.00	\$0.00	\$2,013.00	\$11,287.00	\$0.00	\$11,287.00	84.86%
100.1000.560.603.120	CREC Magnet School Tuition	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$74,778.00	\$5,222.00	\$0.00	\$5,222.00	6.53%
100.1000.591.000.100	TRAVEL	\$5,100.00	\$0.00	\$5,100.00	\$21.84	\$592.40	\$4,507.60	\$0.00	\$4,507.60	88.38%
100.1000.616.000.109	GIFTED & TALENTED SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$472.50	\$1,527.50	\$878.17	\$649.33	32.47%
100.1000.616.001.102	ART SUPPLIES	\$4,760.00	\$0.00	\$4,760.00	\$0.00	\$2,647.12	\$2,112.88	\$2,126.25	(\$13.37)	-0.28%
100.1000.616.001.112	MUSIC - ANTOLINI	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$1,209.87	\$490.13	\$425.29	\$64.84	3.81%
100.1000.616.001.117	CLASSROOM/TEACHER	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$2,188.38	\$211.62	\$0.00	\$211.62	8.82%
100.1000.616.001.118	PHYSICAL EDUCATION	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$995.36	\$704.64	\$415.42	\$289.22	17.01%
100.1000.616.001.119	GENERAL SUPPLIES	\$3,350.00	\$0.00	\$3,350.00	\$241.25	\$1,854.74	\$1,495.26	\$1,189.11	\$306.15	9.14%
100.1000.616.002.112	MUSIC - BAK & NHES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$167.00	\$833.00	\$0.00	\$833.00	83.30%
100.1000.616.002.119	CENTRAL SUPPLIES	\$3,740.00	\$0.00	\$3,740.00	\$299.88	\$3,742.02	(\$2.02)	\$0.00	(\$2.02)	-0.05%
100.1000.616.003.106	SPANISH	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
100.1000.641.003.109	LANGUAGE ARTS	\$2,752.00	\$0.00	\$2,752.00	\$0.00	\$2,998.64	(\$246.64)	\$2,617.88	(\$2,864.52)	-104.09%
100.1000.641.100.114	SOCIAL STUDIES	\$2,500.00	\$0.00	\$2,500.00	\$644.16	\$1,355.36	\$1,144.64	\$2,241.33	(\$1,096.69)	-43.87%
100.1000.641.200.109	READING	\$7,831.00	\$0.00	\$7,831.00	\$0.00	\$7,756.72	\$74.28	\$74.28	\$0.00	0.00%
100.1000.641.200.111	MATH	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$3,327.86	\$6,672.14	\$6,818.99	(\$146.85)	-1.47%
100.1000.642.001.100	PERIODICALS	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$2,540.97	\$659.03	\$659.03	\$0.00	0.00%
100.1000.730.001.119	EQUIPMENT	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$249.99	\$950.01	\$950.01	\$0.00	0.00%
	Func: - 1000	\$2,727,807.00	\$0.00	\$2,727,807.00	\$104,223.98	\$2,065,864.74	\$661,942.26	\$568,566.96	\$93,375.30	3.42%
100.1200.111.000.120	SALARIES, CERTIFIED	\$730,895.00	\$30,487.51	\$761,382.51	\$31,196.86	\$582,776.44	\$178,606.07	\$159,995.26	\$18,610.81	2.44%
100.1200.111.001.120	SALARIES, Director -Student Services	\$104,868.00	\$0.00	\$104,868.00	\$4,033.38	\$92,767.74	\$12,100.26	\$12,100.26	\$0.00	0.00%
100.1200.112.001.100	SALARIES, PARA SUBSTITUTES	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$837.72	\$3,662.28	\$0.00	\$3,662.28	81.38%
100.1200.112.001.120	SALARIES, PARAS	\$464,062.00	\$0.00	\$464,062.00	\$22,385.36	\$370,485.98	\$93,576.02	\$63,650.78	\$29,925.24	6.45%
100.1200.113.000.120	SALARIES, SECRETARY, SPED	\$43,121.00	\$0.00	\$43,121.00	\$1,908.00	\$34,254.56	\$8,866.44	\$5,533.20	\$3,333.24	7.73%
100.1200.311.000.120	HOMEBOUND	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.1200.312.000.120	PUPIL SERVICES	\$85,500.00	\$0.00	\$85,500.00	\$2,887.50	\$4,124.92	\$81,375.08	\$0.00	\$81,375.08	95.18%
100.1200.313.000.120	EVALUATIONS & CONSULTS	\$22,400.00	\$0.00	\$22,400.00	\$0.00	\$12,226.63	\$10,173.37	\$0.00	\$10,173.37	45.42%
100.1200.314.000.120	TESTING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,485.67	\$1,514.33	\$0.00	\$1,514.33	37.86%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2020-2021

From Date: 5/1/2021

To Date: 5/31/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1200.320.000.120	Purchased Professional Services	\$88,000.00	\$0.00	\$88,000.00	\$4,950.00	\$38,941.25	\$49,058.75	\$0.00	\$49,058.75	55.75%
100.1200.322.000.120	INSERVICE	\$5,450.00	\$0.00	\$5,450.00	\$0.00	\$5,429.54	\$20.46	\$0.00	\$20.46	0.38%
100.1200.560.603.120	TUITION	\$212,330.00	\$0.00	\$212,330.00	\$47,509.90	\$407,462.01	(\$195,132.01)	\$0.00	(\$195,132.01)	-91.90%
100.1200.616.000.120	TEACHING SUPPLIES - SPED	\$500.00	\$0.00	\$500.00	\$0.00	\$286.77	\$213.23	\$2,386.80	(\$2,173.57)	-434.71%
100.1200.690.000.120	OFFICE SUPPLIES - SPED	\$500.00	\$0.00	\$500.00	\$0.00	\$498.74	\$1.26	\$0.00	\$1.26	0.25%
100.1200.730.000.120	EQUIPMENT - SPED	\$3,000.00	\$0.00	\$3,000.00	\$359.02	\$2,452.02	\$547.98	\$3,885.28	(\$3,337.30)	-111.24%
100.1200.690.000.120	DUES & FEES	\$385.00	\$0.00	\$385.00	\$0.00	\$494.75	(\$109.75)	\$0.00	(\$109.75)	-28.51%
	Func: - 1200	\$1,770,511.00	\$30,487.51	\$1,800,998.51	\$115,230.02	\$1,555,524.74	\$245,473.77	\$247,551.58	(\$2,077.81)	-0.12%
100.1300.560.603.127	ADULT EDUCATION	\$6,485.00	\$0.00	\$6,485.00	\$0.00	\$6,485.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1300	\$6,485.00	\$0.00	\$6,485.00	\$0.00	\$6,485.00	\$0.00	\$0.00	\$0.00	0.00%
100.2130.112.000.129	SALARIES, NURSE	\$120,920.00	\$0.00	\$120,920.00	\$5,519.09	\$105,902.87	\$15,017.13	\$16,557.22	(\$1,540.09)	-1.27%
100.2130.114.000.100	SALARIES, SUBSTITUTES	\$2,000.00	\$0.00	\$2,000.00	\$320.00	\$3,064.00	(\$1,064.00)	\$0.00	(\$1,064.00)	-53.20%
100.2130.320.000.129	MEDICAL ADVISOR	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%
100.2130.690.000.129	HEALTH SUPPLIES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$4,335.18	(\$1,535.18)	\$0.00	(\$1,535.18)	-54.83%
100.2130.730.000.129	EQUIPMENT - NURSES	\$550.00	\$0.00	\$550.00	\$0.00	\$99.43	\$450.57	\$155.00	\$295.57	53.74%
	Func: - 2130	\$129,270.00	\$0.00	\$129,270.00	\$5,839.09	\$116,401.48	\$12,868.52	\$16,712.22	(\$3,843.70)	-2.97%
100.2210.322.000.130	PARTIAL TUITION REIM.	\$10,000.00	\$0.00	\$10,000.00	\$2,000.00	\$4,000.00	\$6,000.00	\$0.00	\$6,000.00	60.00%
100.2210.324.000.130	STAFF DEVELOPMENT	\$12,000.00	\$0.00	\$12,000.00	\$2,025.00	\$10,749.82	\$1,250.18	\$5,875.18	(\$4,625.00)	-38.54%
100.2210.325.000.130	CURRICULUM WORK	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$3,266.61	\$6,733.39	\$4,399.17	\$2,334.22	23.34%
100.2210.590.000.130	PURCHASED SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	0.00%
100.2210.593.000.130	PRINTING	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	0.00%
100.2210.617.000.130	CURRICULUM MATERIALS	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$5,560.80	(\$1,060.80)	\$0.00	(\$1,060.80)	-23.57%
100.2210.618.000.130	INNOVATIVE TEACHING	\$500.00	\$0.00	\$500.00	\$0.00	\$300.48	\$199.52	\$199.52	\$0.00	0.00%
100.2210.619.000.130	PROF. DEVELOP. LIBRARY	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	0.00%
100.2210.690.000.130	DUES & FEES	\$624.00	\$0.00	\$624.00	\$0.00	\$0.00	\$624.00	\$624.00	\$0.00	0.00%
	Func: - 2210	\$39,874.00	\$0.00	\$39,874.00	\$4,025.00	\$23,877.71	\$15,996.29	\$13,347.87	\$2,648.42	6.64%
100.2220.611.001.131	AV SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	0.00%
100.2220.612.001.131	MEDIA SUPPLIES & SERV - BAK	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$726.29	\$273.71	\$273.71	\$0.00	0.00%
100.2220.612.002.131	MEDIA SUPPLIES & SERV - NHES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$911.68	\$88.32	\$88.32	\$0.00	0.00%
100.2220.612.003.131	MEDIA SUPPLIES & SERV - ANT	\$2,000.00	\$0.00	\$2,000.00	\$605.72	\$1,999.92	\$0.08	\$0.00	\$0.08	0.00%
100.2220.613.001.131	AV SUPPLIES - BAK	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	0.00%
100.2220.613.002.131	AV SUPPLIES - NHES	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	0.00%
100.2220.613.003.131	AV SUPPLIES - ANT	\$600.00	\$0.00	\$600.00	\$334.72	\$600.00	\$0.00	\$0.00	\$0.00	0.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 5/1/2021

To Date: 5/31/2021

Fiscal Year: 2020-2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2220.619.000.131	INSTRUCTIONAL SUPPLIES-ANT	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
100.2220.619.001.131	INSTRUCTIONAL SUPPLIES-BAK	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
100.2220.619.002.131	INSTRUCTIONAL SUPPLIES-NHES	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
100.2220.641.001.131	ON-LINE SUBSCRIPTIONS	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,977.75	(\$977.75)	\$0.00	(\$977.75)	-9.78%
100.2220.642.001.131	PERIODICALS-BAK	\$425.00	\$0.00	\$425.00	\$0.00	\$281.60	\$143.40	\$143.40	\$0.00	0.00%
100.2220.642.002.131	PERIODICALS-NHES	\$350.00	\$0.00	\$350.00	\$0.00	\$306.55	\$43.45	\$43.45	\$0.00	0.00%
100.2220.642.003.131	PERIODICALS-ANT	\$900.00	\$0.00	\$900.00	\$0.00	\$621.03	\$278.97	\$278.97	\$0.00	0.00%
100.2220.643.001.131	LIBRARY BOOKS - BAK	\$700.00	\$0.00	\$700.00	\$43.58	\$396.40	\$303.60	\$303.60	\$0.00	0.00%
100.2220.643.002.131	LIBRARY BOOKS - NHES	\$500.00	\$0.00	\$500.00	\$41.30	\$394.15	\$105.85	\$105.85	\$0.00	0.00%
100.2220.643.003.131	LIBRARY BOOKS - ANT	\$3,550.00	\$0.00	\$3,550.00	\$674.89	\$2,133.10	\$1,416.90	\$1,386.33	\$30.57	0.86%
100.2220.730.000.131	EQUIPMENT-LIBRARY	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
100.2220.890.001.131	DUES AND FEES	\$679.00	\$0.00	\$679.00	\$0.00	\$679.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 2220	\$23,204.00	\$0.00	\$23,204.00	\$2,600.21	\$21,427.47	\$1,776.53	\$2,723.63	(\$947.10)	-4.08%
100.2230.112.000.134	SALARIES, SUPPORTIVE	\$66,232.00	\$0.00	\$66,232.00	\$2,547.20	\$58,585.60	\$7,646.40	\$7,646.40	\$0.00	0.00%
100.2230.321.000.134	TECHNICAL/LICENSES	\$9,895.00	\$0.00	\$9,895.00	\$0.00	\$8,649.57	\$1,245.43	\$0.00	\$1,245.43	12.59%
100.2230.324.000.134	Professional Development	\$1,500.00	\$195.00	\$1,695.00	\$599.00	\$704.86	\$990.14	\$0.00	\$990.14	58.42%
100.2230.407.000.134	REPAIRS/MAINTENANCE	\$23,250.00	\$0.00	\$23,250.00	\$803.00	\$20,045.26	\$3,204.74	\$667.20	\$2,537.54	10.91%
100.2230.617.000.134	CURRICULUM SOFTWARE	\$24,112.00	\$1,530.00	\$25,642.00	\$1,249.00	\$33,048.37	(\$7,406.37)	\$4,373.32	(\$11,779.69)	-45.94%
100.2230.690.000.134	SUPPLIES	\$300.00	\$0.00	\$300.00	\$0.00	\$183.37	\$116.63	\$0.00	\$116.63	38.88%
100.2230.730.000.134	EQUIPMENT	\$11,375.00	\$0.00	\$11,375.00	\$0.00	\$4,325.00	\$7,050.00	\$768.60	\$6,281.40	55.22%
100.2230.890.000.134	DUES AND FEES	\$400.00	\$26.50	\$426.50	\$0.00	\$0.00	\$426.50	\$0.00	\$426.50	100.00%
	Func: - 2230	\$137,064.00	\$1,751.50	\$138,815.50	\$5,198.20	\$125,542.03	\$13,273.47	\$13,455.52	(\$182.05)	-0.13%
100.2310.112.005.132	SALARIES, BOARD SECRETARY	\$1,200.00	\$0.00	\$1,200.00	\$150.00	\$675.00	\$525.00	\$0.00	\$525.00	43.75%
100.2310.314.005.132	LEGAL	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$50,978.50	(\$22,978.50)	\$0.00	(\$22,978.50)	-82.07%
100.2310.690.005.132	OFFICE SUPPLIES - BOE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$171.51	\$828.49	\$0.00	\$828.49	82.85%
100.2310.890.005.132	DUES & FEES - BOE	\$8,500.00	\$234.00	\$8,734.00	\$0.00	\$2,133.50	\$6,600.50	\$0.00	\$6,600.50	75.57%
	Func: - 2310	\$38,700.00	\$234.00	\$38,934.00	\$150.00	\$53,958.51	(\$15,024.51)	\$0.00	(\$15,024.51)	-38.59%
100.2320.111.004.133	SALARIES, SUPERINTENDENT	\$163,010.00	\$0.00	\$163,010.00	\$6,161.60	\$142,200.16	\$20,809.84	\$18,006.88	\$2,802.96	1.72%
100.2320.112.002.113	BOOKKEEPER	\$30,720.00	\$0.00	\$30,720.00	\$1,152.00	\$26,496.00	\$4,224.00	\$3,456.00	\$768.00	2.50%
100.2320.112.002.133	SALARIES, ADMINISTRATIVE ASST	\$55,994.00	\$0.00	\$55,994.00	\$2,153.60	\$49,532.80	\$6,461.20	\$6,460.80	\$0.40	0.00%
100.2320.112.004.133	SALARIES, FISCAL SERVICES	\$54,570.00	\$0.00	\$54,570.00	\$2,099.20	\$49,639.52	\$4,930.48	\$6,297.60	(\$1,367.12)	-2.51%
100.2320.113.004.133	SALARIES, OT-ADM ASST	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,891.93	(\$891.93)	\$0.00	(\$891.93)	-89.19%
100.2320.320.004.133	PROF/TECH SERVICES	\$5,500.00	\$0.00	\$5,500.00	\$636.66	\$7,687.38	(\$2,187.38)	\$0.00	(\$2,187.38)	-39.77%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 5/1/2021

To Date: 5/31/2021

Fiscal Year: 2020-2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2320.324.004.133	WORKSHOPS/CONFERENCES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$105.00	\$895.00	\$0.00	\$895.00	89.50%
100.2320.593.004.133	PRINTING	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
100.2320.642.004.133	PERIODICALS	\$250.00	\$0.00	\$250.00	\$140.84	\$288.44	(\$38.44)	\$0.00	(\$38.44)	-15.38%
100.2320.690.004.133	OFFICE SUPPLIES - C.O.	\$2,560.00	\$0.00	\$2,560.00	\$59.34	\$2,560.00	\$0.00	\$0.00	\$0.00	0.00%
100.2320.693.004.133	DATA PROCESSING	\$2,000.00	\$0.00	\$2,000.00	\$216.62	\$1,026.81	\$973.19	\$0.00	\$973.19	48.66%
100.2320.730.004.133	EQUIPMENT - C.O.	\$325.00	\$0.00	\$325.00	\$0.00	\$130.03	\$194.97	\$0.00	\$194.97	59.99%
100.2320.890.004.133	DUES & FEES - C.O.	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$500.00	\$3,000.00	\$0.00	\$3,000.00	85.71%
	Func: - 2320	\$320,679.00	\$0.00	\$320,679.00	\$12,619.86	\$282,058.07	\$38,620.93	\$34,221.28	\$4,399.65	1.37%
100.2410.111.001.141	SALARIES, ADMINISTRATORS	\$242,887.00	\$0.00	\$242,887.00	\$9,264.89	\$215,115.57	\$27,771.43	\$27,794.53	(\$23.10)	-0.01%
100.2410.112.001.141	SALARIES, ADMINISTRATIVE ASST	\$147,128.00	\$0.00	\$147,128.00	\$6,547.86	\$115,317.93	\$31,810.07	\$18,504.00	\$13,306.07	9.04%
100.2410.113.001.141	SALARIES, SECY SUBSTITUTES	\$1,500.00	\$0.00	\$1,500.00	\$158.70	\$2,100.13	(\$600.13)	\$0.00	(\$600.13)	-40.01%
100.2410.690.001.141	OFFICE SUPPLIES-BAK	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$717.80	\$482.20	\$315.90	\$166.30	13.86%
100.2410.690.002.141	OFFICE SUPPLIES-NHES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,119.41	\$80.59	\$79.45	\$1.14	0.10%
100.2410.690.003.141	OFFICE SUPPLIES-ANT	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,595.81	\$4.19	\$0.00	\$4.19	0.16%
100.2410.730.001.141	EQUIPMENT-BAK	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	0.00%
100.2410.730.002.141	EQUIPMENT-NHES	\$600.00	\$0.00	\$600.00	\$0.00	\$747.18	(\$147.18)	\$0.00	(\$147.18)	-24.53%
100.2410.730.003.141	EQUIPMENT-ANT	\$800.00	\$0.00	\$800.00	\$0.00	\$850.10	(\$50.10)	\$0.00	(\$50.10)	-6.26%
100.2410.890.001.141	DUES AND FEES	\$1,230.00	\$0.00	\$1,230.00	\$0.00	\$0.00	\$1,230.00	\$0.00	\$1,230.00	100.00%
	Func: - 2410	\$399,745.00	\$0.00	\$399,745.00	\$15,971.45	\$339,163.93	\$60,581.07	\$46,693.88	\$13,887.19	3.47%
100.2600.112.001.154	SALARIES, CUSTODIANS	\$252,435.00	\$0.00	\$252,435.00	\$11,077.50	\$224,596.77	\$27,838.23	\$27,784.80	\$53.43	0.02%
100.2600.113.001.154	SALARIES, OVERTIME	\$7,500.00	\$0.00	\$7,500.00	\$1,105.16	\$7,242.85	\$257.15	\$0.00	\$257.15	3.43%
100.2600.114.001.154	SALARIES, PART-TIME	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$3,718.00	\$1,782.00	\$0.00	\$1,782.00	32.40%
100.2600.115.000.154	SALARIES, SUBSTITUTES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.2600.402.000.154	UTILITIES, REFUSE	\$116,000.00	\$0.00	\$116,000.00	\$4,683.90	\$87,493.65	\$28,506.35	\$0.00	\$28,506.35	24.57%
100.2600.406.000.154	EMERGENCY REPAIRS/MAINTENANCE	\$30,900.00	\$0.00	\$30,900.00	\$125.00	\$30,887.81	\$12.19	\$0.00	\$12.19	0.04%
100.2600.407.000.154	MAINTENANCE	\$5,000.00	\$0.00	\$5,000.00	\$390.00	(\$39,677.33)	\$44,677.33	\$7,694.09	\$36,983.24	739.66%
100.2600.431.000.154	REPAIRS, NON-INSTR EQUIPMENT	\$4,000.00	\$0.00	\$4,000.00	\$1,059.13	\$3,312.84	\$687.16	\$0.00	\$687.16	17.18%
100.2600.532.001.154	COMMUNICATIONS	\$9,500.00	\$0.00	\$9,500.00	\$0.00	\$9,505.67	(\$5.67)	\$0.00	(\$5.67)	-0.06%
100.2600.533.000.154	INTERNET SERVICE PROVIDER	\$15,000.00	\$11,191.22	\$26,191.22	\$1,539.11	\$21,006.65	\$5,184.57	\$0.00	\$5,184.57	19.80%
100.2600.590.000.154	PROP. INS. & LIAB	\$42,285.00	\$0.00	\$42,285.00	\$0.00	\$31,473.99	\$10,811.01	\$0.00	\$10,811.01	25.57%
100.2600.691.001.154	MAINTENANCE SUPPLIES - BAK	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$10,763.44	(\$3,563.44)	\$0.00	(\$3,563.44)	-49.49%
100.2600.691.002.154	MAINTENANCE SUPPLIES - NHE	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$9,484.56	(\$2,284.56)	\$0.00	(\$2,284.56)	-31.73%
100.2600.691.003.154	MAINTENANCE SUPPLIES - ANT	\$18,646.00	\$0.00	\$18,646.00	\$0.00	\$18,860.01	(\$214.01)	\$0.00	(\$214.01)	-1.15%
100.2600.692.001.154	FUEL ENERGY SUPPLIES	\$78,000.00	\$0.00	\$78,000.00	\$0.00	\$71,589.97	\$6,410.03	\$0.00	\$6,410.03	8.22%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 5/1/2021

To Date: 5/31/2021

Fiscal Year: 2020-2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2600.694.000.154	PROPANE	\$11,000.00	\$0.00	\$11,000.00	\$626.80	\$7,093.52	\$3,906.48	\$0.00	\$3,906.48	35.51%
100.2600.731.000.154	EQUIPMENT, LEASED	\$51,000.00	\$474.00	\$51,474.00	\$1,192.92	\$34,857.08	\$16,616.92	\$0.00	\$16,616.92	32.28%
	Func: - 2600	\$662,166.00	\$11,665.22	\$673,831.22	\$21,799.52	\$532,209.48	\$141,621.74	\$35,478.89	\$106,142.85	15.75%
100.2602.407.000.154	SERVICE CONTRACTS	\$109,627.00	\$0.00	\$109,627.00	\$0.00	\$88,911.52	\$20,715.48	\$3,525.00	\$17,190.48	15.68%
	Func: - 2602	\$109,627.00	\$0.00	\$109,627.00	\$0.00	\$88,911.52	\$20,715.48	\$3,525.00	\$17,190.48	15.68%
100.2700.510.000.155	PUPIL TRANS.	\$512,400.00	\$200.00	\$512,600.00	\$45,790.98	\$361,034.49	\$151,565.51	\$91,365.75	\$60,199.76	11.74%
100.2700.511.603.155	TRANS SPEC ED	\$97,280.00	\$0.00	\$97,280.00	\$0.00	\$100,539.23	(\$3,259.23)	\$0.00	(\$3,259.23)	-3.35%
100.2700.511.604.155	TRANSPORTATION SUMMER	\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00	100.00%
100.2700.512.000.155	FUEL	\$60,000.00	\$3,050.72	\$63,050.72	\$2,782.51	\$23,705.75	\$39,344.97	\$0.00	\$39,344.97	62.40%
	Func: - 2700	\$683,680.00	\$3,250.72	\$686,930.72	\$48,573.49	\$485,279.47	\$201,651.25	\$91,365.75	\$110,285.50	16.05%
100.2800.530.000.156	POSTAGE	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$6,080.46	(\$580.46)	\$0.00	(\$580.46)	-10.55%
100.2800.533.000.156	ADVERTISING	\$650.00	\$0.00	\$650.00	\$0.00	\$1,919.67	(\$1,269.67)	\$0.00	(\$1,269.67)	-195.33%
	Func: - 2800	\$6,150.00	\$0.00	\$6,150.00	\$0.00	\$8,000.13	(\$1,850.13)	\$0.00	(\$1,850.13)	-30.08%
100.6100.201.000.161	MEDICAL & DENTAL INSURANCE	\$1,065,240.00	\$50,776.26	\$1,116,016.26	\$76,271.02	\$929,368.33	\$186,647.93	\$0.00	\$186,647.93	16.72%
100.6100.204.000.161	LIFE INSURANCE	\$16,468.00	\$0.00	\$16,468.00	\$0.00	\$11,921.55	\$4,546.45	\$0.00	\$4,546.45	27.61%
100.6100.205.000.161	SOCIAL SECURITY	\$87,587.00	\$0.00	\$87,587.00	\$3,915.27	\$70,909.62	\$16,677.38	\$9,441.18	\$7,236.20	8.26%
100.6100.206.000.161	MEDICARE	\$68,289.00	\$0.00	\$68,289.00	\$2,854.79	\$55,148.72	\$13,140.28	\$12,964.56	\$175.72	0.26%
100.6100.209.000.161	TOWN PENSION FUND	\$159,460.00	\$0.00	\$159,460.00	\$0.00	\$150,384.50	\$9,075.50	\$0.00	\$9,075.50	5.69%
100.6100.209.001.161	Deferred Comp Expense	\$8,200.00	\$0.00	\$8,200.00	\$549.71	\$10,452.42	(\$2,252.42)	\$1,279.29	(\$3,531.71)	-43.07%
100.6100.211.000.161	TSA	\$10,500.00	\$0.00	\$10,500.00	\$425.83	\$9,648.26	\$851.74	\$851.74	\$0.00	0.00%
100.6100.214.000.161	UNEMPLOYMENT COMP.	\$3,500.00	\$0.00	\$3,500.00	\$21.00	\$8,698.35	(\$5,198.35)	\$0.00	(\$5,198.35)	-148.52%
100.6100.215.000.161	WORKMENS COMP	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$43,922.30	\$16,077.70	\$0.00	\$16,077.70	26.80%
100.6100.217.000.161	ADMIN. TRAVEL	\$4,900.00	\$0.00	\$4,900.00	\$0.00	\$571.88	\$4,328.12	\$0.00	\$4,328.12	88.33%
	Func: - 6100	\$1,484,144.00	\$50,776.26	\$1,534,920.26	\$84,037.62	\$1,291,025.93	\$243,894.33	\$24,536.77	\$219,357.56	14.29%
	Fund: General Fund - 100	\$8,539,106.00	\$98,165.21	\$8,637,271.21	\$420,268.44	\$6,995,730.21	\$1,641,541.00	\$1,098,179.35	\$543,361.65	6.29%
120.1202.100.000.120	Title I SALARIES 2021	\$1,974.63	\$0.00	\$1,974.63	\$106.56	\$1,421.46	\$553.17	\$302.10	\$251.07	12.71%
120.1202.100.105.120	Title I SALARIES 2022	\$15,695.00	\$0.00	\$15,695.00	\$1,200.78	\$10,723.15	\$4,971.85	\$3,295.29	\$1,676.56	10.68%
120.1202.600.000.120	Title I SUPPLIES 2021	\$248.00	\$0.00	\$248.00	\$0.00	\$0.00	\$248.00	\$0.00	\$248.00	100.00%
120.1202.600.105.120	Title I SUPPLIES 2022	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Func: - 1202	\$18,167.63	\$0.00	\$18,167.63	\$1,307.34	\$12,144.61	\$6,023.02	\$3,597.39	\$2,425.63	13.35%
	Fund: Title I - Personal Services/Salaries - 120	\$18,167.63	\$0.00	\$18,167.63	\$1,307.34	\$12,144.61	\$6,023.02	\$3,597.39	\$2,425.63	13.35%
200.1201.100.000.102	TITLE II SALARIES 2021	\$895.78	\$0.00	\$895.78	\$51.49	\$685.94	\$209.84	\$139.19	\$70.65	7.89%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

Fiscal Year: 2020-2021

From Date: 5/1/2021

To Date: 5/31/2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
200.1201.100.001.120	Title II SUPPLIES 2021	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	0.00%
200.1201.100.002.120	Title II SUPPLIES 2022	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	0.00%
200.1201.100.005.102	Title II SALARIES 2022	\$5,997.00	\$0.00	\$5,997.00	\$423.76	\$3,844.89	\$2,152.11	\$1,201.99	\$950.12	15.84%
	Func: - 1201	\$7,392.78	\$0.00	\$7,392.78	\$475.25	\$4,530.83	\$2,861.95	\$1,841.18	\$1,020.77	13.81%
	Fund: Title II Grant - 200	\$7,392.78	\$0.00	\$7,392.78	\$475.25	\$4,530.83	\$2,861.95	\$1,841.18	\$1,020.77	13.81%
222.1202.210.000.102	MEDICAID	\$15,453.72	\$1,332.94	\$16,786.66	\$0.00	\$148.63	\$16,638.03	\$0.00	\$16,638.03	99.11%
	Func: - 1202	\$15,453.72	\$1,332.94	\$16,786.66	\$0.00	\$148.63	\$16,638.03	\$0.00	\$16,638.03	99.11%
	Fund: - 222	\$15,453.72	\$1,332.94	\$16,786.66	\$0.00	\$148.63	\$16,638.03	\$0.00	\$16,638.03	99.11%
300.1205.321.000.120	IDEA 619 TUTOR INSTRUCT Pre K 6/30/2022	\$3,955.00	\$0.00	\$3,955.00	\$790.63	\$3,530.87	\$424.13	\$661.20	(\$237.07)	-5.99%
300.1205.323.000.120	619 PUPIL SERV 6/30/2022	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
300.1205.730.002.120	EQUIPMENT IDEA 619 2021 Grant # 20983	\$389.24	\$0.00	\$389.24	\$7.88	\$389.24	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1205	\$9,344.24	\$0.00	\$9,344.24	\$798.51	\$8,920.11	\$424.13	\$661.20	(\$237.07)	-2.54%
	Fund: IDEA 619 - 300	\$9,344.24	\$0.00	\$9,344.24	\$798.51	\$8,920.11	\$424.13	\$661.20	(\$237.07)	-2.54%
400.1208.111.000.120	IDEA SALARIES CERTIFIED 611 2022	\$51,000.00	\$0.00	\$51,000.00	\$1,961.48	\$37,268.12	\$13,731.88	\$13,730.36	\$1.52	0.00%
400.1208.322.000.120	IDEA 611 2021 INSERVICE	\$256.00	\$0.00	\$256.00	\$0.00	\$256.00	\$0.00	\$0.00	\$0.00	0.00%
400.1208.323.000.120	IDEA 611 PUPIL SERV 6/30/2022	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	0.00%
400.1208.600.000.120	IDEA 611 INSTRUC SUPPLIES 6/30/2022	\$2,172.00	\$0.00	\$2,172.00	\$0.00	\$2,172.00	\$0.00	\$0.00	\$0.00	0.00%
400.1208.611.000.120	INSTRUCTIONAL SUPPLIES 2021	\$42.08	\$0.00	\$42.08	\$0.00	\$42.08	\$0.00	\$0.00	\$0.00	0.00%
400.1208.730.000.120	IDEA 611 EQUIPMENT 6/30/2022	\$412.00	\$0.00	\$412.00	\$0.00	\$0.00	\$412.00	\$0.00	\$412.00	100.00%
	Func: - 1208	\$103,882.08	\$0.00	\$103,882.08	\$1,961.48	\$89,738.20	\$14,143.88	\$13,730.36	\$413.52	0.40%
	Fund: IDEA 611 - 400	\$103,882.08	\$0.00	\$103,882.08	\$1,961.48	\$89,738.20	\$14,143.88	\$13,730.36	\$413.52	0.40%
410.1201.001.009.120	REAP Grant 12/30/2021 #358A191014	\$11,752.74	\$0.00	\$11,752.74	\$0.00	\$11,752.74	\$0.00	\$0.00	\$0.00	0.00%
410.1201.001.101.120	REAP Grant 12/30/2022 #358A201568	\$42,586.00	\$0.00	\$42,586.00	\$3,826.86	\$12,122.02	\$30,463.98	\$0.00	\$30,463.98	71.54%
	Func: - 1201	\$54,338.74	\$0.00	\$54,338.74	\$3,826.86	\$23,874.76	\$30,463.98	\$0.00	\$30,463.98	56.06%
	Fund: REAP Grant - 410	\$54,338.74	\$0.00	\$54,338.74	\$3,826.86	\$23,874.76	\$30,463.98	\$0.00	\$30,463.98	56.06%
415.1201.002.101.120	ESSER FUNDS 9/30/2021 #29571-2020	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1201	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$0.00	\$0.00	0.00%
	Fund: Esser Fund - 415	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$13,344.00	\$0.00	\$0.00	\$0.00	0.00%
420.1202.002.000.120	Coronavirus Relief Funds - SALARIES 12/30/2020	\$25,777.00	\$0.00	\$25,777.00	\$0.00	\$25,777.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1202	\$25,777.00	\$0.00	\$25,777.00	\$0.00	\$25,777.00	\$0.00	\$0.00	\$0.00	0.00%

Town of New Hartford Board of Education

GENERAL FUND EXPENDITURE RUN

From Date: 5/1/2021

To Date: 5/31/2021

Fiscal Year: 2020-2021

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
420.1203.002.000.120	Coronavirus Relief Funds - SUPPLIES 12/30/2020	\$97,369.00	\$0.00	\$97,369.00	\$0.00	\$97,369.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1203	\$97,369.00	\$0.00	\$97,369.00	\$0.00	\$97,369.00	\$0.00	\$0.00	\$0.00	0.00%
	Fund: Coronavirus Relief Funds - 420	\$123,146.00	\$0.00	\$123,146.00	\$0.00	\$123,146.00	\$0.00	\$0.00	\$0.00	0.00%
444.1004.600.000.144	TITLE IV SUPPLIES JUNE 2021	\$6,449.14	\$0.00	\$6,449.14	\$6,249.14	\$6,249.14	\$200.00	\$200.00	\$0.00	0.00%
444.1004.600.300.144	TITLE IV PURCH SERVICES JUNE 2022	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$5,758.00	\$242.00	\$0.00	\$242.00	4.03%
444.1004.600.500.144	TITLE IV SERVICES RULER TRAIN JUNE 2022	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 1004	\$16,449.14	\$0.00	\$16,449.14	\$6,249.14	\$16,007.14	\$442.00	\$200.00	\$242.00	1.47%
	Fund: TITLE IV - 444	\$16,449.14	\$0.00	\$16,449.14	\$6,249.14	\$16,007.14	\$442.00	\$200.00	\$242.00	1.47%
600.9000.001.401.199	RETIREMENT 1%	\$0.00	\$0.00	\$0.00	\$14,756.52	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600.9000.009.101.199	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	(\$865.52)	\$865.52	\$0.00	\$865.52	0.00%
600.9000.010.104.199	MEDICARE	\$0.00	\$0.00	\$0.00	\$0.00	(\$202.42)	\$202.42	\$0.00	\$202.42	0.00%
600.9000.012.102.199	STATE TAX	\$0.00	\$0.00	\$0.00	\$0.00	(\$438.00)	\$438.00	\$0.00	\$438.00	0.00%
600.9000.014.103.199	WITHHOLDING	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,392.68)	\$1,392.68	\$0.00	\$1,392.68	0.00%
600.9000.015.504.199	PHOENIX MUTUAL	\$0.00	\$0.00	\$0.00	\$229.31	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600.9000.021.501.199	ADM-HOSP.	\$0.00	\$0.00	\$0.00	\$13,924.60	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600.9000.026.502.199	DENTAL	\$0.00	\$0.00	\$0.00	\$868.64	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: - 9000	\$0.00	\$0.00	\$0.00	\$29,779.07	(\$2,898.62)	\$2,898.62	\$0.00	\$2,898.62	0.00%
	Fund: Payroll Deductions - 600	\$0.00	\$0.00	\$0.00	\$29,779.07	(\$2,898.62)	\$2,898.62	\$0.00	\$2,898.62	0.00%
780.3600.112.000.154	COMMUNITY SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$829.76	(\$829.76)	\$0.00	(\$829.76)	0.00%
	Func: - 3600	\$0.00	\$0.00	\$0.00	\$0.00	\$829.76	(\$829.76)	\$0.00	(\$829.76)	0.00%
	Fund: Community Service - 780	\$0.00	\$0.00	\$0.00	\$0.00	\$829.76	(\$829.76)	\$0.00	(\$829.76)	0.00%
Grand Total:		\$8,900,624.33	\$99,498.15	\$9,000,122.48	\$464,666.09	\$7,285,515.63	\$1,714,606.85	\$1,118,209.48	\$596,397.37	6.63%

End of Report

Community Relations

Use of School Facilities

Smoke Free Environment

The possession, use, sale or distribution of alcoholic beverages by any person at any time within the buildings or on the grounds of the public schools is prohibited.

In accordance with the law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking using tobacco or tobacco products in all school facilities, buildings, and all school property, both inside and outside, and buses or other District transportation at all times, including athletic events and meetings. This prohibition extends to all facilities the district owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes and alcohol is prohibited by state law.

Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering systems, vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Electronic cigarette liquid means a liquid that, when used in an electronic nicotine delivery system or vapor product, produces a vapor that may or may not include nicotine and is inhaled by the user or such electronic nicotine delivery system or vapor product.

Electronic nicotine delivery system means an electronic device used 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, including, but not limited to, electronic cigarette liquid.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means 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.

(cf. 1120 - Board of Education Meetings)

(cf. 1330 - Use of School Facilities)

(cf. 5131.6 - Drugs and Alcohol)

Community Relations

Use of School Facilities

Smoke Free Environment

Legal Reference: Connecticut General Statutes
10-233a(h) Definitions, "School-sponsored activity"
19a-342 Smoking prohibited in certain places. Signs required. Penalties.
(as amended by PA 19-13)
21a-242 Schedules of controlled substances
P.A. 14-76 An Act Concerning the Governor's Recommendations
Regarding Electronic Nicotine Delivery Systems and Youth Smoking
Prevention.
P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and
Vapor Products
PL 107-110, Section 4303, "Nonsmoking Policy for Children's Services"
20 U.S.C. 7181-7184 The Pro Children Act of 2001, PL 107-1101 Sate
1174
20 U.S.C. 7181-7184 The Pro Children Act of 2001

Policy adopted:

cps 4/08
rev 7/15
rev 7/19

Existing policy with required modification.

Students

Suspension and Expulsion/Due Process

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. 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. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

A. Definitions

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. **“Removal”** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. **“In-School Suspension”** shall be defined as an exclusion from regular classroom activity for no more than ten 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. Such suspensions shall be served in the school attended by the student. (or: Such suspensions may be served in any school building under the jurisdiction of the Board of Education. The Board has determined that in-school suspensions shall be served within the student’s school.
4. **“Suspension”** shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. All suspensions shall be in-school suspensions unless the administration determines for any student in grades three through six, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to six, inclusive) shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

Students

Suspension and Expulsion/Due Process

A. Definitions (continued)

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

5. **"Expulsion"** shall be defined as an exclusion from school privileges for any student in grades three to six, inclusive, for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year. To be expelled, the student's conduct must be found to be both violative of a Board policy and either seriously disruptive of the educational process or endangering persons or property.
6. **"Emergency"** shall be defined as a situation under which the continued presence of the student in the school imposes 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.
7. **"Days"** is defined as days when school is in session.
8. **"School-sponsored activity"** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. **"Possess"** means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. **"Deadly weapon"** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
11. **"Firearm"** means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.

Students

Suspension and Expulsion/Due Process

A. Definitions (continued)

12. **“Vehicle”** means a **“motor vehicle”** as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
13. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or chinese star.
14. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

B. Removal from Class

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.
2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.
3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

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

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

Students

Suspension and Expulsion/Due Process (continued)

D. Suspension and Expulsion

1. A student may be suspended (in-school) or suspended (out-of-school) or expelled (grade three to six, inclusive) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
 - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
 - c. Intentionally causing or attempting to cause damage to school property or material belonging to staff (private property);
 - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
 - e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
 - f. Deliberate refusal to obey the directions or orders of a member of the school staff;
 - g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation;
 - h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
 - j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
 - k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
 - l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols.

Students

Suspension and Expulsion/Due Process

D. Suspension and Expulsion (continued)

- m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;
- y. Unauthorized smoking.

Students

Suspension and Expulsion/Due Process (continued)

E. Suspension for Conduct Off School Grounds

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
 - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
 - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
2. In making a determination as to whether conduct is “seriously disruptive of the educational process,” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Mandatory Expulsion

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

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

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

Students

Suspension and Expulsion/Due Process

F. Mandatory Expulsion (continued)

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.
5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or interdistrict magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section.

G. Suspension Procedure

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to ten school days of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension. The administration may also consider a student's previous disciplinary problems when deciding whether an out-of-school suspension is warranted, as long as the school previously attempted to address the problems by means other than an out-of-school suspension or an expulsion.

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

Students

Suspension and Expulsion/Due Process

G. Suspension Procedure (continued)

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

If an emergency situation exists, the hearing outlined in paragraph G (3) shall be held as soon as possible after the exclusion of the student.

2. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.
3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.
4. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.
5. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.
6. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

Students

Suspension and Expulsion/Due Process (continued)

H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.
2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice to the student and his parents or guardian, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services.
3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast.
4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of Education standards set forth in policy governing suspension and expulsion are the result of the student's handicapping condition.
5. The procedure for any hearing conducted under this paragraph shall at least include the right to:
 - a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing; a statement of the legal jurisdiction under which the hearing is to be held.
 - b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;

Students

Suspension and Expulsion/Due Process

H. Expulsion Procedures (continued)

- c. The opportunity to be heard in the student's own defense;
 - d. The opportunity to present witnesses and evidence in the student's defense;
 - e. The opportunity to cross-examine adverse witnesses;
 - f. The opportunity to be represented by counsel at the parents'/student's own expense; and
 - g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
 - h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;
 - i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.
- 6. The record of the hearing held in any expulsion case shall include the following:
 - a. All evidence received and considered by the Board of Education;
 - b. Questions and offers of proof, objections and ruling on such objections;
 - c. The decision of the Board of Education rendered after such hearing; and
 - d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.
- 7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
 - a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;

Students

Suspension and Expulsion/Due Process

H. Expulsion Procedures (continued)

- b. The Board of Education shall give effect to the rules of privilege by law;
 - c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 - d. Documentary evidence may be received in the form of copies or excerpts;
 - e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 - f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afford to any party to contest the material so noticed;
 - g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
 - h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
8. For any student expelled for the first time and who has never been suspended, except for a student who has been expelled based on possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

Students

Suspension and Expulsion/Due Process (continued)

I. Notification

1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action no later than 24 hours of the time of the institution of the period of expulsion or suspension.
3. The notice of an expulsion hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning legal services that are provided free of charge or at a reduced rate that are available and how to access such services.

J. Students with Disabilities

A special education student's IEP and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination.

If the disabled student's suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Students

Suspension and Expulsion/Due Process

J. Students with Disabilities (continued)

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.
2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.
3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.

Students

Suspension and Expulsion/Due Process

J. Students with Disabilities (continued)

4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.
5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, “weapon” means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. “Serious bodily injury” is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.
6. In order for the district to unilaterally obtain a 45-day change in placement from a federal judge of Connecticut hearing officer, it must prove by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

Students

Suspension and Expulsion/Due Process

K. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational program shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes.

L. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student's conduct and behavior in the years following such expulsion warrants an expungement or if the student graduates from high school.
2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.
3. If a student in grades kindergarten to six, is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students' cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.
4. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing.
5. Whenever a student against whom an expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall complete the expulsion hearing and render a decision.

Students

Suspension and Expulsion/Due Process

L. Other Considerations (continued)

6. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department.
7. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.
8. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education/Superintendent of Schools (choose which). Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.
9. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, The Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the local board of education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

Readmission of Student from a Residential Placement

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

Students and parents shall be notified of this policy annually.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record, as amended

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

53a-3 Definitions.

Students

Suspension and Expulsion/Due Process

Legal Reference: Connecticut General Statutes (continued)

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

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

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

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

18 U.S.C. 921 Definitions.

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

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

P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997.

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

20 U.S.C. Section 7114, No Child Left Behind Act

P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004

Policy adopted: May 17, 2016
Policy revised:

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut

Existing regulation with required revision.

Students

Suspension and Expulsion/Due Process

Suspension

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

1. The student shall be given a hearing before the Principal or designee, at which time the charges against the student will be stated and the student will be given an opportunity to respond to the charge. This hearing must be granted except when an emergency situation exists, in which case the hearing must be held as soon after the suspension as possible. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant.
2. The Principal or designee may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of the student.
3. The Principal or designee shall make every possible attempt to reach the parent or guardian of the student stating the charges against the student and the terms and conditions of the suspension.
4. Whether the telephone contact is made or not the Principal or designee shall forward a letter to the parent or guardian at the last known address according to school records (unless a newer address is determined) not later than twenty-four hours of the suspension, and offering the parent or guardian the opportunity for a conference to discuss the suspension.
5. Notice of the suspension shall be transmitted by the Principal to the Superintendent of Schools by the close of the school day following the commencement of the suspension, but no later than twenty-four hours of the commencement of the suspension.
6. Following a conference with the Principal or designee the parent or guardian may request the Superintendent to review the Principal's decision. Such review shall be completed and a written report issued to the student and parent or guardian, and to the Board of Education, within three (3) days of the receipt of such request. In examining the Principal's decision to suspend, the Superintendent shall obtain oral or written statements from the Principal or designee, the student, and the person(s) who witnessed and reported the incident(s) which resulted in the suspension. The Superintendent may call all concerned parties together for a conference, and take whatever other action is needed to determine the true facts of the matter.

Students**Suspension and Expulsion/Due Process (continued)****Suspension (continued)**

8. Textbooks and homework are to be provided each student for the duration of the suspension period and the student shall be allowed to complete any classwork, including examinations, without penalty, which was missed during suspension.
9. The Superintendent shall report any unusually serious cases of student suspension to the Board of Education at the first meeting following such action.
10. Notice of a suspension for conduct endangering persons or property or seriously disruptive of the educational process and a description of the conduct leading to such suspension shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative record by the Board if the student graduates from high school, except if such notice of expulsion is based on possession of a firearm or deadly weapon.
11. All suspensions shall be in-school suspensions unless the administration (1) determines that the student, in grades Pre-K through six, inclusive, being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

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

12. The administration will use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.
13. In-school suspension will be served in the school attended by the student.
14. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

Students

Suspension and Expulsion/Due Process (continued)

Suspension (continued)

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

Expulsion

The Board of Education or an impartial hearing board, as defined in C.G.S. 10-233d, may expel any student in grades three through ~~twelve~~ six, inclusive, whose conduct on school grounds or at a school sponsored activity has been found to be both violative of a Board policy and either seriously disruptive of the educational process or endangers persons or property. ~~endangers persons or property or whose conduct is seriously disruptive of the educational process, or is violative of the publicized policies of the Board of Education. A student's conduct off school grounds may be considered for expulsion if such conduct is seriously disruptive of the educational process and violative of a publicized Board policy.~~

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

The procedures leading to expulsion are as follows:

1. Requests for expulsion are to be directed to the Board of Education through the Superintendent of Schools.
2. Upon receipt of an expulsion request the Superintendent will conduct an inquiry within two (2) school days.
3. If after the inquiry the Superintendent or designee determines that the student ought to be expelled, the Superintendent shall forward such request to the Board of Education within five days after receipt of the request to expel.
4. Except in an emergency situation requiring the student's immediate removal, the Board shall conduct a hearing to be governed by the following procedures:
 - A. The student and parent or legal guardian must be given notice at least five days prior to the date of the hearing.

Students

Suspension and Expulsion/Due Process (continued)

Expulsion (continued)

- B. The notice shall contain:

The date, time and place of the scheduled hearing.

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

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

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

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

- D. A student may be represented by any third party of his/her choice, including an attorney.
- E. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent or legal guardian do not speak the English language.
- F. The Board or impartial hearing panel shall keep verbatim record of the hearing and the student or his/her parent or legal guardian shall be entitled to a copy of that record at his/her own expense.
- G. The Board or impartial hearing panel shall report its final decision in writing to the student, stating the reasons on which the decision is based, and the penalty to be imposed. Said decision shall be based on evidence produced and derived at the hearing.

Students**Suspension and Expulsion/Due Process (continued)****Expulsion (continued)**

- H. Except under unusual circumstances the parent or a minor student shall be notified of the Board action within twenty-four hours.
 - I. Whenever an emergency exists, the hearing provided for the above procedure shall be held as soon as possible after the expulsion.
- 5. Whenever the Board of Education or impartial hearing panel expels a student it shall offer an alternative education program to students under the age of sixteen. The parent or guardian of such student has the legal right to reject such a program without being subject to the truancy law. Any special education student expelled for a misconduct not caused by the student's disability must be offered an alternative educational opportunity consistent with the student's needs during the period of expulsion.
 - 6. If the Board expels a student for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention, or any combination thereof, and shall inform the agency of its action.
 - 7. Notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student's conduct or behavior in the years following such expulsion warrant an expungement or if the student graduates from high school.
 - 8. If a student in grades Pre-K to six, is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students' cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.
 - 9. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S. 10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with the provisions of 5 and 6 above.

Students**Suspension and Expulsion/Due Process (continued)****Expulsion (continued)**

10. Whenever a student against whom a expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall completed the expulsion hearing and render a decision.
11. The Superintendent shall recommend an expulsion hearing if there is reason to believe a student possessed a firearm or other dangerous instrument in or on real property, comprising any public school or at any school activity as defined in C.G.S. 10-233a or in conduct displayed off school grounds.
12. If a student enrolled in grades preschool through grade six, inclusive, is found to have possessed a firearm, dangerous instrument, dangerous weapon or martial arts weapon in or on the real property or a school or at any school function as defined in Section 10-233a, or on or off school property offered for sale or distribution a dangerous drug, he or she must be expelled for one calendar year. The expulsion period may be modified on a case by case basis by the Board of Education or hearing board.
13. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department or State Police if the student is enrolled in a regional vocational-technical school.
14. The Board will report annually to the Commission of Education, as prescribed, information pertaining to expulsions for weapons and/or dangerous instruments.
15. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.
16. For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

Students

Suspension and Expulsion/Due Process (continued)

Expulsion (continued)

17. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.
19. The Board may expunge an expulsion in the years following the expulsion if the student has demonstrated conduct warranting an expungement.
20. A student in grades Pre-K through six inclusive, shall have any expulsion, including for possession of a firearm or deadly weapon expunged from the record upon graduation.

Prior Notice

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

Legal Reference: Connecticut General Statutes
4-176e through 4-185 Uniform Administrative Procedure Act, as amended.
10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111 PA 11-126, PA 14-229, PA 15-96, and PA 19-91.
53a-3 Firearm and deadly weapons
53a - 217b Possession of firearm and deadly weapons on school grounds.
PA 94-221 An Act Concerning School Discipline and Security.
PA 15-96 An Act Concerning Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two
GOALS 2000: Educate America Act Pub. L. 103-227.
18 U.S.C. 921 Definitions.
Title III - Amendments to the Individuals with Disabilities Education Act Sec. 314 (Local Control Over Violence)
Elementary and Secondary, Education Act of 1965 as amended by the Gun Free Schools Act of 1994.
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.
20 U.S.C. Section 7114, No Child Left Behind Act

Regulation approved:
Regulation revised:

May 17, 2016

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut

EXPULSION HEARING CHECK LIST

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

- _____ 1) Obtain Student Discipline Incident Report and other relevant documentation
- _____ 2) Is the student a Special Education student? Was he/she ever in Special Education?
- _____ 3) Set up the file
- _____ 4) Call Hearing Officer or BOE Members to set a hearing date _____
- _____ 5) Get an attorney to represent the BOE (if BOE members conducting hearing) _____
- _____ 6) Get 4 Board members to participate in hearing (if not Hearing Officer) _____
- _____ 7) Get an attorney to represent Central Office Administration _____
- _____ 8) Notify the Town Clerk in writing and then e-mail notice to all Board of Education members Superintendent, and two Assistant Superintendents
- _____ 9) Line up witnesses (i.e. principal/assistant principal, security officer, police officer).
- _____ 10) Hand deliver & send via regular mail initial letter to parent/guardian (& copy to student) which includes copies of Board of Education Suspension/Expulsion Policy & Regulations and the student's disciplinary record. Deliver or mail copies of letter and all documentation to both attorneys.
- _____ 11) Prepare Proof of hand-delivery & mailing of documents to parent/guardian and have courier sign.
- _____ 12) Prepare Superintendent's recommendation
- _____ 13) Prepare sets of copies (five (5) if hearing officer / nine (9) if BOE members)

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

- _____ 14) Arrange for any evidence (weapon, etc.) to be brought to hearing and/or make copies of photo(s).
- _____ 15) Manifestation Letter (PPT) (if applicable)
- _____ 16) Prepare DRAFT of Minutes for hearing officer or Board Secretary
- _____ 17) Set up room (tape recorder, pads/pencils, coffee, etc.)
- _____ 18) Keep small conference room free for breakout meetings

AFTER HEARING:

- _____ 19) Obtain hearing minutes from Hearing Officer OR finalize Board Secretary's minutes
- _____ 20) Prepare outcome letter from Superintendent to parent/guardian outlining disposition
- _____ 21) If Board presided, prepare outcome letter from Board Chair to parent/guardian. If Hearing Officer presided, obtain copy of Hearing Officer's outcome letter to parent/guardian for file.
- _____ 22) If tutoring and/or counseling to be provided, prepare memo to Asst. Superintendent for Curriculum/Instruction requesting services to be arranged for student.

Expulsion Hearings - Order of Copies

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

If presided over by Board Members nine (9) sets

PHASE I

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

Policy and Regulations (Policy/Regs #5114)

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

Incident Report (redacted)

Statements (redacted)

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

PHASE II

Discipline Records (current year first followed by previous years)

Attendance Records (current year first followed by previous years)

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

A new recommended policy to consider.

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

The New Hartford Board of Education (Board) is committed to safeguarding the right of all employees within the school district to a work environment that is free from all forms of sexual discrimination or harassment. Therefore, the Board condemns and prohibits all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment, or which has the purpose or effect of creating an intimidating, hostile, or offensive working environment unreasonably interfering with the employee's work performance or adversely affecting the employee's employment opportunities. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Definitions

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Sexual harassment, a form of sex discrimination, means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Employee means all personnel hired by the Board of Education.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
6. 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.

Personnel – Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace (continued)

Harassment

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Superintendent, or his/her designee so that appropriate corrective action may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

Notification Requirements

The Board shall, in each school, post in a prominent and accessible location information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment.

In addition, the Board shall provide, not later than three months after an employee's start date with the District, a copy of the information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment to each employee by electronic mail with a subject line that includes the words "Sexual Harassment Policy" or similar, if the District has provided an e-mail account to the employee, or if the employee has provided the District with an e-mail address. The Board will also post the information on the District's website. (Note: *The Board can also fulfill this requirement by providing a link to its employees by e-mail, text message or in writing, of the information posted by The Connecticut Commission on Human Rights and Opportunities (CHRO) on its website.*)

Training Requirements

All District employees shall be provided two hours of training and education within one year of October 1, 2019, unless such training was previously provided to any such employee after October 1, 2018. Such training and education shall also take place not later than six months after the date of a new employee's hire. (Note: *The use of the free, online training and education video or other interactive method developed by CHRO fulfills the statutory requirement.*)

In addition to the required training listed above, the Board shall also provide supplementary training at least every ten (10) years on the content of the training and education.

Personnel – Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Training Requirements (continued)

The Board acknowledges that it is subject to a financial penalty if it fails to provide the training and education as required. In addition, such inaction to provide the training is considered, under P.A. 19-16, as a discriminatory practice.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual discrimination and/or sexual harassment.

A copy of this policy and its accompanying regulation are to be distributed to all personnel and posted in appropriate places.

Legal References: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035)
on Current Issues of Sexual Harassment, Effective 10/15/88.
Title IX of the Education Amendments of 1972, 20 USCS §1681, *et seq.*
Title IX of the Education Amendments of 1972, 34 CFR §106, *et seq.*
Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June
26,1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June
26,1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme
Court, June 26,1998)
Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
Conn. Agencies Regs. §46a-54-200 through §46a-54-207
Constitution of the State of Connecticut, Article I, Section 20.
P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

Policy adopted:

cps 10/19

A sample regulation to consider.

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

The following procedures shall be followed pursuant to the Board of Education policy prohibiting sex discrimination and sexual harassment in the workplace.

Definitions

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Sexual harassment, a form of sex discrimination, means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Employee means all personnel hired by the Board of Education.

Immediate supervisor means the person to whom the employee is directly responsible. (e.g., Department Head, Building Principal)

Policy Awareness

- A. Each school shall post in a prominent and accessible location information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment.
- B. Each employee shall be provided, not later than three months after the employee's start date with the District, a copy of the information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment to each employee by electronic mail with a subject line that includes the words "Sexual Harassment Policy" or similar, if the District has provided an e-mail account to the employee, or if the employee has provided the District with an e-mail address.
- C. The Board will also post the information on the District's website. (Note: *The Board can also fulfill this requirement by providing a link to its employees by e-mail, text message or in writing, of the information posted by The Connecticut Commission on Human Rights and Opportunities (CHRO) on its website.*)

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Policy Awareness (continued)

- D. The Board of Education policy, “**Sex Discrimination and Sexual Harassment in the Workplace**” shall be distributed to all employees annually at the start of the school year by each building Principal. Principals shall provide written assurance to the Superintendent that such policy and implementing procedures have been distributed and explained to staff.

Staff Training

- A. Staff training in the prevention of sexual discrimination and sexual harassment in the work place shall be conducted annually as part of the District’s continuing staff development program.
- B. All District employees shall be provided two hours of training and education within one year of October 1, 2019, as required by P.A. 19-16, unless such training was previously provided to any such employee after October 1, 2018.
- C. Training and education shall also take place not later than six months after the date of a new employee’s hire.
- D. Supplementary training shall also be provided to all staff every ten years on the content of the training and education.

Note: <i>The use of the free, online training and education video or other interactive method developed by CHRO fulfills the above statutory requirements.</i>
--

Procedures

- A. The Superintendent of Schools will appoint a District Title IX Coordinator and announce the identity of this person annually at the beginning of the school year.
- B. Employees who believe they have been subjected to sexual harassment or sexual discrimination are to report the incident promptly to the Title IX Coordinator [and to their immediate supervisor]. Should the Title IX Coordinator be the subject of the complaint, the complaint shall be made to the Superintendent, who shall investigate or appoint a designee to do so. Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.
- C. All reports of sexual harassment will be held in confidence subject to all applicable laws.
- D. Consistent with federal and state law, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment.

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace (continued)

Informal Complaints

Employees who believe they have been subjected to sex discrimination or sexual harassment may request that an informal meeting be held between themselves and the appropriate supervisor. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The supervisor will then promptly discuss the complaint with the alleged perpetrator. Should the harasser admit the allegations, the supervisor is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the supervisor may recommend that further disciplinary action be taken. Thereafter, the written report of the incident is to be prepared and the complainant informed of the resolution. The complainant is to indicate on report whether or not he/she is satisfied with the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual discrimination or harassment is reported. The supervisor is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

If during the informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the supervisor is to file a report with the Title IX Coordinator. The report is to indicate the nature of the complaint, a description of what occurred when the supervisor informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by a formal complaint.

Should the alleged harasser deny the allegations, the supervisor is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The supervisor will file a report with the Title IX Coordinator on what has transpired to date. If the complainant submits a formal complaint, a copy of it should accompany the supervisor's report with a recommendation for further action.

Formal Complaints

Formal complaints may be submitted either to initially report any incidence of sexual discrimination harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. The formal written complaint will consist of any appropriate forms and a copy of any applicable supervisor reports. The appropriate forms solicit the specifics of the complaint, e.g. date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter.

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Formal Complaints (continued)

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the [_____] Region Office of the Connecticut Commission on Human Rights and Opportunities, [address], [phone number]. (Your regional CHRO office can be found by accessing <https://www.ct.gov/chro/cwp/view.asp?a=2523&Q=315790>) and/or the Equal Employment Opportunity Commission, Boston Area Office, 475 Government Center, Boston, MA 02203 (Telephone Number 617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Investigating a Complaint

Complaints will be investigated promptly. Corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

Remedial Action

If the investigation reveals that sexual discrimination or harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law. Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law.

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the Superintendent or the Board of Education. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

Post Remedial Action

Following a finding of sexual discrimination or harassment, victims will be periodically interviewed by the appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace (continued)

Title IX Coordinator

The Title IX Coordinator for the New Hartford Board of Education is Barbara McLean.

Complaint Records

Complainants should receive a copy of any resolution reports filed by the supervisor concerning his/her complaint. Copies should also be filed with the employment records of both the complainant and the alleged harasser.

Investigation in the Absence of a Complaint

The Board, in the absence of a victim's complaint, must ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct.

Role of the District Title IX Coordinator

The District Title IX Coordinator shall immediately institute an inquiry into allegations which shall include, but not limited, to:

1. Advising the Superintendent of Schools that a complaint of alleged sexual harassment has been filed.
2. Interviewing the complaining adult or student in a confidential setting. In the case of a student, the parent/guardian shall be notified (unless the parent/guardian is the subject of the allegations) and invited to be present for the interview.
3. Conducting interviews with all parties named as perpetrators of and witnesses to the alleged sexual harassment.
4. Filing a report of findings with the Superintendent of Schools. If the findings result in reasonable cause to suspect or believe that any child under the age of eighteen has been abused, the District Title IX Compliance Officer shall also file a report with the State of Connecticut Commissioner of Children and Youth Services. Nothing contained herein shall abrogate the reporting requirements of school personnel pursuant to Connecticut General Statute 17a-101 in cases of suspected child abuse.

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Legal References: United States Constitution, Article XIV
 Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).
 Equal Employment Opportunity Commission Policy Guidance (N-915.035)
 on Current Issues of Sexual Harassment, Effective 10/15/88.
 Title IX of the Education Amendments of 1972, 20 USCS §1681, *et seq.*
 Title IX of the Education Amendments of 1972, 34 CFR §106, *et seq.*
 Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)
 Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June
 26,1998)
 Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June
 26,1998)
 Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme
 Court, June 26,1998)
 Connecticut General Statutes
 46a-60 Discriminatory employment practices prohibited.
 Conn. Agencies Regs. §46a-54-200 through §46a-54-207
 Constitution of the State of Connecticut, Article I, Section 20.
 P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

Regulation approved:

cps 10/19

NEW HARTFORD PUBLIC SCHOOLS

**COMPLAINT FORM REGARDING SEX DISCRIMINATION AND SEXUAL
HARASSMENT (PERSONNEL)**

Name of the complainant: _____

Date of the complaint: _____

Date of the alleged discrimination/harassment: _____

Name or names of the discriminator(s) or harasser(s): _____

Location where such discrimination/harassment occurred: _____

Name(s) of any witness(es) to the discrimination/harassment: _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment:

Signature of Complainant

Date

NEW HARTFORD PUBLIC SCHOOLS

**APPEAL FORM REGARDING SEX DISCRIMINATION AND SEXUAL
HARASSMENT COMPLAINT (PERSONNEL)**

Name and position of complaint: _____

Date of appeal: _____

Date of the original complaint: _____

Have there been any prior appeals: ☐ Yes ☐ No

To whom: _____

Description of decision being appealed: _____

Why is the decision being appealed?: _____

Signature of Complainant

Date

To be posted in a conspicuous place readily available for viewing by employees

NEW HARTFORD PUBLIC SCHOOLS
SEXUAL HARASSMENT IS ILLEGAL
AND IS PROHIBITED
BY
THE CONNECTICUT DISCRIMINATORY EMPLOYMENT PRACTICES ACT
(Section 46a-60 of the Connecticut General Statutes)
AND
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

1. SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT;
2. SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
3. SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT.

Examples of SEXUAL HARASSMENT include:

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES
- REQUESTS FOR SEXUAL FAVORS
- DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS, OR DRAWINGS

Remedies for SEXUAL HARASSMENT may include:

- CEASE AND DESIST ORDERS
- BACK PAY
- COMPENSATORY DAMAGES
- HIRING, PROMOTION, OR REINSTATEMENT

RETALIATION AGAINST ANY EMPLOYEE FOR COMPLAINING ABOUT SEXUAL HARASSMENT IS PROHIBITED UNDER THIS POLICY AND ILLEGAL.

VIOLATION OF THIS POLICY IS GROUNDS FOR DISCIPLINE, INCLUDING DISCHARGE.

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

AN INFRACTION OF THIS POLICY BY SUPERVISORS OR CO-WORKERS SHOULD BE REPORTED IMMEDIATELY TO **BARBARA MCLEAN [TITLE IX COORDINATOR, OR SUPERINTENDENT IF THE TITLE IX COORDINATOR IS THE SUBJECT OF THE COMPLAINT]**. CONFIDENTIALITY WILL BE MAINTAINED TO THE EXTENT POSSIBLE.

ANY EMPLOYEE WHO BELIEVES THAT HE OR SHE HAS BEEN HARASSED OR DISCRIMINATED AGAINST IN THE WORKPLACE IN VIOLATION OF THIS POLICY MAY ALSO CONTACT:

THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES []
REGION OFFICE [REGIONAL OFFICES AND THEIR ADDRESSES CAN BE FOUND ON THE CHRO
WEBSITE, [HTTP://WWW.STATE.CT.US/CHRO/](http://www.state.ct.us/chro/)
[ADDRESS]
[PHONE NUMBER]

AND/OR:

THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
BOSTON AREA OFFICE
475 GOVERNMENT CENTER
BOSTON, MA 02203
PHONE (617) 565-3200
(800) 669-4000

CONNECTICUT LAW REQUIRES THAT A FORMAL WRITTEN COMPLAINT BE FILED WITH THE COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES WITHIN THREE HUNDRED (300) DAYS OF THE DATE WHEN THE ALLEGED HARASSMENT/DISCRIMINATION OCCURRED.

Existing policy, appropriate as written, with modifications.

Students

Bullying Prevention and Intervention

The New Hartford Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional Board of Education; or through the use of any electronic device.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. **Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.**

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, **"Bullying"** ~~means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that is an act that is direct or indirect and severe, persistent or pervasive which:~~

1. causes physical or emotional harm to an individual ~~such student or damage to such student's property;~~
2. places an individual ~~such student~~ in reasonable fear of physical or emotional harm ~~to himself or herself, or of damage to his or her property;~~
3. ~~creates a hostile environment at school for such student;~~
3. infringes on the rights and opportunities of an individual at school. ~~of such student at school; or~~
4. ~~substantially disrupts the education process or the orderly operation of a school.~~

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

Students

Bullying Prevention and Intervention (continued)

For purposes of this policy, “**Cyberbullying**” means 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.

Consistent with the requirements under state law, the New Hartford Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator (Director of Student Services), to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

1. Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
2. enable the parents or guardians of students to file written reports of suspected bullying;
3. require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist (Principal), or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed within 10 school days after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. require the Safe School Climate Specialist to investigate any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. include a prevention and intervention strategy for school employees to deal with bullying;
7. provide for the inclusion of language in student codes of conduct concerning bullying;
8. require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
9. require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;

Students

Bullying Prevention and Intervention (continued)

10. require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
11. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
12. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
15. require the Principal of a school (or in his/her absence, the Superintendent of Schools), to notify the appropriate local law enforcement agency when such Principal, (or Superintendent) believes that any acts of bullying constitute criminal conduct;
16. prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or any electronic device, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
18. require that all school employees annually complete the training described in Connecticut General Statutes §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the District's Confidentiality and Access to Student Information policy and regulations.

Students

Bullying Prevention and Intervention (continued)

The New Hartford Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school District's web site and ensure that the Safe School Climate Plan is included in the school District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

10-145a Certificate of qualification. Specific components of teacher preparation programs.

10-45o Teacher education and mentoring program. Administrator three-year plan. Instructional modules. Data system. Guidelines.

10-220a In-service training. Professional development committees.

10-222d Policy on bullying behavior, as amended by PA 08-160, P.A. 11-232 and P.A. 14-172.

10-222g Prevention and intervention strategy re: bullying.

10-222h Analysis of bullying policies.

10-233a through 10-233f re: suspension and expulsion.

PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

PA 14-172 An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates.

PA 14-234 An Act Concerning Domestic Violence and Sexual Assault.

Policy adopted: March 20, 2012
Policy revised: September 18, 2018

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut