



**BOARD OF EDUCATION
Darien, Connecticut**

**REGULAR MEETING OF
THE BOARD OF EDUCATION
TUESDAY, OCTOBER 22, 2024**

PLACE:

**DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
MEETING ROOM**

7:30 P.M.

AGENDA

- | | | |
|-----------------------------------|---|-----------|
| 1. Call to Order | Ms. D. Jill McCammon | 7:30 p.m. |
| 2. Chairperson's Report | Ms. D. Jill McCammon | |
| 3. Public Comment | Ms. D. Jill McCammon | |
| 4. Superintendent's Report | Dr. Alan Addley | |
| 5. Student Representative Reports | Ms. Brenna Agarabi
Mr. Ryan Lombardy | |
| 6. Approval of Minutes | Board of Education | |
| 7. Board Committee Reports | Ms. D. Jill McCammon | |

8. Presentations/Discussions/Possible Action

- | | |
|---|---|
| a. Discussion and Possible Acceptance of Contemplated Gift for Athletic Department | Mr. Christopher Manfredonia |
| b. Discussion and Possible Acceptance of Contemplated Gift for DHS Band Program | Mrs. Colleen Thompson |
| c. Discussion and Possible Acceptance of Contemplated Gift for DHS Library | Mrs. Ellen Dunn |
| d. Presentation of Student Distribution (Class Size) Reports for the High School and Middlesex | Mrs. Ellen Dunn
Mrs. Kate Dimoulas |
| e. Update on MMS and Elementary Schedules | Mrs. Julie Droller
Mrs. Kate Dimoulas
Mrs. Colleen Thompson |
| f. Update on FY26 Budget Initiatives | Dr. Alan Addley
Mr. Richard Rudl |
| g. Initial FY26 Budget forecast | Dr. Alan Addley
Mr. Richard Rudl |
| h. Presentation of updated Five-Year Capital Plan | Dr. Alan Addley
Mr. Richard Rudl
Mr. Kevin Munrett |
| i. Discussion on September 2024 Financial Report and Possible Action on Proposed Budget Transfers | Mr. Richard Rudl |
| j. Further Discussion and Possible Action on Proposed Revisions to Board of Education Policies: 9160: Filling Vacancies on The Board; 9320: Time, Place and Notice of Meetings; 1300, 4111 and 5710: Nondiscrimination; 2700: Retention and Disposition of Records and Information; 4300: Employee Use of the District's Computer Systems and Electronic Communications; 4025: Reports of Suspected Abuse or Neglect of Children or Reports of Sexual | Ms. Marjorie Cion |

8. Presentations/Discussions/Possible Action (Cont.)
Assault of Students By Employees; 4118 and 5275:
Sex Discrimination and Sexual Harassment; 5130:
Student Attendance, Truancy and Chronic
Absenteeism; 5200: Homeless Children and
Youth; 5220: Student Discipline

k. Personnel Report

Ms. Marjorie Cion

9. Follow Up Action Items

Ms. D. Jill McCammon

10. Public Comment

Ms. D. Jill McCammon

11. Adjournment

Ms. D. Jill McCammon

AA:cp

** The Board of Education meeting will be available to the public in person and via Zoom. Seating is limited by room capacity. Doors open at 7:15 p.m. for the 7:30 p.m. meeting.

Those members of the community wishing to participate in public comment should join the meeting via Zoom:

<https://darienps.zoom.us/j/94415936416>

Those members of the community wishing to view only, should do so through the Darien Youtube link:

<https://www.youtube.com/channel/UCUnvyKBFbFrTWQRuoB6OZA>

In order to reduce audio interference, members of the community are requested not to simultaneously view by Youtube while participating on Zoom.

**UNAPPROVED
SPECIAL MEETING OF THE BOARD OF EDUCATION
TUESDAY, OCTOBER 8, 2024**

**PLACE:
DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
BOARD OF EDUCATION CONFERENCE ROOM
7:00 P.M.**

Board Members Present:

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Present	x	x***	x**	x	x	x	x*	x	
Absent									x

*Arrived at 7:24pm

**Arrived at 7:26pm

***Arrived at 7:30pm

Administration Present: Dr. Addley, Dr. Fedigan, Mrs. Cion, Mrs. Klein

Others Present: Jessica Richman-Smith, Shipman & Goodwin LLC

- | | |
|---|--|
| 1. Call to Order | Ms. Jill McCammon
At 7:02 p.m. (0:00) |
| 2. Proposed Adjournment to Executive Session for the Purpose of Discussion of Attorney-Client Privileged Memorandum Providing Legal Advice Regarding Employee Investigation and Outcome, pursuant to Connecticut General Statute 1-200(6)(E). | Ms. Jill McCammon
At 7:02 p.m. (0:00) |

Motion to Adjourn to Executive Session for the Purpose of Discussion of Discussion of Attorney-Client Privileged Memorandum Providing Legal Advice Regarding Employee Investigation and Outcome, pursuant to Connecticut General Statute 1-200(6)(E).

1st: Ms. Best

2nd: Ms. Maroney

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Yes	x	x	x	x	x	x	x	x	
No									
Abstain									

RESULT - MOTION PASSED (8-0-0)

Meeting adjourned at 7:37p.m. (0:35)

Respectfully Submitted,

Sara Parent
Secretary

UNAPPROVED

UNAPPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, OCTOBER 8, 2024

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

Board Members Present:

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Present	x	x	x	x	x	x	x	x	
Absent									x

Administration Present:

Dr. Addley, Dr. Fedigan, Ms. Klein, Ms. Cion and Mr. Rudl

Audience: Meeting held in Board of Education office and via YouTube / Zoom

- | | |
|-----------------------------------|--|
| 1. Call to Order | Ms. Jill McCammon, Chair
At 7:41 p.m. (0:00) |
| 2. Chairperson’s Report | Ms. Jill McCammon
At 7:41 p.m. (0:00) |
| 3. Public Comment | Ms. Jill McCammon
At 7:42 p.m. (0:01) |
| 4. Superintendent’s Report | Dr. Alan Addley
At 7:42 p.m. (0:01) |
| 5. Student Representative Reports | Ms. Brenna Agarabi
Mr. Ryan Lombardy
At 7:49 p.m. (0:08) |
| 6. Approval of Minutes | Ms. Jill McCammon
At 7:51 p.m. (0:10) |

Motion to Approve the Minutes of the Regular Meeting held September 24, 2024:

1st: Ms. Parent

2nd: Mr. Maroney

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Yes	x	x		x	x	x	x	x	
No									
Abstain			x						

RESULT - MOTION PASSED (7-0-1)

7. Board Committee Reports

Ms. Jill McCammon
At 7:52 p.m. (0:11)

PRESENTATIONS AND DISCUSSIONS

8. Presentations/Discussions:

- a. First Reading and Discussion of Proposed Revisions to Board of Education Policies:
 - 9160: Filling Vacancies on The Board;
 - 9320: Time, Place and Notice of Meetings;
 - 1300, 4111 and 5710: Nondiscrimination;
 - 2700: Retention and Disposition of Records and Information;
 - 4300: Employee Use of the District’s Computer Systems and Electronic Communications;
 - 4025: Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by Employees;
 - 4118 and 5275: Sex Discrimination and Sexual Harassment;
 - 5130: Student Attendance, Truancy and Chronic Absenteeism;
 - 5200: Homeless Children and Youth;
 - 5220: Student Discipline
- b. Discussion and Possible Action on Proposed Middlesex and Darien High School Field Trips and Field Trip Policy 6710 Review

Ms. Marjorie Cion
Ms. Jessica Richman Smith
(Shipman & Goodwin LLP)
At 7:52 p.m. (0:11)

Mrs. Ellen Dunn
Ms. Kate Dimoulas
At 8:35 p.m. (0:54)

Motion to Approve the Proposed Middlesex and Darien High School Field Trips:

1st: Ms. Best

2nd: Mr. Brown

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Yes	x	x	x	x	x	x	x	x	
No									
Abstain									

RESULT - MOTION PASSED (8-0-0)

Motion to Send Field Trip Policy 6710 to the Policy Committee for Review:

1st: Mr. Brown

2nd: Ms. Lublin

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Yes	x	x	x	x	x	x	x	x	
No									
Abstain									

RESULT - MOTION PASSED (8-0-0)

- c. Report on Testing – SAT, ACT, AP, SBAC, NGSS
Ms. Catherine Ostar
Dr. Amy Fedigan
Mrs. Julie Droller
At 8:40 p.m. (0:59)
 - d. Update on FY26 Budget Initiatives
Dr. Alan Addley
Mr. Richard Rudl
At 9:42 p.m. (2:01)
 - e. Discussion of Proposed FY26 Budget Meeting Calendar
Dr. Alan Addley
Mr. Richard Rudl
At 10:02 p.m. (2:21)
 - f. Personnel Review and Report
Ms. Marjorie Cion
At 10:05 p.m. (2:24)
9. Follow Up Action Items
Ms. Jill McCammon
At 10:08 p.m. (2:27)

Motion to Send Kitchen Sustainability to the Facilities Committee for Review:

1st: Ms. Lublin

2nd: Mr. Maroney

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Yes	x	x	x	x	x	x	x	x	
No									
Abstain									

RESULT - MOTION PASSED (8-0-0)

- 10. Public Comment
Ms. Jill McCammon
At 10:10 p.m. (2:29)

Lindsay Hurty 2100 Post Road

- 11. Adjournment
Ms. Jill McCammon
At 10:13 p.m. (2:32)

Motion to Adjourn:

1st: Ms. Best

2nd: Mr. Brown

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Yes	x	x	x	x	x	x	x	x	
No									
Abstain									

RESULT - MOTION PASSED (8-0-0)

Meeting adjourned at 10:13p.m. (2:32)

Respectfully Submitted,

Sara Parent
Secretary

UNAPPROVED

**UNAPPROVED
SPECIAL MEETING OF THE BOARD OF EDUCATION
TUESDAY, OCTOBER 15, 2024**

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

Board Members Present:

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Present	x		x	x		x	x	x	x*
Absent		x			x				

*Via Zoom

Administration Present: Dr. Addley, Mrs. Cion

Others Present: Matthew Ritter, Shipman & Goodwin LLC

- | | |
|---|--|
| 1. Call to Order | Ms. Jill McCammon
At 8:03 a.m. (0:00) |
| 2. Discussion of Proposed Revisions to Board of Education Policy 9160: Filling Vacancies on the Board | Ms. Marjorie Cion
Mr. Matthew Ritter
At 8:04 a.m. (0:01) |
| 3. Public Comment | Ms. Jill McCammon
At 8:57 a.m. (0:54) |
| 4. Adjournment | Ms. Jill McCammon
At 8:58 a.m. (0:55) |

Motion to Adjourn:

1st: Ms. Best

2nd: Ms. Nelson

	Best	Brown	Grambling	Lublin	Maroney	McCammon	Nelson	Parent	Sini
Yes	x		x	x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (7-0-0)

Meeting adjourned at 8:58a.m. (0:55)

Respectfully Submitted,

Sara Parent
Secretary

UNAPPROVED

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

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

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

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

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

Do not write below this line

Status: Date received by Superintendent 10/17/24

Notes on actions by Superintendent of Schools-

Discussed with AD

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

Football Check Deposit >\$2000		
Jeff & Lynette deGraaf	\$2,500.00	1574

Football Deposit (over \$2,499) - Items Needed:

Deposit - \$2,500

Turkey Bowl Team Food Truck - \$2,500

DARIEN PUBLIC SCHOOLS

Contemplated Gift Form

Gift intended for:
(Check appropriate responses)

Person(s) or Group Offering Gift(s)
Donor Requested to be Anonymous

Hindley
 Holmes
 Ox Ridge

Royle
 Tokeneke
 Middlesex Middle School

Darien High School
 District

Contact person-This may be a
gift giver or a building administrator
Name: Colleen Thompson
Address: Director of Visual Art and Music

Tele.: 203-656-7419

Fax. _____
e-mail cthompson@darienps.org

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

Stating that the DHS band program has had a huge positive impact on their children, the family is offering a donation of \$3000 to offset the costs of special events and programming for the 2024-2025 school year.

Please answer the following questions.

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

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

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

_____ 500-1,000

_____ 5,000-10,000

_____ 1,000-2,000

_____ 10,000-15,000

X _____ 2,000-3,000

_____ 15,000-20,000

_____ 3,000-4,000

_____ 20,000+

_____ 4,000-5,000

Do not write below this line

Status: Date received by Superintendent 10/17/24

Notes on actions by Superintendent of Schools-

Discussed with Dir of Visual & Performing Arts.

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

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

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

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

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

<input type="checkbox"/> 500-1,000	<input type="checkbox"/> 5,000-10,000
<input type="checkbox"/> 1,000-2,000	<input type="checkbox"/> 10,000-15,000
<input type="checkbox"/> 2,000-3,000	<input type="checkbox"/> 15,000-20,000
<input type="checkbox"/> 3,000-4,000	<input checked="" type="checkbox"/> 20,000+ <i>25,000</i>
<input type="checkbox"/> 4,000-5,000	

Do not write below this line

Status: Date received by Superintendent: 10/17/24

Notes on actions by Superintendent of Schools:

Discussed with high school principal

Actions, if any, by the Board of Education:

Final disposition of the gift offer:

The Darien High School Library has been offered a generous gift from Carolyn MacLear in memory of her father, Donald Hereward Gray Jr. Mr. Gray grew up in Darien and was a graduate of Darien High School's 1952 Senior Class. He was an avid reader who spent much of his time in the Darien High School Library. In his Will, Donald left a gift in the amount of \$25,000 for the benefit of the DHS Library. The DHS Library would like to accept this gift in Donald's memory and will use it in the following ways:

1. **Print books: \$8,000:** The DHS Librarians would like to allot \$8,000 to purchase print library books to fulfill one of our main goals to purchase materials that support department area curriculum and school-wide initiatives, such as the Vision of the Graduate. The DHS English Department has recently placed emphasis on independent choice book units. We would like to purchase books to support the curriculum and particularly numerous recently developed English Senior elective courses designed to promote students' individual reading choice. Grades 9 through 11 English courses are also starting to emphasize independent book choice units. Library staff have met with English teachers to discuss curating library collections of single titles aligned with these elective classes and units.
2. **Gale Ebooks: \$12,000.00** The DHS Librarians would like to allot \$10,000 toward the purchase of Gale ebooks to support students' research needs in Social Studies, Science, English (Senior Capstone Project), and World Language classes. The library has been able to purchase a limited number of ebooks every year, and with these additional funds, we will be able to build a comprehensive ebook collection. Gale ebooks are more expensive than regular print books because they are multiuser and owned by the DHS Library permanently. Gale Ebooks are also beneficial for student research because they synchronize with our databases and offer search, reading, and annotating options. Students consistently use the DHS Library ebooks for individual research projects and class projects. We would purchase ebooks to support student research needs enabling them to find credible, reliable, and current information on topics of their choice.
3. **Library displays: \$5000.00** The DHS Librarians would like to order three mobile book display units and three smaller tower display units. The library renovations during the summer of 2024 included some new library shelving in the fiction section. We would like to purchase a matching tiered mobile book display as these shelves are a great way to showcase book collections and promote a love of reading for all who visit the library.



Student Distribution Report
Darien High School
2024-25



DATA ANALYSIS

Table #1

Class Size Administrative Guidelines

Table #2

Mean Class Sizes

Table #3

Teacher Average Class Load

Table #4

Distribution of Class Sizes

Table #5

Number of Small Classes (under 10)

Table #6

Number of Large Classes (25 or more)

Table #7

School Counselor Student Load

Table #1 Class Size Guidelines

The following chart depicts the class size guidelines, established by the Board of Education in Policy 6510, that are used by the school to make section enrollment decisions.

Series 6500: Instructional Arrangements Policy R - 6510

Class Size Administrative Guidelines

<u>Grade Levels</u>	<u>K-1</u>	<u>2-3</u>	<u>4-5</u>	<u>6-12</u>
	18 – 22	19-23	20-24	Below 18-24

APPROVED: November 22, 2016

REVISED: October 11, 2022

Table #2 -- Mean Class Sizes

(Includes data for special education and academic support programs)

	# Sections	# Enrolled	<10	10-14	15-19	20-24	>24		16-17F	17-18F	18-19F	19-20F	20-21F	21-22F	22-23F	23-24F	24-25F	Change
English	78	1406	3	5	41	29	0		17	18	18	18	17	18	19	18	18	
Foreign Language	68	1179	2	15	30	21	0		17	17	18	18	18	18	18	17	17	
Mathematics	84	1444	7	7	36	34	0		19	20	20	20	19	18	18	18	18	
Science	75	1415	0	7	36	32	0		19	20	20	21	16	20	20	19	19	
Social Studies	81	1464	5	5	32	39	0		19	19	19	19	17	18	18	19	18	-1
Average									18	19	19	19	17	18	19	18	18	
Art	28	475	2	4	14	8	0		17	17	17	16	18	18	18	17	16	-1
Music	11	244	3	2	1	0	5		30	32	37	30	24	28	26	22	24	2
Tech Ed	12	202	1	3	8	0	0		15	15	15	14	16	14	15	17	16	-1
Comp/Business	13	287	0	0	0	13	0		22	22	21	22	21	23	23	22	23	1
Physical Education	58	1376	0	4	6	17	31		23	23	24	24	23	24	24	24	23	-1
Special Education**	67	416	63	3	1	0	0		6	6	6	7	7	8	7	6	6	
Academic Support*	2	29	0	1	1	0	0		7	8	11	6	4	11	8	4	15	11

Table #3 - Teacher Average Class Load

(Does not include special education or academic support programs)

	16-17F	17-18F	18-19F	19-20F	20-21F	1-22	22-23F	23-24F	24-25F	Change
English	86	88	90	89	84	90	93	92	92	
Foreign Language	85	88	91	88	91	92	91	87	87	
Mathematics	93	99	98	98	93	87	90	90	91	1
Science	76	81	81	82	80	78	80	75	75	
Social Studies	94	97	97	93	85	89	90	93	91	-2
Average	86.8	90.6	91.3	90.0	86.5	87.2	88.6	87.4	87.2	
Comp/Bus/Tech	92	93	93	87	89	92	96	98	96	-2
Art/Music	104	102	105	98	98	100	100	92	96	4

Table #4 - Distribution of Class Sizes

(Does not include special education or academic support)

	<u>16-17F</u>		<u>17-18F</u>		<u>18-19F</u>		<u>19-20F</u>		<u>20-21F</u>		<u>21-22F</u>		<u>22-23F</u>		<u>23-24F</u>		<u>24-25F</u>	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
< 16	115	23	103	22	95	20	100	21	114	22	103	20	95	19	104	20	134	26
16 - 20	160	32	145	30	150	31	170	35	291	56	223	44	208	41	213	42	189	37
> 20	220	44	232	48	237	49	215	44	111	22	183	36	201	40	191	38	186	37

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

(Does not include special education or academic support)

		<u>16-17F</u>	<u>17-18F</u>	<u>18-19F</u>	<u>19-20F</u>	<u>20-21F</u>	<u>21-22F</u>	<u>22-23F</u>	<u>23-24F</u>	<u>24-25F</u>
English		6	6	6	3	4	5	3	3	2
Foreign Language		4	5	3	1	2	0	3	2	2
Mathematics		7	4	4	3	3	7	6	7	7
Science		3	1	1	1	0	2	1	0	1
Social Studies		4	6	6	5	4	8	7	5	6
Art/Music		4	2	2	4	2	1	3	5	3
Bus/Com/Tech		2	2	0	1	1	2	0	1	1
	Total	30	26	22	18	16	25	23	23	22

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

	2016-17		2017-18		2018-19		2019-20		2020-21		2021-22		2022-23	2023-24	2024-25
By Size	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	Fall	Fall
25 students	0	2	2	3	2	4	5	2	1	1	4	5	1	0	0
26 students	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0
27 students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28 students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	1	4	3	3	2	4	5	2	1	1	4	5	1	0	0

	2016-17		2017-18		2018-19		2019-20		2020-21		2021-22		2022-23	2023-24	2024-25
By Dept.	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	Fall	Fall
English	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Foreign Lan	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0
Math	1	2	1	1	1	3	1	0	1	1	0	0	0	0	0
Science	0	1	1	1	0	0	4	2	0	0	3	4	1	0	0
Social Std	0	1	0	0	0	0	0	0	0	0	1	1	0	0	0
Totals	1	4	3	3	2	4	5	2	1	1	4	5	1	0	0

Table #7 -- Guidance Counselor Student Load

DHS Analysis	2016-17		2017-18		2018-19		2019-20		2020-21		2021-22		2022-23	2023-24	2024-25
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Fall	Fall
1	35	36	30	32	0	0	0	0	0	0	0	0	0	0	0
2	184	196	178	175	178	179	177	176	170	172	183	182	179	175	172
3	195	192	181	180	175	175	178	179	176	176	177	177	182	174	166
4	193	186	180	176	179	180	176	174	176	173	176	176	174	175	170
5	189	189	170	170	176	174	175	170	171	169	177	175	174	175	175
6	187	186	174	173	178	176	176	176	173	172	175	176	169	177	179
7	184	182	168	169	179	178	176	176	173	171	177	176	174	175	175
8	185	185	170	170	178	177	175	175	169	169	179	178	182	175	173
9			127	125	177	175	174	174	172	173	176	176	179	174	176
Total	1354	1352	1378	1370	1420	1414	1407	1400	1380	1375	1420	1416	1413	1400	1386
Average	189	188	172	171	178	177	176	175	173	172	178	177	177	175	173



Middlesex Middle School Student Distribution Report 2024-2025

Class Sizes

	SY 2024-2025					Historical Data				
	Average	Δ 23-24	Range	Mode		23-24 av.	22-23 av.	21-22 av.	20-21 av.	19-20 av.
English	21.8	2.5	8-25	24		19.3	20.4	19.8	20.7	22.6
Mathematics	21.7	4.0	7-25	24		17.7	18.3	20.1	18.7	20
Science	20.6	1.0	11-25	24		19.6	20.5	20.1	21	22.5
Social Studies	21.6	2.1	14-25	24		19.5	20.4	20.2	21	22.5
World Language	18.8	1.2	3-25	24		17.6	18.3	19.9	17.6	20.1
Average	20.9	2.2	8.2-25	24		18.7	19.6	20.0	19.8	21.5
	Average	Δ 23-24	Range	Mode		23-24 av.	22-23 av.	21-22 av.	20-21 av.	19-20 av.
Art	17.4	-0.1	8-25	17		17.5	17.8	17.9	18.7	18.5
Music	19.8	2.8	7-29	20		17	16.9	17.1	17.6	17.5
Computers	17.0	-0.4	8-24	16		17.4	17.1	18.4	19.5	18.4
Healthy Living	17.0	-0.4	7-24	16		17.4	17.2	18.5	19.6	18.4
Physical Education	21.6	1.8	12-30	20		19.8	21.7	22.2	22.3	22.3
STEM	17.0	-0.4	7-25	16		17.4	17.1	18.4	19.5	18.4
Average	18.3	0.5	8.2-26.2	17.5		17.8	18.0	18.8	19.5	18.9
Combined Average	19.6	1.4	8.2-25.6	20.8		18.2	18.8	19.4	19.7	20.2

Class Distribution

	SY 24-25							Change from SY 23-24 to SY 24-25			
	Sections	Enrolled	<10	10-14	15-19	20-24	>24		Sections	<10	>24
English	63	1373	0	3	8	43	9	English	-8	0	9
Mathematics	54	1019	1	11	17	21	4	Mathematics	-4	1	4
Science	50	1032	0	4	10	33	3	Science	-3	0	3
Social Studies	50	1034	0	4	13	25	8	Social Studies	-3	-1	8
World Language	48	921	2	7	12	22	5	World Language	-3	-3	3
	Sections	Enrolled	<10	10-14	15-19	20-24	>24				
Art	58	1009	4	8	27	18	1	Art	0	3	0
Music	48	960	2	3	15	22	6	Music	-9	-1	4
Computers	40	681	3	2	27	8	0	Computers	0	1	0
Healthy Living	40	680	2	4	26	8	0	Healthy Living	0	0	0
Physical Education	48	1037	0	4	5	28	11	Physical Education	-5	0	4
STEM	40	680	2	4	25	8	1	STEM	0	1	1
 Total	539	10426	16	54	185	236	48	Total	-35	1.0	36

does not include special education classes/services or interventions

Small & Large Class Sizes Historical Data

	24-25		23-24		22-23		21-22		20-21		19-20		18-19	
	<10	>24	<10	>24	<10	>24	<10	>24	<10	>24	<10	>24	<10	>24
English	0	9	0	0	0	1	0	0	0	1	0	3	0	0
Mathematics	1	4	0	0	1	0	2	2	1	1	0	0	2	1
Science	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Social Studies	0	8	1	0	0	0	0	0	0	0	0	0	0	0
World Language	2	5	5	2	1	0	0	0	5	0	0	0	0	0
Subtotals	3	29	6	2	2	1	2	2	6	2	0	3	2	1
Art	4	1	1	1	0	0	1	0	1	0	1	0	1	3
Music	2	6	3	2	3	2	3	6	3	5	9	5	8	3
Computers	3	0	2	0	0	0	0	0	0	0	0	0	0	0
Healthy Living	2	0	2	0	0	0	0	1	0	0	0	0	0	0
Phys. Ed	0	11	0	7	0	12	0	17	1	20	3	18	1	11
STEM	2	1	1	0	0	0	0	0	0	0	0	0	0	0
Subtotals	13	19	9	10	3	14	4	24	5	25	13	23	10	17
Total	16	48	15	12	5	15	6	26	11	27	13	26	12	18

does not include special education classes/services or interventions

Teacher Class Load Average

	24-25	Δ		23-24	22-23	21-22	20-21	19-20	18-19	17-18
English	104	18.4		85.6	89.3	89.1	94.4	96	89.7	90.6
Math	84	4		80	80.4	78.6	86.2	81.5	76.4	80.3
Science	103	14.8		88.2	88.8	90.9	94.5	95.6	88.3	90.8
Social Studies	103	15		88	88.3	90.5	94.5	95.6	89.4	89
World Language	85	3.6		81.4	79.6	85	83.6	83.8	85.2	79
average (mean)	98.5	13.98		84.52	85.28	86.82	90.64	90.5	86.1	82.1

Counselor Caseload Totals

Counselor	24-25	Δ		23-24	23-22	22-21	21-20	20-19	19-18	18-17	17-16
1	190	-4		194	183	191	191	192	220	222	175
2	171	-6		177	162	170	168	203	219	217	181
3*	179	20*		159	193	205	199	195	242	243	275
4*	173	-7*		180	165	190	190	199	210	226	259
5	166	-4		170	192	186	195	196	209	214	243
6	174	7		167	175	155	200	171	n/a	n/a	n/a
		0									
Average	174	1		174.5	178.3	182.8	190.5	192.7	220	224.4	226.6
Total	1044	6		1047	1070	1097	1143	1157	1100	1122	1133

**counselors working with new cohort*

MMS Observations

- Teacher average student load has increased with the reduction of two teams, most notably in English, Social Studies, and Science.
- Counselor caseloads are more balanced with the incoming sixth grade, and consistent with previous years.
- MMS currently offers accelerated World Language courses, which accounts for one small section in WL; the second is one of two sections of Mandarin 6.
- Average class sizes remain within the Board's Class Size Policy (6510), though there is an increase in classes over 24, particularly in English and Social Studies.
- While the number of sections of PE over 24 is greater than last year, it is not inconsistent with prior years.
- Quarterlies under 10 were created to accommodate student schedules (e.g., math, music, and smaller PE sections). School counselors are working to balance some sections forward in quarters 2, 3, and 4.
- MMS administration is reviewing the process for building the master schedule for the 2025-2026 school year while also recognizing the impact of last year's timeline on some of this year's section



Discussion



Update on Elementary & MMS Schedules

Board of Education Meeting

October 22, 2024

Agenda



- Scope of Work & Outcomes
- Impact at Elementary Schools
 - Music
 - Art
- Impact at MMS
 - Teacher Schedules
 - Interventions
 - Study Halls
 - Physical Education
 - Music
 - Teaming/“Rainbow”
- Going Forward

Scope of Work

- Identify efficiencies in staffing while maintaining class sizes
- Support school administration in creating the SY 24-25 schedule
- Build internal capacity for scheduling among administration through professional development in best practices for scheduling
- Revise elementary specials schedule utilizing itinerant staffing
- At MMS, maintain team model and provide interventions

Outcomes

- Maintained instructional minutes
- Maintained mean class sizes within Board guidelines
- Implemented coordination of assignments with shared staff
- Maintained access to student programming



Defining “the Schedule”

- Bell Schedule/Rotational Schedule
- Student’s or Teacher’s Schedule
- Master Schedule

Elementary Schedule SY24-25

- Improved coordination of assignments for shared staff (art, music, PE) for SY25 based on updated BOE-approved staffing figures (includes reductions of 0.8 FTE art teacher, 1.0 FTE general music teacher, and 0.4 FTE PE teacher)
- Specials teachers: Incorporation of 8 blocks per day including one prep period allowing for 7 instructional periods into the schedule; Common 30 minute lunch block
- Consistent grade-level PLC time and District Grade level Curriculum Meeting time

Elementary Music

- General music and instrumental music taught by content area specialists
- Instrumental music moved from 5 day schedule to 6 day letter day rotation to coordinate with general music schedule
- Opportunity to add full band and orchestra rehearsals to the school day during WIN block; responsive to Tri-State feedback
- Before and after school band and orchestra rehearsals continue on a set schedule as a supplement to WIN block rehearsals

Elementary Art and ELP

- Itinerant travel and shared staff
- Introduction of ELP Visual Art, responsive to Tri-State feedback
- Full program of specials for ELP

Going Forward

- Benefits and challenges of instrumental music on 6 day rotation
- Scheduling practices and curriculum for art
- Scheduling practices for ELP - 5 day vs. 6 day rotation
- Alignment of schedules between buildings and levels to accommodate shared staffing

MMS Teacher Schedules

8 period day; teachers are scheduled except a prep and a lunch.

- 5 Classes & a Duty OR 5 Classes & a Team Meeting

Teachers who are not scheduled with 5 classes this year are:

- Providing targeted interventions to students
- Performing additional duties
- Meeting coverage needs within the building

Number of Teachers Teaching 5 Classes

Area	Teachers	5 Classes	Fewer than 5
Math	12	6	6
English	13	11	2
Social Studies	10	10	0
Science	10	10	0
World Language	11	3	8

Utilization of Teachers Not Teaching 5 Classes

Assignment	Number of Teachers
Intervention	12
Study Hall	6

Interventions

Past Practice

- 2 Interventionists (2.0 FTE)
- MTSS (SRBI and SRBI B)

Current Practice

- 2 Interventionists (2.0 FTE)
- MTSS (SRBI and SRBI B)

Additional Interventions This Year:

- Numeracy Intervention (1.0 FTE)
- Literacy Intervention (0.4 FTE)
- Spanish Intervention (.2 FTE)
- Multilingual Language Learner (.4 FTE)

Study Halls

Past Practice

- Some Study Halls assigned to content area/grade level teachers who were teaching 4 classes
- Some students were able to access content area/grade level teachers for extra help

Current Practice

- Study Halls assigned to Unified Arts teachers, World Language teachers, and School Counselors
- 5 World Language teachers have a Study Hall in lieu of a fifth class

Team Model

	Number of Teams	Number of Students
6	3	343
7	3	340
8	4	362

Subject	Percentage of Off-Team Instances
English	11%
Math	59%
Science	14%
Social Studies	16%

Off-Team (“Rainbow”)

English, Math, Science, Social Studies

Additional drivers of off-team class placement:

- Fitting World Language choice (typically French or Mandarin)
- Getting music choice (most frequently Orchestra)
- Scheduling Special Education service
- Responding to individual student needs
- Hand-scheduling students
- All team classes filled during student’s available period

Some of these drivers are increased because of the compressed scheduling timeline available to MMS following the final staffing decisions made on May 28.

Physical Education

- In the 23-24 SY, all PE teachers had 25 periods of instruction.
- In 24-25 SY, 1 teacher with 25 periods; 4 teachers with 26 periods.
- While the range of class sizes is consistent with previous years, there is an increase in sections over 24 (SY 23-24 = 7; SY 24-25 = 11) because of fewer total sections.
- We will explore increasing number of sections of PE while reducing duties for PE teachers in order to reduce class sizes for SY 25-26.

Music

- All music students are scheduled into their first choice music class: Band, Chorus, Music Explorations or Orchestra.
- Students in Band and Orchestra continue to have one pull-out lesson per week in addition to their regularly scheduled Band or Orchestra class. Rotational lessons are scheduled to minimize interference with academics; flexibilities for make-up lessons during FLEX and Study Hall.
- 6th grade chorus teacher is traveling to Ox Ridge to pick up ELP sections. This has not impacted MMS chorus scheduling.

Going Forward

- Refine process and further capacity for master schedule development using District technology
- Explore opportunities for scheduling PLCs at MMS
- Increase student choice in elective offerings
- Expand school counseling curriculum and programming for career exploration and pathways
- Review and revise Gifted & Talented programming and scheduling
- Examine purpose and impact of flex, study hall, and recess
- Research and analyze staffing models
- Consider alternative bell schedule and rotational schedule
- Explore design and staffing of duties





Discussion

Memorandum

To: Board of Education

From: Dr. Alan Addley, Superintendent of Schools
Mr. Richard Rudl, Director of Finance & Operations

Subject: Update on FY26 Budget Initiatives

Date: October 22, 2024

As the administration plans for FY26 budget development, the following are process and financial updates on previously identified budget priorities/initiatives.

Topic	Progress to Date	Next Steps	Projected/Estimated Budget Implications
K-3 Literacy	<p>Into Reading pilot in grades 1-3 (7 teams across the District). Ongoing professional learning, data collection, and classroom observation.</p> <p>10-2-24 BOE Curriculum Committee update</p> <p>Held a parent literacy session on 10-16-24. Awaiting a current quote from the HMH rep. Update to BOE 10-22-2024.</p>	<p>Reconvene Literacy Core Review Team (end of October) to share feedback and data from pilot vs. DPS Curriculum</p> <p>Monthly BOE Curriculum Committee meetings, including teacher feedback (November and December)</p> <p>Anticipated recommendation for SY 25-26 (FY 26 Budget)</p>	<p>\$650,000 Placeholder</p>
Eduplanet21	<p>Initial District Professional Learning sessions held Spring 2024; Completing Course Descriptions, adding Stage 1 curricular resources as curriculum is written/revised per the established District cycle;</p>	<p>Provide Departmental updates regarding Eduplanet21 publishing (ongoing); Provide updates regarding professional</p>	<p>\$24,000</p>

	<p>Eduplanet21 expansion FY 26 shared during 10-2-24 Curriculum Committee meeting; In-District training and onboarding for new to DPS leadership planned for fall 2024</p> <p>Curriculum Committee update 10-2-24; BOE Update scheduled for 10-22-24.</p>	<p>learning for leadership, curriculum writers (ongoing)</p> <p>Propose Eduplanet21 expansion FY 26</p> <p>Budget Development</p>	
Play-based Learning	<p>Facilitated professional learning on play-based learning and executive functioning (August 2024) for all ELP and K educators; initial implementation of executive function strategies in all ELP and K classrooms (fall 2024); Convened members from the PK/K team to co-create 11-5-24 professional learning session. Curriculum writing session to be held 10-29-24. Inventory form distributed.</p>	<p>Determine resource needs (ie. equipment) for FY 26; Continued professional learning agenda for November to include implementation of play plans and introduction of play scenarios; Fall/Winter Curriculum writing projects planned; Inter-District site visits for DPS staff</p>	\$50,000
PLC	<p>Identified stakeholders</p> <p>Engaging in an elementary study of current PLC practices and best practices in the field.</p> <p>Discussions with building administrators</p> <p>Convened PDEC meeting. PDEC sub-committee to support the analysis of current District PL offerings /conduct a needs assessment for PL and survey peer</p>	<p>Conduct an analysis of professional learning (PL) time in District ELP-Grade 12 and in DRG A peer Districts and other CT Districts;</p> <p>Review of literature.</p> <p>Conduct a needs assessment based upon BOE Goals, District Strategic Plan Goal Areas and</p>	\$219,000

	districts.	School/Department Improvement Plans; Schedule a follow up meeting with First Student for transportation Develop recommendation	
Facility Study	Received quotes from KG&D and Silver Petrucelli for a facility conditions study of Tokeneke, MMS and DHS that will also look at programmatic and enrollment decisions. Cost \$200,000.	Determine if cost should be added to the FY26 Operating Budget. Facilities Committee meeting on 10/25/24 to discuss	\$200,000
Website Redesign	Meeting with FinalSite to discuss redesign option Cost does not include identifying the cost of who would manage content.	Convene a focus group of around 12 members that consists of all stakeholders, including staff, admin, parents, students to determine next steps of the redesign, including theme, layout, and data needs.	\$20,000 for Website Redesign. Cost for content management TBD
Transition Programming	Transition Steering Committee met throughout the 2023-2024 school year with the purposes of (1) Studying District transition needs, (2) Evaluating and touring local public and private programs, (3) Studying curriculum and evaluating	Transition Steering Committee to develop fiscal proposal for budget.	~\$635,000 assuming 5 students who would transition to out of district programs would go to a Darien program. Cost also depends on rent at an

	<p>program models, and (4) Preparing for the development of an in-district program with implementation plan.</p>		<p>offsite location.</p>
<p>Student Information System</p>	<p>IT Director and Data Manager viewed presentations of PowerSchool. Recommendation includes an option to keep ASPEN.</p> <p>Surveyed staff about ASPEN. 86% of respondents found ASPEN easy to use.</p> <p>Feedback did request more professional development on ASPEN for Secretaries and Administrators.</p>	<p>One option is to remain with ASPEN .</p> <p>Conduct an analysis comparing PowerSchool and ASPEN.</p> <p>Include ASPEN Professional Development in the FY26 Budget.</p> <p>Training options for ASPEN being evaluated by the Technology department with a recommendation late November.</p>	<p>Professional Training for Aspen TBD</p> <p>If District moves to Powerschool ~ \$300,000</p>
<p>5th Grade Departmentalization</p>	<p>Reviewed with elementary leadership team</p>	<p>Decision made to defer consideration until 2025-2026.</p>	



Richard Rudl
Director of Finance &
Operations

To: Dr. Alan Addley, Superintendent of Schools
From: Richard Rudl, Director of Finance & Operations
Date: October 22, 2024

Subject: FY26 Pro-Forma Forecast

As requested by the BOE the enclosed reflects the Pro-Forma Budget forecast for FY26. The pro-forma budget is based on the following items:

- Current collective bargaining unit employees in place as of October 1, 2024 moved forward the applicable step or anniversary.
- Set-aside for unsettled contracts (Maintenance and Custodial) as well as unaffiliated employees.
- 11.9% Health Insurance Premium Renewal and 5% for Dental Insurance (***Renewals will not be available until December, however we have secured a rate cap of 11.9% Current rolling 12 months of claims are running at a 118% loss ratio***).
- Assumed Turnover savings for certified and non-certified staff (paraprofessionals).
- Non-Personnel Increases:
 - Contracts in place for Fitch
 - Contract for Garbage
 - Contract for Elevators
 - Contract for First Student & Athletic Transportation
 - Anticipated CIRMA Increases for Workers Compensation, Property Insurance, Liability Insurance
 - Contractual increases for Software
 - Contractual Increase for the Annual Audit.
 - Funds set aside for pending DEA contractual negotiations (Legal Fees).
- Grant Compression (Title 1 Funding Loss, 1/3 of the Wellness Coordinator).
- BOE Deferrals from the FY25 Budget (Athletic Uniforms and Technology)
- Technology Replacement Cycle (provided in the budget book last year)
- Special Education:
 - Out of District Tuition
 - Contractual increases in contracted speech, occupational therapy, physical therapy, and consultant services.
- Elementary Enrollment projections from last school year's demographer report. An updated demographer report will be available in November.
 - Increase of 2.0 FTE at Hindley (Kindergarten and 4th Grade)
 - Increase of 1.0 FTE at Holmes (Kindergarten)
 - Decrease of 1.0 FTE at Ox Ridge (Kindergarten)
 - Decrease of 1.0 FTE at Tokeneke (5th Grade)

FY 25 Approved Budget	\$119,864,475	% Point Increase/Decrease
DEA Contract Inclusive of Stipends	\$2,340,523	1.95%
DAA Contract	\$238,341	0.20%
Non Certified Salaries	\$610,847	0.51%
Payroll Taxes	\$192,539	0.16%
Assumed Turnover Savings	\$(383,780)	-0.32%
Total FY26 Forecasted Salaries	\$2,998,470	2.50%
FY26 Insurance & Benefits	\$1,336,926	1.12%
Non Personnel Increases	\$434,664	0.36%
Grant Compression		
Title 1 Funding Loss	\$135,843	0.12%
Wellness Coordinator (1/3)	\$22,984	0.02%
Total Grant Compression	\$158,827	0.13%
Deferrals		
Athletic Uniforms	\$100,000	0.08%
District Technology	\$35,100	0.03%
Total Deferrals	\$135,100	0.11%
Technology Replacement Cycle	\$149,600	0.12%
Special Education		
Anticipated Tuition	\$631,987	0.53%
Contracted Services	\$178,355	0.15%
Total Special Education	\$810,322	0.68%
Elementary Enrollment	\$106,440	0.09%
Right to Read	\$650,000	0.54%
Off-Sets		
Contracted ESY Transportation	\$(200,000)	-0.17%
Total Offsets	\$(200,000)	-0.17%
Total FY26 Pro-Forma Budget	\$6,580,369	5.49%

Darien Public Schools

Potential Initiatives

As previously discussed, the Administration is exploring the initiatives as outlined in the status report presented to the BOE on October 8, 2024.

Facility Conditions Study	\$200,000	0.17%
Teen Talk at MMS (Previously Grant Funded)	\$100,000	0.08%
Expansion of EduPlanet	\$24,000	0.02%
Playbased Learning	\$50,000	0.04%
Website Redesign	\$20,000	0.02%
PLC	\$219,000	0.18%
Transition Program (Net of Potential Tuition Savings)	\$635,000	0.53%
Total Initiatives	\$1,248,000	1.04%
FY26 Pro-Forma	\$6,580,349	5.49%
Potential Initiatives	\$1,248,000	1.04%
Total with Potential Initiatives	\$7,828,349	6.53%

Key Drivers

As with each budget the year the key drivers of FY26 budgetary growth include:

- Collective Bargaining Agreements (45% of the total pro-forma increase)
- Health Insurance Claims and the resulting renewal (20% of the total pro-forma increase)
- Special Education (12% of the total pro-forma increase)
- Loss of Grants (2% of the total pro-forma increase)
- Right to Read Mandate (10% of the total pro-forma increase)

In FY25, the district changed its Special Education Transportation model from contracting with First Student to providing transportation through a district created program. Without this program, the districts FY26 Pro-Forma would be \$704,230 higher or 0.59%, resulting in a 6.08% budget.

Collective Bargaining Agreements:

Currently the district has the following FTEs by category:

Group	FTE	\$ Increase
Teachers	479.30	\$2,340,523

Administrators	36	\$238,341
Paraprofessionals	154.5	\$188,920
Secretaries	28	\$52,184
Nurses	13	\$26,463
Custodians	32	Unsettled
Maintenance	13	Unsettled
Unaffiliated	60.8	Unsettled

The new negotiated salary schedules resulted in the following budget reductions for FY26:

Group	# of Employees on New Schedule	Savings
Custodians	8 of 32	\$151,885
Maintenance	5 of 13	\$109,731
Paraprofessionals	21 of 154.5	\$129,144
Total		\$390,760

Without the new salary schedules, the FY26 budget would be 0.33% higher. Rather than the salary schedule category representing 2.50% it would be 2.83%.

Health Insurance:

Currently the District is experiencing an 118% loss ratio (down from 133% loss ratio last year). The loss ratio means for every \$100 we pay Anthem, Anthem has paid out \$118 in claims. As a member of the cooperative, we have a rate cap of 11.9%. Without this rate cap we would see an **additional \$833,300** of health insurance expenses above \$1.3 million in expenses related to the 11.9% premium increase. The key drivers of our claims include over \$4 million dollars' worth of cancer claims, 42 high claimant individuals with claims exceeding \$100,000 but less than \$250,000 totaling another \$3.9 million. In an attempt to find efficiencies, we have explored alternative models of funding health insurance including self-insurance and the State Partnership Plan. In the case of self-insurance the cost of stop loss insurance makes this model cost prohibitive. The difference in cost between the State Partnership Plan and our current HDHP continue to narrow. However, a move to the State Partnership Plan would require a 3-year commitment to the State with no control over annual increases.

Special Education:

Special Education Tuition is anticipated to grow by \$631,987 (will change as mediations progress). This is an increase on the overall budget by 0.53%. This would represent a 36% increase since FY22. This along with Health Insurance (41% increase in the same time) represent the two largest growing parts of the budget. Since FY22 students with disabilities have increased by 11%.

Loss of Grants:

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There are two areas of the budget that have been previously funded by grants that will not be available in FY26. First is the reduction in the ARP Mental Health Grant, which funds 2/3 of the Wellness Coordinator at DHS. This reduction will move another 1/3 of this position to the operating budget of \$22,984. Additionally, the district lost Title I funding this year. This will shift curriculum materials, professional development and a 0.5 FTE interventionist to the BOE's budget for a total of \$135,843.

Right to Read Legislation:

This legislation systematizes a statewide response to teaching reading based on the Science of Reading research. As a result, the district will have to purchase a new elementary reading curriculum at an estimated cost of \$635,000.

Potential Efficiencies/District Comparisons:

1. Supervision and Security
2. Completion of 4 to 5 classes at Middlesex
3. Staffing and Programs
4. Athletics

Sensitivity Analysis:

Every \$300,000 represents 0.25% on the budget. Based on the current pro-forma the chart below shows the reductions needed to reach previous budget increases:

	Avg. of 5 Years	FY25 Budget	FY24 Budget	FY23 Budget	FY22 Budget	FY21 Budget
Approved Budget	3.67%	4.73%	3.47%	3.74%	4.03%	2.38%
FY26 Pro-Forma	5.49%	5.49%	5.49%	5.49%	5.49%	5.49%
FY26 Pro-Forma with Initiatives	6.53%	6.53%	6.53%	6.53%	6.53%	6.53%
Reduction from FY26 Pro-Forma to Approved Budget in Year	\$(2,181,343)	\$(910,779)	\$(2,421,072)	\$(2,097,438)	\$(1,749,831)	\$(3,727,594)
Reduction from FY26 Pro-Forma with Initiatives to Approved Budget in Year	\$(3,429,343)	\$(2,158,779)	\$(3,669,072)	\$(3,345,438)	\$(2,997,831)	\$(4,975,594)

Darien Public Schools
Capital Projects 2025-2026

The following descriptions of projects are broken down following this template of guidelines:

1. Problem/opportunity being address
2. Project goal
3. Options investigated to address the problem
 - a. Potential costs/benefits/negatives
4. Option selected and reasoning
5. Project plan
 - a. Estimated cost, start date, completion date, risks, other pertinent details
6. Project benefits
 - a. Hard and soft, how will benefits be measured, any paybacks

Darien High School

- Replace light fixture with LED-
 - Allows us to replace inefficient and outdated light fixtures with new LED
 - Energy savings
 - This is materials only, work to be performed by BOE electrician.

- Resurface Blacktop- B & C buildings
 - Mill and Pave 2" of asphalt on the side areas of DHS
 - Paving is all original to 2005 and will be 20 years old this summer
 - Phased approach to paving, with 2nd phase anticipated for FY2027
 - Allow us to repair a very busy campus building roadway least interruption as possible

- Green Roof Waterproofing
 - Cafeteria Green Roof leaks when we have significant rain events
 - Allows us to remove all roofing trays, explore and repair water infiltration
 - Similar methodology used to complete the DHS Library foundation leak (summer 2024)

- Replace Automatic Doors
 - Three doors, Main, Library and Athletic entrances
 - This would eliminate the electrified hardware and provide a more robust and secure entrance system including removable mullions to allow large items to enter when needed.

Middlesex Middle School:

1. School Radio Replacement Cycle
 - School Radio Replacement Cycle

Tokeneke Elementary School:

1. **Re-pave asphalt bus loop and parking lot**
 - Mill and repave the asphalt areas in the front of the school
 - Paving is original to construction and is now 15 years old
 - Includes replacement of concrete sidewalk drain at the front entrance. Drain has become a tripping hazard and is no longer functional

2. **Rewire main entrance for security**
 - Eliminates old, outdated door buzzer system
 - Allows for added security measures

3. **Replacement of Fence**
 - The increased height stockade fence will better protect the playground area that is only five feet from a state road.
 - The current chain link fence is four feet tall
 - The new fencing will shield students who are in the playground area from both vehicles and adults

Central Office:

1. **1st Floor Window Replacement**
 - Window leaks, age and overall use, requires them to be replaced

2. **Alertus Panels and Emergency Buttons**
 - Installs the same security/lockdown system as is found in all the schools

3. **Replace Sidewalk along Leroy Ave**
 - Concrete pads and curbing is spalling due to age, salt and snow plow wear
 - Eliminates old rounded curb from previous tree location

4. **Front Entrance Modification- Access Control**
 - Enhanced video buzzer system that allows the receptionist to buzz in visitors before allowing entry into central office
 - Creation of a mantrap

District-Wide

1. **Replacement Cycle- Custodial Floor Scrubber**
 - Replaces one auto-scrubber annually (location for this FY is DHS)

2. Replacement Cycle- Grounds Lawn Mower
 - New Zero-turn lawn mower to replace older units in the fleet

3. Replace 60-DAR (2012 pickup)
 - Replacement cycle for fleet trucks

4. Replace 2015 Suburban for Out-of-District Transportation
 - Part of the replacement cycle

ANTICIPATED LONG-TERM CAPITAL PROJECTS: PER SCHOOL						
2025-2026 through 2030-2031						
DARIEN HIGH SCHOOL						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Replace light fixtures with LED	\$ 75,000					
Resurface blacktop parking areas and roadways by B and C Building	\$ 525,000					
Green Roof (Cafeteria) Waterproofing	\$ 32,000					
Replace Automatic Doors	\$ 55,000					
Resurface High School Oval and stadium parking		\$ 520,000				
Roof Replacement Design & Shingle Roof Replacement			\$ 1,100,000			
Resurface blacktop parking areas and roadways remaining			\$ 675,000			
Replace Oval Turf			\$ 1,450,000			
Replace Boilers and Burners				\$ 1,200,000		
Roof Replacement EPDM Roofs				\$ 7,566,000		
Replace Stadium and Baseball Turf					\$ 1,500,000	
Replace Both Chillers						\$ 5,500,000
Upgrade irrigation controls						\$ 220,000
Totals:	\$ 687,000	\$ 520,000	\$ 3,225,000	\$ 8,766,000	\$ 1,500,000	\$ 5,720,000

MIDDLESEX MIDDLE SCHOOL						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
School Radio Replacement Cycle	\$ 38,400					
Replace tube boilers with condensing boilers		\$ 950,000				
Study & Phase I construction for new roof & central air for school		\$ 8,671,339				
Replace lights with LED			\$ 150,000			
Phase II of Roof & HVAC Construction			\$ 8,671,339			
Carpeting for Auditorium				\$ 61,000		
Install new auditorium lighting, border lights & Flood Lights controlled via dimming system, new carpeting				\$ 390,000		
Renovate, modernize elevator				\$ 175,000		
Sand and Repaint Gym Floors				\$ 81,000		
Library Carpet Replacement				\$ 66,000		
Remove Oil Tank					\$ 550,000	
Upgrade irrigation controls						\$ 180,000
Totals:	\$ 38,400	\$ 9,621,339	\$ 8,821,339	\$ 773,000	\$ 550,000	\$ 180,000

HINDLEY ELEMENTARY SCHOOL						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
School Radio Replacement Cycle		\$ 37,600				
Bollards to protect picnic area		\$ 5,000				
Blacktop entrance and parking lot		\$ 375,000				
Replace gym floor		\$ 126,500				
Replace Fire Alarm System				\$ 52,000		
Replace PA System				\$ 48,000		
1st floor bathroom renovations					\$ 185,000	
Install irrigation system						\$ 110,000
Totals:	\$ -	\$ 544,100	\$ -	\$ 100,000	\$ 185,000	\$ 110,000

HOLMES ELEMENTARY SCHOOL						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
School Radio Replacement Cycle		\$ 28,000				
Bollards for main entrance		\$ 15,000				
Blacktop entrance and parking lot		\$ 350,000				
Replace Fire Alarm System				\$ 52,000		
Replace PA System				\$ 48,000		
1st floor bathroom renovations					\$ 185,000	
Upgrade irrigation controls						\$ 30,000
Totals:	\$ -	\$ 393,000	\$ -	\$ 100,000	\$ 185,000	\$ 30,000

OX RIDGE ELEMENTARY SCHOOL						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
School Radio Replacement Cycle		\$ 28,800				
Totals:	\$ -	\$ 28,800	\$ -	\$ -	\$ -	\$ -

ROYLE ELEMENTARY SCHOOL						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Blacktop entrance and parking lot		\$ 350,000				
Replace gym floor		\$ 126,500				
School Radio Replacement Cycle		\$ 26,400				
Bollards near picnic area		\$ 5,000				
Replace concrete floor in elevator pit			\$ 75,000			
Replace Fire Alarm System				\$ 52,000		
Replace PA System				\$ 48,000		
1st floor bathroom renovations					\$ 185,000	
Upgrade irrigation controls						\$ 45,000
Totals	\$ -	\$ 507,900	\$ 75,000	\$ 100,000	\$ 185,000	\$ 45,000
TOKENEKE ELEMENTARY SCHOOL						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Repave bus loop and parking lot & rebuild sidewalk drain at entrance	\$ 285,000					
Rewire the entrance for security	\$ 21,000					
Replacement of Fence	\$ 12,000					
School Radio Replacement Cycle		\$ 25,600				
Replace lights with LED		\$ 35,000				
Roof Replacement				\$ 1,985,000		
Chiller Replacement			\$ 650,000			
Upgrade irrigation controls						\$ 45,000
Totals	\$ 318,000	\$ 60,600	\$ 650,000	\$ 1,985,000	\$ -	\$ 45,000

CENTRAL OFFICE						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Replace windows on main level	\$ 51,500					
Alertus Panels and Emergency Buttons	\$ 25,000					
Replace sidewalk along Leroy Avenue	\$ 42,000					
Front Entrance Modification-Access Control	\$ 25,000					
Replace lights with LED			\$ 9,500			
Upgrade irrigation controls						\$ 25,000
Totals	\$ 143,500	\$ -	\$ 9,500	\$ -	\$ -	\$ 25,000
DISTRICT-WIDE						
Project:	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Replacement Cycle - Custodial Floor Scrubbers	\$ 8,500	\$ 8,600	\$ 8,800	\$ 8,900	\$ 9,000	\$ 9,100
Replacement Cycle- Grounds Lawn Mowers	\$ 22,750		\$ 22,750		\$ 22,750	
Replace 60-DAR, 2012 4-wheel drive pick up (no plow or utility body)	\$ 53,000					
Replace 2015 Suburbans used for out of district transportation	\$ 68,000					
Replace 73-DAR, 2007 4-wheel drive utility body with plow		\$ 74,000				
Replace 114-DAR, 2015 4-wheel drive pick up with lift gate and plow			\$ 78,000			
Replace 2020 Suburban used for out of district transportation				\$ 68,000		
Replace 116 -DAR, 2016 4 wheel drive pick up with lift gate and plow				\$ 82,000		
Replace 35-DAR, 2017 4-wheel drive pick up with plow					\$ 86,000	
Replace 2021 Suburban used for out of district transportation					\$ 68,000	
Replace 93-DAR, 2017 4-wheel drive pick up with plow						\$ 90,000
Replace 2022 Suburban used for out of district transportation						\$ 68,000
Totals	\$ 152,250	\$ 82,600	\$ 109,550	\$ 158,900	\$ 185,750	\$ 167,100
	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
TOTAL PER YEAR	\$ 1,339,150	\$ 11,758,339	\$ 12,890,389	\$ 11,982,900	\$ 2,790,750	\$ 6,322,100
TOTAL PER YEAR EXCLUDING DHS & MMS & TOK ROOFS & DHS CHILLER	\$ 1,339,150	\$ 3,087,000	\$ 3,119,050	\$ 2,431,900	\$ 2,790,750	\$ 822,100
Notes:						
- Potential State reimbursement is not reflected for any of the costs listed.						
- Financing costs for bonded projects are not included in any of the costs.						
- All anticipated costs are in today's dollars.						
- All anticipated projects will be evaluated annually and revisions will be made in order to accommodate changes in facility conditions, changes in existing programs, the addition of new programs, enrollment changes and new regulatory/code requirements or overall district needs.						

**Darien Public Schools
Forecast by Month
FY 25**

	Budget	August	September
Salaries	\$ 78,618,225	\$ 78,518,536	\$ 78,467,224
Operating	\$ 18,897,823	\$ 19,203,327	\$ 19,179,891
Fixed	\$ 27,234,895	\$ 27,087,327	\$ 27,082,295
Equipment	\$ 639,916	\$ 639,916	\$ 639,916
Revenue	\$ (5,526,384)	\$ (5,526,384)	\$ (5,506,909)
Total	\$ 119,864,475	\$ 119,922,721	\$ 119,862,417
Forecasted Balance		\$ (58,246)	\$ 2,059
		-0.05%	0.00%
General Education RCS		\$ (68,451)	\$ 11,980
Special Education RCS		\$ 10,205	\$ (9,921)



Richard Rudl
 Director of Finance &
 Operations

DATE: October 17, 2024
TO: Dr. Alan Addley, Superintendent of Schools
FROM: Richard Rudl, Director of Finance & Operations
SUBJECT: FY25 Financial Report through September

Enclosed please find the attached:

1. FY25 Financial Report through September 2024
2. List of accounting adjustments for September 2024
3. September PowerPoint
4. Grant Financial Report through September 2024
5. Food Service Financial Report through September 2024

Summary of Forecast is as follows:

The September financial report for FY25 shows a projected surplus of \$2,059. This is an improvement of \$60,307 from August. The changes from August are as follows:

Category	Amount
Software Savings (Superintendent Adjustment to extinguish Title 1 resource materials deficit)	\$26,500
Salary Savings from a maternity leave	\$17,656
ESY Certified Salary Savings	\$16,000
Custodian on new salary schedule	\$9,469
Salary Savings from an unfilled groundskeeper	\$5,030
Sewer savings	\$1,681
Workers Compensation Reimbursement	\$1,494
DSS Provider payment savings	\$1,180
401A savings due to vacant positions	\$772
ELP Tuition-Students changed from paying to Special Education	\$(19,475)
Total	\$60,307

RCs	Sept 2024
General Education RCs	\$11,980
Special Education RCs	\$(9,921)
Total	\$2,059

RC1 (DHS):

- Salary Savings of \$11,615 for an Assistant Principal due to a late July start date.

- New salary schedule savings of \$14,345 from a custodial position.

RC3 (MMS):

- Salary savings of \$16,800 for the Principal Position due to a late July start date.
- Salary savings of \$27,188 for the Assistant Principal position due to a late August start date.

RC10 (Tokeneke):

- Salary savings of \$17,656 due to a maternity leave.
- Custodial savings of \$9,469 due to a retirement at the end of November resulting in another custodian on the new salary schedule.

RC11 (Athletics):

- Elementary Intramurals shows a positive balance of \$8,263 as only Holmes is running elementary intramurals.

RC12 (Facilities):

- Salary savings of \$15,808 for a Groundskeeper position.
- Salary savings of \$11,347 for a Painter position.

RC15 (Technology):

- Software savings of \$26,500, which was moved to offset resource materials in RC19 due to Title 1 funding loss. Savings came from the following titles:

Software	Budget Savings
Microsoft	\$4,598
Aspen	\$2,741
Snap	\$247
PikMyKid	\$5,000
DocuSign	\$4,055
Faye	\$3,675
Nearpod	\$980
Turnitin	\$1,355
School Messenger	\$276
Encyclopedia Britannica	\$1,734
Scholastic	\$310
Foreign Language Lab	\$254
FunHub	\$798
Texthelp	\$477
Total	\$26,500

RC18 (Human Resource):

- Salary savings budget of \$100,000. We will wait to extinguish this budget until mid year with the individual salary savings listed in each RC as to not skew the budget comparison for FY26. Total salary savings \$106,776

- Staff Turnover deficit of \$(88,425) has been extinguished due to paraprofessional savings from the new salary schedule. The following table shows the turnover savings:

Bargaining Unit	Count	Savings	Avg. Savings
Teachers	42	\$(264,705)	\$6,303
Administrators	2	\$(17,504)	\$8,752
Unaffiliated	2	(8,240)	\$4,120
Paraprofessionals	22	\$(138,278)	\$6,285
Total	68	\$(428,727)	\$6,305
Budget		\$(378,874)	
Excess		\$49,853	
Title 1 Interventionist Adj		\$(49,853)	
Balance		\$0	

RC19 (Curriculum):

- Professional development has a projected deficit of \$(32,000) due to the loss of Title I funding from the federal government. The federal government requires a district to have at least 2% of the districts total population below the poverty rate. The district fell to 1.5%.

RC23 (DSS):

- Provider payments for summer school came in \$1,180 under budget.

RC24 (Special Education):

- Occupational Therapists show a positive balance of \$27,272 as we have two vacant positions.
- Contracted Occupational Therapy forecasts a deficit of \$(38,000) due to two vacant Occupational Therapists.
- Speech Therapists shows a positive balance of \$1,499 as we have a vacant SLP
- Paraprofessionals show a positive balance of \$2,783 as we have 15 paraprofessionals on the new salary schedule. This is the balance remaining after extinguishing our staff turnover deficit.
- ESY Transportation came in under budget by \$10,000.
- ESY Salaries certified salaries came in under budget by \$16,000
- Excess cost is budgeted at \$(2,639,216) with a projected reimbursement rate of 70%. The reimbursement rate will be set by the State after the December 1st and March 1st filings. The state has set the following reimbursement rates for a fully funded Excess Cost.

Tier Group based on AENGLPC Ranking	Reimbursement %
1 to 58	85%
59 to 114	88%
115 to 169	91%

RC25 (Fixed):

- Workers Compensation shows a positive balance of \$1,494 due to a reimbursement from CIRMA.
- 401A shows a positive balance of \$772 due to the vacant Occupational Therapist.
- Sewer shows a positive balance of \$1,681 due to less consumption.

RC26 (ELP):

- Two students have been classified with an IEP resulting in refunds of \$19,475.

RC27 (Security):

- SSOs show a salary savings of \$6,362 as we have an unpaid leave of absence until early October.

RC	Adjusted Budget	FY25 Forecast	Balance
RC 1 Darien High School	\$15,412,272	\$15,386,312	\$25,960
RC 2 Fitch Academy	\$664,568	\$664,568	\$0
RC 3 Middlesex	\$10,803,835	\$10,759,847	\$43,988
RC 5 Hindley	\$3,842,553	\$3,842,553	\$0
RC 7 Holmes	\$3,796,890	\$3,796,890	\$0
RC 8 Ox Ridge	\$4,839,536	\$4,839,536	\$0
RC 9 Royle	\$3,624,999	\$3,624,999	\$0
RC 10 Tokeneke	\$3,996,945	\$3,969,820	\$27,125
RC 11 Athletics	\$2,046,453	\$2,038,190	\$8,263
RC 12 Maintenance	\$2,786,099	\$2,758,944	\$27,155
RC 13 Music	\$327,594	\$327,594	\$0
RC 14 Art	\$115,660	\$115,660	\$0
RC 15 Technology	\$3,050,646	\$3,050,646	\$0
RC 16 Administration	\$824,955	\$824,955	\$0
RC 17 Health	\$1,246,702	\$1,246,702	\$0
RC 18 Personnel	\$1,285,635	\$1,385,635	\$(100,000)
RC 19 Curriculum	\$3,309,150	\$3,341,150	\$(32,000)
RC 20 Finance	\$880,482	\$880,482	\$0
RC 21 Library/Media	\$135,600	\$135,600	\$0
RC 22 Technology Education	\$89,875	\$89,875	\$0
RC 23 Summer School	\$(209,541)	\$(210,722)	\$1,181
RC 24 Special Education	\$27,553,083	\$27,543,529	\$9,554
RC 25 Fixed Expenditures	\$26,804,567	\$26,800,620	\$3,947
RC 26 ELP	\$1,576,283	\$1,595,758	\$(19,475)
RC 27 Safety & Security	\$1,059,635	\$1,053,273	\$6,362
Total	\$119,864,475	\$119,862,416	\$2,059

There are two transfers for BOE consideration and approval:

D/S	RC	Account	To	From	Description
D	19	Prof Development	\$32,000		Loss of Title 1 Funding
S	25	Workers Comp		\$1,494	Reimbursement from CIRMA
S	25	Retirement		\$772	401A savings from vacancies
S	24	Teacher Aides		\$2,783	Savings from new salary schedule
S	23	Consultant Services		\$1,180	Provider payment savings
S	11	Intramurals		\$8,263	Elementary Intramurals
S	1	Custodian		\$14,345	Savings from new salary schedule
S	25	Sewer		\$1,681	Sewer Savings
S	10	Custodian		\$1,482	Savings from new salary schedule

D/S	RC	Account	To	From	Description
D	26	ELP Tuition	\$19,475		Students classified with IEPs
S	24	ESY		\$16,000	Certified salary savings
S	10	Custodian		\$3,475	Savings from new salary schedule

Grant Financial Report:

IDEA (2 Year Grant): The IDEA is a grant statute that provides federal funding for the education of children with disabilities and requires, as a condition for the receipt of such funds, that states agree to provide a free appropriate public education. The tentative award for FY25 is \$966,361

TITLE 1: Darien has lost 100% of its Title I funding from the federal government, which last year was \$152,000. The federal government requires a district to have at least 2% of the districts total population below the poverty rate. As of the last US Census the district fell to 1.5.

TITLE II (2 Year Grant): Title II funds can be used to provide supplemental activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders.

- Title II allocation is \$42,667, which will support professional development.

TITLE III (2 Year Grant): Title III funds can be used to ensure English Language Learners attain English proficiency.

- Title III allocation is \$9,105

TITLE IV (2 Year Grant): Title IV is funding to increase access to comprehensive school psychological services, improve school safety and school climate, and strengthen parent and community engagement.

- Title IV allocation is \$11,081

ARP MENTAL HEALTH: The district was awarded \$126,954 over three years, with the second year allocation of \$47,020. This grant is funding 0.72 of the 1.0 FTE for the Wellness Coordinator.

ARP SUMMER MENTAL HEALTH SUPPORT: The district was awarded \$92,500 with the year one allocation of \$34,259. This grant is supporting curriculum writing for wellness.

ARP RIGHT TO READ: The district was awarded \$145,000 related to the right to read legislation for decodables. The carry over balance is \$121,585.

COMMUNITY FUND: The district was awarded \$60,000 from the Community fund to partially fund Teen Talk. The balance of the award is held by the Town who plans to pay Teen Talk directly.

Food Service Financial Report:

The Food Service Fund currently has a deficit of \$(142,643) through September. September generated a profit of \$34,916. As is the case every year, the fund runs a deficit in the first half of the year to cover start-up expenses. This fund is budgeted this year to operate at a zero profit.

**Darien Public Schools
Monthly Financial Report
2024-2025**

ACCT #		ACTUAL 2021-2022	ACTUAL 2022-2023	ACTUAL 2023-2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
	RC - 1 DARIEN HIGH SCHOOL												
1	11013 BURSAR/ADMINISTRATIVE ASSIST	128,566	133,917	65,415	66,769	1,253	68,022	11,979	55,186	857	68,022	0.80	-
2	21101 PRINCIPAL	217,553	221,904	226,342	233,698	-	233,698	62,919	170,779	-	233,698	1.00	-
3	21102 ASSISTANT PRINCIPAL	567,324	578,670	566,875	812,568	-	812,568	203,142	597,811	11,615	800,953	4.00	11,615
4	21201 DIRECTOR OF GUIDANCE	164,358	167,645	170,998	176,555	-	176,555	47,534	129,021	-	176,555	1.00	-
5	21215 DEPARTMENT CHAIRS	578,108	589,656	600,632	496,122	(12,403)	483,719	55,814	427,905	0	483,719	3.20	-
6	21220 CURRICULUM SUPERVISION	36,596	39,191	42,900	43,894	-	43,894	4,671	39,224	-	43,894	0.20	-
7	110112 ART TEACHERS	396,645	416,067	457,799	489,557	14,220	503,777	59,802	443,975	(0)	503,777	5.80	-
8	110114 BUSINESS TEACHERS	113,221	118,278	118,288	132,521	-	132,521	15,877	116,644	0	132,521	1.40	-
9	110116 COMPUTER TEACHERS	57,613	59,561	52,078	65,692	-	65,692	8,958	56,734	(0)	65,692	0.80	-
10	110118 ENGLISH TEACHERS	1,538,254	1,607,879	1,649,807	1,720,488	(53,101)	1,667,387	200,458	1,466,929	(0)	1,667,387	16.60	-
11	110124 FOR. LANG. TEACHERS	1,307,479	1,395,371	1,432,017	1,518,865	(25,103)	1,493,762	177,229	1,316,533	0	1,493,762	13.60	-
12	110130 MATH TEACHERS	1,379,449	1,454,338	1,604,922	1,662,083	32,299	1,694,382	210,404	1,483,977	1	1,694,382	16.60	-
13	110132 MUSIC TEACHERS	266,264	274,186	300,010	309,371	-	309,371	35,697	273,674	-	309,371	2.60	-
14	110134 PHYSICAL ED. TEACHERS	650,982	647,654	630,573	652,928	(25,755)	627,173	76,303	550,870	-	627,173	6.00	-
15	110136 READING TEACHERS	120,202	122,005	124,605	127,205	-	127,205	14,678	112,528	-	127,205	1.00	-
16	110138 SCIENCE TEACHERS	1,726,397	1,759,315	1,828,262	1,941,233	(86,629)	1,854,604	226,388	1,628,215	0	1,854,604	19.20	-
17	110142 SOCIAL STUDIES TEACHERS	1,639,440	1,606,762	1,682,727	1,758,723	14,020	1,772,743	211,781	1,560,961	0	1,772,743	17.60	-
18	110144 TECH ED. TEACHERS	306,262	316,502	327,492	341,459	14,774	356,233	43,966	312,267	0	356,233	3.00	-
19	21306 TEACHERS OF THE GIFTED	22,805	23,581	-	-	-	-	-	-	-	-	-	-
20	21302 SUBSTITUTE TEACHERS	102,594	116,253	116,739	86,250	6,050	92,300	10,875	-	81,425	92,300	-	-
21	21318 BUILDING SUBSTITUTES	28,937	20,313	27,000	63,000	-	63,000	2,975	-	60,025	63,000	-	-
22	21317 STUDENT INTERNS	9,050	-	-	-	-	-	-	-	-	-	-	-
23	21401 LIBRARIANS	215,124	234,998	196,972	245,398	(9,012)	236,386	27,275	209,111	-	236,386	2.00	-
24	21402 GUIDANCE	698,659	709,882	853,470	864,595	(2,732)	861,863	117,156	742,685	2,022	861,863	8.00	-
25	21413 WELLNESS COORDINATOR	-	-	-	21,667	434	22,101	2,550	19,550	1	22,101	0.33	-
26	21501 PRINCIPAL/DIRECTOR SECRETARY	190,752	184,191	200,157	209,262	(1,533)	207,729	47,643	157,656	2,430	207,729	3.00	-
27	21502 GUIDANCE SECRETARIES	128,215	131,104	135,491	138,751	1,525	140,276	29,992	110,283	1	140,276	2.00	-
28	21603 TEACHER AIDES	80,850	82,670	121,327	129,311	-	129,311	17,633	111,677	(0)	129,311	3.00	-
29	61001 CUSTODIANS	530,229	565,451	556,620	575,543	-	575,543	141,009	359,224	75,310	561,198	7.00	14,345
30	101003 AUDIO VISUAL SERVICES	55,300	50,656	61,496	60,435	1,450	61,885	8,563	52,194	1,128	61,885	-	-
31	101004 WEBMASTER STIPEND			3,301	4,074	-	4,074	-	-	4,074	4,074	-	-
32	101020 THEATER AND MUSIC STIPENDS			67,850	66,037	-	66,037	318	3,182	62,537	66,037	-	-
33	101022 HONOR SOCIETY STIPENDS			14,502	16,175	-	16,175	-	-	16,175	16,175	-	-
34	101024 STUDENT GOVERNMENT STIPENDS			27,336	29,359	-	29,359	-	-	29,359	29,359	-	-
35	101026 STUDENT INTEREST CLUBS			97,434	114,801	-	114,801	-	-	114,801	114,801	-	-
36	101003 CLUBS AND COUNCILS	219,382	242,094	41,481	44,873	-	44,873	1,092	10,370	33,411	44,873	-	-
37	TOTAL PERSONNEL	13,476,609	13,870,097	14,402,922	15,219,260	(130,243)	15,089,017	2,074,679	12,519,166	495,172	15,063,057	139.73	25,960

38	OPERATING		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	38
39			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	39
40	12001	CONSULTANT SERVICES	-	-	90,000	96,500	-	96,500	-	96,500	-	96,500	-	-	40
41	22002	TEXTBOOKS-REPLACEMENTS	25,956	26,737	26,309	29,740	1,735	31,475	25,565	3,813	2,097	31,475	-	-	41
42	22003	TEXTBOOKS-CONSUMABLES	5,555	18,320	12,764	14,889	(190)	14,699	8,816	5,426	457	14,699	-	-	42
43	23003	PERIODICALS	303	-	-	640	-	640	-	192	448	640	-	-	43
44	23004	RESOURCE MATERIALS	968	911	2,346	2,775	-	2,775	-	199	2,576	2,775	-	-	44
45	23010	AUDIO VISUAL CONSUMABLES	1,991	2,167	955	3,250	-	3,250	298	250	2,702	3,250	-	-	45
46	24011	GENERAL TEACHING SUPPLIES	51,481	54,212	51,429	55,500	(1,545)	53,955	29,834	9,588	14,533	53,955	-	-	46
47	25001	GENERAL OFFICE SUPPLIES	18,393	24,988	23,664	22,000	-	22,000	4,095	13,700	4,205	22,000	-	-	47
48	25002	PROFESSIONAL LIBRARY PURCHASE	-	-	260	350	-	350	-	-	350	350	-	-	48
49	25003	PROFESSIONAL DEVELOPMENT	14,343	8,156	8,152	16,565	-	16,565	848	-	15,717	16,565	-	-	49
50	25007	GRADUATION EXPENSES	25,117	27,319	32,526	28,000	-	28,000	141	23,757	4,102	28,000	-	-	50
51	25008	GUIDANCE MATERIALS	1,983	2,790	2,635	2,600	-	2,600	265	2,085	250	2,600	-	-	51
52	25013	TEMPORARY HOURLY SERVICES	48,498	32,471	33,047	30,220	-	30,220	3,626	-	26,594	30,220	-	-	52
53	25014	PRINTING	10,900	11,077	10,919	12,000	-	12,000	2,284	325	9,391	12,000	-	-	53
54	25026	DUES AND MEMBERSHIPS	14,576	13,420	13,620	17,129	-	17,129	13,306	-	3,823	17,129	-	-	54
55	72016	CLASSROOMS/CORRIDORS/AUDITRIU	7,278	8,277	6,415	8,500	-	8,500	3,466	3,864	1,170	8,500	-	-	55
56	72044	REPAIRS AND SERVICE CONTRACT	-	840	1,032	3,450	-	3,450	750	-	2,700	3,450	-	-	56
57	102005	STUDENT ACTIVITY FUND	-	0	-	-	-	-	100	207	(307)	-	-	-	57
58	102003	OTHER STUDENT ACTIVITIES	9,395	9,968	12,352	11,000	-	11,000	6,306	-	4,694	11,000	-	-	58
59	TOTAL OPERATING		236,737	241,652	328,426	355,108	-	355,108	99,700	159,905	95,502	355,108	-	-	59
60	EQUIPMENT														60
61	73001	EQUIPMENT AND FURNITURE	3,048	4,755	4,414	4,785	-	4,785	4,307	-	479	4,785	-	-	61
62	TOTAL EQUIPMENT		3,048	4,755	4,414	4,785	-	4,785	4,307	-	479	4,785	-	-	62
63	TOTAL DARIEN HIGH SCHOOL		13,716,395	14,116,504	14,735,762	15,579,153	(130,243)	15,448,910	2,178,686	12,679,072	591,153	15,422,950	139.73	25,960	63
64														64	
65														65	
66														66	
67	REVENUE		2020-2021	2021-2022	2022-2023	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast	Surplus/		(Shortfall)	67
68														68	
69	102007	REV.- STUDENT PARKING FEES	(11,000)	(29,774)	(28,490)	(52,620)	-	(52,620)	(48,759)	-	(52,620)	(52,620)	-	-	69
70														70	
71	NET DARIEN HIGH SCHOOL BUDGET		13,705,395	14,086,730	14,707,272	15,526,533	(130,243)	15,396,290	2,129,927	12,679,072	538,533	15,370,330	139.73	25,960	71

		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
	RC - 2 FITCH ACADEMY	2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
76	21301 ALTERNATIVE SCHOOL	420,599	430,718	501,923	516,275	3,537	519,812	63,679	456,133	(0)	519,812	4.80	-
77	21603 TEACHER AIDES	-	-	-	-	-	-	-	-	-	-	-	-
78	TOTAL PERSONNEL	420,599	430,718	501,923	516,275	3,537	519,812	63,679	456,133	(0)	519,812	4.80	-
80	25007 INSTRUCTIONAL SUPPLIES	1,364	707	154	1,500	-	1,500	54	-	1,446	1,500	-	-
81	25019 COMPUTER INSTRUCTION SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-
82	25001 GENERAL TEACHING SUPPLIES	1,469	1,000	1,251	1,500	-	1,500	-	-	1,500	1,500	-	-
83	13015 LOCAL TRAVEL EXPENSE	-	-	298	160	-	160	-	-	160	160	-	-
84	102012 LEASES PROPERTY	99,398	116,362	135,341	141,596	-	141,596	34,866	106,731	0	141,596	-	-
85	TOTAL OPERATING	102,231	118,069	137,044	144,756	-	144,756	34,919	106,731	3,106	144,756	-	-
86	TOTAL FITCH ACADEMY	522,830	548,787	638,967	661,031	3,537	664,568	98,598	562,864	3,106	664,568	4.80	-

88														88
89														89
90	RC - 3 MIDDLESEX MIDDLE SCHOOL	ACTUAL 2021-2022	ACTUAL 2022-2023	ACTUAL 2023-2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.	90
91	21101 PRINCIPAL	243,618	208,428	212,577	220,453	(2,000)	218,453	42,010	159,643	16,800	201,653	1.00	16,800	91
92	21102 ASSISTANT PRINCIPAL	338,985	306,762	334,550	554,883	-	554,883	120,131	407,564	27,188	527,695	3.00	27,188	92
93	21215 DEPARTMENT CHAIRS	144,527	147,414	150,158	124,030	(3,100)	120,930	13,953	106,976	1	120,930	0.80	-	93
94	21220 CURRICULUM SUPERVISION	62,547	62,718	64,301	56,033	(9)	56,024	2,801	53,223	-	56,024	-	-	94
95	310312 ART TEACHERS	164,670	158,587	212,597	226,017	39,325	265,342	33,168	232,174	-	265,342	3.00	-	95
96	310316 COMPUTER TEACHERS	175,036	179,826	179,228	194,000	9,012	203,012	23,424	179,588	-	203,012	2.00	-	96
97	310320 ENGLISH TEACHERS	1,463,982	1,460,873	1,535,887	1,413,624	(83,743)	1,329,881	156,439	1,173,442	-	1,329,881	13.00	-	97
98	310322 HEALTHY LIVING	128,211	127,407	135,684	144,371	-	144,371	18,281	126,090	-	144,371	2.00	-	98
99	310324 FOR. LANG. TEACHERS	918,689	1,024,281	1,046,841	987,833	99,005	1,086,838	135,167	951,671	-	1,086,838	11.00	-	99
100	310330 MATH TEACHERS	1,373,889	1,362,644	1,371,917	1,352,326	-	1,352,326	163,296	1,189,030	-	1,352,326	12.00	-	100
101	310332 MUSIC TEACHERS	559,686	565,644	573,577	545,810	(17,843)	527,967	63,588	464,379	0	527,967	5.60	-	101
102	310334 PHYSICAL EDUCATION TEACHERS	596,899	624,053	651,905	556,437	25,755	582,192	69,728	512,464	-	582,192	5.00	-	102
103	310338 SCIENCE TEACHERS	1,080,630	1,083,575	1,158,887	958,198	5,564	963,762	112,763	850,999	-	963,762	10.00	-	103
104	310342 SOCIAL STUDIES TEACHERS	1,143,748	1,183,675	1,234,503	1,054,807	(23,318)	1,031,489	121,498	909,991	-	1,031,489	10.00	-	104
105	310344 TECH ED. TEACHERS	222,646	225,986	231,186	236,386	-	236,386	29,755	206,631	-	236,386	2.00	-	105
106	21302 SUBSTITUTE TEACHERS	96,356	89,542	86,882	71,500	7,000	78,500	1,987	-	76,513	78,500	-	-	106
107	21306 TEACHERS OF THE GIFTED	96,848	184,706	187,707	191,867	-	191,867	26,164	165,703	(0)	191,867	1.60	-	107
108	21317 STUDENT INTERNS	1,400	-	-	-	-	-	-	-	-	-	-	-	108
109	21318 BUILDING SUBSTITUTES	21,125	35,112	47,700	63,000	28,000	91,000	6,650	-	84,350	91,000	-	-	109
110	21401 LIBRARIANS	105,863	116,441	119,041	121,641	-	121,641	14,036	107,606	-	121,641	1.00	-	110
111	21402 GUIDANCE	487,116	451,723	446,753	487,313	4,000	491,313	63,175	427,045	1,092	491,313	6.00	-	111
112	21501 PRINCIPAL/DIRECTOR SECRETARY	240,649	246,258	193,603	205,161	-	205,161	47,336	156,824	1,001	205,161	3.00	-	112
113	21502 GUIDANCE SECRETARIES	74,150	75,814	78,087	80,236	2	80,238	21,602	58,635	0	80,238	1.00	-	113
114	21603 TEACHER AIDES	39,488	41,502	14,904	44,130	(7,363)	36,767	5,014	31,754	0	36,767	1.00	0	114
115	21608 LUNCH MONITORS	-	-	-	-	-	-	-	-	-	-	-	-	115
116	61001 CUSTODIANS	544,291	558,898	573,777	589,430	(303)	589,127	160,304	428,822	1	589,127	7.00	-	116
117	101003 AUDIO VISUAL SERVICES	3,820	9,623	12,262	10,665	50	10,715	1,501	9,211	3	10,715	-	-	117
118	101004 WEBMASTER STIPEND			2,730	2,205	-	2,205	-	-	2,205	2,205	-	-	118
119	101020 THEATER AND MUSIC STIPENDS			36,281	45,107	-	45,107	-	-	45,107	45,107	-	-	119
120	101022 HONOR SOCIETY STIPENDS			4,638	3,562	-	3,562	-	-	3,562	3,562	-	-	120
121	101024 STUDENT GOVERNMENT STIPENDS			1,657	5,170	-	5,170	-	-	5,170	5,170	-	-	121
122	101026 STUDENT INTEREST CLUBS			26,144	37,465	-	37,465	-	-	37,465	37,465	-	-	122
123	101003 CLUBS AND COUNCILS	89,010	96,422	37,659	41,996	-	41,996	-	-	41,996	41,996	-	-	123
124	TOTAL PERSONNEL	10,417,880	10,627,913	10,963,624	10,625,658	80,034	10,705,691	1,453,771	8,909,466	342,454	10,661,704	101.00	43,988	124
125														125

126	OPERATING		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	126
127			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	127
128	22002	TEXTBOOKS-REPLACEMENTS	11,551	13,598	15,957	28,134	-	28,134	19,283	-	8,851	28,134		-	128
129	22003	TEXTBOOKS-CONSUMABLES	-	-	-	-	-	-	-	-	-	-		-	129
130	23002	CLASSROOM REFERENCE	1,300	183	188	2,690	-	2,690	193	-	2,498	2,690		-	130
131	23003	PERIODICALS	1,798	2,366	2,366	3,108	-	3,108	2,461	419	228	3,108		-	131
132	23004	RESOURCE MATERIALS	3,298	865	1,872	2,964	-	2,964	1,645	941	379	2,964		-	132
133	23010	MEDIA CONSUMABLES	1,700	-	-	-	-	-	-	-	-	-		-	133
134	24011	GENERAL TEACHING SUPPLIES	38,484	44,373	41,550	57,738	-	57,738	13,056	13,364	31,318	57,738		-	134
135	25001	MISC. OFFICE SUPPLIES	7,986	8,504	7,305	7,500	-	7,500	694	5,954	852	7,500		-	135
136	25003	PROFESSIONAL DEVELOPMENT	2,149	2,052	216	2,950	-	2,950	515	-	2,435	2,950		-	136
137	25008	GUIDANCE MATERIALS	514	600	584	600	-	600	-	-	600	600		-	137
138	25026	DUES AND MEMBERSHIPS	2,574	3,253	2,822	6,252	-	6,252	-	2,377	3,876	6,252		-	138
139	102003	OTHER STUDENT ACTIVITIES	-	500	-	1,700	-	1,700	-	-	1,700	1,700		-	139
140	102005	STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-		-	140
141	72044	REPAIRS AND SERVICE CONTRACT	-	-	-	500	-	500	-	-	500	500		-	141
142	TOTAL OPERATING		71,353	76,293	72,860	114,135	-	114,135	37,846	23,054	53,235	114,135		-	142
143	EQUIPMENT														143
144	73001	REPLACEMENT FURN/ EQUIPMENT	-	-	-	-	-	-	-	-	-	-		-	144
145	TOTAL EQUIPMENT		-	-	-	-	-	-	-	-	-	-		-	145
146	TOTAL MIDDLESEX MIDDLE SCHOOL		10,489,234	10,704,207	11,036,483	10,739,793	80,034	10,819,826	1,491,617	8,932,520	395,689	10,775,838	101.00	43,988	146
147															147
148															148
149															149

150	RC - 5 HINDLEY ELEMENTARY SCHOOL	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	150
151		2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	151
152	21101 PRINCIPAL	196,800	200,736	203,967	211,405	-	211,405	56,917	154,488	-	211,405	1.00	-	152
153	21102 ASSISTANT PRINCIPAL	284,024	289,704	260,248	320,590	-	320,590	36,991	283,599	-	320,590	2.00	-	153
154	21220 CURRICULUM SUPERVISION	19,916	21,384	21,918	22,464	-	22,464	3,063	19,401	-	22,464	-	-	154
155	510597 KINDERGARTEN	329,269	337,425	362,379	383,405	(105,973)	277,432	35,956	241,476	-	277,432	3.00	-	155
156	510501 GRADE 1 TEACHERS	322,127	351,097	374,524	334,036	-	334,036	38,543	295,493	-	334,036	3.00	-	156
157	510502 GRADE 2 TEACHERS	323,624	332,407	421,934	437,018	-	437,018	52,905	384,113	-	437,018	4.00	-	157
158	510503 GRADE 3 TEACHERS	330,820	374,778	319,635	423,444	(30,459)	392,985	45,344	347,641	-	392,985	4.00	-	158
159	510504 GRADE 4 TEACHERS	195,540	252,816	188,802	201,349	27,776	229,125	28,237	200,888	-	229,125	3.00	-	159
160	510505 GRADE 5 TEACHERS	398,871	320,902	420,771	356,775	-	356,775	43,718	313,057	-	356,775	3.00	-	160
161	510524 FOREIGN LANGUAGE TEACHER	75,613	79,316	84,285	89,406	-	89,406	-	85,967	3,439	89,406	1.00	-	161
162	510534 PHYSICAL ED TEACHERS	146,891	142,217	130,601	127,707	(41,922)	85,785	9,898	75,887	-	85,785	1.00	-	162
163	21302 SUBSTITUTE TEACHERS	550	1,300	7,373	3,750	-	3,750	125	-	3,625	3,750	-	-	163
164	21306 TEACHERS OF THE GIFTED	49,472	45,197	46,237	47,277	-	47,277	5,455	41,822	-	47,277	0.40	-	164
165	21313 MUSIC TEACHERS	172,830	178,245	165,504	166,078	(9,964)	156,114	18,831	137,283	(0)	156,114	1.73	-	165
166	21314 ART TEACHERS	111,323	61,349	69,906	53,891	(12,856)	41,035	5,596	35,439	0	41,035	0.60	-	166
167	21317 STUDENT INTERNS	32,000	15,300	-	-	-	-	-	-	-	-	-	-	167
168	21318 BUILDING SUBSTITUTES	27,313	27,162	35,100	97,500	-	97,500	5,863	-	91,638	97,500	-	-	168
169	21401 LIBRARIANS	111,323	112,993	82,233	87,131	-	87,131	10,054	77,077	-	87,131	1.00	-	169
170	21403 PSYCHOLOGISTS	67,313	70,027	73,355	77,065	(8,674)	68,391	7,891	60,500	-	68,391	1.00	-	170
171	21501 PRINCIPAL/DIRECTOR SECRETARY	115,583	118,169	122,097	125,061	1,287	126,348	26,387	99,961	-	126,348	2.00	-	171
172	21603 TEACHER AIDES	159,667	137,650	168,521	131,568	300	131,868	17,982	113,886	0	131,868	3.00	-	172
173	21608 LUNCH MONITORS	31,110	30,561	-	27,000	-	27,000	2,325	-	24,675	27,000	-	-	173
174	61001 CUSTODIANS	235,777	240,636	242,949	233,854	20,139	253,993	69,389	184,604	0	253,993	3.00	-	174
175	101004 WEBMASTER STIPEND	-	-	-	2,546	-	2,546	-	-	2,546	2,546	-	-	175
176	101003 CLUBS AND COUNCILS	2,218	5,734	9,933	13,755	-	13,755	-	-	13,755	13,755	-	-	176
177	TOTAL PERSONNEL	3,739,973	3,747,105	3,812,270	3,974,075	(160,346)	3,813,729	521,470	3,152,582	139,677	3,813,729	37.73	-	177
178														178
179	OPERATING													179
180	22002 TEXTBOOKS-REPLACEMENTS	876	1,283	1,874	1,236	-	1,236	1,071	-	165	1,236	-	-	180
181	22003 TEXTBOOKS-CONSUMABLES	23,654	28,488	26,588	26,015	-	26,015	19,474	3,239	3,302	26,015	-	-	181
182	23002 CLASSROOM REFERENCE	767	410	485	494	-	494	-	-	494	494	-	-	182
183	23003 PERIODICALS	-	-	224	247	-	247	-	-	247	247	-	-	183
184	23010 AUDIO VISUAL CONSUMABLES	-	250	254	247	-	247	-	-	247	247	-	-	184
185	24011 GENERAL TEACHING SUPPLIES	17,580	17,451	17,750	22,495	-	22,495	12,110	5,301	5,084	22,495	-	-	185
186	25001 MISC. OFFICE SUPPLIES	814	992	960	1,000	-	1,000	-	250	750	1,000	-	-	186
187	25002 PROFESSIONAL LIBRARY PURCHASE	52	337	433	500	-	500	-	-	500	500	-	-	187
188	25003 PROFESSIONAL DEVELOPMENT	795	1,718	785	1,365	-	1,365	-	-	1,365	1,365	-	-	188
189	25026 DUES AND MEMBERSHIPS	-	79	-	225	-	225	-	-	225	225	-	-	189
190	102005 STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-	-	-	190
191	TOTAL OPERATING	44,537	51,006	49,354	53,824	-	53,824	32,655	8,790	12,379	53,824	-	-	191
192														192
193	EQUIPMENT													193
194	73001 EQUIPMENT & FURNITURE	2,000	1,248	1,263	2,000	-	2,000	1,050	-	950	2,000	-	-	194
195														195
196	102020 FOOD SERVICE SUBSIDY	-	-	-	(27,000)	-	(27,000)	-	-	(27,000)	(27,000)	-	-	196
197														197
198														198
199	TOTAL HINDLEY ELEMENTARY SCH.	3,786,510	3,799,360	3,862,887	4,002,899	(160,346)	3,842,553	555,175	3,161,372	126,007	3,842,553	37.73	-	199

200	RC - 7 HOLMES ELEMENTARY SCHOOL		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	200
201			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	201
202	21101	PRINCIPAL	196,800	200,736	204,751	211,405	-	211,405	56,917	154,488	-	211,405	1.00	-	202
203	21102	ASSISTANT PRINCIPAL	284,024	289,704	295,498	320,590	-	320,590	36,991	283,599	-	320,590	2.00	-	203
204	21220	CURRICULUM SUPERVISION	19,654	20,314	21,918	22,464	-	22,464	3,063	19,401	-	22,464	-	-	204
205	710797	KINDERGARTEN TEACHERS	317,153	309,961	355,863	373,276	(106,735)	266,541	32,482	234,059	-	266,541	3.00	-	205
206	710701	GRADE 1 TEACHERS	236,924	254,582	184,078	272,846	26,558	299,404	37,286	262,118	-	299,404	4.00	-	206
207	710702	GRADE 2 TEACHERS	362,090	288,056	378,831	332,857	(26,991)	305,866	35,292	270,574	-	305,866	3.00	-	207
208	710703	GRADE 3 TEACHERS	328,463	328,238	285,757	374,324	-	374,324	47,333	326,991	-	374,324	4.00	-	208
209	710704	GRADE 4 TEACHERS	264,981	250,072	380,888	312,468	(39,202)	273,266	33,486	239,780	-	273,266	3.00	-	209
210	710705	GRADE 5 TEACHERS	350,332	368,497	285,428	390,211	28,787	418,998	50,825	368,173	-	418,998	4.00	-	210
211	710724	FOREIGN LANGUAGE TEACHER	68,112	3,028	116,361	118,961	-	118,961	13,726	105,235	-	118,961	1.00	-	211
212	710734	PHYSICAL ED. TEACHERS	82,821	86,650	91,706	96,738	-	96,738	11,162	85,576	-	96,738	1.00	-	212
213	21302	SUBSTITUTE TEACHERS	6,519	5,013	10,213	3,750	-	3,750	180	-	3,570	3,750	-	-	213
214	21318	BUILDING SUBSTITUTES	16,688	11,188	31,050	97,500	-	97,500	5,398	-	92,102	97,500	-	-	214
215	21306	TEACHERS OF THE GIFTED	44,504	30,687	31,545	32,562	3,318	35,880	4,643	31,236	0	35,880	0.30	-	215
216	21313	MUSIC TEACHERS	223,163	202,435	165,651	160,908	(20,354)	140,554	16,466	124,087	0	140,554	1.70	-	216
217	21314	ART TEACHERS	102,451	102,221	46,454	80,855	(9,472)	71,383	8,236	63,146	1	71,383	0.80	-	217
218	21317	STUDENT INTERNS	32,000	30,300	-	-	-	-	-	-	-	-	-	-	218
219	21401	LIBRARIANS	44,683	63,861	69,253	75,745	-	75,745	8,740	67,005	-	75,745	1.00	-	219
220	21403	PSYCHOLOGISTS	112,816	90,512	94,554	97,798	-	97,798	11,284	86,514	-	97,798	1.00	-	220
221	21501	PRINCIPAL/DIRECTOR SECRETARY	116,936	118,169	122,097	125,061	1,287	126,348	26,387	99,961	-	126,348	2.00	-	221
222	21603	TEACHER AIDES	159,758	162,178	168,716	131,389	(365)	131,024	17,867	113,157	1	131,024	3.00	-	222
223	21608	LUNCH MONITORS	33,637	31,957	-	27,000	-	27,000	3,008	-	23,993	27,000	-	-	223
224	61001	CUSTODIANS	238,112	241,862	229,760	252,762	(18,753)	234,009	63,891	170,118	(0)	234,009	3.00	-	224
225	101004	WEBMASTER STIPEND	-	-	-	2,546	-	2,546	-	-	2,546	2,546	-	-	225
226	101003	CLUBS AND COUNCILS	5,647	4,840	10,424	13,755	-	13,755	-	-	13,755	13,755	-	-	226
227	TOTAL PERSONNEL		3,648,267	3,495,060	3,580,796	3,927,770	(161,922)	3,765,848	524,663	3,105,218	135,967	3,765,848	38.80	-	227
228															
229	OPERATING														
230	22002	TEXTBOOKS-REPLACEMENTS	278	4,071	1,159	1,290	-	1,290	-	-	1,290	1,290	-	-	230
231	22003	TEXTBOOKS-CONSUMABLES	27,627	26,416	26,020	27,087	-	27,087	20,523	31	6,534	27,087	-	-	231
232	23002	CLASSROOM REFERENCE	309	-	436	516	-	516	-	-	516	516	-	-	232
233	23003	PERIODICALS	1,186	218	-	258	-	258	-	-	258	258	-	-	233
234	23010	AUDIO VISUAL CONSUMABLES	153	-	-	258	-	258	-	-	258	258	-	-	234
235	24011	GENERAL TEACHING SUPPLIES	17,060	19,772	18,001	23,478	-	23,478	3,420	5,348	14,710	23,478	-	-	235
236	25001	MISC. OFFICE SUPPLIES	918	983	826	1,000	-	1,000	-	-	1,000	1,000	-	-	236
237	25002	PROFESSIONAL LIBRARY PURCHASE	484	-	497	500	-	500	-	-	500	500	-	-	237
238	25003	PROFESSIONAL DEVELOPMENT	1,599	632	1,413	1,430	-	1,430	117	-	1,313	1,430	-	-	238
239	25026	DUES AND MEMBERSHIPS	89	89	-	225	-	225	-	-	225	225	-	-	239
240	102005	STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-	-	-	240
241	TOTAL OPERATING		49,704	52,181	48,351	56,042	-	56,042	24,060	5,379	26,603	56,042	-	-	241
242															
243	EQUIPMENT														
244	73001	EQUIPMENT AND FURNITURE	1,810	1,996	1,065	2,000	-	2,000	903	-	1,097	2,000	-	-	244
245															
246	102020	FOOD SERVICE SUBSIDY	-	-	-	(27,000)	-	(27,000)	-	-	(27,000)	(27,000)	-	-	246
247															
248	TOTAL HOLMES SCHOOL		3,699,781	3,549,236	3,630,212	3,958,812	(161,922)	3,796,890	549,626	3,110,596	136,667	3,796,890	38.80	-	248
249															

250	RC - 8 OX RIDGE ELEMENTARY SCHOOL		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	250
251			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	251
252	21101	PRINCIPAL	197,800	201,736	204,027	211,405	-	211,405	56,917	154,488	-	211,405	1.00	-	252
253	21102	ASSISTANT PRINCIPAL	284,024	265,807	260,269	320,590	-	320,590	36,991	283,599	-	320,590	2.00	-	253
254	21220	CURRICULUM SUPERVISION	20,440	21,117	21,918	22,464	-	22,464	3,063	19,401	-	22,464	-	-	254
255	810897	KINDERGARTEN TEACHERS	353,861	371,031	386,498	421,900	66,032	487,932	57,685	430,247	-	487,932	5.00	-	255
256	810801	GRADE 1 TEACHERS	423,544	432,939	446,348	460,552	-	460,552	55,620	404,932	-	460,552	4.00	-	256
257	810802	GRADE 2 TEACHERS	334,466	361,195	374,974	389,182	(48,885)	340,297	40,791	299,506	-	340,297	4.00	-	257
258	810803	GRADE 3 TEACHERS	298,248	332,527	453,178	409,252	(30,751)	378,501	43,673	334,828	-	378,501	4.00	-	258
259	810804	GRADE 4 TEACHERS	286,484	289,818	303,842	389,375	36,140	425,515	50,755	374,760	-	425,515	5.00	-	259
260	810805	GRADE 5 TEACHERS	376,662	387,426	381,238	418,563	(31,425)	387,138	43,629	338,639	4,871	387,138	4.00	-	260
261	810824	FOREIGN LANGUAGE TEACHER	82,821	86,650	82,878	121,641	-	121,641	14,036	107,606	-	121,641	1.00	-	261
262	810834	PHYSICAL EDUCATION TEACHERS	111,323	112,993	136,251	140,323	38,275	178,598	20,607	157,990	0	178,598	1.57	-	262
263	21302	SUBSTITUTE TEACHERS	4,900	13,350	16,089	3,750	-	3,750	500	-	3,250	3,750	-	-	263
264	21306	TEACHERS OF THE GIFTED	64,935	26,842	28,067	29,321	6,635	35,956	4,404	31,552	(0)	35,956	0.30	-	264
265	21313	MUSIC TEACHERS	246,485	237,410	278,663	275,425	24,556	299,981	36,919	263,062	0	299,981	2.73	-	265
266	21314	ART TEACHERS	111,323	112,993	115,593	118,193	-	118,193	16,117	102,076	-	118,193	1.00	-	266
267	21317	STUDENT INTERNS	24,350	15,000	-	-	-	-	-	-	-	-	-	-	267
268	21318	BUILDING SUBSTITUTES	31,250	33,313	47,175	130,000	(15,000)	115,000	3,238	-	111,763	115,000	-	-	268
269	21401	LIBRARIANS	112,080	113,761	116,361	118,961	-	118,961	13,726	105,235	-	118,961	1.00	-	269
270	21403	PSYCHOLOGISTS	74,129	78,378	78,957	87,943	11,361	99,304	12,398	86,905	0	99,304	1.00	-	270
271	21501	PRINCIPAL/DIRECTOR SECRETARY	110,770	122,859	135,033	138,751	(2)	138,749	29,581	109,167	1	138,749	2.00	-	271
272	21603	TEACHER AIDES	159,245	162,902	208,739	131,223	(556)	130,667	17,818	112,848	0	130,667	3.00	-	272
273	21608	LUNCH MONITORS	34,125	32,247	-	27,000	-	27,000	2,250	-	24,750	27,000	-	-	273
274	61001	CUSTODIANS	226,683	294,826	348,466	357,707	(309)	357,398	97,310	260,087	1	357,398	5.00	-	274
275	101004	WEBMASTER STIPEND	-	-	-	2,546	-	2,546	-	-	2,546	2,546	-	-	275
276	101003	CLUBS AND COUNCILS	5,308	5,973	7,448	16,132	-	16,132	-	-	16,132	16,132	-	-	276
277	TOTAL PERSONNEL		3,975,256	4,113,092	4,432,013	4,742,199	56,071	4,798,270	658,030	3,976,927	163,313	4,798,270	47.60	-	277
278															278
279	OPERATING														279
280	22002	TEXTBOOKS-REPLACEMENTS	1,442	1,234	1,527	1,545	(22)	1,523	209	-	1,314	1,523	-	-	280
281	22003	TEXTBOOKS-CONSUMABLES	27,554	30,109	31,765	32,016	-	32,016	25,314	-	6,702	32,016	-	-	281
282	23002	CLASSROOM REFERENCE	892	395	611	618	-	618	619	-	(1)	618	-	-	282
283	23003	PERIODICALS	297	287	305	309	-	309	309	-	-	309	-	-	283
284	23010	CONSUMABLES	289	287	53	309	(309)	-	-	-	-	-	-	-	284
285	24011	GENERAL TEACHING SUPPLIES	20,595	19,452	20,922	28,119	-	28,119	13,666	7,581	6,872	28,119	-	-	285
286	25001	MISC. OFFICE SUPPLIES	1,722	989	973	1,000	-	1,000	481	30	489	1,000	-	-	286
287	25002	PROFESSIONAL LIBRARY PURCHASE	398	375	-	500	(254)	246	245	-	1	246	-	-	287
288	25003	PROFESSIONAL DEVELOPMENT	661	1,500	1,525	1,625	810	2,435	2,434	-	1	2,435	-	-	288
289	25026	DUES AND MEMBERSHIPS	-	-	-	225	(225)	-	-	-	-	-	-	-	289
290	102005	STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-	-	-	290
291	TOTAL OPERATING		53,850	54,627	57,682	66,266	-	66,266	43,276	7,611	15,379	66,266	-	-	291
292															292
293	EQUIPMENT														293
294	73001	EQUIPMENT & FURNITURE	1,675	1,851	1,639	2,000	-	2,000	1,355	-	645	2,000	-	-	294
295															295
296	102020	FOOD SERVICE SUBSIDY	-	-	-	(27,000)	-	(27,000)	-	-	(27,000)	(27,000)	-	-	296
297															297
298	TOTAL OX RIDGE SCHOOL		4,030,781	4,169,571	4,491,334	4,783,465	56,071	4,839,536	702,661	3,984,538	152,336	4,839,536	47.60	-	298
299															299

300	RC - 9	ROYLE ELEMENTARY SCHOOL	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	300
301			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	301
302	21101	PRINCIPAL	197,800	199,359	204,751	211,405	-	211,405	56,917	154,488	-	211,405	1.00	-	302
303	21102	ASSISTANT PRINCIPAL	284,024	267,976	247,086	304,560	-	304,560	35,142	269,418	-	304,560	2.00	-	303
304	21220	CURRICULUM SUPERVISION	20,440	21,117	21,918	22,464	-	22,464	3,063	19,401	-	22,464	-	-	304
305	910997	KINDERGARTEN TEACHERS	263,356	258,154	200,328	297,249	28,787	326,036	37,620	288,416	-	326,036	3.00	-	305
306	910901	GRADE 1 TEACHERS	389,636	293,342	308,677	318,702	(41,595)	277,107	31,974	245,133	-	277,107	3.00	-	306
307	910902	GRADE 2 TEACHERS	234,450	285,722	258,233	269,940	-	269,940	31,147	238,793	-	269,940	3.00	-	307
308	910903	GRADE 3 TEACHERS	248,878	252,124	262,782	281,594	-	281,594	33,898	247,696	-	281,594	3.00	-	308
309	910904	GRADE 4 TEACHERS	238,068	281,025	308,677	318,702	-	318,702	39,253	279,449	-	318,702	3.00	-	309
310	910905	GRADE 5 TEACHERS	298,552	179,715	297,467	316,505	-	316,505	39,090	277,415	-	316,505	3.00	-	310
311	910924	FOREIGN LANGUAGE TEACHER	69,502	68,288	84,285	89,406	-	89,406	12,192	77,214	-	89,406	1.00	-	311
312	910934	PHYSICAL ED. TEACHERS	102,229	106,980	113,045	119,989	(10,597)	109,392	12,622	96,770	-	109,392	1.00	-	312
313	21302	SUBSTITUTE TEACHERS	3,050	3,300	6,327	3,750	-	3,750	-	-	3,750	3,750	-	-	313
314	21306	TEACHERS OF THE GIFTED	75,103	34,043	34,678	35,458	-	35,458	4,339	31,119	(0)	35,458	0.30	-	314
315	21313	MUSIC TEACHERS	186,840	193,709	167,227	157,096	10,377	167,472	21,444	146,028	(0)	167,472	1.60	-	315
316	21314	ART TEACHERS	65,898	48,794	73,219	57,354	(4,892)	52,462	6,340	46,122	(0)	52,462	0.60	-	316
317	21317	STUDENT INTERNS	16,700	15,000	-	-	-	-	-	-	-	-	-	-	317
318	21318	BUILDING SUBSTITUTES	20,250	18,625	25,950	97,500	-	97,500	7,963	-	89,538	97,500	-	-	318
319	21401	LIBRARIANS	82,821	86,650	91,706	96,738	-	96,738	11,162	85,576	-	96,738	1.00	-	319
320	21403	PSYCHOLOGISTS	79,894	83,490	93,097	99,948	-	99,948	11,532	88,416	0	99,948	1.00	-	320
321	21501	PRINCIPAL/DIRECTOR SECRETARY	140,078	118,176	123,369	126,772	5	126,777	26,502	100,275	-	126,777	2.00	-	321
322	21603	TEACHER AIDES	119,891	123,831	127,028	131,568	(6,718)	124,850	17,025	107,825	(0)	124,850	3.00	(0)	322
323	21608	LUNCH MONITORS	31,523	27,191	-	27,000	-	27,000	2,438	-	24,563	27,000	-	-	323
324	61001	CUSTODIANS	233,868	233,615	227,137	232,499	668	233,167	63,429	169,738	0	233,167	3.00	-	324
325	101004	WEBMASTER STIPEND	-	-	-	2,546	-	2,546	-	-	2,546	2,546	-	-	325
326	101003	CLUBS AND COUNCILS	4,436	4,364	8,857	11,378	-	11,378	-	-	11,378	11,378	-	-	326
327		TOTAL PERSONNEL	3,407,285	3,204,589	3,285,842	3,630,123	(23,966)	3,606,157	505,090	2,969,293	131,774	3,606,157	35.50	(0)	327
328		OPERATING													328
329		OPERATING													329
330	22002	TEXTBOOKS-REPLACEMENTS	2,267	1,038	1,483	1,005	-	1,005	-	87	918	1,005	-	-	330
331	22003	TEXTBOOKS-CONSUMABLES	18,854	22,193	22,302	20,847	-	20,847	10,878	7,825	2,143	20,847	-	-	331
332	23002	CLASSROOM REFERENCE	369	415	424	402	-	402	373	-	29	402	-	-	332
333	23010	AUDIO VISUAL CONSUMABLES	-	150	-	201	-	201	130	-	71	201	-	-	333
334	23003	PERIODICALS	-	-	-	201	-	201	-	-	201	201	-	-	334
335	24011	GENERAL TEACHING SUPPLIES	13,147	14,948	15,025	18,291	-	18,291	9,443	4,761	4,087	18,291	-	-	335
336	25001	MISC. OFFICE SUPPLIES	894	986	1,000	1,000	-	1,000	273	190	537	1,000	-	-	336
337	25002	PROFESSIONAL LIBRARY PURCHASE	468	500	500	500	-	500	-	-	500	500	-	-	337
338	25003	PROFESSIONAL DEVELOPMENT	938	1,085	159	1,170	-	1,170	-	590	580	1,170	-	-	338
339	25026	DUES AND MEMBERSHIPS	352	307	177	225	-	225	-	-	225	225	-	-	339
340	102005	STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-	-	-	340
341		TOTAL OPERATING	37,289	41,622	41,070	43,842	-	43,842	21,097	13,454	9,291	43,842	-	-	341
342		EQUIPMENT													342
343		EQUIPMENT													343
344	73001	EQUIPMENT & FURNITURE	1,938	1,973	1,988	2,000	-	2,000	-	-	2,000	2,000	-	-	344
345															345
346	102020	FOOD SERVICE SUBSIDY	-	-	-	(27,000)	-	(27,000)	-	-	(27,000)	(27,000)	-	-	346
347															347
348		TOTAL ROYLE SCHOOL	3,446,512	3,248,184	3,328,900	3,648,965	(23,966)	3,624,999	526,187	2,982,747	116,065	3,624,999	35.50	(0)	348
349															349

350	RC - 10	TOKENEKE ELEMENTARY SCHOOL	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	350
351			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	351
352	21101	PRINCIPAL	196,800	200,736	204,751	211,405	-	211,405	56,917	154,488	-	211,405	1.00	-	352
353	21102	ASSISTANT PRINCIPAL	284,024	268,476	259,561	306,560	-	306,560	29,466	259,438	17,656	288,904	2.00	17,656	353
354	21220	CURRICULUM SUPERVISION	19,916	21,117	21,918	22,464	-	22,464	3,063	19,401	-	22,464		-	354
355	1011097	KINDERGARTEN TEACHERS	224,837	323,136	346,879	364,300	(26,018)	338,282	40,984	297,298	-	338,282	4.00	-	355
356	1011001	GRADE 1 TEACHERS	209,485	322,226	338,166	354,672	-	354,672	40,924	313,748	-	354,672	4.00	-	356
357	1011002	GRADE 2 TEACHERS	390,943	338,976	346,779	430,386	42,386	472,772	54,551	418,221	-	472,772	4.00	-	357
358	1011003	GRADE 3 TEACHERS	182,996	252,495	207,250	218,584	64,349	282,933	32,646	250,287	-	282,933	4.00	-	358
359	1011004	GRADE 4 TEACHERS	323,303	221,784	351,393	301,578	(15,284)	286,294	33,034	253,260	-	286,294	3.00	-	359
360	1011005	GRADE 5 TEACHERS	378,721	389,702	289,469	370,189	16,763	386,952	46,375	340,577	-	386,952	4.00	-	360
361	1011024	FOREIGN LANGUAGE TEACHER	79,557	122,005	63,759	89,486	(6,531)	82,955	9,572	73,383	-	82,955	1.00	-	361
362	1011034	PHYSICAL ED. TEACHERS	88,517	113,575	120,644	117,109	14,244	131,353	15,156	116,197	0	131,353	1.43	-	362
363	21302	SUBSTITUTE TEACHERS	5,025	1,694	9,846	3,750	-	3,750	463	-	3,287	3,750		-	363
364	21306	TEACHERS OF THE GIFTED	24,747	45,197	46,237	47,277	-	47,277	5,455	41,822	0	47,277	0.40	-	364
365	21313	MUSIC TEACHERS	132,918	137,345	153,961	154,734	20,752	175,487	21,835	153,651	0	175,487	2.04	-	365
366	21314	ART TEACHERS	93,493	98,069	104,473	93,279	20,214	113,493	13,095	100,398	-	113,493	1.00	-	366
367	21317	STUDENT INTERNS	32,000	22,950	-	-	-	-	-	-	-	-	-	-	367
368	21318	BUILDING SUBSTITUTES	23,938	31,938	50,325	97,500	-	97,500	5,634	-	91,866	97,500		-	368
369	21401	LIBRARIANS	114,720	116,441	71,256	75,807	-	75,807	8,747	67,060	-	75,807	1.00	-	369
370	21403	PSYCHOLOGISTS	24,680	25,821	1,759	27,931	-	27,931	3,223	24,708	-	27,931	0.35	-	370
371	21501	PRINCIPAL/DIRECTOR SECRETARY	118,281	121,678	125,530	128,983	46	129,029	26,809	102,219	1	129,029	2.00	-	371
372	21603	TEACHER AIDES	159,440	163,080	158,463	132,490	(10,197)	122,293	15,005	107,288	0	122,293	3.00	0	372
373	21608	LUNCH MONITORS	31,830	32,685	-	27,000	-	27,000	2,814	-	24,186	27,000	-	-	373
374	61001	CUSTODIANS	234,727	240,141	245,803	251,609	928	252,537	68,693	183,844	0	243,068	3.00	9,469	374
375	101004	WEBMASTER STIPEND	-	-	-	2,546	-	2,546	-	-	2,546	2,546	-	-	375
376	101003	CLUBS AND COUNCILS	5,106	5,041	7,134	13,755	-	13,755	-	-	13,755	13,755	-	-	376
377		TOTAL PERSONNEL	3,380,004	3,616,308	3,525,355	3,843,394	121,652	3,965,046	534,460	3,277,289	153,297	3,937,921	41.22	27,125	377
378		OPERATING													378
379															379
380	22002	TEXTBOOKS-REPLACEMENTS	2,772	1,217	1,289	1,308	-	1,308	1,208	-	100	1,308		-	380
381	22003	TEXTBOOKS-CONSUMABLES	22,069	25,381	27,209	27,526	-	27,526	18,677	-	8,849	27,526		-	381
382	23002	CLASSROOM REFERENCE	833	549	517	523	-	523	-	-	523	523		-	382
383	23003	PERIODICALS	275	239	259	262	-	262	-	-	262	262		-	383
384	23010	AUDIO VISUAL CONSUMABLES	-	240	259	262	-	262	-	-	262	262		-	384
385	24011	GENERAL TEACHING SUPPLIES	15,549	17,125	18,349	23,863	-	23,863	9,750	6,077	8,035	23,863		-	385
386	25001	MISC. OFFICE SUPPLIES	1,000	998	949	1,000	-	1,000	-	-	1,000	1,000		-	386
387	25002	PROFESSIONAL LIBRARY PURCHASE	466	483	467	500	-	500	394	106	-	500		-	387
388	25003	PROFESSIONAL DEVELOPMENT	928	1,157	1,339	1,430	-	1,430	-	-	1,430	1,430		-	388
389	25026	DUES AND MEMBERSHIPS	-	239	225	225	-	225	-	-	225	225		-	389
390	102005	STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-		-	390
391		TOTAL OPERATING	43,891	47,629	50,862	56,899	-	56,899	30,029	6,184	20,686	56,899		-	391
392															392
393	73001	EQUIPMENT & FURNITURE	-	1,960	1,998	2,000	-	2,000	665	-	1,335	2,000		-	393
394															394
395	102020	FOOD SERVICE SUBSIDY	-	-	-	(27,000)	-	(27,000)	-	-	(27,000)	(27,000)		-	395
396															396
397		TOTAL TOKENEKE SCHOOL	3,423,895	3,665,897	3,578,214	3,875,293	121,652	3,996,945	565,154	3,283,473	148,318	3,969,820	41.22	27,125	397

398	RC - 11	PHYSICAL EDUCATION	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	398
399			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	399
400	21201	DIRECTOR	188,196	191,960	195,799	202,162	-	202,162	54,428	147,734	-	202,162	1.00	-	400
401	11022	ASSISTANT DIRECTOR	48,697	50,000	65,000	65,000	1,950	66,950	9,130	57,820	-	66,950	1.00	-	401
402	21501	PRINCIPAL/DIRECTOR SECRETARY	75,755	77,458	-	-	-	-	-	-	-	-	-	-	402
403	41006	ATHLETIC TRAINING SERVICES	101,163	54,781	-	-	-	-	-	-	-	-	-	-	403
404	61004	FACILITIES-CUSTODIAL	-	0	-	-	-	-	-	-	-	-	-	-	404
405	101001	WEIGHT ROOM DARIEN HS	8,700	9,090	11,305	12,550	-	12,550	550	-	12,000	12,550	-	-	405
406	101002	INTERSCHOLASTICS DARIEN HS	625,839	626,989	679,273	702,341	-	702,341	72,158	178,520	451,663	702,341	-	-	406
407	101005	SPORTS PROGRAMS-MIDDLESEX	37,818	35,100	36,903	42,050	-	42,050	-	-	42,050	42,050	-	-	407
408	101008	INTRAMURALS-ELEMENTARY	1,379	1,045	1,936	10,329	-	10,329	-	-	10,329	2,066	-	8,263	408
409	101009	INTRAMURALS-DARIEN HS	-	-	50	4,000	-	4,000	-	-	4,000	4,000	-	-	409
410	101012	UNIFIED SPORTS	10,647	22,311	34,070	26,258	-	26,258	227	-	26,031	26,258	-	-	410
411		TOTAL PERSONNEL	1,098,195	1,068,734	1,024,335	1,064,690	1,950	1,066,640	136,493	384,074	546,073	1,058,377	2.00	8,263	411
412		OPERATING													412
413		OPERATING													413
414	12001	CONSULTANT SERVICES	1,260	1,077	630	1,000	-	1,000	100	900	-	1,000	-	-	414
415	23010	CONSUMABLES	1,500	1,500	1,313	1,500	-	1,500	1,500	-	-	1,500	-	-	415
416	24011	GENERAL TEACHING SUPPLIES	13,472	13,896	12,475	14,239	-	14,239	1,604	494	12,141	14,239	-	-	416
417	24006	ATHLETIC TRAINING SUPPLIES	5,897	6,096	5,672	6,000	-	6,000	381	225	5,394	6,000	-	-	417
418	25002	PROFESSIONAL LIBRARY PURCHASE	462	500	500	500	-	500	-	-	500	500	-	-	418
419	25003	PROFESSIONAL DEVELOPMENT	2,884	2,000	1,778	2,000	-	2,000	1,055	-	945	2,000	-	-	419
420	25026	DUES AND MEMBERSHIPS	2,939	2,961	2,989	3,000	-	3,000	-	-	3,000	3,000	-	-	420
421	41006	CONTRACTED ATHLETIC TRAINERS	-	92,953	204,250	204,250	-	204,250	33,250	171,000	-	204,250	-	-	421
422	52008	INTERSCHOLASTIC TRANS. DHS	338,047	373,480	319,112	362,500	-	362,500	23,016	54,984	284,500	362,500	-	-	422
423	72044	REPAIRS AND SERVICE	436	5,000	2,763	5,000	-	5,000	3,381	-	1,619	5,000	-	-	423
424	102001	INTERSCHOLASTICS/DARIEN HS	-	-	-	281,797	(277,447)	4,350	-	-	4,350	4,350	-	-	424
425	101900	SUPPLIES & UNIFORMS	231,415	224,385	191,313	-	153,502	153,502	9,695	55,765	88,042	153,502	-	-	425
426	101910	RENTALS	42,433	62,527	40,251	-	77,129	77,129	32,733	44,396	-	77,129	-	-	426
427	101920	FEES	25,133	31,838	33,414	-	46,816	46,816	9,370	-	37,446	46,816	-	-	427
428	102002	INTRAMURALS-MIDDLESEX	1,857	2,426	2,535	2,500	-	2,500	-	-	2,500	2,500	-	-	428
429	102004	INTERSCHOLASTIC-OFFICIALS	184,939	209,604	181,220	217,027	-	217,027	15,869	19,435	181,724	217,027	-	-	429
430	102005	STUDENT ACTIVITY FUND	-	-	-	-	-	-	-	-	-	-	-	-	430
431	121000	IMPROVEMENT OF SITES	2,990	1,972	2,972	3,000	-	3,000	557	943	1,500	3,000	-	-	431
432		TOTAL OPERATING	855,663	1,032,216	1,003,187	1,104,313	-	1,104,313	132,510	348,142	623,661	1,104,313			432
433		EQUIPMENT													433
434		EQUIPMENT													434
435	73001	EQUIPMENT AND FURNITURE	3,340	3,770	4,262	6,000	-	6,000	365	-	5,635	6,000	-	-	435
436		TOTAL EQUIPMENT	3,340	3,770	4,262	6,000	-	6,000	365	-	5,635	6,000			436
437															437
438		TOTAL PHYSICAL EDUCATION	1,957,198	2,104,720	2,031,784	2,175,003	1,950	2,176,953	269,369	732,216	1,175,368	2,168,690	2.00	8,263	438
439															439
440															440
441														Surplus/	441
442		REVENUE	2021-2022	2022-2023	2023-2024	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast			(Shortfall)	442
443	102006	REV. - SUMMER SCHOOL FIELD USE	(35,000)	(35,000)	(35,000)	(35,000)	-	(35,000)	(35,000)	-	(35,000)	(35,000)	-	-	443
444	102013	GATE RECEIPTS	-	(52,440)	(14,119)	(70,500)	-	(70,500)	-	-	(70,500)	(70,500)	-	-	444
445	102014	ADVERTISING REVENUE	-	-	(1,800.00)	(25,000)	-	(25,000)	-	-	(25,000)	(25,000)	-	-	445
446															446
447		NET COST PHYSICAL EDUCATION	1,922,198	2,017,280	1,980,865	2,044,503	1,950	2,046,453	234,369	732,216	1,044,868	2,038,190	2.00	8,263	447
448															448

449	RC - 12	MAINTENANCE	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	449
450			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	450
451	11031	FACILITIES DIRECTOR	162,329	150,000	162,369	162,369	6,089	168,458	45,354	123,104	-	168,458	1.00	-	451
452	11022	ASSISTANT FACILITIES DIRECTOR	120,000	103,257	113,300	113,300	3,399	116,699	31,419	85,280	-	116,699	1.00	-	452
453	11032	SECRETARY	41,500	42,953	45,910	45,910	1,607	47,517	12,793	34,723	1	47,517	0.50	-	453
454	61003	CUSTODIAL	75,197	76,500	77,314	79,547	6	79,553	21,641	57,912	0	79,553	1.00	-	454
455	61005	CUSTODIAL O/T SCH. EMERGENCY	106,485	73,496	77,774	90,286	-	90,286	22,034	-	68,252	90,286	-	-	455
456	71001	GROUNDSKEEPERS	394,863	393,599	405,304	477,963	1,567	479,530	113,484	303,772	62,274	463,722	6.00	15,808	456
457	71002	GROUNDS OVERTIME	15,013	2,125	1,581	12,000	-	12,000	-	-	12,000	12,000	-	-	457
458	71003	MAINTENANCE	690,980	677,389	705,745	683,052	2,173	685,225	167,797	451,136	66,292	673,878	7.00	11,347	458
459	71004	MAINTENANCE OVERTIME	14,672	4,769	7,298	27,500	-	27,500	234	-	27,266	27,500	-	-	459
460	71005	SPRING/SUMMER HELP PART-TIME	177,145	115,273	121,948	249,640	-	249,640	63,994	-	185,646	249,640	-	-	460
461		TOTAL PERSONNEL	1,798,184	1,639,360	1,718,542	1,941,567	14,841	1,956,408	478,750	1,055,927	421,731	1,929,253	16.50	27,155	461
462		OPERATING													462
463															463
464	12001	CONSULTANT SERVICES	15,468	24,097	15,888	16,250	(330)	15,920	13,239	-	2,681	15,920	-	-	464
465	13015	LOCAL TRAVEL	-	6,500	2,100	2,100	-	2,100	565	1,535	-	2,100	-	-	465
466	13017	PROF. MEETINGS & TRAINING	-	-	-	-	-	-	-	-	-	-	-	-	466
467	62001	REFUSE COLLECTION	77,758	81,641	88,941	97,657	-	97,657	23,044	74,613	-	97,657	-	-	467
468	62003	SNOW REMOVAL	27,901	4,996	29,429	39,000	-	39,000	-	-	39,000	39,000	-	-	468
469	62004	CARE OF TREES	14,358	13,665	23,265	23,850	-	23,850	7,100	16,750	-	23,850	-	-	469
470	65001	CUSTODIAL SUPPLIES	192,982	240,818	180,209	200,000	-	200,000	43,144	153,808	3,047	200,000	-	-	470
471	65002	OPERATION OF VEHICLES	85,335	46,989	63,594	50,000	-	50,000	2,445	22,563	24,992	50,000	-	-	471
472	65003	CARE OF GROUNDS	333,661	256,205	167,532	85,000	4,125	89,125	33,638	53,017	2,470	89,125	-	-	472
473	65005	UNIFORMS	26,559	34,631	40,934	39,125	(4,125)	35,000	930	24,190	9,880	35,000	-	-	473

474	RC - 12	MAINTENANCE	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	474
475			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	475
476	72001	CONTRACTED JANITORIAL SERVICE	286,145	295,930	282,240	50,160	-	50,160	50,160	-	-	50,160		-	476
477	65007	EXTERMINATING	-	-	19,700	20,000	-	20,000	3,050	16,950	-	20,000		-	477
478	72013	INTERCOMMS AND CLOCKS	2,123	-	-	-	-	-	-	-	-	-		-	478
479	72044	PLUMBING	22,484	69,950	48,535	40,000	-	40,000	9,390	28,025	2,585	40,000		-	479
480	72016	CLASSROOMS/CORRIDORS/AUD.	112,704	138,176	92,580	126,200	-	126,200	43,076	46,002	37,122	126,200		-	480
481	72022	FIRE ALARMS/EXTING/SPRINKLER	103,207	92,808	56,700	65,000	-	65,000	20,667	24,773	19,560	65,000		-	481
482	72023	NON MECHANICAL INSPECTIONS	62,112	97,614	50,342	67,275	-	67,275	20,791	6,110	40,375	67,275		-	482
483	72044	REPAIRS AND SERVICE	96,939	141,703	77,588	53,506	-	53,506	21,719	12,411	19,376	53,506		-	483
484	72048	HVAC /AIR CONDITIONER REPAIRS	145,040	234,571	163,330	160,632	-	160,632	51,925	93,586	15,121	160,632		-	484
485	74011	GLASS	6,252	7,876	6,160	5,000	-	5,000	1,395	3,605	-	5,000		-	485
486	74012	LUMBER	35,855	42,395	21,096	40,000	-	40,000	2,238	23,062	14,700	40,000		-	486
487	74013	HARDWARE	56,396	51,144	55,365	40,000	-	40,000	6,446	33,554	-	40,000		-	487
488	74014	PAINT	12,417	12,428	11,892	10,000	-	10,000	-	9,840	160	10,000		-	488
489	74015	OTHER BUILDING MATERIALS	3,105	2,796	1,200	2,000	-	2,000	240	1,440	320	2,000		-	489
490	74016	ELECTRICAL MATERIALS	96,798	99,094	54,136	61,500	-	61,500	26,310	32,389	2,801	61,500		-	490
491	74030	RESERVE FOR EMERGENCY REPAIR	92,177	118,566	64,905	45,000	-	45,000	38,850	6,150	-	45,000		-	491
492	83006	RENTAL OF TOOLS & EQUIPMENT	11,162	7,597	2,362	2,568	-	2,568	347	1,070	1,151	2,568		-	492
493	121000	IMPROVEMENT OF SITES	27,260	140,310	35,446	40,000	-	40,000	5,170	31,410	3,420	40,000		-	493
494	122000	IMPROVEMENT OF BUILDINGS	39,713	98,901	73,360	55,000	-	55,000	-	50,000	5,000	55,000		-	494
495		TOTAL OPERATING	1,985,910	2,361,401	1,728,829	1,436,823	(330)	1,436,493	425,879	766,852	243,762	1,436,493		-	495
496		EQUIPMENT													496
497															497
498	73010	MAINTENANCE EQUIPMENT	19,222	48,077	-	-	-	-	-	-	-	-		-	498
499	73001	EQUIPMENT AND FURNITURE	41,666	46,089	34,933	47,500	-	47,500	44,554	-	2,946	47,500		-	499
500		TOTAL EQUIPMENT	60,888	94,166	34,933	47,500	-	47,500	44,554	-	2,946	47,500		-	500
501		TOTAL MAINTENANCE	3,844,982	4,094,927	3,482,304	3,425,890	14,511	3,440,401	949,183	1,822,779	668,439	3,413,246	16.50	27,155	501
502															502
503															503
504															504
505															505
506		REVENUE	2021-2022	2022-2023	2023-2024	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast			Surplus/	506
507														(Shortfall)	507
508	102008	REVENUE - BUILDING RENTAL	(53,908)	(61,684)	(65,900)	(74,202)	-	(74,202)	(42,114)	3,171	(74,202)	(74,202)		-	508
509	102009	REVENUE - USE OF FIELDS	(171,696)	(195,738)	(251,881)	(300,100)	-	(300,100)	(137,305)	-	(300,100)	(300,100)		-	509
510	102020	FOOD SERVICE SUBSIDY	-	-	-	(315,000)	35,000	(280,000)	-	-	(280,000)	(280,000)		-	510
511		TOTAL REVENUE	(225,605)	(257,422)	(317,781)	(689,302)	35,000	(654,302)	(179,419)	3,171	(654,302)	(654,302)		-	511
512		NET MAINTENANCE BUDGET	3,619,377	3,837,505	3,164,523	2,736,588	49,511	2,786,099	769,764	1,825,950	14,137	2,758,944	16.50	27,155	512
513															513

514	RC - 13 MUSIC		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	514
515			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	515
516	21201	DIRECTOR VPA	156,830	159,967	163,166	177,021	-	177,021	20,426	156,596	-	177,021	1.00	-	516
517	21501	PRINCIPAL/DIRECTOR SECRETARY	-	-	-	-	-	-	-	-	-	-	-	-	517
518	101003	CLUBS AND COUNCILS	58,062	54,669	57,861	61,168	-	61,168	-	-	61,168	61,168	-	-	518
519	TOTAL PERSONNEL		214,892	214,636	221,027	238,189	-	238,189	20,426	156,596	61,168	238,189	1.00	-	519
520	OPERATING														520
521	13015	LOCAL TRAVEL	845	1,018	1,202	1,000	-	1,000	-	-	1,000	1,000	-	-	521
522	13035	SOFTWARE	11,738	9,321	9,934	9,963	-	9,963	3,636	-	6,327	9,963	-	-	522
523	22003	TEXTBOOKS-CONSUMABLES	627	437	290	412	-	412	155	-	257	412	-	-	523
524	23002	CLASSROOM REFERENCE	12,316	10,060	9,755	11,100	-	11,100	868	1,213	9,019	11,100	-	-	524
525	23004	RESOURCE MATERIALS	3,408	3,947	4,003	4,000	-	4,000	2,863	-	1,137	4,000	-	-	525
526	23010	AUDIO VISUAL CONSUMABLES	125	-	-	-	-	-	-	-	-	-	-	-	526
527	24011	GENERAL TEACHING SUPPLIES	6,706	7,627	8,223	9,074	-	9,074	1,478	2,779	4,816	9,074	-	-	527
528	25001	MISC. OFFICE SUPPLIES	747	185	126	200	-	200	-	-	200	200	-	-	528
529	25003	PROFESSIONAL DEVELOPMENT	1,505	1,711	3,710	2,500	-	2,500	-	-	2,500	2,500	-	-	529
530	25013	TEMP HOURLY (ACCOMPANIST)	1,300	1,300	3,200	3,300	-	3,300	-	-	3,300	3,300	-	-	530
531	25014	PRINTING	2,018	1,184	965	1,200	-	1,200	-	-	1,200	1,200	-	-	531
532	25020	PIANO MOVING	700	-	-	400	-	400	-	-	400	400	-	-	532
533	25026	DUES AND MEMBERSHIPS	890	790	1,684	1,903	-	1,903	415	-	1,488	1,903	-	-	533
534	52012	MUSIC TRANSPORTATION	9,375	8,674	7,132	12,000	-	12,000	-	-	12,000	12,000	-	-	534
535	65005	UNIFORMS	-	-	-	-	-	-	-	-	-	-	-	-	535
536	72044	REPAIRS AND SERVICE CONTRACT	2,843	3,671	3,804	17,000	-	17,000	12,800	375	3,825	17,000	-	-	536
537	72045	TUNING OF PIANOS	3,139	5,450	4,560	5,720	-	5,720	1,540	-	4,180	5,720	-	-	537
538	83004	LEASE PURCHASE MUSIC EQ.	9,436	9,436	9,436	-	-	-	-	-	-	-	-	-	538
539	TOTAL OPERATING		67,719	64,811	68,024	79,772	-	79,772	23,756	4,367	51,649	79,772	-	-	539
540	EQUIPMENT														540
541	73001	EQUIPMENT AND FURNITURE	8,268	24,398	9,249	9,633	-	9,633	50	6,029	3,554	9,633	-	-	541
542	123011	NEW MUSIC EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	542
543	TOTAL EQUIPMENT		8,268	24,398	9,249	9,633	-	9,633	50	6,029	3,554	9,633	-	-	543
544	TOTAL MUSIC		290,879	303,845	298,300	327,594	-	327,594	44,231	166,991	116,372	327,594	1.00	-	544
545															545
546															546
547															547
548															548

549	RC - 14	ART	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	549
550			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	550
551	21314	ELEMENTARY ART-SYSTEMWIDE	36,828	38,243	27,353	-	-	-	-	-	-	-	-	-	551
552		TOTAL PERSONNEL	36,828	38,243	27,353	-	-	-	-	-	-	-	-	-	552
553															553
554		OPERATING													554
555	13035	SOFTWARE	6,356	7,510	7,875	9,290	-	9,290	7,066	-	2,224	9,290		-	555
556	23002	CLASSROOM REFERENCE	5,588	5,583	3,986	5,600	-	5,600	-	-	5,600	5,600		-	556
557	23003	PERIODICALS	205	-	-	-	-	-	-	-	-	-		-	557
558	24011	GENERAL TEACHING SUPPLIES	90,655	94,364	94,949	95,970	-	95,970	10,477	20,625	64,868	95,970		-	558
559	25003	PROFESSIONAL DEVELOPMENT	100	700	110	800	-	800	-	-	800	800		-	559
560	72044	REPAIRS AND SERVICE CONTRACT	836	2,470	3,545	3,000	-	3,000	-	-	3,000	3,000		-	560
561		TOTAL OPERATING	103,740	110,627	110,466	114,660	-	114,660	17,543	20,625	76,492	114,660	-	-	561
562															562
563		EQUIPMENT													563
564	73001	EQUIPMENT & FURNITURE	3,519	11,413	-	1,000	-	1,000	550	-	450	1,000		-	564
565		TOTAL EQUIPMENT	3,519	11,413	-	1,000	-	1,000	550	-	450	1,000	-	-	565
566															566
567		TOTAL ART	144,087	160,283	137,819	115,660	-	115,660	18,093	20,625	76,942	115,660	-	-	567
568															568

569	RC - 15	COMPUTER TECHNOLOGY	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	569
570			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	570
571	11031	DIRECTOR OF TECHNOLOGY	176,316	181,165	186,600	186,600	5,598	192,198	51,746	140,452	-	192,198	1.00	-	571
572	11044	TECHNOLOGY SUPPORT	782,711	858,350	881,298	883,492	26,423	909,915	244,977	664,939	(1)	909,915	10.00	-	572
573	21201	DIRECTOR OF INST. TECH	188,196	191,960	-	-	-	-	-	-	-	-	-	-	573
574	21501	PRINCIPAL/DIRECTOR SECRETARY	-	-	-	-	-	-	-	-	-	-	-	-	574
575	21603	TEACHER AIDE / COPY CENTER	41,912	41,819	42,577	47,655	-	47,655	7,737	36,931	2,987	47,655	1.00	-	575
576		TOTAL OPERATING	1,189,135	1,273,294	1,110,475	1,117,747	32,021	1,149,768	304,460	842,322	2,986	1,149,768	12.00	-	576
577															577
578		OPERATING													578
579	12001	CONSULTANT SERVICES	95,496	108,144	62,991	90,000	-	90,000	41,773	11,073	37,155	90,000	-	-	579
580	13015	LOCAL TRAVEL	3,299	3,344	3,292	3,500	-	3,500	-	-	3,500	3,500	-	-	580
581	13035	SOFTWARE MAINTENANCE	919,013	958,768	940,543	1,016,357	(31,500)	984,857	821,670	127,548	35,640	984,857	-	-	581
582	24011	GENERAL TEACHING SUPPLIES	32,327	47,975	31,883	15,000	-	15,000	-	15,000	-	15,000	-	-	582
583	25013	TEMPORARY HOURLY SERVICES	13,333	14,448	14,658	15,000	-	15,000	3,353	-	11,648	15,000	-	-	583
584	25019	COMPUTER SOFTWARE & SUPPLIES	42,439	66,932	57,507	42,000	-	42,000	23,377	18,621	1	42,000	-	-	584
585	25029	STAFF DEVELOPMENT PROGRAM	17,764	15,516	12,475	20,000	-	20,000	358	-	19,642	20,000	-	-	585
586	64005	CELL PHONE	29,155	27,962	39,920	48,000	-	48,000	5,901	30,099	12,000	48,000	-	-	586
587	64006	WIDE AREA NETWORK	66,704	65,133	63,440	66,826	-	66,826	17,700	46,229	2,897	66,826	-	-	587
588	72035	RENTAL/DUPLICATORS AND COPIERS	252,204	253,397	252,309	252,744	-	252,744	63,186	189,558	-	252,744	-	-	588
589	72044	REPAIRS AND SERVICE CONTRACT	75,187	62,888	51,852	75,000	-	75,000	8,426	34,352	32,223	75,000	-	-	589
590		TOTAL OPERATING	1,546,920	1,624,507	1,530,869	1,644,427	(31,500)	1,612,927	985,743	472,479	154,705	1,612,927	-	-	590
591															591
592		EQUIPMENT													592
593	73400	NEW COMPUTER EQUIPMENT	858,048	730,957	688,931	529,998	-	529,998	529,786	-	212	529,998	-	-	593
594															594
595		SUBTOTAL COMPUTER TECHNOLOGY	3,594,103	3,628,758	3,330,276	3,292,171	521	3,292,692	1,819,988	1,314,802	157,903	3,292,692	-	-	595
596															596
597		REVENUE	2021-2022	2022-2023	2023-2024	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast	(Shortfall)			597
598	102010	REV. FROM TOWN-FOR IT SERVICE	(223,408)	(229,553)	(235,791)	(242,046)	-	(242,046)	(242,046)	-	(242,046)	(242,046)	-	-	598
599															599
600		TOTAL COMPUTER TECHNOLOGY	3,370,695	3,399,205	3,094,485	3,050,125	521	3,050,646	1,577,942	1,314,802	(84,143)	3,050,646	-	-	600
601															601
602															602

603	RC - 16	ADMINISTRATION	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	603
604			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	604
605	11011	SUPERINTENDENT	317,350	326,421	334,985	334,985	9,599	344,584	90,234	254,350	-	344,584	1.00	-	605
606	11032	EXECUTIVE ASSISTANT	100,635	102,648	93,686	92,500	-	92,500	24,904	67,596	-	92,500	1.00	-	606
607	21501	PRINCIPAL/DIRECTOR SECRETARY	45,618	46,640	48,038	49,360	4	49,364	13,290	36,074	(0)	49,364	0.60	-	607
608		TOTAL PERSONNEL	463,603	475,708	476,709	476,845	9,603	486,448	128,428	358,020	(0)	486,448	2.60	-	608
609		OPERATING													609
610	12001	CONSULTANT SERVICES	47,179	21,587	13,621	13,625	330	13,955	3,205	10,750	-	13,955		-	611
612	12004	LEGAL SERVICES	170,075	231,899	200,791	160,000	-	160,000	15,267	141,263	3,471	160,000		-	612
613	13003	OTHER BOARD EXPENSES	43,025	43,284	44,774	40,800	4,285	45,085	13,620	26,479	4,986	45,085		-	613
614	13011	MAILING EXPENSES	29,086	29,955	18,073	25,002	(5,000)	20,002	11,748	7,518	736	20,002		-	614
615	13017	PROFESSIONAL MEETINGS	2,970	2,093	1,602	3,000	1,000	4,000	1,201	-	2,799	4,000		-	615
616	25001	GENERAL OFFICE SUPPLIES	35,246	33,037	27,019	30,000	-	30,000	7,341	22,658	1	30,000		-	616
617	25003	PROFESSIONAL DEVELOPMENT	-	3,000	3,000	3,000	-	3,000	-	-	3,000	3,000		-	617
618	25014	PRINTING	15,029	16,013	11,941	15,715	-	15,715	6,219	7,260	2,235	15,715		-	618
619	25026	DUES AND MEMBERSHIPS	46,719	47,037	45,312	47,000	(250)	46,750	39,860	1,000	5,891	46,750		-	619
620		TOTAL OPERATING	389,330	427,904	366,131	338,142	365	338,507	98,461	216,928	23,118	338,507		-	620
621	73001	EQUIPMENT	-	-	-	-	-	-	-	-	-	-		-	621
622		TOTAL ADMINISTRATION	852,933	903,612	842,840	814,987	9,968	824,955	226,889	574,948	23,118	824,955	2.60	-	624
623															623
624															624
625															625

626	RC - 17	HEALTH	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	626
627			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	627
628	11031	DIRECTOR - NURSES	110,640	93,432	97,850	97,850	2,936	100,786	27,135	73,651	-	100,786	1.00	-	628
629	41002	NURSES	656,576	975,713	1,009,735	1,032,566	-	1,032,566	131,585	898,758	2,223	1,032,566	13.00	-	629
630	41004	SUBSTITUTE NURSES	59,160	65,336	84,368	60,000	-	60,000	6,706	-	53,294	60,000	-	-	630
631	21501	PRINCIPAL/DIRECTOR SECRETARY	-	-	-	-	-	-	-	-	-	-	-	-	631
632		TOTAL HEALTH	826,376	1,134,480	1,191,953	1,190,416	2,936	1,193,352	165,426	972,409	55,517	1,193,352	14.00	-	632
633		OPERATING													633
634	23003	PERIODICALS	493	-	-	-	-	-	-	-	-	-	-	-	634
635	25001	GENERAL OFFICE SUPPLIES	963	1,621	1,405	3,000	-	3,000	496	-	2,504	3,000	-	-	635
636	25002	PROF. LIBRARY PURCHASE	168	-	-	-	-	-	-	-	-	-	-	-	636
637	25003	PROFESSIONAL DEVELOPMENT	645	4,923	5,043	5,500	-	5,500	126	1,974	3,400	5,500	-	-	637
638	42001	HEALTH SUPPLIES	32,287	31,086	21,131	33,000	-	33,000	14,795	10,303	7,902	33,000	-	-	638
639	13015	LOCAL TRAVEL	-	-	-	250	-	250	-	-	250	250	-	-	639
640	42003	SCHOOL PHYSICIANS SERVICES	10,000	10,000	10,000	10,000	-	10,000	-	-	10,000	10,000	-	-	640
641	72031	AUDIOMETER REPAIRS	-	-	-	-	-	-	-	-	-	-	-	-	641
642	72044	REPAIRS AND SERVICE CONTRACT	420	2,489	1,680	1,600	-	1,600	985	-	615	1,600	-	-	642
643		TOTAL OPERATING	44,976	50,118	39,259	53,350	-	53,350	16,402	12,277	24,671	53,350	-	-	643
644		EQUIPMENT													644
645	73007	REPLACEMENT HEALTH EQ.	-	-	-	-	-	-	-	-	-	-	-	-	645
646	123007	NEW HEALTH EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	646
647		TOTAL EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	647
648		TOTAL HEALTH	871,352	1,184,598	1,231,212	1,243,766	2,936	1,246,702	181,828	984,686	80,188	1,246,702	14.00	-	648
649															649
650															650
651															651
652															652

653	RC 18	PERSONNEL	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	653
654			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	654
655		11013 BURSAR/ADMINISTRATIVE ASSIST	-	-	-	-	-	-	-	-	-	-	-	-	655
656		11015 DIRECTOR OF HUMAN RESOURCES	212,830	220,279	228,539	228,539	8,570	237,109	63,837	173,273	(1)	237,109	1.00	-	656
657		11022 HR COORDINATOR	99,920	102,918	106,520	106,520	3,728	110,248	29,682	80,566	-	110,248	1.00	-	657
658		11020 BENEFITS COORDINATOR	39,021	39,997	41,197	41,197	1,236	42,433	11,424	31,009	-	42,433	0.50	-	658
659		11023 SALARY SAVINGS	-	-	-	(100,000)	-	(100,000)	-	-	(100,000)	-	-	(100,000)	659
660		11024 TURNOVER-REGULAR	-	-	-	(378,874)	378,874	(0)	-	-	(0)	-	-	(0)	660
661		11027 CONTRACT SUPPORT	-	-	-	177,675	(177,675)	-	-	-	-	-	-	-	661
662		11028 CERT. STAFF COLUMN CHANGE	-	-	-	108,637	(108,440)	197	-	-	197	197	-	-	662
663		101050 TEAM MENTOR STIPENDS	22,420	18,408	14,724	21,014	(1,014)	20,000	-	-	20,000	20,000	-	-	663
664		21300 LONG TERM SUBSTITUTES	999,283	1,197,416	1,347,601	680,000	108,000	788,000	80,056	125,509	582,435	788,000	-	-	664
665		21301 TEACHER IN RESIDENCE	94,650	56,684	-	-	-	-	-	-	-	-	-	-	665
666		21302 SUBSTITUTES-PROFESSIONAL DEV.	22,523	18,356	12,696	31,250	(6,150)	25,100	-	-	25,100	25,100	-	-	666
667		21501 PRINCIPAL/DIRECTOR SECRETARY	49,681	50,406	53,704	54,924	200	55,124	14,841	40,283	1	55,124	0.67	-	667
668		31000 BUDGET CONTROL	-	-	-	-	-	-	-	-	-	-	-	-	668
669		TOTAL PERSONNEL	1,540,327	1,704,464	1,804,982	970,882	207,329	1,178,211	199,841	450,639	527,732	1,278,211	3.17	(100,000)	669
670		OPERATING													670
671		25026 DUES AND MEMBERSHIPS	10,225	5,795	575	700	(35)	665	-	-	665	665	-	-	671
672		13014 RECRUITMENT	19,974	19,985	14,537	20,000	-	20,000	721	5,390	13,889	20,000	-	-	672
673		13015 LOCAL TRAVEL	70	112	178	250	-	250	-	-	250	250	-	-	673
674		25028 TUITION REIMBURSEMENT	46,989	39,705	50,085	60,000	-	60,000	10,110	23,250	26,640	60,000	-	-	674
675		25029 STAFF DEVELOPMENT PROGRAM	37,855	28,908	38,370	26,500	-	26,500	4,147	1,500	20,853	26,500	-	-	675
676		TOTAL OPERATING	115,112	94,505	103,745	107,450	(35)	107,415	14,978	30,140	62,297	107,415			676
677		TOTAL PERSONNEL	1,655,439	1,798,969	1,908,727	1,078,332	207,294	1,285,626	214,819	480,779	590,028	1,385,626	3.17	(100,000)	677
678															678
679															679
680															680
681															681

682	RC - 19	CURRICULUM	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	682
683			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	683
684	21202	ASSISTANT SUPERINTENDENT	223,136	231,652	236,000	237,000	9,988	246,988	66,231	180,757	-	246,988	1.00	-	684
685	21201	DIRECTOR OF ELEMENTARY ED	196,800	200,736	204,751	211,405	-	211,405	56,917	154,488	-	211,405	1.00	-	685
686	21201	DIRECTOR OF MENTAL HEALTH	-	54,756	161,000	162,000	4,800	166,800	19,288	147,512	-	166,800	1.00	-	686
687	21301	TECHNOLOGY TEACHER LEADER	-	-	116,495	128,146	4,939	133,085	15,460	117,625	0	133,085	1.00	-	687
688	21301	WORLD LANGUAGE TEACHER LEADER	-	-	-	138,947	-	138,947	18,947	119,999	1	138,947	1.00	-	688
689	1912006	CURRICULUM COORDINATOR	83,825	94,907	100,057	-	-	-	-	-	-	-	-	-	689
690	21220	CURRICULUM & SUPERVISION	4,609	4,701	876	24,695	-	24,695	2,352	22,343	-	24,695	-	-	690
691	1912009	INTERVENTIONISTS	1,230,794	1,333,098	1,433,093	1,614,215	49,933	1,664,148	201,641	1,462,506	1	1,664,148	15.50	-	691
692	21312	CURRICULUM DEVELOPMENT	74,960	165,617	119,135	154,025	-	154,025	43,794	-	110,231	154,025	-	-	692
693	21312	AIMS WEB TESTING	24,218	22,840	33,399	-	30,000	30,000	269	-	29,731	30,000	-	-	693
694	21405	ESL INSTRUCTION	4,609	4,701	4,819	-	4,939	4,939	674	4,266	-	4,939	-	-	694
695	11032	EXECUTIVE ASSISTANT	78,359	80,958	76,016	83,240	(3,240)	80,000	18,462	61,538	-	80,000	1.00	-	695
696		TOTAL PERSONNEL	1,921,309	2,193,967	2,485,641	2,753,673	101,359	2,855,032	444,035	2,271,035	139,962	2,855,032	21.50	-	696
697		OPERATING													697
698															698
699	12001	CONSULTANT SERVICES	55,000	92,660	86,000	25,750	-	25,750	500	1,000	24,250	25,750	-	-	699
700	25026	DUES AND MEMBERSHIPS	6,340	5,939	3,625	8,717	1,300	10,017	4,314	25	5,679	10,017	-	-	700
701	13015	LOCAL TRAVEL	1,974	1,292	2,598	4,000	-	4,000	206	-	3,794	4,000	-	-	701
702	22001	TEXTBOOKS-NEW	96,870	264,349	38,679	132,742	-	132,742	78,888	7,035	46,819	132,742	-	-	702
703	23004	RESOURCE MATERIALS	11,163	22,800	24,372	20,000	31,500	51,500	7,147	1,176	43,178	51,500	-	-	703
704	23006	ESL RESOURCES	7,286	6,261	10,348	10,400	-	10,400	5,598	216	4,586	10,400	-	-	704
705	24012	STANDARDIZED TESTING	30,750	65,637	39,010	81,733	(1,300)	80,433	5,489	11,928	63,016	80,433	-	-	705
706	25003	PROFESSIONAL DEVELOPMENT	103,125	128,467	121,963	130,851	-	130,851	13,553	16,494	100,804	162,851	-	(32,000)	706
707	52004	FIELD TRIPS	9,146	8,852	6,768	8,426	-	8,426	-	-	8,426	8,426	-	-	707
708	25005	CURRICULUM RESEARCH & DEV.	25,408	25,420	25,414	-	-	-	-	-	-	-	-	-	708
709		TOTAL OPERATING	347,061	621,677	358,776	422,618	31,500	454,118	115,695	37,873	300,550	486,118		(32,000)	709
710															710
711		TOTAL CURRICULUM	2,268,370	2,815,643	2,844,417	3,176,291	132,859	3,309,150	559,730	2,308,908	440,512	3,341,150	21.50	(32,000)	711
712															712

713	RC - 20	FINANCE	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	713
714			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	714
715	11014	DIRECTOR OF FINANCE	216,910	224,502	232,921	232,921	8,734	241,655	65,061	176,594	-	241,655	1.00	-	715
716	11021	PAYROLL / BENEFITS COORDINATOR	39,021	39,997	41,197	41,197	1,236	42,433	11,424	31,009	-	42,433	0.50	-	716
717	11022	ASSISTANT DIRECTOR FINANCE	232,783	245,429	259,916	259,916	9,098	269,014	72,427	196,587	-	269,014	2.00	-	717
718	11025	ACCOUNTANT	-	-	-	-	-	-	-	-	-	-	-	-	718
719	11042	ACCOUNTS PAYABLE	74,150	75,814	78,087	80,236	2	80,238	21,602	58,635	0	80,238	1.00	-	719
720	11043	DIRECTOR OF TRANSPORTATION	76,884	80,000	81,444	110,000	-	110,000	29,615	80,385	-	110,000	1.00	-	720
721	11045	TRANSPORTATION ASSISTANT	-	-	-	60,000	-	60,000	16,154	43,846	-	60,000	1.00	-	721
722	11032	EXECUTIVE ASSISTANT	41,500	42,953	45,910	45,910	1,607	47,517	12,793	34,723	1	47,517	0.50	-	722
723		TOTAL PERSONNEL	681,248	708,695	739,475	830,180	20,677	850,857	229,077	621,779	1	850,857	7.00	-	723
724															724
725		OPERATING													725
726	12005	AUDITING SERVICES	21,736	22,289	27,000	28,000	-	28,000	-	-	28,000	28,000	-	-	726
727	13015	LOCAL TRAVEL	-	-	-	250	-	250	-	-	250	250	-	-	727
728	25026	SCHOOL DISTRICT MEMBERSHIPS	1,150	1,225	1,300	1,375	-	1,375	1,375	-	-	1,375	-	-	728
729	25003	PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-	-	-	-	-	-	-	729
730	25013	TEMPORARY HOURLY SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	730
731		TOTAL OPERATING	22,886	23,514	28,300	29,625	-	29,625	1,375	-	28,250	29,625	-	-	731
732															732
733		NET FINANCE BUDGET	704,134	732,209	767,775	859,805	20,677	880,482	230,452	621,779	28,251	880,482	7.00	-	733
734															734

735	RC - 21	LIBRARY	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	735
736			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	736
737	21220	CURRICULUM SUPERVISION	-	-	-	-	-	-	-	-	-	-	-	-	737
738		TOTAL PERSONNEL	-	-	-	-	-	-	-	-	-	-	-	-	738
739															739
740		OPERATING													740
741	23001	ACCESSIONS	63,620	71,796	55,904	52,490	-	52,490	13,152	22,080	17,258	52,490		-	741
742	23003	PERIODICALS	8,051	8,316	5,072	5,175	-	5,175	2,834	116	2,225	5,175		-	742
743	23004	RESOURCE MATERIALS	11,603	13,272	8,949	11,700	-	11,700	1,244	1,672	8,784	11,700		-	743
744	23005	ONLINE SUBSCRIPTIONS	37,515	38,467	54,429	54,390	-	54,390	42,767	1,658	9,965	54,390		-	744
745	23007	OTHER LIBRARY EXPENSES	7,131	10,045	10,466	7,200	-	7,200	671	1,500	5,029	7,200		-	745
746	25002	PROF. LIBRARY PURCHASE	539	843	863	1,250	-	1,250	134	-	1,116	1,250		-	746
747	25026	DUES AND MEMBERSHIPS	2,596	2,562	2,548	3,395	-	3,395	-	-	3,395	3,395		-	747
748	13035	SOFTWARE	945	1,800	-	-	-	-	-	-	-	-		-	748
749	72044	REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-		-	749
750	83003	RENTAL/LEASE OF EQUIPMENT	-	-	-	-	-	-	-	-	-	-		-	750
751		TOTAL OPERATING	132,000	147,100	138,231	135,600	-	135,600	60,802	27,026	47,772	135,600		-	751
752															752
753		EQUIPMENT													753
754	73001	EQUIPMENT & FURNITURE	2,217	-	-	-	-	-	-	-	-	-		-	754
755		TOTAL EQUIPMENT	2,217	-	-	-	-	-	-	-	-	-		-	755
756															756
757		TOTAL LIBRARY	134,216	147,100	138,231	135,600	-	135,600	60,802	27,026	47,772	135,600	-	-	757
758															758

759	RC - 22	TECHNOLOGY EDUCATION	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	759
760			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	760
761	23002	CLASSROOM REFERENCE	300	375	500	1,340	-	1,340	328	-	1,012	1,340		-	761
762	23003	PERIODICALS	65	658	476	425	-	425	-	-	425	425		-	762
763	24011	GENERAL TEACHING SUPPLIES	48,665	43,266	70,223	74,270	-	74,270	12,701	1,674	59,895	74,270		-	763
764	25001	MISC. OFFICE SUPPLIES	839	826	991	990	-	990	143	-	847	990		-	764
765	25003	PROFESSIONAL DEVELOPMENT	2,645	5,969	9,825	9,350	-	9,350	900	-	8,450	9,350		-	765
766	72044	REPAIRS AND SERVICE	2,255	3,173	2,800	3,500	-	3,500	-	-	3,500	3,500		-	766
767		TOTAL OPERATING	54,768	54,267	84,814	89,875	-	89,875	14,072	1,674	74,129	89,875	-	-	767
768		EQUIPMENT													768
769		EQUIPMENT													769
770	73400	EQUIPMENT-TECHNOLOGY	3,871	9,312	-	-	-	-	-	-	-	-	-	-	770
771	123008	EQUIPMENT-NEW TECHNOLOGY	-	2,095	-	-	-	-	-	-	-	-	-	-	771
772		TOTAL EQUIPMENT	3,871	11,407	-	-	-	-	-	-	-	-	-	-	772
773															773
774		TOTAL TECH. EDUCATION	58,639	65,674	84,814	89,875	-	89,875	14,072	1,674	74,129	89,875	-	-	774
775															775

776	RC - 23 CONTINUING EDUC/SUMMER SCHOOI	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	776
777		2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	777
778	21201 DIRECTOR	25,501	29,343	27,863	30,000	-	30,000	17,045	12,955	-	30,000		-	778
779	21501 PRINCIPAL/DIRECTOR SECRETARY	30,412	31,093	32,025	32,906	4	32,910	8,860	24,049	0	32,910	0.40	-	779
780	PERSONNEL	55,913	60,436	59,888	62,906	4	62,910	25,906	37,004	0	62,910	0.40	-	780
781														781
782	OPERATING													782
783	12001 CONSULTANT SERVICES	425,365	464,923	545,246	585,000	24,004	609,004	588,936	20,065	3	607,824		1,180	783
784	13011 MAILING EXPENSES	400	400	150	500	-	500	-	-	500	500		-	784
785	25001 GENERAL OFFICE SUPPLIES	420	200	-	500	-	500	405	-	95	500		-	785
786	24011 GENERAL TEACHING SUPPLIES	14,394	16,318	14,170	14,500	-	14,500	13,480	900	120	14,500		-	786
787	24010 ADULT ED. CONTRACTED SERVICES	9,961	9,960	11,953	12,500	-	12,500	-	12,500	-	12,500		-	787
788	25014 PRINTING	1,534	1,482	1,490	1,500	-	1,500	-	-	1,500	1,500		-	788
789	TOTAL OPERATING	452,074	493,283	573,009	614,500	24,004	638,504	602,822	33,465	2,217	637,324		1,180	789
790														790
791	TOTAL CONT. ED/SUM. SCHOOL	507,986	553,719	632,897	677,406	24,008	701,414	628,727	70,469	2,218	700,234	0.40	1,180	791
792														792
793													Surplus/	793
794	REVENUE	2021-2022	2022-2023	2023-2024	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received		Rev. Expected	Rev. Forecast		(Shortfall)	794
795	31005 REVENUE - SUMMER SCHOOL	(659,979)	(716,030)	(791,910)	(850,000)	(60,955)	(910,955)	(910,956)	-	(910,956)	(910,956)		1	795
796	TOTAL REVENUE	(659,979)	(716,030)	(791,910)	(850,000)	(60,955)	(910,955)	(910,956)	-	(910,956)	(910,956)		1	796
797														797
798	NET EXPENSE SUM&CONT. ED	(151,993)	(162,311)	(159,013)	(172,594)	(36,947)	(209,541)	(282,228)	70,469	(908,738)	(210,722)		1,181	798

799			ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	799
800	RC - 24	SPECIAL EDUCATION	2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	800
801	21202	ASSISTANT SUPERINTENDENT SESS	228,429	236,424	242,926	242,926	6,680	249,606	67,202	182,404	-	249,606	1.00	-	801
802	21201	DIRECTOR OF SPECIAL EDUCATION	-	-	-	205,142	-	205,142	54,965	150,177	-	205,142	1.00	-	802
803	21211	PROGRAM DIR. OF SESS K-12	348,678	355,632	362,724	373,480	-	373,480	100,552	272,928	-	373,480	2.00	-	803
804	21215	DEPARTMENT CHAIRS	288,654	272,346	267,388	-	-	-	-	-	-	-	-	-	804
805	21302	SUBSTITUTE TEACHERS	156,930	110,463	152,527	140,000	-	140,000	14,932	-	125,068	140,000	-	-	805
807	21303	SPECIAL CLASS TEACHERS	4,908,890	5,150,672	5,462,645	5,797,395	95,950	5,893,345	717,405	5,175,731	210	5,893,345	62.40	-	807
808	21304	EXTENDED DAY/HOMEBOUND	262,290	393,152	302,701	254,600	20,400	275,000	15,609	-	259,391	275,000	-	-	808
809	21307	SPEECH THERAPISTS	1,755,037	1,802,775	1,971,970	2,260,719	(155,197)	2,105,522	220,733	1,854,167	30,622	2,104,023	21.50	1,499	809
810	21308	SUMMER SCHOOL & PPTs	1,029,646	969,740	1,097,160	1,306,533	(15,000)	1,291,533	899,676	-	391,857	1,275,533	-	16,000	810
811	21317	INTERNS	-	-	-	60,000	(5,000)	55,000	7,500	47,500	-	55,000	-	-	811
812	21403	PSYCHOLOGISTS	994,547	829,782	1,078,424	1,118,751	8,383	1,127,134	139,124	988,008	1	1,127,134	12.80	-	812
813	21404	SOCIAL CASE WORKER	180,567	185,037	191,792	198,658	-	198,658	22,922	175,736	-	198,658	2.00	-	813
814	21409	BEHAVIORAL ANALYST	165,462	168,772	172,148	172,148	3,443	175,591	22,102	153,488	1	175,591	2.00	-	814
815	21410	PHYSICAL THERAPIST	121,542	123,973	126,452	126,452	2,529	128,981	14,883	114,099	(1)	128,981	1.00	-	815
816	21411	OCCUPATIONAL THERAPISTS	-	-	-	425,000	-	425,000	31,206	296,976	96,818	397,728	5.00	27,272	816
817	21501	PRINCIPAL/DIRECTOR SECRETARY	361,464	369,365	369,349	383,456	346	383,802	87,927	295,875	(0)	383,802	5.33	-	817
818	21603	TEACHER AIDES	3,214,760	3,391,374	3,822,274	4,465,356	(127,368)	4,337,988	577,929	3,615,520	144,539	4,335,205	101.50	2,783	818
819	21605	TRANSPORTATION DRIVER	108,474	201,100	320,968	817,600	-	817,600	154,396	570,175	93,029	817,600	15.00	-	819
820	21609	BUS MONITOR	-	-	-	121,500	-	121,500	10,856	-	110,644	121,500	-	-	820
821	41002	NURSES	289,879	-	-	-	-	-	-	-	-	-	-	-	821
822	41007	NURSE TRANSPORTATION	-	14,166	38,330	30,000	-	30,000	1,566	-	28,434	30,000	-	-	822
823	41003	LPN	-	46,105	47,777	47,027	(47,027)	-	-	-	-	-	-	-	823
824	41004	SUBSTITUTE NURSES	29,273	-	-	-	-	-	-	-	-	-	-	-	824
825															825
826		TOTAL PERSONNEL	14,444,522	14,620,878	16,027,556	18,546,743	(211,861)	18,334,882	3,161,486	13,892,784	1,280,613	18,287,328	232.53	47,554	826

827	OPERATING		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	827
828			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	828
829	12001	CONSULTANT SERVICES	1,322,125	1,380,087	1,930,277	1,195,449	-	1,195,449	213,347	978,307	3,795	1,195,449		-	829
830	21305	CONTRACTED SPEECH	991,316	923,341	1,051,149	702,900	60,000	762,900	156,951	532,398	73,551	762,900		-	830
831	21309	CONT. OCUPATIONAL THERAPY	835,721	955,161	993,202	259,872	-	259,872	68,870	162,247	28,756	297,872		(38,000)	831
832	21311	CONTRACTED PHYSICAL THERAPY	344,460	309,660	293,853	348,470	-	348,470	27,551	153,080	167,840	348,470		-	832
833	12004	LEGAL SERVICES	210,643	286,372	229,453	250,000	-	250,000	45,402	204,598	-	250,000		-	833
834	22001	TEXTBOOKS-NEW	2,407	1,700	1,033	2,500	-	2,500	-	-	2,500	2,500		-	834
835	22003	TEXTBOOKS-CONSUMABLES	2,415	1,323	1,643	2,500	-	2,500	-	1,161	1,339	2,500		-	835
836	24011	GENERAL TEACHING SUPPLIES	58,003	54,238	56,580	56,500	-	56,500	6,230	16,672	33,599	56,500		-	836
837	24013	SPECIAL EDUCATION TESTING	53,231	55,659	29,313	60,000	-	60,000	18,331	5,123	36,546	60,000		-	837
838	25003	PROFESSIONAL DEVELOPMENT	117,603	100,922	35,409	100,000	(25,000)	75,000	710	70,136	4,154	75,000		-	838
839	13015	LOCAL TRAVEL EXPENSE	396	703	1,006	1,500	-	1,500	-	-	1,500	1,500		-	839
840	25011	PUPIL EVALUATION	158,917	229,813	408,083	325,000	-	325,000	37,501	384	287,115	325,000		-	840
841	25026	DUES AND MEMBERSHIPS	670	775	865	1,000	-	1,000	-	550	450	1,000		-	841
842	13035	SOFTWARE	39,485	40,219	42,733	40,000	-	40,000	23,006	11,651	5,343	40,000		-	842
843	52002	IN-DISTRICT SPECIAL ED TRANS	930,397	1,002,382	1,045,478	230,000	(81,506)	148,494	145,032	-	3,462	148,494		-	843
844	52003	O-O-D SPECIAL ED TRANSPORTATION	366,764	466,657	393,947	-	78,100	78,100	54,050	12,600	11,450	78,100		-	844
845	72044	REPAIRS AND SERVICE CONTRACT	-	-	-	-	-	-	-	-	-	-		-	845
846	102012	LEASE PROPERTY	-	-	-	6,300	-	6,300	1,150	5,150	-	6,300		-	846
847	141001	TUITION-PUBLIC SCHOOLS	201,855	165,550	180,166	170,141	160,000	330,141	124,132	167,659	38,351	330,141		-	847
848	143001	TUITION-NON PUBLIC SCHOOLS	6,502,307	6,265,272	6,390,364	7,883,690	-	7,883,690	1,315,793	4,729,966	1,837,931	7,883,690		-	848
849		TOTAL OPERATING	12,138,713	12,239,834	13,084,553	11,635,822	191,594	11,827,416	2,238,055	7,051,680	2,537,681	11,865,416		(38,000)	849
850		EQUIPMENT													850
851	73400	EQUIPMENT-TECHNOLOGY	35,138	29,344	29,683	30,000	-	30,000	16,075	-	13,925	30,000		-	851
852		TOTAL EQUIPMENT	35,138	29,344	29,683	30,000	-	30,000	16,075	-	13,925	30,000		-	852
853															853
854		GRAND TOTAL SPECIAL EDUCATIO	26,618,373	26,890,056	29,141,791	30,212,565	(20,267)	30,192,298	5,415,615	20,944,464	3,832,218	30,182,744	232.53	9,554	854
855															855
856															856
857														Surplus/	857
858		REVENUE	2021-2022	2022-2023	2023-2024	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast			(Shortfall)	858
859	143002	EXCESS COST REIMBURSEMENT	(2,790,745)	(2,816,522)	(2,713,471)	(2,639,216)	-	(2,639,216)	-	-	(2,639,216)	(2,639,216)		-	859
860		REVENUE	(2,790,745)	(2,816,522)	(2,713,471)	(2,639,216)	-	(2,639,216)	-	-	(2,639,216)	(2,639,216)		-	860
861															861
862		NET SPECIAL EDUCATION EXPENSE	23,827,628	24,073,534	26,428,320	27,573,350	(20,267)	27,553,083	5,415,615	20,944,464	1,193,003	27,543,529		9,554	862

863	RC - 25	FIXED COSTS	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	863
864			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	864
865	52001	REGULAR PUPIL TRANSPORTATION	2,350,444	2,439,079	2,632,276	3,061,850	-	3,061,850	1,433,076	1,623,200	5,574	3,061,850		-	865
866															866
867		TOTAL TRANSPORTATION	2,350,444	2,439,079	2,632,276	3,061,850	-	3,061,850	1,433,076	1,623,200	5,574	3,061,850		-	867
868															868

869	HEATING FUEL													869
870	63001	HEAT - RC25	19,597	22,192	20,302	24,003	-	24,003	618	12,385	11,000	24,003	-	870
871	63002	PROPANE	-	-	-	-	-	-	-	-	-	-	-	871
872	2530108	HEAT-DHS	140,857	172,028	99,460	160,961	(8,484)	152,477	10,658	141,203	616	152,477	-	872
873	2530307	HEAT-MIDDLESEX	89,096	101,252	77,344	95,870	-	95,870	6,583	89,287	-	95,870	-	873
874	2530506	HEAT-HINDLEY	39,942	47,555	32,750	44,723	-	44,723	2,683	42,040	-	44,723	-	874
875	2530706	HEAT-HOLMES	31,456	34,192	25,155	35,614	-	35,614	1,387	34,227	-	35,614	-	875
876	2530806	HEAT-OX RIDGE	42,617	101,685	64,871	80,569	-	80,569	-	80,569	-	80,569	-	876
877	2530906	HEAT-ROYLE	35,123	40,513	55,220	60,415	-	60,415	-	60,415	-	60,415	-	877
878	2531006	HEAT-TOKENEKE	27,514	45,065	47,615	60,231	-	60,231	-	60,231	-	60,231	-	878
879	TOTAL HEATING FUEL		426,201	564,483	422,717	562,386	(8,484)	553,902	21,929	520,357	11,616	553,902	-	879
880														880
881	UTILITIES													881
882	64001	WATER - RC25	6,296	7,666	6,106	7,800	-	7,800	720	5,280	1,800	7,800	-	882
883	64001	WATER - DHS	23,291	24,072	22,947	24,800	-	24,800	4,204	20,596	-	24,800	-	883
884	64001	WATER - MIDDLESEX	13,910	16,600	16,328	17,350	-	17,350	3,084	14,266	-	17,350	-	884
885	64001	WATER - HINDLEY	5,029	5,701	5,071	6,200	-	6,200	493	5,707	-	6,200	-	885
886	64001	WATER - HOLMES	6,320	7,571	7,352	8,000	-	8,000	998	7,002	-	8,000	-	886
887	64001	WATER - OX RIDGE	7,459	4,785	6,491	8,000	-	8,000	721	7,279	-	8,000	-	887
888	64001	WATER - ROYLE	5,671	6,229	4,711	6,700	-	6,700	516	6,184	-	6,700	-	888
889	64001	WATER - TOKENEKE	8,914	9,840	10,228	10,500	-	10,500	1,359	9,141	-	10,500	-	889
890	TOTAL WATER		76,890	82,466	79,234	89,350	-	89,350	12,096	75,454	1,800	89,350	-	890
891	64002	ELECTRICITY - RC25	44,833	40,684	46,033	46,690	-	46,690	9,264	31,037	6,390	46,690	-	891
892	64002	ELECTRICITY -GEN. & SOLAR DHS	492,674	456,534	480,360	488,586	-	488,586	119,157	369,429	-	488,586	-	892
893	64002	ELECTRICITY - MIDDLESEX	199,900	190,685	203,727	194,782	-	194,782	44,199	150,583	-	194,782	-	893
894	64002	ELECTRICITY - HINDLEY	62,878	58,275	57,477	61,800	-	61,800	15,782	46,018	-	61,800	-	894
895	64002	ELECTRICITY - HOLMES	55,021	45,683	50,610	52,231	-	52,231	9,132	43,099	-	52,231	-	895
896	64002	ELECTRICITY - GEN. & SOLAR OX RID	123,719	98,750	165,413	144,750	-	144,750	45,999	98,751	-	144,750	-	896
897	64002	ELECTRICITY - ROYLE	50,111	44,694	43,516	48,410	-	48,410	7,030	41,380	-	48,410	-	897
898	64002	ELECTRICITY - TOKENEKE	146,843	150,968	139,267	151,000	-	151,000	37,269	113,731	-	151,000	-	898
899	TOTAL ELECTRICITY		1,175,980	1,086,273	1,186,403	1,188,249	-	1,188,249	287,830	894,029	6,390	1,188,249	-	899

		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	
		2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	
900														900
901														901
902	64003	59,190	67,599	69,845	68,700	150	68,850	17,386	51,462	3	68,850		-	902
903	64003	-	-	-	-	-	-	-	-	-	-		-	903
904	64003	-	-	-	-	-	-	-	-	-	-		-	904
905	64003	-	-	-	-	-	-	-	-	-	-		-	905
906	64003	-	-	-	-	-	-	-	-	-	-		-	906
907	64003	-	-	-	-	-	-	-	-	-	-		-	907
908	64003	-	-	-	-	-	-	-	-	-	-		-	908
909	64003	-	-	-	-	-	-	-	-	-	-		-	909
910		59,190	67,599	69,845	68,700	150	68,850	17,386	51,462	3	68,850		-	910
911	64004	46,137	53,370	52,241	53,401	-	53,401	-	52,501	900	51,720		1,681	911
912	64004	-	-	-	-	-	-	-	-	-	-		-	912
913	64004	-	-	-	-	-	-	-	-	-	-		-	913
914	64004	-	-	-	-	-	-	-	-	-	-		-	914
915	64004	-	-	-	-	-	-	-	-	-	-		-	915
916	64004	-	-	-	-	-	-	-	-	-	-		-	916
917	64004	-	-	-	-	-	-	-	-	-	-		-	917
918	64004	-	-	-	-	-	-	-	-	-	-		-	918
919		46,137	53,370	52,241	53,401	-	53,401	-	52,501	900	51,720		1,681	919
920														920
921	TOTAL UTILITIES	1,358,196	1,289,707	1,387,723	1,399,700	150	1,399,850	317,311	1,073,446	9,093	1,398,169		1,681	921
922														922
923	INSURANCE													923
924	82001	185,282	199,073	231,587	232,720	(5,000)	227,720	56,404	-	171,316	227,720		-	924
925	82002	192,217	220,908	263,847	296,513	13,334	309,847	75,967	-	233,880	308,353		1,494	925
926	82003	12,993,732	14,105,286	15,306,177	16,902,809	(102,819)	16,799,990	6,598,335	9,366,957	834,698	16,799,990		-	926
927	82004	13,801	14,527	15,905	15,761	-	15,761	15,575	-	186	15,761		-	927
928	82006	99,037	99,037	99,037	99,037	-	99,037	99,037	-	-	99,037		-	928
929	82007	75,000	25,848	39,618	60,000	-	60,000	1,015	58,985	-	60,000		-	929
930		13,559,069	14,664,678	15,956,171	17,606,840	(94,485)	17,512,355	6,846,334	9,425,942	1,240,079	17,510,861		1,494	930
931														931
932	RETIREMENT													932
933	84001	1,467,210	1,438,898	1,438,492	1,686,964	(1,678)	1,685,286	1,633,673	-	-	1,684,514		772	933
934	84002	2,064,851	2,125,750	2,275,694	2,534,220	(44,156)	2,490,064	464,814	-	2,025,250	2,490,064		-	934
935	84004	310,866	271,834	316,449	382,935	-	382,935	382,935	-	-	382,935		-	935
936		3,842,927	3,836,482	4,030,635	4,604,119	(45,834)	4,558,285	2,481,422	-	2,025,250	4,557,513		772	936
937														937
938	TOTAL FIXED COSTS	21,536,838	22,794,429	24,429,522	27,234,895	(148,653)	27,086,242	11,100,072	12,642,945	3,291,612	27,082,295		3,947	938
939														939
940	REVENUE				Orig. Bud	Adjust.	Rev. Bud.	Rev. Received		Rev. Expected	Rev. Forecast		Surplus/	940
941	84005	(228,763)	(187,214)	(239,408)	(261,675)	-	(261,675)	-	-	(261,675)	(261,675)		-	941
942	84006	(16,140)	(22,491)	(3,350)	(20,000)	-	(20,000)	847	-	(20,000)	(20,000)		-	942
943														943
944	NET FIXED COSTS	21,291,935	22,584,724	24,186,763	26,953,220	(148,653)	26,804,567	11,100,919	12,642,945	3,009,937	26,800,620		3,947	944

945														945
946	RC - 26	EARLY LEARNING PROGRAM	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
947			2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
948	21201	DIRECTOR OF ELP	164,358	167,645	170,998	176,555	-	176,555	47,534	129,021	-	176,555	1.00	-
949	21302	SUBSTITUTE TEACHERS	18,600	25,800	16,125	7,500	-	7,500	563	-	6,938	7,500	-	-
950	21318	BUILDING SUBSTITUTES	-	-	24,525	31,500	-	31,500	1,750	-	29,750	31,500	-	-
951	21303	SPECIAL CLASS TEACHERS	801,137	827,717	864,271	907,050	(19,203)	887,847	105,636	782,211	-	887,847	9.00	-
952	21603	TEACHER AIDES	647,697	664,117	611,680	952,730	(31,029)	921,701	121,554	800,147	0	921,701	23.00	0
953		TOTAL PERSONNEL	1,631,791	1,685,279	1,687,599	2,075,335	(50,232)	2,025,103	277,037	1,711,379	36,688	2,025,103	33.00	0
954														
955	22003	TEXTBOOKS-CONSUMABLES	2,573	1,285	4,927	9,750	-	9,750	3,129	49	6,572	9,750	-	-
956	24011	GENERAL TEACHING SUPPLIES	7,897	9,688	9,998	10,000	-	10,000	5,383	379	4,238	10,000	-	-
957	24013	SPECIAL EDUCATION TESTING	402	565	366	500	-	500	-	-	500	500	-	-
958	25003	PROFESSIONAL DEVELOPMENT	8,275	7,000	5,445	10,000	-	10,000	-	-	10,000	10,000	-	-
959	25026	DUES AND MEMBERSHIPS	-	-	-	-	-	-	-	-	-	-	-	-
960		TOTAL OPERATING	19,146	18,538	20,736	30,250	-	30,250	8,512	428	21,311	30,250	-	-
961														
962	73001	EQUIPMENT AND FURNITURE	516	1,011	643	1,000	-	1,000	-	-	1,000	1,000	-	-
963	73020	NEW CLASSROOM FURNITURE	-	-	-	-	-	-	-	-	-	-	-	-
964		TOTAL EQUIPMENT	516	1,011	643	1,000	-	1,000	-	-	1,000	1,000	-	-
965														
966		TOTAL EARLY LEARNING PROGRAM	1,651,454	1,704,828	1,708,978	2,106,585	(50,232)	2,056,353	285,548	1,711,806	58,998	2,056,353	33.00	0
967														
968			2021-2022	2022-2023	2023-2024	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast			
969	143003	ELP TUITION	(299,918)	(321,671)	(379,594)	(506,025)	25,955	(480,070)	(127,107)	-	(480,070)	(460,595)	-	(19,475)
970		TOTAL ELP TUITION	(299,918)	(321,671)	(379,594)	(506,025)	25,955	(480,070)	(127,107)	-	(480,070)	(460,595)	-	(19,475)
971														
972														
973		TOTAL EARLY LEARNING PROGRAM	1,351,536	1,383,158	1,329,383	1,600,560	(24,277)	1,576,283	158,442	1,711,806	(421,072)	1,595,758	33.00	(19,475)
974														

		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
		2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
975													
976													
977	RC - 27 SAFETY & SECURITY												
978													
979	11031 DIRECTOR OF SECURITY	-	67,005	120,000	120,000	3,600	123,600	16,855	106,745	-	123,600	1.00	-
980	21601 ARMED SCHOOL SECURITY OFFICERS	-	75,942	304,264	330,000	18,900	348,900	40,712	296,125	12,063	342,538	6.00	6,362
981	21602 CAMPUS MONITORS	428,540	469,619	486,049	420,299	(539)	419,760	57,132	362,629	(1)	419,760	10.00	-
982	TOTAL PERSONNEL	428,540	612,566	910,312	870,299	21,961	892,260	114,699	765,500	12,062	885,898	17.00	6,362
983													
984	35000 POLICE AND FIRE SERVICES	21,879	38,829	39,883	42,350	(2,350)	40,000	3,848	-	36,152	40,000		-
985	13015 LOCAL TRAVEL	-	-	1,750	2,000	-	2,000	239	1,511	250	2,000		-
986	25001 GENERAL OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-	-		-
987	65005 UNIFORMS	-	8,832	7,512	8,500	-	8,500	-	1,921	6,579	8,500		-
988	72021 SECURITY	106,423	119,423	113,212	116,875	-	116,875	39,795	70,716	6,364	116,875		-
989	TOTAL OPERATING	128,302	167,084	162,357	169,725	(2,350)	167,375	43,881	74,148	49,345	167,375	-	-
990													
991	TOTAL SAFETY & SECURITY	556,842	779,650	1,072,669	1,040,024	19,611	1,059,635	158,580	839,648	61,407	1,053,273	17.00	6,362
992													
993													
994													
995	RC - 28 COVID EXPENSES												
996													
997													
998	2810503 HINDLEY 3rd GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-	-
999	2810702 HOLMES 2nd GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-	-
1000	2810704 HOLMES 4th GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-	-
1001	2810803 OX RIDGE 3rd GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-	-
1002	2810901 ROYLE 1st GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-	-
1003	2810904 ROYLE 4th GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-	-
1004	2811005 TOKENEKE 5th GRADE TEACHER	-	-	-	-	-	-	-	-	-	-	-	-
1005	21302 SUBSTITUTE TEACHERS	33,333	-	-	-	-	-	-	-	-	-	-	-
1006	21602 CAMPUS MONITORS	-	-	-	-	-	-	-	-	-	-	-	-
1007	21603 LUNCH MONITORS	-	-	-	-	-	-	-	-	-	-	-	-
1008	21607 LUNCH STAFF	-	-	-	-	-	-	-	-	-	-	-	-
1009	11044 TECHNICIAN	-	-	-	-	-	-	-	-	-	-	-	-
1010	41001 COVID COMPLIANCE OFFICER	5,000	-	-	-	-	-	-	-	-	-	-	-
1011	41002 NURSE	-	-	-	-	-	-	-	-	-	-	-	-
1012	41003 LPNS	-	-	-	-	-	-	-	-	-	-	-	-
1013	41004 NURSE CONTACT TRACING/SUBSTITU	3,045	-	-	-	-	-	-	-	-	-	-	-
1014	61001 PART TIME CUSTODIANS	-	-	-	-	-	-	-	-	-	-	-	-
1015	61005 CUSTODIAL OVERTIME	-	-	-	-	-	-	-	-	-	-	-	-
1016	21312 STAFF DEVELOPMENT	-	-	-	-	-	-	-	-	-	-	-	-
1017	TOTAL PERSONNEL	41,379	-	-	-	-	-	-	-	-	-	-	-
1018													
1019	12001 CONSULTANT SERVICES	-	-	-	-	-	-	-	-	-	-	-	-
1020	23004 RESOURCE MATERIALS	-	-	-	-	-	-	-	-	-	-	-	-
1021	13035 SOFTWARE	-	-	-	-	-	-	-	-	-	-	-	-
1022	35000 POLICE AND FIRE SERVICES	-	-	-	-	-	-	-	-	-	-	-	-
1023	42001 HEALTH SUPPLIES	8,249	-	-	-	-	-	-	-	-	-	-	-
1024	52001 REGULAR PUPIL TRANSPORTATION	6,928	-	-	-	-	-	-	-	-	-	-	-
1025	65001 CUSTODIAL SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-
1026	72001 CONTRACTED JANITORIAL SERVICE	-	-	-	-	-	-	-	-	-	-	-	-
1027	74030 EMERGENCY REPAIRS	-	-	-	-	-	-	-	-	-	-	-	-
1028	82003 HEALTH INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-
1029	84001 RETIREMENT	-	-	-	-	-	-	-	-	-	-	-	-
1030	101002 YMCA	-	-	-	-	-	-	-	-	-	-	-	-
1031	TOTAL OPERATING	15,177	-	-	-	-	-	-	-	-	-	-	-
1032													
1033	123021 NEW COMPUTER EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-
1034	TOTAL EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-
1035													
1036	TOTAL COVID REOPENING	56,556	-	-	-	-	-	-	-	-	-	-	-

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Darien Public Schools
Budget Projection for 2024-25

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Category	2021-2022	2022-2023	2023-2024	Orig. Bud	Adjust.	Rev. Bud.	Exp	Encumber	Avail. Bud	Exp. Forecast	CURR STF	Surplus/ (Shortfall)
Personnel	68,838,115	70,535,620	73,990,589	78,618,225	(64,595)	78,553,630	12,021,903	61,885,542	4,646,185	78,467,224	809.08	86,406
Operating	19,059,088	20,214,469	20,186,935	18,897,823	213,248	19,111,071	5,124,069	9,429,211	4,557,791	19,179,891	-	(68,820)
Fixed	21,536,838	22,794,429	24,429,522	27,234,895	(148,653)	27,086,242	11,100,072	12,642,945	3,291,612	27,082,295	-	3,947
Equipment	986,276	920,249	780,068	639,916	-	639,916	599,659	6,029	34,228	639,916	-	-
GRAND TOTAL EXPENSES	110,420,318	114,464,767	119,387,114	125,390,859	0	125,390,859	28,845,704	83,963,726	12,529,816	125,369,325	809.08	21,533

REVENUE	2021-2022	2022-2023	2023-2024	Orig. Bud	Adjust.	Rev. Bud.	Rev. Received	Rev. Expected	Rev. Forecast	Rev. Surplus/ (Shortfall)		
RC-1 Student Parking Fees	(11,000)	(29,774)	(28,490)	(52,620)	-	(52,620)	(48,759)	-	(52,620)	(52,620)	-	
RC -5,7,8,9,10,12 Food Service Subsidy	-	-	-	(450,000)	35,000	(415,000)	-	-	(415,000)	(415,000)	-	
RC-11 Summer School Field Use	(35,000)	(35,000)	(35,000)	(35,000)	-	(35,000)	(35,000)	-	(35,000)	(35,000)	-	
RC-11 Gate Receipts	-	(52,440)	(14,119)	(70,500)	-	(70,500)	-	-	(70,500)	(70,500)	-	
RC-11 Advertising Revenue	-	-	(1,800)	(25,000)	-	(25,000)	-	-	(25,000)	(25,000)	-	
RC-12 Building Rental	(53,908)	(61,684)	(65,900)	(74,202)	-	(74,202)	(42,114)	3,171	(74,202)	(74,202)	-	
RC-12 Use of Fields	(171,696)	(195,738)	(251,881)	(300,100)	-	(300,100)	(137,305)	-	(300,100)	(300,100)	-	
RC-15 Revenue for IT Services	(223,408)	(229,553)	(235,791)	(242,046)	-	(242,046)	(242,046)	-	(242,046)	(242,046)	-	
RC-23 Summer School	(659,979)	(716,030)	(791,910)	(850,000)	(60,955)	(910,955)	(910,956)	-	(910,956)	(910,956)	1	
RC-24 Excess Cost Grant	(2,790,745)	(2,816,522)	(2,713,471)	(2,639,216)	-	(2,639,216)	-	-	(2,639,216)	(2,639,216)	-	
RC-25 OPEB/Medicare Reimbursement	(244,903)	(209,705)	(242,758)	(281,675)	-	(281,675)	847	-	(281,675)	(281,675)	-	
RC-26 Early Learning Program	(299,918)	(321,671)	(379,594)	(506,025)	25,955	(480,070)	(127,107)	-	(480,070)	(460,595)	-	
GRAND TOTAL REVENUE	(4,490,557)	(4,668,117)	(4,760,714)	(5,526,384)	-	(5,526,384)	(1,542,439)	3,171	(5,526,384)	(5,506,909)	-	(19,474)

NET BUDGET (Appropriation)	105,929,760	109,796,649	114,626,400	119,864,475	0	119,864,475	27,303,265	83,966,897	7,003,431	119,862,416	809.08	2,059
										Special Education RCs		(9,921)
										General Education RCs		11,980

1077	RESPONSIBILITY CENTER SUMMARY		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	1077
1078	RC - #	RC NAME	2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	1078
1079	RC-1	DHS	13,716,395	14,116,504	14,735,762	15,579,153	(130,243)	15,448,910	2,178,686	12,679,072	591,153	15,422,950		25,960	1079
1080	RC-2	FITCH ACADEMY	522,830	548,787	638,967	661,031	3,537	664,568	98,598	562,864	3,106	664,568		-	1080
1081	RC-3	MMS	10,489,234	10,704,207	11,036,483	10,739,793	80,034	10,819,826	1,491,617	8,932,520	395,689	10,775,838		43,988	1081
1082	RC-5	Hindley	3,786,510	3,799,360	3,862,887	4,029,899	(160,346)	3,869,553	555,175	3,161,372	153,007	3,869,553		-	1082
1083	RC-7	Holmes	3,699,781	3,549,236	3,630,212	3,985,812	(161,922)	3,823,890	549,626	3,110,596	163,667	3,823,890		-	1083
1084	RC-8	Ox Ridge	4,030,781	4,169,571	4,491,334	4,810,465	56,071	4,866,536	702,661	3,984,538	179,336	4,866,536		-	1084
1085	RC-9	Royle	3,446,512	3,248,184	3,328,900	3,675,965	(23,966)	3,651,999	526,187	2,982,747	143,065	3,651,999		(0)	1085
1086	RC-10	Tokeneke	3,423,895	3,665,897	3,578,214	3,902,293	121,652	4,023,945	565,154	3,283,473	175,318	3,996,820		27,125	1086
1087	RC-11	Ath. Health & P.E.	1,957,198	2,104,720	2,031,784	2,175,003	1,950	2,176,953	269,369	732,216	1,175,368	2,168,690		8,263	1087
1088	RC-12	Maintenance	3,844,982	4,094,927	3,482,304	3,425,890	14,511	3,440,401	949,183	1,822,779	668,439	3,413,246		27,155	1088
1089	RC-13	Music	290,879	303,845	298,300	327,594	-	327,594	44,231	166,991	116,372	327,594		-	1089
1090	RC-14	Art	144,087	160,283	137,819	115,660	-	115,660	18,093	20,625	76,942	115,660		-	1090
1091	RC-15	Tech Plan	3,594,103	3,628,758	3,330,276	3,292,171	521	3,292,692	1,819,988	1,314,802	157,903	3,292,692		-	1091
1092	RC-16	Admin	852,933	903,612	842,840	814,987	9,968	824,955	226,889	574,948	23,118	824,955		-	1092
1093	RC-17	Health	871,352	1,184,598	1,231,212	1,243,766	2,936	1,246,702	181,828	984,686	80,188	1,246,702		-	1093
1094	RC-18	Personnel	1,655,439	1,798,969	1,908,727	1,078,332	207,294	1,285,626	214,819	480,779	590,028	1,385,626		(100,000)	1094
1095	RC-19	Curriculum	2,268,370	2,815,643	2,844,417	3,176,291	132,859	3,309,150	559,730	2,308,908	440,512	3,341,150		(32,000)	1095
1096	RC-20	Finance	704,134	732,209	767,775	859,805	20,677	880,482	230,452	621,779	28,251	880,482		-	1096
1097	RC-21	Library/Media	134,216	147,100	138,231	135,600	-	135,600	60,802	27,026	47,772	135,600		-	1097
1098	RC-22	Tech Ed.	58,639	65,674	84,814	89,875	-	89,875	14,072	1,674	74,129	89,875		-	1098
1099	RC-23	Cont. Ed	507,986	553,719	632,897	677,406	24,008	701,414	628,727	70,469	2,218	700,234		1,180	1099
1100	RC-24	SPED	26,618,373	26,890,056	29,141,791	30,212,565	(20,267)	30,192,298	5,415,615	20,944,464	3,832,218	30,182,744		9,554	1100
1101	RC-25	Fixed Expenses	21,536,838	22,794,429	24,429,522	27,234,895	(148,653)	27,086,242	11,100,072	12,642,945	3,291,612	27,082,295		3,947	1101
1102	RC-26	Early Learning Program	1,651,454	1,704,828	1,708,978	2,106,585	(50,232)	2,056,353	285,548	1,711,806	58,998	2,056,353		0	1102
1103	RC-27	Safety & Security	556,842	779,650	1,072,669	1,040,024	19,611	1,059,635	158,580	839,648	61,407	1,053,273		6,362	1103
1104	RC-28	COVID EXPENSES	56,556	-	-	-	-	-	-	-	-	-		-	1104
1105	TOTAL ACTUAL		110,420,317	114,464,767	119,387,114	125,390,859	0	125,390,859	28,845,704	83,963,726	12,529,816	125,369,325	-	21,533	1105
1106			ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	1106
1107	RC	PERSONNEL SUMMARY	2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	1107
1108	RC-1	Darien High School	13,476,609	13,870,097	14,402,922	15,219,260	(130,243)	15,089,017	2,074,679	12,519,166	495,172	15,063,057	139.73	25,960	1108
1109	RC-2	Fitch Academy	420,599	430,718	501,923	516,275	3,537	519,812	63,679	456,133	(0)	519,812	4.80	-	1109
1110	RC-3	Middlesex Middle School	10,417,880	10,627,913	10,963,624	10,625,658	80,034	10,705,691	1,453,771	8,909,466	342,454	10,661,704	101.00	43,988	1110
1111	RC-5	Hindley School	3,739,973	3,747,105	3,812,270	3,974,075	(160,346)	3,813,729	521,470	3,152,582	139,677	3,813,729	37.73	-	1111
1112	RC-7	Holmes School	3,648,267	3,495,060	3,580,796	3,927,770	(161,922)	3,765,848	524,663	3,105,218	135,967	3,765,848	38.80	-	1112
1113	RC-8	Ox Ridge School	3,975,256	4,113,092	4,432,013	4,742,199	56,071	4,798,270	658,030	3,976,927	163,313	4,798,270	47.60	-	1113
1114	RC-9	Royle School	3,407,285	3,204,589	3,285,842	3,630,123	(23,966)	3,606,157	505,090	2,969,293	131,774	3,606,157	35.50	(0)	1114
1115	RC-10	Tokeneke School	3,380,004	3,616,308	3,525,355	3,843,394	121,652	3,965,046	534,460	3,277,289	153,297	3,937,921	41.22	27,125	1115
1116	RC-11	Physical Education	1,098,195	1,068,734	1,024,335	1,064,690	1,950	1,066,640	136,493	384,074	546,073	1,058,377	2.00	8,263	1116
1117	RC-12	Maintenance	1,798,184	1,639,360	1,718,542	1,941,567	14,841	1,956,408	478,750	1,055,927	421,731	1,929,253	16.50	27,155	1117
1118	RC-13	Music	214,892	214,636	221,027	238,189	-	238,189	20,426	156,596	61,168	238,189	1.00	-	1118
1119	RC-14	Art	36,828	38,243	27,353	-	-	-	-	-	-	-	-	-	1119
1120	RC-15	Technology	1,189,135	1,273,294	1,110,475	1,117,747	32,021	1,149,768	304,460	842,322	2,986	1,149,768	12.00	-	1120
1121	RC-16	Administration	463,603	475,708	476,709	476,845	9,603	486,448	128,428	358,020	(0)	486,448	2.60	-	1121
1122	RC-17	Health	826,376	1,134,480	1,191,953	1,190,416	2,936	1,193,352	165,426	972,409	55,517	1,193,352	14.00	-	1122
1123	RC-18	Personnel	1,540,327	1,704,464	1,804,982	970,882	207,329	1,178,211	199,841	450,639	527,732	1,278,211	3.17	(100,000)	1123
1124	RC-19	Curriculum	1,921,309	2,193,967	2,485,641	2,753,673	101,359	2,855,032	444,035	2,271,035	139,962	2,855,032	21.50	-	1124
1125	RC-20	Finance	681,248	708,695	739,475	830,180	20,677	850,857	229,077	621,779	1	850,857	7.00	-	1125
1126	RC-21	Library/Media	-	-	-	-	-	-	-	-	-	-	-	-	1126
1127	RC-23	Continuing Education	55,913	60,436	59,888	62,906	4	62,910	25,906	37,004	0	62,910	0.40	-	1127
1128	RC-24	Special Education	14,444,522	14,620,878	16,027,556	18,546,743	(211,861)	18,334,882	3,161,486	13,892,784	1,280,613	18,287,328	232.53	47,554	1128
1129	RC-26	Early Learning Program	1,631,791	1,685,279	1,687,599	2,075,335	(50,232)	2,025,103	277,037	1,711,379	36,688	2,025,103	33.00	0	1129
1130	RC-27	Safety & Security	428,540	612,566	910,312	870,299	21,961	892,260	114,699	765,500	12,062	885,898	17.00	6,362	1130
1131	RC-28	COVID EXPENSES	41,379	-	-	-	-	-	-	-	-	-	-	-	1131
1132	TOTAL PERSONNEL		68,838,115	70,535,620	73,990,589	78,618,225	(64,595)	78,553,630	12,021,903	61,885,542	4,646,185	78,467,224	809.08	86,406	1132

1133	OPERATING SUMMARY		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	1133
1134	RC NAME		2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	1134
1135	RC-1	Darien High School	236,737	241,652	328,426	355,108	-	355,108	99,700	159,905	95,502	355,108	-	-	1135
1136	RC-2	Fitch Academy	102,231	118,069	137,044	144,756	-	144,756	34,919	106,731	3,106	144,756	-	-	1136
1137	RC-3	Middlesex Middle School	71,353	76,293	72,860	114,135	-	114,135	37,846	23,054	53,235	114,135	-	-	1137
1138	RC-5	Hindley School	44,537	51,006	49,354	53,824	-	53,824	32,655	8,790	12,379	53,824	-	-	1138
1139	RC-7	Holmes School	49,704	52,181	48,351	56,042	-	56,042	24,060	5,379	26,603	56,042	-	-	1139
1140	RC-8	Ox Ridge School	53,850	54,627	57,682	66,266	-	66,266	43,276	7,611	15,379	66,266	-	-	1140
1141	RC-9	Royle School	37,289	41,622	41,070	43,842	-	43,842	21,097	13,454	9,291	43,842	-	-	1141
1142	RC-10	Tokeneke School	43,891	47,629	50,862	56,899	-	56,899	30,029	6,184	20,686	56,899	-	-	1142
1143	RC-11	Physical Education	855,663	1,032,216	1,003,187	1,104,313	-	1,104,313	132,510	348,142	623,661	1,104,313	-	-	1143
1144	RC 12	Maintenance	1,985,910	2,361,401	1,728,829	1,436,823	(330)	1,436,493	425,879	766,852	243,762	1,436,493	-	-	1144
1145	RC-13	Music	67,719	64,811	68,024	79,772	-	79,772	23,756	4,367	51,649	79,772	-	-	1145
1146	RC-14	Art	103,740	110,627	110,466	114,660	-	114,660	17,543	20,625	76,492	114,660	-	-	1146
1147	RC-15	Technology Plan	1,546,920	1,624,507	1,530,869	1,644,427	(31,500)	1,612,927	985,743	472,479	154,705	1,612,927	-	-	1147
1148	RC-16	Administration	389,330	427,904	366,131	338,142	365	338,507	98,461	216,928	23,118	338,507	-	-	1148
1149	RC-17	Health	44,976	50,118	39,259	53,350	-	53,350	16,402	12,277	24,671	53,350	-	-	1149
1150	RC-18	Personnel	115,112	94,505	103,745	107,450	(35)	107,415	14,978	30,140	62,297	107,415	-	-	1150
1151	RC-19	Curriculum	347,061	621,677	358,776	422,618	31,500	454,118	115,695	37,873	300,550	486,118	-	(32,000)	1151
1152	RC-20	Finance	22,886	23,514	28,300	29,625	-	29,625	1,375	-	28,250	29,625	-	-	1152
1153	RC-21	Library/Media	132,000	147,100	138,231	135,600	-	135,600	60,802	27,026	47,772	135,600	-	-	1153
1154	RC-22	Technology Education	54,768	54,267	84,814	89,875	-	89,875	14,072	1,674	74,129	89,875	-	-	1154
1155	RC-23	Continuing Education	452,074	493,283	573,009	614,500	24,004	638,504	602,822	33,465	2,217	637,324	-	1,180	1155
1156	RC-24	Special Education	12,138,713	12,239,834	13,084,553	11,635,822	191,594	11,827,416	2,238,055	7,051,680	2,537,681	11,865,416	-	(38,000)	1156
1157	RC-26	Early Learning Program	19,146	18,538	20,736	30,250	-	30,250	8,512	428	21,311	30,250	-	-	1157
1158	RC-27	Safety & Security	128,302	167,084	162,357	169,725	(2,350)	167,375	43,881	74,148	49,345	167,375	-	-	1158
1159	RC-28	COVID EXPENSES	15,177	-	-	-	-	-	-	-	-	-	-	-	1159
1160		TOTAL OPERATING	19,059,088	20,214,469	20,186,935	18,897,823	213,248	19,111,071	5,124,069	9,429,211	4,557,791	19,179,891	-	(68,820)	1160
1161															1161
1162	EQUIPMENT SUMMARY		ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END	1162
1163	RC NAME		2021-2022	2022-2023	2023-2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.	1163
1164	RC-1	Darien High School	3,048	4,755	4,414	4,785	-	4,785	4,307	-	479	4,785	-	-	1164
1165	RC-3	Middlesex Middle School	-	-	-	-	-	-	-	-	-	-	-	-	1165
1166	RC-5	Hindley School	2,000	1,248	1,263	2,000	-	2,000	1,050	-	950	2,000	-	-	1166
1167	RC-7	Holmes School	1,810	1,996	1,065	2,000	-	2,000	903	-	1,097	2,000	-	-	1167
1168	RC-8	Ox Ridge School	1,675	1,851	1,639	2,000	-	2,000	1,355	-	645	2,000	-	-	1168
1169	RC-9	Royle School	1,938	1,973	1,988	2,000	-	2,000	-	-	2,000	2,000	-	-	1169
1170	RC-10	Tokeneke School	-	1,960	1,998	2,000	-	2,000	665	-	1,335	2,000	-	-	1170
1171	RC-11	Physical Education	3,340	3,770	4,262	6,000	-	6,000	365	-	5,635	6,000	-	-	1171
1172	RC 12	Maintenance	60,888	94,166	34,933	47,500	-	47,500	44,554	-	2,946	47,500	-	-	1172
1173	RC-13	Music	8,268	24,398	9,249	9,633	-	9,633	50	6,029	3,554	9,633	-	-	1173
1174	RC-14	Art	3,519	11,413	-	1,000	-	1,000	550	-	450	1,000	-	-	1174
1175	RC-15	Technology Plan	858,048	730,957	688,931	529,998	-	529,998	529,786	-	212	529,998	-	-	1175
1176	RC-16	Administration	-	-	-	-	-	-	-	-	-	-	-	-	1176
1177	RC-17	Health	-	-	-	-	-	-	-	-	-	-	-	-	1177
1178	RC-19	Curriculum	-	-	-	-	-	-	-	-	-	-	-	-	1178
1179	RC-20	Finance	-	-	-	-	-	-	-	-	-	-	-	-	1179
1180	RC-21	Library/Media	2,217	-	-	-	-	-	-	-	-	-	-	-	1180
1181	RC-22	Technology Education	3,871	11,407	-	-	-	-	-	-	-	-	-	-	1181
1182	RC-23	Continuing Education	(3)	(2)	-	-	-	-	-	-	-	-	-	-	1182
1183	RC-24	Special Education	35,138	29,344	29,683	30,000	-	30,000	16,075	-	13,925	30,000	-	-	1183
1184	RC-26	Early Learning Program	516	1,011	643	1,000	-	1,000	-	-	1,000	1,000	-	-	1184
1185	RC-27	Safety & Security	(3)	(2)	-	-	-	-	-	-	-	-	-	-	1185
1186	RC-28	COVID EXPENSES	-	-	-	-	-	-	-	-	-	-	-	-	1186
1187															1187
1188															1188
1189		TOTAL EQUIPMENT	986,270	920,245	780,068	639,916	-	639,916	599,659	6,029	34,228	639,916	-	-	1189
1190															1190
1191		RC-25 FIXED EXPENSES	21,536,838	22,794,429	24,429,522	27,234,895	(148,653)	27,086,242	11,100,072	12,642,945	3,291,612	27,082,295		3,947	1191
1192		Budget Total	110,420,317	114,464,767	119,387,114	125,390,859	0	125,390,859	28,845,704	83,963,726	12,529,816	125,369,325		21,533	1192
1193		Total Revenue	(4,490,557)	(4,668,117)	(4,760,714)	(5,526,384)	-	(5,526,384)	(1,542,439)	3,171	(5,526,384)	(5,506,909)		(19,474)	1193
1194		Net Budget	105,929,759	109,796,650	114,626,400	119,864,475	0	119,864,475	27,303,265	83,966,897	7,003,431	119,862,416		2,059	1194

Financial Report
FY25
Through September
Darien Board of Education

Highlights

Financial Report through September 2024

RC's	FY25
General Education RC's	\$11,980
Special Education RC's	\$(9,921)
Total	\$2,059

Monthly Financial Report – Sept 2024

Salaries: The positive variance within salaries is largely attributed to the following

Salary savings: \$6,776

New Salary Schedule for Custodians: \$23,814

New Salary Schedule for Paraprofessionals balance: \$2,783

ESY Certified Salary Savings: \$16,000

Elementary Intramurals: \$8,263

Unfilled Occupational Therapists and SLP balance: \$28,770

Total Salary Forecast: \$86,406

Monthly Financial Report – Sept 2024

Operating: The negative variance within operating is largely attributed to the following

Consultant Services DSS: \$1,180

Professional Development: \$(32,000)

Contracted OT: \$(38,000)

Total Operating Forecast: \$(68,820)

Monthly Financial Report – Sept 2024

Fixed: The positive variance within fixed is largely attributed to the following

Workers Compensation: \$1,494

Sewer: \$1,681

Retirement: 772

Total Fixed Forecast: \$3,947

Monthly Financial Report – Sept 2024

Revenue: The negative variance within revenue is largely attributed to the following

ELP Tuition: \$(19,475)

Total Revenue Forecast: \$(19,475)

Transfer for BOE Consideration and Approval

D/S	RC	Account	To	From	Description
D	19	Professional Development	\$32,000		Loss of Title I
S	25	Workers Compensation		\$1,494	Reimbursement from CIRMA
S	25	Retirement		\$772	401A savings from vacancies
S	24	Teacher Aides		\$2,783	Savings from new salary schedule
S	23	Consultant Services		\$1,180	DSS payment credit
S	11	Intramurals-Elementary		\$8,263	Only Holmes is running Intramurals
S	25	Sewer		\$1,681	Lower consumption
S	1	Custodian		\$14,345	New salary schedule
S	10	Custodian		\$1,482	New salary schedule

D/S	RC	Account	To	From	Description
D	26	ELP Tuition	\$19,475		Students with IEPs
S	24	ESY		\$16,000	Certified salary savings
S	10	Custodians		\$3,475	New Salary Schedule

Sept Accounting Adjustments/Reconciliations
Requires Superintendent Approval per policy 3050

<u>Broad Category</u>	<u>Description</u>	<u>RC</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TO</u>	<u>FROM</u>	<u>Description</u>
Other Prof Svcs	Contracted Speech	24	02422009	021305	\$ 25,000.00		Contracted Speech
Other Prof Svcs	Professional Development	24	02422009	025003		\$ 25,000.00	Contracted Speech
Supplies	Resource Materials	19	01922009	023004	\$ 31,500.00		Loss of Title I
Supplies	Software	15	01522009	013035		\$ 26,500.00	Loss of Title I
Supplies	Mailing	16	01622009	013011		\$ 5,000.00	Loss of Title I
Supplies	Dues	19	01922009	025026	\$ 1,300.00		Consortium Dues
Supplies	Standardized Testing	19	01922009	024012		\$ 1,300.00	Consortium Dues
Supplies	Textbook Replacements	1	00120138	022002	\$ 1,735.00		Science Books
Supplies	Textbook Consumables	1	00120138	022003		\$ 190.00	Science Books
Supplies	Science Materials	1	00120138	024011		\$ 1,545.00	Science Books
Supplies	Care of Grounds	12	01223009	065003	\$ 4,125.00		Fertilizer
Supplies	Uniforms	12	01223009	065005		\$ 4,125.00	Fertilizer
Supplies	Other BOE Expenses	16	01622009	013003	\$ 1,585.00		A/V
Supplies	Dues	16	01622009	025026		\$ 1,585.00	A/V
Supplies	Professional Meetings	16	01622009	013017	\$ 1,000.00		Meetings
Supplies	Dues	16	01622009	025026		\$ 1,000.00	Meetings
Salaries	Guidance	3	00310355	021402	\$ 3,000.00		Extra days
Salaries	Building Substitutes	3	00310307	021318		\$ 3,000.00	Extra days
Salaries	Audio Visual	3	00316007	101003	\$ 50.00		Meet the principal event audio recording
Salaries	Audio Visual	1	00116008	101003		\$ 50.00	Meet the principal event audio recording
Salaries	School Security Officer	27	02712009	021601	\$ 4,500.00		SSO for after school events
Salaries	Police/Fire	27	02712009	035000		\$ 4,500.00	SSO for after school events
Salaries	Turnover	18	01812009	011024	\$ 88,425.00		Extinguish Turnover
Salaries	Interventionists	19	01912009	021301	\$ 57,131.00		Loss of Title I
Salaries	ESL Instruction	19	01912009	021405	\$ 4,939.00		Loss of Title I
Salaries	Teacher Aides	24	02412009	021603		\$ 87,756.00	New Salary Schedule
Salaries	ESY	24	02412009	021308		\$ 15,000.00	New Salary Schedule
Salaries	Teacher Aides	3	00310307	021603		\$ 7,363.00	New Salary Schedule
Salaries	Teacher Aides	9	00910906	021603		\$ 6,178.00	New Salary Schedule
Salaries	Teacher Aides	10	01011006	021603		\$ 10,197.00	New Salary Schedule
Salaries	Teacher Aides	24	02612009	021603		\$ 24,001.00	New Salary Schedule
Salaries	Teacher Aides	26	02612009	021603	\$ 36,767.00		Special Ed Para moved to ELP
Salaries	Teacher Aides	24	02412009	021603		\$ 36,767.00	Special Ed Para moved to ELP
Salaries	Building Substitutes	3	00310307	021318	\$ 15,000.00		Building Sub Coverage
Salaries	Building Substitutes	8	00810806	021318		\$ 15,000.00	Building Sub Coverage
Salaries	Long-Term Substitutes	18	01812009	021300	\$ 70,000.00		LTS Tokeneke
Salaries	Special Education Teacher	24	02411006	021303		\$ 70,000.00	LTS Tokeneke

GRANT FINANCIAL REPORT-SEPTEMBER 30, 2024

ACCOUNT	IDEA 611 and 619	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021603	INSTRUCTIONAL PARA-619	\$ 21,402	\$ 22,715	\$ 25,949	\$ 26,025	\$ -	\$ 26,025	\$ 4,732	\$ 21,293	0	26,025	0.61	\$ 0
021603	INSTRUCTIONAL PARA	\$ 266,090	\$ 356,663	\$ 380,051	\$ 414,989	\$ 36,402	\$ 451,391	\$ 81,092	\$ 370,298	0	451,391	10.50	\$ 0
021303	SPECIAL ED TEACHERS	\$ 181,427	\$ 68,269	\$ 151,006	\$ 166,931	\$ 37,047	\$ 203,978	\$ 31,381	\$ 172,597	-	203,978	2.00	\$ -
021307	SPEECH TEACHERS	\$ 223,083	\$ 251,819	\$ 220,495	\$ 264,898	\$ (73,449)	\$ 191,449	\$ 19,899	\$ 135,231	36,320	155,129	1.50	36,320
021403	PSYCHOLOGIST	\$ 69,946	\$ 78,895	\$ 35,804	\$ 93,518	\$ -	\$ 93,518	\$ 13,256	\$ 72,910	7,351	86,167	1.05	\$ 7,351
041002	LICENSED PRACTICAL NURSES	\$ 8,724	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL PERSONNEL	\$ 770,671	\$ 778,361	\$ 813,305	\$ 966,361	\$ -	\$ 966,361	\$ 150,360	\$ 772,330	\$ 43,671	\$ 922,690	15.66	\$ 43,671

ACCOUNT	IDEA 611 Carryover	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021603	INSTRUCTIONAL PARA-619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
021603	INSTRUCTIONAL PARA	\$ 93,086	\$ -	\$ 52,298	\$ 22,934	\$ (22,934)	\$ -	\$ -	\$ -	-	-	-	\$ -
021303	SPECIAL ED TEACHERS	\$ 3,098	\$ 112,949	\$ 45,403	\$ 46,171	\$ (10,311)	\$ 35,860	\$ 6,520	\$ 29,340	0.00	35,860	0.40	\$ -
021307	SPEECH TEACHERS	\$ 8,199	\$ -	\$ 36,428	\$ 28,894	\$ 80,875	\$ 109,769	\$ 22,634	\$ 87,135	-	109,769	1.00	\$ -
021403	PSYCHOLOGIST	\$ 5,484	\$ -	\$ -	\$ 47,630	\$ (47,630)	\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL PERSONNEL	\$ 109,868	\$ 112,949	\$ 134,129	\$ 145,629	\$ 0	\$ 145,629	\$ 29,154	\$ 116,475	0.00	\$ 145,629	1.40	\$ -

ACCOUNT	IDEA Part B - TSA & ESP	ACTUAL ACTUAL	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
025011	PUPIL EVALUATION	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

ACCOUNT	IDEA 611 ARP and 619 ARP Carryover	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021307	SPEECH TEACHERS-611	\$ -	\$ 73,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
021403	PSYCHOLOGIST-611	\$ -	\$ 85,735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
021603	INSTRUCTIONAL PARA-611	\$ -	\$ 21,303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
021603	INSTRUCTIONAL PARA-619	\$ -	\$ 18,902	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL PERSONNEL	\$ -	\$ 199,715	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

OPERATING													
021305	CONTRACTED SPEECH-611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
021305	CONTRACTED SPEECH-619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

EQUIPMENT													
073001	EQUIP&FURN-SPED-611	\$ -	\$ 18,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL EQUIPMENT	\$ -	\$ 18,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

TOTAL IDEA 611 ARP and 619ARP		\$ -	\$ 218,033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	\$ -
TOTAL IDEA		\$ 880,539	\$ 1,109,343	\$ 947,434	\$ 1,111,990	0	\$ 1,111,990	\$ 179,514	\$ 888,804	\$ 43,671	\$ 1,068,319	17.1	\$ 43,671

ACCOUNT	TITLE II	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
013035	SOFTWARE	\$ 12,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023004	RESOURCE MATERIALS	\$ 9,987	\$ 10,738	\$ 10,693	\$ 10,667	\$ -	\$ 10,667	\$ -	\$ -	10,667	10,667	\$ -	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ -	\$ 49,828	\$ 37,000	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	32,000	32,000	\$ -	\$ -
	TOTAL OPERATING	\$ 22,337	\$ 60,566	\$ 47,693	\$ 42,667	\$ -	\$ 42,667	\$ -	\$ -	\$ 42,667	\$ 42,667	\$ -	\$ -
TOTAL TITLE II		\$ 22,337	\$ 60,566	\$ 47,693	\$ 42,667	\$ -	\$ 42,667	\$ -	\$ -	\$ 42,667	\$ 42,667	\$ -	\$ -

ACCOUNT	TITLE II Carryover	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
013035	SOFTWARE	\$ -	\$ 4,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023004	RESOURCE MATERIALS	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ 34,888	\$ 45,452	\$ 7,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL OPERATING	\$ 34,888	\$ 50,315	\$ 7,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TITLE II Carryover		\$ 34,888	\$ 50,315	\$ 7,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TITLE II		\$ 57,225	\$ 110,881	\$ 54,865	\$ 42,667	\$ -	\$ 42,667	\$ -	\$ -	\$ 42,667	\$ 42,667	\$ -	\$ -

ACCOUNT	TITLE III	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
012001	CONSULTANT SERVICES	\$ 817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023006	ESL RESOURCES	\$ 10	\$ 6,663	\$ 3,810	\$ 9,105	\$ -	\$ 9,105	\$ -	\$ -	9,105	9,105	\$ -	\$ -
	TOTAL OPERATING	\$ 827	\$ 6,663	\$ 3,810	\$ 9,105	\$ -	\$ 9,105	\$ -	\$ -	\$ 9,105	\$ 9,105	\$ -	\$ -

ACCOUNT	TITLE III Carryover	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
012001	CONSULTANT SERVICES	\$ 2,933	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023006	ESL RESOURCES	\$ 4,774	\$ 6,302	\$ -	\$ 3,859	\$ -	\$ 3,859	\$ 59	\$ 990	2,809	3,859	\$ -	\$ -
	TOTAL OPERATING	\$ 7,707	\$ 6,302	\$ -	\$ 3,859	\$ -	\$ 3,859	\$ 59	\$ 990	\$ 2,809	\$ 3,859	\$ -	\$ -
TOTAL TITLE III		\$ 8,534	\$ 12,965	\$ 3,810	\$ 12,964	\$ -	\$ 12,964	\$ 59	\$ 990	\$ 11,914	\$ 12,964	\$ -	\$ -

ACCOUNT	TITLE IV	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025005	CURRICULUM RESEARCH & DEV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023004	RESOURCE MATERIALS	\$ -	\$ 12,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL OPERATING	\$ -	\$ 12,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ACCOUNT	TITLE IV Carryover	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
021312	CURRICULUM DEVELOPMENT	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025005	CURRICULUM RESEARCH & DEV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
023004	RESOURCE MATERIALS	\$ 5,202	\$ 10,000	\$ -	\$ 11,081	\$ -	\$ 11,081	\$ -	\$ -	\$ 11,081	\$ 11,081	\$ -	\$ -
	TOTAL OPERATING	\$ 5,202	\$ 10,000	\$ -	\$ 11,081	\$ -	\$ 11,081	\$ -	\$ -	\$ 11,081	\$ 11,081	\$ -	\$ -
TOTAL TITLE IV		\$ 11,702	\$ 22,670	\$ -	\$ 11,081	\$ -	\$ 11,081	\$ -	\$ -	\$ 11,081	\$ 11,081	\$ -	\$ -

ACCOUNT	ARP ESSER FUNDS	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
011031	DIRECTOR NURSING	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021301	CLASSROOM TEACHERS	\$ 168,846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021303	SPECIAL CLASS TEACHERS	\$ 79,999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021403	PSYCHOLOGISTS	\$ 71,023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021602	CAMPUS MONITORS	\$ 36,759	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025003	SUBSTITUTE NURSES	\$ 20,218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ 396,846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021304	HOMEBOUND TUTORIAL	\$ 3,966	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021305	CONTRACTED SPEECH	\$ 62,113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021308	ESY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021309	OCCUPATIONAL THERAPY	\$ 10,585	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021311	CONTRACTED PHYSICAL THERAPY	\$ 10,703	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
012001	CONSULTING SERVICES	\$ 39,528	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ 16,845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
074030	EMERGENCY REPAIRS	\$ 70,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
083006	RENTAL OF TOOLS & EQUIPMENT	\$ 11,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL OPERATING	\$ 225,908	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
073400	EQUIPMENT-TECHNOLOGY	\$ 244,989	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EQUIPMENT	\$ 244,989	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ARP ESSER FUNDS		\$ 867,743	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ACCOUNT	ARP ESSER FUNDS CARRYOVER	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
011031	DIRECTOR NURSING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021301	CLASSROOM TEACHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021303	SPECIAL CLASS TEACHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021403	PSYCHOLOGISTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021602	CAMPUS MONITORS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025003	SUBSTITUTE NURSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021308	ESY	\$ -	\$ 50,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021413	WELLNESS COORDINATOR	\$ -	\$ -	\$ 17,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ -	\$ -	\$ (0)
	TOTAL PERSONNEL	\$ -	\$ 50,720	\$ 17,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ -	\$ -	\$ (0)
021304	HOMEBOUND TUTORIAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021305	CONTRACTED SPEECH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021308	ESY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021309	OCCUPATIONAL THERAPY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
021311	CONTRACTED PHYSICAL THERAPY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
012001	CONSULTING SERVICES	\$ -	\$ -	\$ 611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ -	\$ 9,155	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
074030	EMERGENCY REPAIRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
083006	RENTAL OF TOOLS & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL OPERATING	\$ -	\$ 9,155	\$ 70,611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
073400	EQUIPMENT-TECHNOLOGY	\$ -	\$ 9,696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EQUIPMENT	\$ -	\$ 9,696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ARP ESSER FUNDS		\$ -	\$ 69,571	\$ 88,591	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ -	\$ -	\$ (0)

ACCOUNT	ARPA-SCHOOL MENTAL HEALTH SPECIALI	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
	YEAR 1	2021-2022	2022 - 2023	2023 - 2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
021413	MENTAL HEALTH COORDINATOR	\$ -	\$ -	\$ 46,520	\$ 500	\$ -	\$ 500	\$ 500	\$ -	-	500	-	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ 46,520	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ 500	-	\$ -

ACCOUNT	ARPA-SCHOOL MENTAL HEALTH SPECIALI	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
	YEAR 2	2021-2022	2022 - 2023	2023 - 2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
021413	MENTAL HEALTH COORDINATOR	\$ -	\$ -	\$ -	\$ 47,020	\$ -	\$ 47,020	\$ 6,300	\$ 40,720	(0)	47,020	0.67	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 47,020	\$ -	\$ 47,020	\$ 6,300	\$ 40,720	\$ (0)	\$ 47,020	0.67	\$ -

ACCOUNT	ARPA-SUMMER MENTAL HEALTH SUPPORT	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
	YEAR 1	2021-2022	2022 - 2023	2023 - 2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ 3,724	\$ 18,041	\$ (3,000)	\$ 15,041	\$ 15,041	-	-	15,041.00	-	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ 3,724	\$ 18,041	\$ (3,000)	\$ 15,041	\$ 15,041	-	\$ -	\$ 15,041	-	\$ -
025005	CURRICULUM RESEARCH & DEV	\$ -	\$ -	\$ 12,495	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	-	3,000	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ 12,495	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000	-	\$ -

ACCOUNT	ARPA-SUMMER MENTAL HEALTH SUPPORT	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
	YEAR 2	2021-2022	2022 - 2023	2023 - 2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
021312	CURRICULUM DEVELOPMENT	\$ -	\$ -	\$ -	\$ 34,259	\$ (4,500)	\$ 29,759	\$ 15,549	-	14,210	29,759.27	-	\$ -
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ 34,259	\$ (4,500)	\$ 29,759	\$ 15,549	\$ -	\$ 14,210	\$ 29,759	-	\$ -
025005	CURRICULUM RESEARCH & DEV	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500	\$ 276	\$ -	4,224	4,500	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500	\$ 276	\$ -	\$ 4,224	\$ 4,500	-	\$ -

TOTAL ARPA MENTAL HEALTH SPEC & SUPP \$ - \$ - \$ 62,739 \$ 99,820 \$ - \$ 99,820 \$ 40,667 \$ 40,720 \$ 18,434 \$ 99,820 0.67 \$ -

ACCOUNT	TOTAL- ARPA-RIGHT TO READ GRANT	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
		2021-2022	2022 - 2023	2023 - 2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
013035	SOFTWARE	\$ -	\$ -	\$ 23,415	\$ 36,585	\$ 5,750	\$ 42,335	\$ -	23,415	18,920	42,335	-	\$ -
023004	RESOURCE MATERIALS	\$ -	\$ -	\$ -	\$ 85,000	\$ (5,750)	\$ 79,250	\$ 56,250	\$ 330	22,670	79,250	-	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ 23,415	\$ 121,585	\$ -	\$ 121,585	\$ 56,250	\$ 23,745	\$ 41,590	\$ 121,585	\$ -	\$ -

TOTAL ARPA-RIGHT TO READ GRANT \$ - \$ - \$ 23,415 \$ 121,585 \$ - \$ 121,585 \$ 56,250 \$ 23,745 \$ 41,590 \$ 121,585 \$ - \$ -

ACCOUNT	TECHNOLOGY EDUCATION GRANT	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
		2021 - 2022	2022 - 2023	2023 - 2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
123021	NEW COMPUTER EQUIPMENT	\$ 7,020	\$ 9,999	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -
	TOTAL EQUIPMENT	\$ 7,020	\$ 9,999	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -

TOTAL TECH EDUCATION GRANT \$ 7,020 \$ 9,999 \$ 62 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

ACCOUNT	UNIFIED CHAMPION SCHOOL GRANT	ACTUAL	ACTUAL	ACTUAL	ORIG	TRFRS	REV.	YTD	ENCUM.	AVAIL	FORE-	CURR	YR. END
		2021 - 2022	2022 - 2023	2023 - 2024	APPRO	ADJ.	BUD.	EXP	REQUES.	BUD.	CAST	STF	EST.
024011	TEACHING SUPPLIES	\$ 966	\$ 737	\$ 624	\$ 22	\$ -	\$ 22	\$ -	\$ -	22	22	-	\$ -
	TOTAL OPERATING	\$ 966	\$ 737	\$ 624	\$ 22	\$ -	\$ 22	\$ -	\$ -	\$ 22	\$ 22	-	\$ -

TOTAL UNIFIED CHAMPION \$ 966 \$ 737 \$ 624 \$ 22 \$ - \$ 22 \$ - \$ - \$ 22 \$ 22 \$ - \$ -

ACCOUNT	DARIEN FOUNDATION GRANT-ROBOTICS	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
101003	CLUBS AND COUNCILS	\$ 35,426	\$ 31,713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL	\$ 35,426	\$ 31,713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025003	PROFESSIONAL DEVELOPMENT	\$ 6,200	\$ 6,913	\$ 7,842	\$ 7,245	\$ -	\$ 7,245	\$ -	\$ -	7,245	7,245		\$ -
024011	GENERAL TEACHING SUPPLIES	\$ 40,904	\$ 55,212	\$ 11,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
025026	DUES AND FEES		\$ 6,000	\$ -	\$ 1,859	\$ -	\$ 1,859	\$ -	\$ 1,859	\$ -	1,859		\$ -
052004	FIELD TRIPS	\$ 122	\$ 1,679	\$ 242	\$ 14,457	\$ -	\$ 14,457	\$ -	\$ -	14,457	14,457		\$ -
	TOTAL OPERATING	\$ 47,226	\$ 69,805	\$ 19,784	\$ 23,560	\$ -	\$ 23,560	\$ -	\$ 1,859	\$ 21,702	\$ 23,560		\$ -
123021	NEW COMPUTER EQUIPMENT	\$ 103	\$ 26,584	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	TOTAL EQUIPMENT	\$ 103	\$ 26,584	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	TOTAL DARIEN FOUNDATION GRANT	\$ 82,754	\$ 128,101	\$ 19,784	\$ 23,560	\$ -	\$ 23,560	\$ -	\$ 1,859	\$ 21,702	\$ 23,560		\$ -

ACCOUNT	TEEN TALK - COMMUNITY FUND	ACTUAL \$ -	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
012001	CONSULTANT SERVICES	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	60,000	\$ -	\$ -
	TOTAL OPERATING	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -
	TOTAL DARIEN FOUNDATION GRANT	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -

ACCOUNT	DARIEN FOUND GRANT-INTERACTIVE WALL	ACTUAL \$ -	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
122000	IMPROVEMENT OF BUILDINGS	\$ -	\$ -	\$ 313,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EQUIPMENT	\$ -	\$ -	\$ 313,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DARIEN FOUNDATION GRANT	\$ -	\$ -	\$ 313,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CATEGORY	ACTUAL 2021 - 2022	ACTUAL 2022 - 2023	ACTUAL 2023 - 2024	ORIG APPRO	TRFRS ADJ.	REV. BUD.	YTD EXP	ENCUM. REQUES.	AVAIL BUD.	FORE- CAST	CURR STF	YR. END EST.
Personnel	\$ 1,447,501	\$ 1,386,947	\$ 1,108,655	\$ 1,212,844	\$ (3,000)	\$ 1,205,344	\$ 217,939	\$ 929,524	\$ 57,881	\$ 1,161,673	17.73	\$ 43,671
Operating	\$ 452,609	\$ 356,603	\$ 280,198	\$ 271,982	\$ 3,000	\$ 279,482	\$ 59,585	\$ 86,594	\$ 133,303	\$ 279,482	\$ -	\$ -
Fixed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 252,111	\$ 64,597	\$ 313,253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Grant Expenses	\$ 2,152,220	\$ 1,808,146	\$ 1,702,105	\$ 1,484,826	\$ 0	\$ 1,484,827	\$ 277,524	\$ 1,016,118	\$ 191,184	\$ 1,441,155	17.73	\$ 43,671

*ESSER I, ESSER II, and CORONAVIRUS RELIEF FUNDS are reflected as reimbursements in the general operating budget.

Food Service Financial Statement

	FY22	FY23	FY24	FY24 YTD
Revenue:				
Student Sales	\$ 2,295,250	\$ 2,625,947	\$ 2,759,108	\$ 361,609
Pavillion	\$ 20,412	\$ 20,498	\$ 18,967	\$ 4,533
Adult Sales	\$ 85,744	\$ 42,823	\$ 64,636	\$ 7,739
Interest	\$ 856	\$ 1,221	\$ 1,884	\$ 448
Total Revenue	\$ 2,402,262	\$ 2,690,489	\$ 2,844,595	\$ 374,328
Expenses:				
District Staff	\$ 441,346	\$ 276,978	\$ 176,084	\$ 11,611
District Retirement	\$ 56,617	\$ 33,547	\$ 33,536	\$ 26,050
Equipment Repairs	\$ 23,258	\$ 107,447	\$ 44,347	\$ 35,824
Utilities	\$ 14,008	\$ 9,043	\$ 9,224	\$ 151
Supplies	\$ 5,749	\$ 4,995	\$ 5,935	\$ 6,930
Management Expense	\$ 1,641,497	\$ 2,048,709	\$ 2,435,491	\$ 436,156
Uniforms/Travel	\$ 2,277	\$ 1,848	\$ 1,042	\$ 250
Bank Fees	\$ -	\$ -	\$ 29	\$ -
Total	\$ 2,184,752	\$ 2,482,567	\$ 2,705,688	\$ 516,971
P&L	\$ 217,510	\$ 207,923	\$ 138,907	\$ (142,643)
Starting Fund Balance	\$ 214,820	\$ 432,330	\$ 548,251	\$ 600,198
Equipment Draw Down	\$ -	\$ (92,002)	\$ (86,960)	\$ -
Ending Fund Balance	\$ 432,330	\$ 548,251	\$ 600,198	\$ 457,554

Memorandum

To: Board of Education

From: Policy Committee

Date: October 22, 2024

Re:

Policy 9160	Revise
Policy 9320	Revise
Policies 1300, 4111, 5710	Repeal and Replace
Policy 2700	Revise
Policy 4300	Revise
Policy 4025	Revise
Policies 4118, 5275	Repeal and Replace
Policy 5130	Revise
Policy 5200	Revise
Policy 5220	Revise

1. **Policy 9160, Filling Vacancies on The Board:** Revise. The Policy included with this Memorandum reflects the most recent recommendations from the Policy Committee. This version is redlined to show the changes from our current Policy. At the Special Meeting of the Board of Education held on October 15, 2024, Board members requested the following changes to Paragraphs 1 and 4 of the Policy:

- a. **Paragraph 1:** “Unless otherwise provided by the Town Charter or Section 9-167a of the Connecticut General Statutes, if a vacancy occurs on the Darien Board of Education (the “Board”), the remaining members of the Board shall fill such vacancy at a meeting, or a special meeting convened for such purpose.” This language clarifies that the Board vacancies are governed by both State statute and Town Charter and mentions both explicitly rather than the general language included in the proposed version. We are requesting that the Board select one of these two options for Paragraph 1 of the Policy.
- b. **Paragraph 4:** “Subject to the requirements set forth in the Town Charter or Section 9-167a of the Connecticut General Statutes, the Board shall fill such vacancy with an individual who is enrolled in the same political party as the vacating member was enrolled when he or she was elected to the Board. In addition, if the vacating member is enrolled as an unaffiliated voter and was

elected without any political party affiliation, the Board shall fill such vacancy with an individual who is enrolled as an unaffiliated voter.”

This language differs from the language in the Board’s current Policy which only speaks to political parties :

“The Board of Education shall fill such vacancy with an individual from the same political party as the member who previously filled such position.”

The language also differs from the currently proposed language which gives the Board the broadest discretion in filling vacancies since it does not mention party affiliation at all:

“Unless otherwise provided by charter or special act, if a vacancy occurs on the Darien Board of Education (the “Board”), the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose.

We are requesting that the Board select one of these options.

In addition, Matt Ritter from Shipman and Goodwin provided the following clarification relating to petitioning candidates:

“I followed up with the Secretary of State’s office and they informed me that petitioning candidates (individuals who run under no other political party) should be treated as belonging to the party they are enrolled in for purposes of complying with Section 9-167a of the General Statutes.

This does not impact the underlying analysis of the current BOE situation, but it may provide comfort to BOE members who raised concerns about a host of petitioning candidates undermining minority party representation.

For example, based on the guidance from the Secretary of State’s office, if the current petitioning candidate had been a registered Republican, 7 enrolled Republicans could not serve on the BOE and the lowest vote getter would not be elected.

For purposes of the Town Charter and the BOE policy, the current situation still applies to a petitioning candidate when 9-167a does not come into play.

First, you look to the Town Charter which is based on running under a political party at the time of election or appointment. A petitioning candidate does not meet this criteria.

Second, you turn to the BOE policy which looks at party enrollment and you get a Democrat under the current fact patten. The Secretary of State’s office essentially follows the BOE policy model for determining the party affiliation of a petitioning candidate.”

2. **Policy 9320, Time, Place and Notice of Meetings:** Revise. This policy had been revised to eliminate the requirement that a meeting be adjourned at a specific time unless extended by vote. However, at the suggestion of several Board members the Policy has been further revised so that no new agenda item can begin after 10:30 pm without a 2/3 vote of Board members in attendance. The provision preserves public comment at the end of the meeting no matter the time. All other modifications have previously been approved by the Committee and the Board.
3. **Policies 1300, 4111 and 5710 Nondiscrimination:** Repeal and Replace. All three policies relating to Nondiscrimination (Community, Personnel and Students) have been updated to reflect changes in the law. The changes to these Policies are significant to both the current Policies. We have revised these policies to add definitions of discrimination and harassment and include examples of the types of conduct that may be considered Protective Class harassment prohibited by the policies. Further, in 2022, Public Act 22-82 added domestic violence victims as a protected class under Connecticut's anti-discrimination laws. We have revised these policies to reflect this new protected class and to include the definition of "domestic violence victim." In addition, we have updated the regulations and the complaint procedures consistent with a recently issued [resolution](#) from the U.S. Department of Education Office of Civil regarding a school district's obligations to ensure that students are not subjected to a hostile environment on the basis of a protected class. Finally, we have made numerous technical revisions for clarity.
4. **Policy 2700, Retention and Disposition of Records and Information:** Revise. This policy and the accompanying regulations have been revised to address the retention and disposition of paper records, as well as electronic records. We have also revised this policy and the accompanying regulations to reflect the Office of the Public Records Administrator's (the "OPRA's") April 3, 2023 guidance, which addresses the disposition of original paper records after such records have been scanned. We have also designated the Director of Finance and Operations as the District's Custodian of Records since this aligns with best practices in this area.
5. **Policy 4300, Employee Use of the District's Computer Systems and Electronic Communications:** Revise. We have revised this policy to prohibit employee use of generative artificial intelligence using the district's computer systems in a manner that causes disruption or is otherwise inappropriate, unlawful, or violates board policies and/or other school rules and regulations. In addition, we updated the social media platforms referenced in the policy and made other technical revisions for clarity.
6. **Policy 4025, Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students By Employees:** Revise. Under current law, school

employees must make certain mandated reports, as described in this policy. This policy contains several appendices, one of which contains relevant excerpts of statutory definitions of sexual assault and related terms covered by mandatory reporting laws and the policy. Effective October 1, 2023, the definition of “sexual contact” and “sexual assault in the fourth degree” have been expanded to include sexual contact with the deceased. We also revised the policy to reflect the new definitions.

7. **Policies 4118 and 5275, Sex Discrimination and Sexual Harassment:** Repeal and Replace. The policies related to Sex Discrimination and Sexual Harassment for both staff and students have been significantly revised to reflect changes in the law that went into effect on August 1st of this year so both the current Policies and the proposed revised Policies have been included for your review. The Final Rules issued by the U.S. Department of Education redefine sexual harassment and broaden the scope of sex discrimination to include sex stereotyping, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity. The revised Policy includes procedures for addressing allegations of sex discrimination and sex-based harassment and the responsibilities of Title IX Coordinators, investigators, decision makers and informal resolution facilitators.
8. **Policy 5130, Student Attendance, Truancy and Chronic Absenteeism:** Revise. In 2021, the Connecticut legislature directed the State Board of Education to amend its definitions of “excused absence” and “unexcused absence” as they relate to student attendance during remote learning. In the fall of 2022, the State Board of Education responded to this mandate by revising its definition of “in attendance.” We have revised our model regulations to reflect the new definition.
9. **Policy 5200, Homeless Children and Youth:** Revise. The U.S. Department of Education Office for Civil Rights recently released guidance regarding protecting access to education for unaccompanied children and migratory children. In light of these fact sheets, we have revised our administrative regulations to specifically address students who are English learners/multilingual learners and families who have limited English proficiency. We also made technical revisions for clarity.
10. **Policy 5220, Student Discipline:** Revise. We have revised this policy to add a definition of “Protected Class Harassment” and clarify that Protected Class Harassment is an offense that may lead to disciplinary action. Further, pursuant to changes in Connecticut law regarding the legalization of cannabis under certain circumstances, we have clarified that the sale or distribution of less than one kilogram of cannabis is not subject to mandatory expulsion pursuant to Connecticut General Statutes Section 10-233d. We have also made additional technical revisions for clarity.

Darien Public Schools
Darien, Connecticut

POLICY

Series 9100
Legal Status of the Board

Policy 9160

FILLING VACANCIES ON THE BOARD

1. Unless otherwise provided by charter or special act, if a vacancy occurs on the Darien Board of Education (the "Board"), the remaining members of the Board shall fill such vacancy at a ~~meeting~~meeting, or a special meeting convened for that purpose.
2. A member resigning from the Board ~~of Education~~ should present or have presented, a written letter of resignation to the Board ~~of Education~~ at a regular or special meeting. Such letter should be addressed to the Chairperson of the Board ~~of Education~~ and to the Town Clerk. A resigning member should provide the Board ~~of Education~~ with the earliest possible notification of intent to resign.
3. Having accepted a letter of resignation, or having become aware of a vacancy created by means other than the resignation of a Board member, the Board of Education will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose. Such election shall be made by the majority vote of all Board members.
4. ~~The Board of Education shall fill such vacancy with an individual from the same political party as the member who previously filled such position. The Chairperson of the Board may consult with any applicable the appropriate Town committee in seeking to identify potential candidates for such vacancy. for its recommendation.~~
5. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

Legal Reference:

Connecticut General Statutes
10-219 Vacancy

ADOPTED: December 9, 2008

REVISED:

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 9300
Board Meetings**

Policy 9320

TIME, PLACE AND NOTICE OF MEETINGS

1. Regular Meetings
 - A. The Darien Board of Education (the "Board") shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
 - B. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall file this calendar with the Town Clerk, and post this calendar on the District's website, if available, before January 31 of each year.
 - C. Normally the Board shall schedule regular meetings on the second and fourth Tuesday of each month of the year except in December, July and August when the Board meets once in regular session.
 - ~~C.~~D. The Chairperson or, in case of such Chairperson's absence or inability to act, the Secretary shall call a meeting of the board at least once in six months and whenever such Chairperson deems it necessary or is requested in writing so to do by three of its members. If no meeting is called within fourteen days after such a request has been made, one may be called by any three members by giving the usual written notice to the other members.
 - ~~D.~~E. If at any point in the meeting the Board ~~of Education~~ should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
 - F. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board

intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.

2.

2. Special Meetings

A.a. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.

B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk, and has been posted on the District's website, if available, twenty- four (24) hours before the time stated for the meeting to convene.

C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

B.

1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.

C.

3. Meeting Time and Place

A. All regular meetings of the Board shall begin at 7:30 pm or as soon thereafter as a quorum is present). and shall adjourn no later than (INSERT TIME?) unless extended to a time certain by a two thirds vote of the Board members present. A 2/3 vote of Board members in attendance at any meeting shall be required to begin a new agenda item after 10:30 pm. Notwithstanding anything herein to the contrary, each regular meeting shall end with public comment, which shall not require a vote in order to proceed. All regular meetings shall be held in the Board Meeting Room at 35 Leroy Avenue in Darien, unless otherwise ordered by the Board.

B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of the meeting.

Legal References:

[Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."](#)

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
- 1-228 Adjournment of meetings. Notice.
- 1-229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 7-3 Warning of Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.

ADOPTED: *December 9, 2008*

REVISED:.....

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 1000
Community/Board Operation

Policy 1300

NON-DISCRIMINATION

Protected Class Discrimination Prohibited:

It is the policy of the Darien Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the Darien Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities, as well as the district website. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

DARIEN PUBLIC SCHOOLS
Darien, CT

Definitions:

The following definitions apply for purposes of this policy:

A. **Discrimination**: Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual's actual or perceived membership in a Protected Class.

B. **Harassment**: Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

DARIEN PUBLIC SCHOOLS
Darien, CT

C. Gender identity or expression: Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

D. Sexual orientation: Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

E. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

F. Race: The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic violence: Domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily

DARIEN PUBLIC SCHOOLS
Darien, CT

behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 4118, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy 5275, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy 4450, Section 504/ADA (Personnel), or Board Policy 5125, Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA

DARIEN PUBLIC SCHOOLS
Darien, CT

Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any individual who believes a community member has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the building principal, the Director of Human Resources or the Superintendent of Schools in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Community, which accompany this policy, and are available online at <https://www.darienps.org/board-of-education/policies> or upon request from the main office of any District school.

Reporting to State and Federal Agencies:

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Equal Employment Opportunity Commission (employees only):

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center

DARIEN PUBLIC SCHOOLS
Darien, CT

Boston, MA 02203
(800-669-4000)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR
3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator or the following District official:

[Insert name/title, address, telephone number, e-mail address]

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator:

Shirley Klein
Assistant Superintendent for Special Education and Student Services
35 Leroy Avenue
Darien, CT 06820

DARIEN PUBLIC SCHOOLS
Darien, CT

203-656-7474
shklein@darienps.org

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”
defined
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination
Statutes”

ADOPTED: June 12, 2018
REVISED: January 25, 2022

9/29/23

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (COMMUNITY MEMBERS)

Protected Class Discrimination Prohibited:

It is the policy of the Darien Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the Darien Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class harassment or discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

DARIEN PUBLIC SCHOOLS
Darien, CT

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or personnel will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of a student or an employee based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 4118, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy 5275, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students).

Complaints involving allegations of discrimination or harassment of a student or an employee based on disability will be addressed in accordance with the procedures set forth in Board Policy 5275, Section 504/ADA (Personnel), or Board Policy 5125, Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be

DARIEN PUBLIC SCHOOLS
Darien, CT

referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

Any individual who believes that they, or another individual, has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to any building principal, the Director of Human Resources or the Superintendent of Schools in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Community.

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06/820
203-656-7406
mcion@darienps.org

Alan Addley, Ed.D
Superintendent of Schools
35 Leroy Avenue
Darien, CT 06/820
203-656-7401
aaddley@darienps.org

Complaint Procedure

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

DARIEN PUBLIC SCHOOLS
Darien, CT

As soon as an individual feels that they, or another individual, has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged have experienced Protected Class discrimination/harassment (the “complainant”) and any individual accused of Protected Class discrimination/harassment (the “respondent”) (if applicable) will be provided a copy of the Board’s policy and regulation and made aware of the individual’s rights under this policy and regulation. In the event reported conduct allegedly violates more than one policy, the Board will coordinate an investigation in compliance with the applicable policies, laws and regulations.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form, or request the assistance of a District administrator to do so.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) under this complaint procedure, the Superintendent or designee shall promptly investigate

DARIEN PUBLIC SCHOOLS
Darien, CT

the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of a community member, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").
7. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that

DARIEN PUBLIC SCHOOLS
Darien, CT

such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
10. If a complainant or respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Complaint Procedure for Superintendent/Board Member Complaints:

Any district administrator or Board member who receives a complaint of discrimination, harassment or retaliation of a community member by a Board Member and/or the Superintendent shall forward the complaint promptly to Marjorie Cion, Director of

DARIEN PUBLIC SCHOOLS
Darien, CT

Human Resources. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an independent investigator different from the investigator who investigated the complaint.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a community member, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and

DARIEN PUBLIC SCHOOLS
Darien, CT

- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination and harassment.

Reporting to State and Federal Agencies:

A complainant alleging discrimination or harassment may file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 860-541-3400).

An employee alleging discrimination or harassment related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER: 800-669-4000).

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR
3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any building administrator or the following District official:

Marjorie Cion
Director of Human Resources

DARIEN PUBLIC SCHOOLS
Darien, CT

35 Leroy Avenue
Darien, CT 06/820
203-656-7406
mcion@darienps.org

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06/820
203-656-7406
mcion@darienps.org

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator:

Shirley Klein
Assistant Superintendent for Special Education and Student Services
35 Leroy Avenue
Darien, CT 06/820
203-656-7474
shklein@darienps.org

DARIEN PUBLIC SCHOOLS
Darien, CT

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Relationship of reporter to the District _____

Name of the alleged complainant/victim _____

Relationship of alleged complainant/victim to the District _____

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 _____

Proposed remedy: _____

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 4000
Personnel

Policy 4111

NON-DISCRIMINATION

Protected Class Discrimination Prohibited:

The Darien Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”), except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Darien Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Discrimination on the Basis of Erased Criminal History Prohibited:

The Board will not discriminate against any employee or applicant for employment solely on the basis of the individual’s erased criminal history record information, as defined in Conn. Gen. Stat. § 46a-80a.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination

It is illegal for employers to treat employees differently in relation to hiring, discharging, compensating, or providing the terms, conditions, and privileges of employment because of such employee's actual or perceived membership in a Protected Class.

B. Harassment

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment is unwelcome conduct that is based on an employee's actual or perceived membership in a Protected Class. Harassment constitutes unlawful discrimination when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to an intimidating, hostile, or abusive environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or

- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy 4118, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

C. Genetic information

The information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

D. Veteran

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity, or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

E. Gender identity or expression

Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

F. Sexual orientation

Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

G. Race

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

H. Domestic violence

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to any building administrator or the Director of Human Resources in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel, which accompany this policy and are available online at <https://www.darienps.org/board-of-education/policies> or upon request from the main office of any District school.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

If a complaint involves allegations of discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 4118, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy Section 4450 504/ADA (Personnel).

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any employee also may file a complaint with the following:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor

5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any employee who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations based on religion; OR
3. would like a copy the Board's complaint procedures or complaint forms related to claims of discrimination or harassment

should contact the following District official:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Any employee who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex/sexual orientation/pregnancy/gender identity or expression applicable to employees should contact the District's Title IX Coordinator:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue

Darien, CT 06820
203-656-7406
mcion@darienps.org

Any employee who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to employees; OR
2. wishes to request an accommodation on the basis of disability

should contact the District's Section 504/ADA Coordinator:

Shirey Klein
Assistant Superintendent for Special Education and Student Services
35 Leroy Avenue
Darien, CT 06820
203-656-7474
shklein@darienps.org

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008,
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined
Connecticut General Statutes § 10-153, Discrimination on the basis of sex,
gender or expression or marital status prohibited
Connecticut General Statutes § 27-103
Connecticut General Statutes § 31-51i
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-80a
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined

Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination Statutes”

ADOPTED: October 8, 1991
REVISED: August 27, 2013, May 29, 2023

9/29/2023

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

**ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION
COMPLAINTS (PERSONNEL)**

Protected Class Discrimination Prohibited:

The Darien Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”), except in the case of a bona fide occupational qualification

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Darien Public Schools (the “District”). Students, Board employees, Board members and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Discrimination on the Basis of Erased Criminal History Prohibited:

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. Any such reprisals or retaliation may result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; OR
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to any building administrator or the Director of Human Resources in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Personnel.

If a complaint involves allegations of discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 4118, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy 4450, Section 504/ADA (Personnel).

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org**

Complaint Procedure

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

As soon as an individual feels that they, or another employee has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged to have experienced Protected Class discrimination/harassment (the “complainant”) and any individual accused of Protected Class discrimination/harassment (the “respondent”) (if applicable) will be provided a copy of the Board’s policy and regulation and made aware of the individual’s rights under this policy and regulation. In the event the Superintendent or designee receives a

complaint alleging discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, the Superintendent or designee shall follow the procedures identified in Board Policy 4118, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel). In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on disability, the Superintendent or designee shall follow the procedures identified in Board Policy 4450, Section 504/ADA (Personnel).

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of discrimination or harassment of an employee will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form or request that a District administrator assist the individual.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of an employee under this complaint procedure, the Superintendent shall promptly investigate the complaint, or designate a District administrator or other trained individual to do so.

During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent, and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other

extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, to the extent consistent with due process, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of an employee, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").
7. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the

extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
10. If a complainant or a respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Complaint Procedure for Superintendent/Board Members Complaints:

Any District administrator or Board member who receives a complaint of discrimination, harassment or retaliation of any employee by a Board Member or by the Superintendent shall forward the complaint promptly to the Director of Human Resources. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint

and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an independent investigator different from the investigator who investigated the complaint.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of an employee, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff and students in an effort to maintain an environment free of discrimination and harassment.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any employee also may file a complaint with the following:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any employee who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations based on religion; OR
3. would like a copy the Board’s complaint procedures or complaint forms related to claims of discrimination or harassment

should contact the following District official:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820

203-656-7406
mcion@darienps.org

Any employee who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex/sexual orientation/pregnancy/gender identity or expression applicable to employees should contact the District's Title IX Coordinator:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Any employee who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to employees; OR
2. wishes to request an accommodation on the basis of disability

should contact the District's Section 504/ADA Coordinator:

Shirley Klein
Assistant Superintendent for Special Education and Student Services
35 Leroy Avenue
Darien, CT 06820
203-656-7474
shklein@darienps.org

DARIEN PUBLIC SCHOOLS
Darien, CT

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, genetic information, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Name of alleged victim/complainant _____

Name of alleged victim/complainant _____

Relationship of reporter to the alleged victim/complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the alleged 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 _____

Proposed remedy _____

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 5000
Students

Policy 5710

NON-DISCRIMINATION (STUDENTS)

Protected Class Discrimination Prohibited:

The Darien Board of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Darien Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities)

are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination:

With respect to students, unlawful discrimination occurs when a student is denied participation in, or the benefits of, a program or activity of the Board because of such student's actual or perceived membership in a Protected Class.

B. Harassment:

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy 5275, Policy Regarding Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

C. Veteran:

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. “Qualifying condition” means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

D. Gender identity or expression:

Gender identity or expression refers to a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

E. Sexual Orientation:

Sexual orientation refers to a person’s identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

F. Race:

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles”

includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic Violence:

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Biased Conduct:

The Board recognizes that certain student conduct or communications may be indicative of bias towards individuals who are members of a Protected Class, even when such conduct or communications do not rise to the level of discrimination and/or harassment. The Board directs the District administration to address any such biased conduct or communications in a manner consistent with the Board's legal obligations under state and federal law and Board policy, including free speech considerations, in order to promote a school environment that is welcoming and safe for all individuals.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to any

administrator or Marjorie Cion, Director of Human Resources in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Students, which accompany this policy and are available online at <https://www.darienps.org/board-of-education/policies> or upon request from the main office of any District school. Students are encouraged to immediately report concerns about Protected Class discrimination, harassment, or retaliation.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee.

If a complaint involves allegations of discrimination or harassment of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 5275, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy 5125, Section 504/ADA (Students). In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org**

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a student, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any student and/or parent/guardian also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities

450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations for a student based on religion;

may contact:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of gender/sex, gender identity, pregnancy or sexual orientation may contact the District's Title IX Coordinator:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

Any parent, student, staff member, Board member or community member who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR
2. wishes to request an accommodation for a student on the basis of disability

may contact the District's Section 504/ADA Coordinator:

Shirley Klein
Assistant Superintendent for Special Education and Student Services
35 Leroy Avenue
Darien, CT 06820

203-656-7474
shklein@darienps.org

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”
defined
Connecticut General Statutes § 10-15c
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination
Statutes”

ADOPTED: June 9, 2006

REVISED: August 27, 2013. August 23, 2022

DARIEN PUBLIC SCHOOLS
Darien, CT

**ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION
COMPLAINTS (STUDENTS)**

Protected Class Discrimination Prohibited:

The _____ Board of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the _____ Public Schools (the “District”)

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. Any such reprisals or retaliation may result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

The following non-exhaustive list provides examples of the type of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Reporting to District Officials:

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to **[INSERT HERE THE NAMES AND CONTACT INFORMATION OF APPROPRIATE SCHOOL PERSONNEL]** in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Students.

If a complaint involves allegations of discrimination or harassment of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy # _____ **[Insert Policy #]**, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of student based on disability will be addressed in accordance with the procedures set forth in Board Policy # _____ **[Insert Policy #]**, Section 504/ADA (Students). In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Students are encouraged to immediately report any concerns about Protected Class discrimination, harassment, or retaliation.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee.

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

[IDENTIFY APPROPRIATE PERSONNEL].

Complaint Procedure

As soon as a student feels that they, or another student has been subjected to Protected Class discrimination, harassment or retaliation, the individual should make a written complaint to **[INSERT HERE THE NAMES OF APPROPRIATE SCHOOL PERSONNEL]** or to the building principal, or designee.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee. School employees receiving such reports shall promptly forward them to any District administrator or to [IDENTIFY APPROPRIATE PERSONNEL].

The student and/or parent/guardian or other individual will be provided a copy of the Board's policy and regulation and made aware of the student's rights under this policy and regulation. In the event the **[INSERT NAME OF APPROPRIATE SCHOOL PERSONNEL]** receives a complaint alleging discrimination or harassment of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, the **[INSERT NAME OF APPROPRIATE SCHOOL PERSONNEL]** shall follow the procedures identified in Board Policy # _____ **[Insert Policy #]**, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). In the event the **[INSERT NAME OF APPROPRIATE SCHOOL PERSONNEL]** receives a complaint alleging discrimination or harassment of a student based on disability, the **[INSERT NAME OF APPROPRIATE SCHOOL**

PERSONNEL] shall follow the procedures identified in **Board Policy # _____ [Insert Policy #]**, Section 504/ADA (Students).

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any student and/or parent/guardian or other individual who makes an oral complaint of discrimination or harassment of a student to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the school employee receiving the oral complaint will either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form or ask a District administrator for assistance in doing so.

All complaints are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a student under this complaint procedure, the Superintendent shall designate a District administrator (or other trained individual) to promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the individual alleged to have experienced Protected Class discrimination and/or harassment (the “complainant”), the reporter (if different from the complainant) the alleged discriminator/harasser (“respondent”) and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible to the extent consistent with principles of due process, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of a student, the investigator should:

1. Offer to meet with the complainant (and respondent, if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant (and respondent, if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").
7. Communicate the outcome of the investigation in writing to the complainant (and respondent, if applicable) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant (and respondent, if applicable) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant (and respondent, if applicable) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps designed to avoid continuing discrimination or harassment;
10. If a complainant or a respondent is not satisfied with the findings and conclusions of the investigation, the complainant (and/or respondent, if applicable) may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant (and/or respondent, if applicable), the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant (and/or respondent, if applicable), a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant (and respondent, if applicable) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a student, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;

- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board’s Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination, harassment and retaliation.

Reporting to State and Federal Agencies:

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
 U.S. Department of Education
 8th Floor
 5 Post Office Square
 Boston, MA 02109- 3921
 (617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations for a student based on religion;

may contact:

[Insert name/title, address, telephone number, email of person(s)]

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of gender/sex, gender identity, or sexual orientation may contact the District's Title IX Coordinator:

[Insert name/title, address, telephone number, email address]

Any parent, student, staff member, Board member or community member who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR
2. wishes to request an accommodation for a student on the basis of disability

may contact the District's Section 504/ADA Coordinator:

[Insert name/title, address, telephone number, email address]

9/29/2023

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Name of the complainant/victim _____

School/program and grade of the complainant/victim _____

Reporter's Relationship to the complainant/victim _____

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 _____

Proposed remedy _____

9/29/2023

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 2000
Administration

Policy 2700

POLICY REGARDING RETENTION AND DISPOSITION OF
ELECTRONIC RECORDS AND INFORMATION

I. POLICY

The Darien Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and ~~destruction of electronic information and disposition of~~ records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Darien Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users”.

II. RETENTION OF RECORDS

The District shall comply with all minimum standards set forth in the Municipal Records Retention Schedules for public records, as issued by the Office of the Public Records Administrator for the State of Connecticut (“OPRA”). Retention requirements apply to the official record copy of a public record and are based on the content and function of the public record, not the media type. As such, the same record retention period that applies to paper records applies to electronically stored information. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determine the retention period for that document.

If records are kept in both electronic and hard copy format, the District shall designate which record is the official record copy. The designated official copy shall be the legally recognized copy maintained for record retention purposes.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation. Record preservation under such circumstances shall only be required after receipt of formal written notice of such requirement by the Superintendent or designee.

III. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board provides computers, a computer network(s), including Internet access and an e-mail system, as well as any electronic devices that access the network(s) such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to personal laptops, Smartphones, network access devices, Kindles, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure. Users must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.

Any retained messages may be retrieved for a variety of purposes, including but not limited to as part of routine monitoring by the ~~Board~~District, an employee investigation or a formal discovery process as part of litigation. Users should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

IIIIV. RETENTION OF ELECTRONICALLY STORED INFORMATION **DISPOSITION OF RECORDS**

~~Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that~~

~~document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.~~

~~In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.~~

The disposition of records, or the destruction or transfer of records to the custody of another entity, shall only occur in accordance with relevant state and federal laws and guidelines established by the OPRA. The District shall also follow the OPRA's specific protocols for the disposition of permanent, historical and archival records. If a record does not appear on a records retention schedule, the District shall contact the OPRA for further guidance before disposing of any such record.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Office of the Public Records Administrator (“OPRA”)

OPRA, Public Records Policy 04, *Electronic Records Management* (Dec. 2022)

OPRA, Public Records Policy 04-1, *Electronic Records* (Dec. 2022)

OPRA, Public Records Policy 04-2, *Digital Imaging* (Dec. 2022)

OPRA, Public Records Policy 054, *Digital Imaging, Disposition of* of the Public Records Administrator (Aug. 2014) (Nov. 2014/2011)

Connecticut State Library, State Archives (“State Archives”), State Archives Policy 01: *Transfer of Historical Records to the State Archives of Other Approved Archival Repository* (October 15, 2019)

OPRA, *Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images*, Form RC-075.1 (revised 12/2021)

Record Retention Schedules Towns, Municipalities and Boards of Education

OPRA, *Records Disposition Authorization*, Form RC-075 (revised 12/2021)

Frequently Asked Questions about E-mail, CT Public Records Administrator, available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf> .

ADOPTED: April 27, 2021

REVISÉD: May 29, 2023

REVISÉD:

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 2000
Administration

Policy 2700

**ADMINISTRATIVE REGULATIONS REGARDING THE
RETENTION AND DISPOSITION OF ELECTRONIC RECORDS AND
INFORMATION**

I. RECORDS CUSTODIAN INTRODUCTION

The Darien Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and disposition of records. These administrative regulations are designed to assist in implementation of Board Policy 2700 regarding the retention of electronic records and information, storage, and disposition of public records. These regulations shall be disseminated and/or made available to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Darien Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users.”

These regulations are designed to assist in implementation of Board Policy 2700 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. DEFINITIONS

- A. Archival record means a public record, which, regardless of format, possesses enduring value if it documents or contains information on one or more of the following: 1) the evolution of the Board, the District, or their policies and practices; 2) claims or petitions against the Board or the District and the disposition of those claims or petitions; 3) obligations and claims made on citizens by the Board or the District and their disposition; 4) the legal and legislative history of the Board or the District; and/or 5) topics of research value beyond the specific administrative, legal or fiscal reasons the records were originally created.
- B. Computer systems mean the Board’s computers, computer networks, electronic devices, Internet access and electronic messaging systems, which are provided

in order to enhance both the educational opportunities for students and the business operations of the District.

C. Digital imaging means the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

D. Digitized record means an electronic record created by converting paper or other media formats to a digital form that is of sufficient authenticity, reliability, usability, and integrity to serve in place of the original source record.

E. Disposition means a final administrative action taken with regard to records, including destruction, transfer to another entity, or permanent preservation.

F. Electronic messages mean eE-mail, fax, instant messaging, text messaging and Web-based messaging services. is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word processing documents, spreadsheets, and other electronic documents. E mail is stored in a digital format rather than on paper and is retrievable at a future date. In addition to the body of the message, electronic messages also contain metadata, such as transactional information (e.g., date and time sent, sender/receiver) and may contain attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents.

A. _____

G. Electronic messaging systems mean mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal.

H. Electronically stored information is means information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.

I. Historical record means a public record that has been determined to possess value in documenting the history of an organization and is thus worthy of permanent preservation.

J. Official record copy means the specific copy of a public record, as provided in C.G.S. § 1-200(5), designated by the public agency as the legally recognized copy that must be maintained for records retention, preservation, and authentication.

K. Non-records mean items that are not usually included within the scope of official records. Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, blank forms, and spam and unsolicited advertisements.

L. Permanent records mean records that have been determined to have sufficient historical, administrative, legal, fiscal, or other value to warrant continuing preservation.

B. _____

C.M. _____ Public Records ~~are-mean~~ any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.

~~D. Digital Imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.~~

N. Routine correspondence means any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

O. Source record/original source record means the record from which a digitized version or digitized record is created.

~~E.P. Transitory Correspondence~~ consists of communication that does not relate to an individual's job responsibilities or has a ~~short-term~~short-term administrative value.

~~F. Routine Correspondence~~ consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

III. ~~E-MAIL CLASSIFICATION~~RECORDS CUSTODIAN

The Superintendent of Schools shall designate a Records Custodian who will be responsible for the implementation of District policies and regulations for the retention of records, including electronic messages and electronically stored information.

The District's Record Custodian is:

Richard Rudl
Director of Finance and Operations
35 Leroy Avenue
Darien, CT 06820
203-656-7405
rrudl@darienps.org

IV. RETENTION OF RECORDS

The District shall comply with the minimum standards set forth in the Municipal Records Retention Schedules for public records, as issued by the Office of the Public Records Administrator for the State of Connecticut ("OPRA"). Retention requirements apply to the official record copy of a public record and are based on the content and function of the public record, not the media type.

If records are kept in both electronic and hard copy format, the District shall designate which record is the official record copy. The designated official record copy shall be the legally recognized copy maintained for records retention. When Users are unsure which copy serves as the official record copy, they should contact the Record Custodian for clarification.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation. Record preservation under such circumstances shall only be required after receipt of formal written notice of such requirement by the Superintendent or designee.

V. CLASSIFICATION OF ELECTRONIC MESSAGES

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. ~~The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.~~

Users shall use the following steps in determining whether to maintain e-mail messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

IVVI. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.

5. Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

~~If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines:~~

~~Permanent — If records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.~~

~~Less than Permanent — These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC 075, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.~~

~~To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form “Records Disposition Authorization” and attaching any supporting documentation, or by following the District’s process for documenting document destruction.~~

VII. RETENTION OF ELECTRONIC RECORDS

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected ~~District~~ Users will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified Users to ensure-promote compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall establish processes designed to ensure that ~~an~~ any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

VIII. DISPOSITION OF PUBLIC RECORDS

The disposition of public records shall only occur in accordance with relevant state and federal statutes and guidelines established by the OPRA. The District shall also follow the OPRA's specific protocols for the disposition of permanent, historical and archival records. If a record does not appear on a records retention schedule, the District shall contact the OPRA for further guidance before disposing of any such record.

The OPRA provides for two separates processes for (1) the disposition of official record copies and (2) the disposition of original source records, where such records have been appropriately digitized. If the District uses a vendor for disposition of records, the District remains responsible for ensuring compliance with these regulations.

A. Disposition of Official Record Copies

If a record is the official record copy, the District may not dispose of such record until the applicable retention period has been met and the District has received signed authorization

from the OPRA or State Archives. The District shall adhere to the following steps in determining whether to dispose of official record copies:

- Step 1:** Ensure the proper records retention schedule has been met for the document(s) at issue. All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, the record cannot be disposed, and the OPRA must be contacted for further direction. For permanent, historical, and/or archival records, contact the State Archives for further instruction.
- Step 2:** Submit the Records Disposition Authorization Form RC-075 (“RC-075 Form) to request authorization to dispose of the official record copy, in accordance with Public Records Policy 05: Disposition of Public Records (PRP 05) and at least thirty (30) days prior to the proposed date of destruction.
- Step 3:** Receive signed authorization indicating approval from the OPRA before disposing of any official record copy.
- Step 4:** Follow the OPRA guidance regarding the method of disposal. If records are being destroyed, follow OPRA guidance based on the format of the record to be destroyed (e.g., whether hard copy or electronic media).
- Step 5:** Document that the original source records were destroyed lawfully. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court.
- Step 6:** Record the actual date of destruction on RC-075 Form and attach any supporting documentation.
- Step 7:** Retain the RC-075 Form and any supporting documentation for the retention period for Records Disposition Authorization records.

B. Disposition of Original Records After Scanning

If paper public records have been converted to digitized records, the District shall retain and/or dispose of less than permanent original source records pursuant to the following guidelines.

This provision will become effective on July 1, 2025 or until such time as its Digitalization Policy is acknowledged by the OPRA,

1. The District shall develop and maintain a policy and procedures for digitizing public records (the "Digitalization Policy").
2. The Digitalization Policy must:
 - a. Adhere to Public Records Policy 04: Electronic Records Management (PRP 04) for all scanning projects undertaken by the board of education, whether internally or via vendor contracts for imaging, management or storage of electronic records.
 - b. Comply with Public Records Standards 04-1: Electronic Records (PRS 04-1), Public Records Standards 04-2: Digital Imaging (PRS 04-2), and Public Records Memorandum 101: Disposition of Original Paper Records After Scanning (PRM 101).
 - c. Include, among other things, requirements for the disposition of original source records, including any additional procedures applicable to records designated as permanent, archival, archival review required, may have historical value, or life of structure (collectively referred to as "designated permanent records").
3. The Digitalization Policy shall be submitted to the OPRA for filing. The District shall ensure written acknowledgment of receipt by the OPRA. The District shall also seek written confirmation from the OPRA regarding whether the District should await approval of the Digitalization Policy before proceeding.
4. Once such Digitalization Policy is on file with the OPRA, the District may dispose of original source records, other than designated permanent records, pursuant to the Digitalization Policy. The District need not request further OPRA authorization to dispose of original source records that have been scanned in accordance with the Digitalization Policy, unless the record is a designated permanent record and additional procedures, including but not limited to retaining security copies of the records in a "human-readable" format, such as paper or microfilm as approved by the OPRA, apply.

Option 2:

This provision is effective until June 30, 2025 or until the District's digitalization policy is acknowledged by the OPRA.

The District may not dispose of any original source record until the applicable retention period has been met and the District has received signed authorization from the OPRA or State Archives. The District shall adhere to the following steps in determining whether to dispose of original source records:

1. Once digitized, the Records Custodian must designate the digitized record as the official record copy.

2. The Records Custodian must ensure the proper records retention schedule has been met for the document(s) at issue. All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, the record cannot be disposed, and the OPRA must be contacted for further direction.
3. The Records Custodian must submit the Authorization for Disposal of Original (Non-Permanent) Paper Records Stored As Digital Images Form RC-075.1 (“RC-075.1 Form”) to request authorization to dispose of the original source record. The RC-075.1 Form must be submitted to the OPRA at least thirty (30) days prior to the proposed date of destruction.

 - a. If the original source record is permanent, archival, archival review required, may have historical value, or life of structure (collectively referred to as “designated permanent records”), it may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the OPRA for approval of the security copy storage format.
 - b. The District shall not dispose of any designated permanent records and/or records without a retention period and may contact OPRA and/or the State Archives for additional information and instruction.
4. The District must receive signed authorization indicating approval from the OPRA before disposing of an original source record.
5. The District shall follow OPRA guidance regarding the method of disposal.
6. Following destruction of the original source records, the District must document that the original source records were destroyed lawfully. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court.
7. The District shall record the date of destruction on the RC-075.1 Form and attach any supporting documentation.
8. The District shall retain the RC-075.1 Form and any supporting documentation for the retention period for Records Disposition Authorization records.]

Legal References:

[June Special Session, Public Act No. 21-2, Sec. 147](#)

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the [Office of the Public Records Administrator](#)

[OPRA, Public Records Policy 04, *Electronic Records Management* \(Dec. 2022\)](#)

[OPRA, Public Records Policy 04-1, *Electronic Records* \(Dec. 2022\)](#)

[OPRA, Public Records Policy 04-2, *Digital Imaging* \(Dec. 2022\)](#)

[Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator \(Aug. 2014\)](#)

[OPRA, *Public Records Memorandum 101: Disposition of Original Paper Records After Scanning* \(Apr. 2023\)](#)

[OPRA, *Records Management Terms* \(July 2015\)](#)

[Connecticut State Library, State Archives \(“State Archives”\), *State Archives Policy 01: Transfer of Historical Records to the State Archives of Other Approved Archival Repository* \(October 15, 2019\)](#)

[OPRA, *Authorization for Disposal of Original \(Non-Permanent\) Paper Records Stored as Digital Images, Form RC-075.1* \(revised 12/2021\)](#)

[OPRA, *Records Disposition Authorization, Form RC-075* \(revised 12/2021\)](#)

Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED: April 27, 2021

REVISED:

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 4000
Personnel

Policy 4300

POLICY REGARDING EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Darien Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the Darien Public Schools (the "District").

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education-related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access electronic messaging systems (including email) or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of electronic messaging systems (including email), messages or information stored on the computer systems,

DARIEN PUBLIC SCHOOLS
Darien, CT

which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including but not limited to, Twitter/X, Facebook, LinkedIn, Instagram, ~~and~~ YouTube and TikTok.

Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Legal References:

Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 et seq

Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 through 2523~~0~~

ADOPTED: July 28, 2009
REVISED: February 24, 2015
REVISED: November 14, 2023

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 4000
Personnel

Policy 4300

**ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEE USE OF
THE DISTRICT'S COMPUTER SYSTEMS AND ELECTRONIC
COMMUNICATIONS**

Introduction

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones,, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order electronic devices, to enhance the educational and business operations of the ~~district~~Darien Public Schools (the "District"). In these regulations, the computers, computer network, electronic devices, Internet access and email system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, they are being made available to employees of the ~~D~~istrict for ~~D~~istrict-related educational and business purposes. *All users of the computer systems must restrict themselves to appropriate ~~D~~istrict-related educational and business purposes.* Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and similar communications, including access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are ~~innocent~~ inadvertent and others deliberate. Therefore, in order to maximize the

DARIEN PUBLIC SCHOOLS

Darien, CT

benefits of these technologies to the district, our employees and all our students, this regulation shall govern *all* use of these computer systems.

Monitoring

It is important for all users of these computer systems to understand that the Board, as the owner of the computer systems, reserves the right to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. The ~~Board-District~~ intends to monitor in a limited fashion, but will do so as needed to ensure that the systems are being used appropriately for ~~D~~istrict-related educational and business purposes and to maximize utilization of the systems for such business and educational purposes. The Superintendent reserves the right to eliminate personal use of the ~~D~~istrict's computer systems by any or all employees at any time.

The system administrator and others managing the computer systems may access electronic messaging systems (including email) or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter/~~X~~, Facebook, LinkedIn, Instagram, ~~and~~ YouTube ~~and~~ TikTok.

Notwithstanding the above and in accordance with state law, the ~~Board-District~~ may not: (1) request or require that an employee provide the ~~Board-District~~ with a user name and password, password or any other authentication means for accessing a personal online account; (2) request or require that an employee authenticate or access a personal online account in the presence of a ~~Board-District~~ representative; or (3) require that an employee invite a supervisor employed by the ~~District-Board~~ or accept an invitation from a supervisor employed by the ~~Board-District~~ to join a group affiliated with any personal online account of the employee. However, the ~~Board-District~~ may request or require that an employee provide the ~~Board-District~~ with a user name and password, password or any other authentication means for accessing (1) any account or service provided by the ~~Board-District~~ or by virtue of the employee's employment relationship with the ~~Board-District~~ or that the employee uses for the Board's business purposes, or (2) any electronic communications device supplied or paid for, in whole or in part, by the Board.

In accordance with applicable law, the ~~Board-District~~ maintains the right to require an employee to allow the ~~Board-District~~ to access the employee's personal online account, without disclosing the ~~user name~~ ~~username~~ and password, password or other authentication means for accessing such personal online account, for the purpose of:

DARIEN PUBLIC SCHOOLS
Darien, CT

- (A) Conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an employee's personal online account; or
- (B) Conducting an investigation based on the receipt of specific information about an employee's unauthorized transfer of the Board's proprietary information, confidential information or financial data to or from a personal online account operated by an employee or other source.

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee for a business purpose of the Board.

Why Monitor?

The computer systems are expensive for the Board to install, operate and maintain. For that reason alone it is necessary to prevent misuse of the computer systems. However, there are other equally important reasons why the Board intends to monitor the use of these computer systems, reasons that support its efforts to maintain a comfortable and pleasant work environment for all employees.

These computer systems can be used for improper, and even illegal, purposes. Experience by other operators of such computer systems has shown that they can be used for such wrongful purposes as sexual harassment, intimidation of co-workers, threatening of co-workers, breaches of confidentiality, copyright infringement and the like.

Monitoring will also allow the ~~Board-District~~ to continually reassess the utility of the computer systems, and whenever appropriate, make such changes to the computer systems as it deems fit. Thus, the ~~Board-District~~ monitoring should serve to increase the value of the system to the ~~D~~istrict on an ongoing basis.

Privacy Issues

Employees must understand that the ~~DistrictBoard~~ has reserved the right to conduct monitoring of these computer systems and can do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the ~~D~~istrict are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes.

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Therefore, *employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems.* This provision applies to any and all uses of the District's computer systems and electronic devices that access same, including any incidental personal use permitted in accordance with these regulations.

Use of the computer system represents an employee's acknowledgement that the employee has read and understands these regulations and any applicable policy in their entirety, including the provisions regarding monitoring and review of computer activity.

Prohibited Uses

Inappropriate use of District computer systems is expressly prohibited, including, but not limited to, the following:

- ◆ Sending any form of solicitation not directly related to the business of the Board of Education;
- ◆ Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications *may* also be a *crime*);
- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Downloading or modifying computer software of the District in violation of the District's licensure agreement(s) and/or without authorization from supervisory personnel;
- ◆ Sending any message that breaches the Board's confidentiality requirements, including the confidentiality rights of students;
- ◆ Sending any copyrighted material over the system;
- ◆ Sending messages for any purpose prohibited by law;
- ◆ Transmission or receipt of inappropriate email communications or accessing inappropriate information on the Internet, including vulgar, lewd or obscene words or pictures;
- ◆ Using computer systems for any purposes, or in any manner, other than those permitted under these regulations;
- ◆ Using social networking sites such as Facebook, Twitter/X, LinkedIn, Instagram, ~~and~~ YouTube and TikTok in a manner that violates the Board's Social Networking policy.

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Darien, CT

- ◆ Using generative artificial intelligence in a manner that disrupts or undermines the effective operation of the District; is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications, creates a hostile work environment; breaches confidentiality obligations of school employees; or violates the law, Board policies and/or other school rules and regulations. For purposes of this policy, “generative artificial intelligence” refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.

In addition, if a particular behavior or activity is generally prohibited by law and/or Board policy, use of these computer systems for the purpose of carrying out such activity and/or behavior is also prohibited.

Electronic Communications

The Board expects that all employees will comply with all applicable Board policies and standards of professional conduct when engaging in any form of electronic communication, including texting, using the District’s computer system, or through the use of any electronic messaging system or electronic device or mobile device owned, leased, or used by the Board. As with any form of communication, the Board expects District personnel to exercise caution and appropriate judgment when using electronic communications with students, colleagues and other individuals in the context of fulfilling an employee’s job-related responsibilities, including when engaging in remote teaching or use of a digital teaching platform.

Disciplinary Action

Misuse of these computer systems will not be tolerated and will result in disciplinary action up to and including termination of employment. Because no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

Complaints of Problems or Misuse

Anyone who is aware of problems with or misuse of these computer systems, or has a question regarding the appropriate use of the computer systems, should report this to a District administrator, supervisor or to the Director of Human Resources.

Most importantly, the Board urges *any* employee who receives *any* harassing, threatening, intimidating or other improper message through the computer systems to

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Darien, CT

report this immediately. It is the Board's policy that no employee should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

Implementation

This regulation is effective as of ~~7/1~~/2024.

Legal References:

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

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DARIEN PUBLIC SCHOOLS

Darien, CT

Series 4000
Personnel

Policy 4025

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Darien Board of Education ("Board") to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon the child other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to the child's well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social

worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of that person's duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Darien Public Schools ("District"), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutorily mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutorily mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon the child;
 - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in the first degree;
 - ii) aggravated sexual assault in the first degree;

- iii) sexual assault in the second degree;
- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or
- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutorily Mandated Reporters

The following procedures apply only to statutorily mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.
 - (a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families ("DCF") or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.
 - (b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four

(24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or Building Principal's designee, and/or the Superintendent or Superintendent's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or Superintendent's designee directly.
- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or Superintendent's designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.
- (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or Building Principal's designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or Commissioner of DCF's designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or Commissioner of Education's designee).

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as defined above.

- a) When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or Superintendent's designee, to be followed by an immediate written report to the Superintendent or Superintendent's designee.
 - (2) If the Superintendent or Superintendent's designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.

6. Contents of Reports

Any report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and the child's parents or other person responsible for the child's care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or the child's siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or Superintendent's designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District's investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.

- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect or sexual assault, as appropriate.
 - d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
 - e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.
8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee
- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that the Commissioner has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
 - b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner

of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
 - f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.
9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of

students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school

employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy, Guidelines and Posting of Careline Information

This policy shall annually be distributed electronically to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. Guidelines regarding identifying and reporting child sexual abuse developed by the Governor's task force on justice for abused children shall annually be distributed electronically to all school employees, Board members, and the parents or guardians of students enrolled in the schools under the jurisdiction of the Board. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.
- d) Beginning July 1, 2023, all school employees, as defined above, shall complete the (1) training regarding the prevention and identification of, and response to, child sexual abuse and assault; (2) bystander training program; and (3) appropriate interaction with children training program. Each employee must repeat these trainings at least once every three years. Such trainings shall be identified or developed by DCF.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a

victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.

- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of the sexual assault and abuse prevention and awareness program identified or developed by DCF. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with the school employee's obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Beginning July 1, 2023, and annually thereafter, information regarding the sexual abuse and assault awareness and prevention program identified or developed by DCF shall be distributed electronically to all school employees, Board members, and the parents or guardians of enrolled students.

Legal References:

Connecticut General Statutes:

Section 10-151	Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal.
Section 10-221s	Posting of Careline telephone number in schools. Investigations of child abuse and neglect. Disciplinary action.
Section 17a-101 <u>et seq.</u>	Protection of children from abuse. Mandated reporters. Educational and training programs. Model mandated reporting policy.
Section 17a-101q	Statewide Sexual Abuse and Assault Awareness and Prevention Program.
Section 17a-103	Reports by others. False reports. Notifications to law enforcement agency.
Section 46b-120	Definitions.
Section 53a-65	Definitions.

Public Act No. 22-87, “An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children.”

[Public Act 23-47, “An Act Concerning Various Revisions to the Criminal Law and Criminal Justice Statutes.”](#)

ADOPTED: May 22, 1990

REVISED: March 25, 1997, September 14, 2002, June 9, 2009, January 27, 2015 and May 9, 2023

9/12/22

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

Intimate Parts (Conn. Gen. Stat. § 53a-65)

"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

Sexual Intercourse (Conn. Gen. Stat. § 53a-65)

"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

Sexual Contact (Conn. Gen. Stat. § 53a-65)

"Sexual contact" means (A) any contact with the intimate parts of a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or (B)) for the purposes of subdivision (4) of subsection (a) of section 53a-73a, ... any contact with the intimate parts of a dead human body, or any contact of the intimate parts of the actor with a dead human body, for the purpose of sexual gratification of the actor.

:

Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such

person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and

such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) subjects another person to sexual contact and such other person is mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (3) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)

A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) physically helpless, or (D) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (E) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal ~~or dead body~~; or (4) such person engages in sexual conduct with a dead human body or (5) such person is a ~~is~~ a psychotherapist and subjects another person to sexual contact who is (A) a patient of

the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or ~~(56)~~ such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or ~~(67)~~ such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or ~~(78)~~ such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or ~~(89)~~ such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or ~~(910)~~ such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

APPENDIX B

Operational Definitions of Child Abuse and Neglect

The purpose of this policy is to provide consistency for staff in defining and identifying operational definitions, evidence of abuse and/or neglect and examples of adverse impact indicators.

The following operational definitions are working definitions and examples of child abuse and neglect as used by the Connecticut DCF.

For the purposes of these operational definitions,

- A person responsible for a child's health, welfare or care means:
 - the child's parent, guardian, or foster parent; an employee of a public or private residential home, agency or institution or other person legally responsible under State law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care.
- A person given access to a child is a person who is permitted to have personal interaction with a child by the person responsible for the child's health, welfare or care or by a person entrusted with the care of a child.
- A person entrusted with the care of a child is a person who is given access to a child by a person responsible for the health, welfare or care of a child for the purpose of providing education, child care, counseling, spiritual guidance, coaching, training, instruction, tutoring or mentoring.
- **Note:** Only a "child" as defined in the policy above may be classified as a victim of child abuse and/or neglect; only a "person responsible," "person given access," or "person entrusted" as defined above may be classified as a perpetrator of child abuse and/or neglect.
 - While only a child under eighteen may be a victim of child abuse or neglect, a report under mandatory reporting laws and this policy is required if an employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, as set forth in this policy, and the perpetrator is a school employee.

Physical Abuse

A child may be found to have been physically abused who:

has been inflicted with physical injury or injuries other than by accidental means,

is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment, and/or

has injuries at variance with the history given of them.

Evidence of physical abuse includes, but is not limited to the following:

excessive physical punishment;

bruises, scratches, lacerations;

burns, and/or scalds;

reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.;

injuries to bone, muscle, cartilage, ligaments:
fractures, dislocations, sprains, strains, displacements, hematomas, etc.;

head injuries;

internal injuries;

death;

misuse of medical treatments or therapies;

malnutrition related to acts of commission or omission by an established caregiver resulting in a child's malnourished state that can be supported by professional medical opinion;

deprivation of necessities acts of commission or omission by an established caregiver resulting in physical harm to child; and/or

cruel punishment.

Sexual Abuse/Exploitation Sexual Abuse/Exploitation

Sexual Abuse/Exploitation is any incident involving a child's non-accidental exposure to sexual behavior.

Evidence of sexual abuse includes, but is not limited to the following:

rape;

penetration: digital, penile, or foreign objects;

oral / genital contact;

indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

incest;

fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

sexual exploitation, including possession, manufacture, or distribution of child pornography, online enticement of a child for sexual acts, child prostitution, child-sex tourism, unsolicited obscene material sent to a child, or misleading domain name likely to attract a child to an inappropriate website;

coercing or forcing a child to participate in, or be negligently exposed to, pornography and/or sexual behavior;

disease or condition that arises from sexual transmission; and/or

other verbal, written or physical behavior not overtly sexual but likely designed to “groom” a child for future sexual abuse.

Legal References: Federal Law 18 U.S.C. 2251 Sexual Exploitation of Children.

Emotional Maltreatment-Abuse

Emotional Maltreatment-Abuse is an:

act(s), statement(s), or threat(s), which

has had, or is likely to have an adverse impact on the child; and/or

interferes with a child’s positive emotional development.

Evidence of emotional maltreatment-abuse includes, but is not limited to, the following:

rejecting;

degrading;

isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline; and/or

exposing the child to brutal or intimidating acts or statements.

Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are not limited to, the following:

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;

inappropriate behavior for age or development;

suicidal ideations or attempts;

extreme dependence;

academic regression; and/or
trust issues.

Physical Neglect

A child may be found neglected who:

has been abandoned;

is being denied proper care and attention physically, educationally, emotionally, or morally;

is being permitted to live under conditions, circumstances or associations injurious

to the child's well-being; and/or
has been abused.

Evidence of physical neglect includes, but is not limited to:

inadequate food;

malnutrition;

inadequate clothing;

inadequate housing or shelter;

erratic, deviant, or impaired behavior by the person responsible for the child's health, welfare or care; by a person given access to the child; or by a person entrusted with the child's care which adversely impacts the child;

permitting the child to live under conditions, circumstances or associations injurious to the child's well-being including, but not limited to, the following:

- substance abuse by caregiver, which adversely impacts the child physically;

- substance abuse by the mother of a newborn child and the newborn has a positive urine or meconium toxicology for drugs;

- psychiatric problem of the caregiver which adversely impacts the child physically;

- exposure to family violence which adversely impacts the child physically;
- exposure to violent events, situations, or persons that would be reasonably judged to compromise a child's physical safety;

- non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances;

- voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, *e.g.*, persons who are subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes; persons appearing on the Central Registry;

- non-accidental or negligent exposure to pornography or sexual acts;

- inability to consistently provide the minimum of child-caring tasks;

- inability to provide or maintain a safe living environment;

- action/inaction resulting in death;

- abandonment;

- action/inaction resulting in the child's failure to thrive;

transience;

inadequate supervision:

creating or allowing a circumstance in which a child is alone for an excessive period of time given the child's age and cognitive abilities;

holding the child responsible for the care of siblings or others beyond the child's ability; and/or

failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

Note:

- Inadequate food, clothing, or shelter or transience finding must be related to caregiver acts of omission or commission and not simply a function of poverty alone.
- Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level.
- The presence of legal or illegal substances in the bodily fluids of (1) a parent or legal guardian or (2) a pregnant person shall not form the sole or primary basis for any action or proceeding by the Department. Any action or proceeding by the Department must be based on harm or risk of harm to a child and the parent or guardian's ability to provide appropriate care for the child.
- Adverse impact may not be required if the action/inaction is a single incident that demonstrates a serious disregard for the child's welfare.

Medical Neglect

Medical Neglect is the unreasonable delay, refusal or failure on the part of the person responsible for the child's health, welfare or care or the person entrusted with the child's care to seek, obtain, and/or maintain those services for necessary medical, dental or mental health care when such person knows, or should reasonably be expected to know, that such actions may have an adverse impact on the child.

Evidence of medical neglect includes, but is not limited to:

frequently missed appointments, therapies or other necessary medical and/or mental health treatments;

withholding or failing to obtain or maintain medically necessary treatment from a child with life-threatening, acute or chronic medical or mental health conditions; and/or

withholding medically indicated treatment from disabled infants with life-threatening conditions.

Note: Failure to provide the child with immunizations or routine well-child care in and of itself does not constitute medical neglect.

Educational Neglect

Except as noted below, **Educational Neglect** occurs when a school-aged child has excessive absences from school through the intent or neglect of the parent or caregiver.

Definition of School-Aged Child: Except as noted below, a school-aged child is a child five years of age and older and under 18 years of age who is not a high school graduate.

Note: Excessive absenteeism and school avoidance may be presenting symptoms of a failure to meet the physical, emotional or medical needs of a child. Careline staff shall consider these potential additional allegations at the time of referral.

Criteria:

- **For children school-aged to age 12, excessive absenteeism** may be indicative of the parent's or caregiver's failure to meet the educational needs of a student.
- **For children older than age 12, excessive absenteeism**, coupled with a failure by the parent or caregiver to engage in efforts to improve the child's attendance, may be indicative of educational neglect.
 - For children older than age 12, excessive absenteeism through the child's own intent, despite the parent's or caregiver's efforts, is not educational neglect. Rather, this is truancy, which is handled through the school district.

Child's Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the child shall be considered by the social worker:

- Age;
- Health;
- Level of functioning;
- Academic standing; and
- Dependency on parent or caregiver

Parent or Caregiver's Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the parent or caregiver shall be considered by the social worker:

- Rationale provided for the absences;
- Efforts to communicate and engage with the educational provider; and
- Failure to enroll a school-aged child in appropriate educational programming (including homeschooling)

Exceptions (in accordance with Conn. Gen. Stat. § 10-184):

1. A parent or person having control of a child may exercise the option of not sending the child to school at age five (5) or age six (6) years by personally appearing at the school district office and signing an option form. In these cases, educational neglect occurs if the parent or person having control of the child has registered the child at age five (5) or age (6) years and then does not allow the child to attend school or receive home instruction.
2. A parent or person having control of a child seventeen (17) years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form.

Note: Failure to sign a registration option form for such child is not in and of itself educational neglect.

Emotional Neglect

Emotional Neglect is the denial of proper care and attention, or failure to respond, to a child's affective needs by the person responsible for the child's health, welfare or care; by the person given access to the child; or by the person entrusted with the child's care which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

Note: Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level. Adverse impact is not required if the action/inaction is a single incident which demonstrates a serious disregard for the child's welfare.

Note: The adverse impact may result from a single event and/or from a consistent pattern of behavior and may be currently observed or predicted as supported by evidence-based practice.

Evidence of emotional neglect includes, but is not limited to, the following:

- inappropriate expectations of the child given the child's developmental level;
- failure to provide the child with appropriate support, attention and affection;
- permitting the child to live under conditions, circumstances or associations;

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injurious to the child's well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child emotionally;

psychiatric problem of the caregiver, which adversely impacts the child emotionally; and/or

exposure to family violence which adversely impacts the child emotionally.

Indicators may include, but are not limited to, the following:

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;

inappropriate behavior for age or development;

suicidal ideations or attempts;

extreme dependence;

academic regression; and/or

trust issues.

Moral Neglect

Moral Neglect: Exposing, allowing, or encouraging the child to engage in illegal or reprehensible activities by the person responsible for the child's health, welfare or care or person given access or person entrusted with the child's care.

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Evidence of Moral Neglect includes but is not limited to:

stealing;

using drugs and/or alcohol; and/or

involving a child in the commission of a crime, directly or by caregiver indifference.

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Appendix C

INDICATORS OF CHILD ABUSE AND NEGLECT

Indicators of Physical Abuse

HISTORICAL

Delay in seeking appropriate care after injury

No witnesses

Inconsistent or changing descriptions of accident by child and/or parent

Child's developmental level inconsistent with history

History of prior "accidents"

Absence of parental concern

Child is handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent

Unexplained school absenteeism

History of precipitating crisis

PHYSICAL

Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso

Clusters of skin lesions; regular patterns consistent with an implement

Shape of lesions inconsistent with accidental bruise

Bruises/welts in various stages of healing

Burn pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges

Fractures/dislocations inconsistent with history

Laceration of mouth, lips, gums or eyes

Bald patches on scalp

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Abdominal swelling or vomiting

Adult-size human bite mark(s)

Fading cutaneous lesions noted after weekends or absences

Rope marks

BEHAVIORAL

Wary of physical contact with adults

Affection inappropriate for age

Extremes in behavior, aggressiveness/withdrawal

Expresses fear of parents

Reports injury by parent

Reluctance to go home

Feels responsible (punishment "deserved")

Poor self-esteem

Clothing covers arms and legs even in hot weather

Indicators of Sexual Abuse

HISTORICAL

Vague somatic complaint

Excessive school absences

Inadequate supervision at home

History of urinary tract infection or vaginitis

Complaint of pain; genital, anal or lower back/abdominal

Complaint of genital itching

Any disclosure of sexual activity, even if contradictory

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PHYSICAL

Discomfort in walking, sitting

Evidence of trauma or lesions in and around mouth

Vaginal discharge/vaginitis

Vaginal or rectal bleeding

Bruises, swelling or lacerations around genitalia, inner thighs

Dysuria

Vulvitis

Any other signs or symptoms of sexually transmitted disease

Pregnancy

BEHAVIORAL

Low self-esteem

Change in eating pattern

Unusual new fears

Regressive behaviors

Personality changes (hostile/aggressive or extreme compliance)

Depression

Decline in school achievement

Social withdrawal or poor peer relationships

Indicates sophisticated or unusual sexual knowledge for age

Seductive behavior, promiscuity or prostitution

Substance abuse

Suicide ideation or attempt

Runaway

Indicators of Emotional Abuse

HISTORICAL

Parent ignores/isolates/belittles/rejects/scapegoats child

Parent's expectations inappropriate to child's development

Prior episode(s) of physical abuse

Parent perceives child as "different"

PHYSICAL

(Frequently none)

Failure to thrive

Speech disorder

Lag in physical development

Signs/symptoms of physical abuse

BEHAVIORAL

Poor self-esteem

Regressive behavior (sucking, rocking, enuresis)

Sleep disorders

Adult behaviors (parenting sibling)

Antisocial behavior

Emotional or cognitive developmental delay

Extremes in behavior - overly aggressive/compliant

Depression

Suicide ideation/attempt

Indicators of Physical Neglect

HISTORICAL

High rate of school absenteeism

Frequent visits to school nurse with nonspecific complaints

Inadequate supervision, especially for long periods and for dangerous activities

Child frequently unattended; locked out of house

Parental inattention to recommended medical care

No food intake for 24 hours

Home substandard (no windows, doors, heat), dirty, infested, obvious hazards

Family member addicted to drugs/alcohol

PHYSICAL

Hunger, dehydration

Poor personal hygiene, unkempt, dirty

Dental cavities/poor oral hygiene

Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day

Constant fatigue or listlessness

Unattended physical or health care needs

Infestations

Multiple skin lesions/sores from infection

BEHAVIORAL

Comes to school early, leaves late

Frequent sleeping in class

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Begging for/stealing food

Adult behavior/maturity (parenting siblings)

Delinquent behaviors

Drug/alcohol use/abuse

DRAFT

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 4000
Personnel

Policy 4118

**PROHIBITION OF SEX DISCRIMINATION, INCLUDING SEX-BASED
HARASSMENT**

The Darien Board of Education (the “Board”) and Darien Public Schools (the “District”) do not discriminate on the basis of sex and prohibit sex discrimination in any education program or activity that the Board and/or District operate, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq. and its implementing regulations (“Title IX”), as it may be amended from time to time, Title VII of the Civil Rights Act of 1964 (“Title VII”), and Connecticut law.

Inquiries about Title IX may be referred to the District’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. The District’s Title IX Coordinator is:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

The Superintendent of Schools shall develop and adopt grievance procedures that provide for the prompt and equitable resolution of complaints made (1) by students, employees, or other individuals who are participating or attempting to participate in the District’s education program or activity, or (2) by the Title IX Coordinator, alleging any action that would be prohibited by Title IX, Title VII, or Connecticut law (the “Administrative Regulations”). The Administrative Regulations are located hereinafter.

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance. This includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. **Sex discrimination includes sex-based harassment**, as defined below.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment*, or where an employee, agent or other person authorized by the Board to provide an aid, benefit or services under its education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct;
2. *Hostile environment harassment*, or unwelcome sex-based conduct that based on the totality of the circumstances, is (1) subjectively and objectively offensive and (2) so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - a. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;
 - b. the type, frequency, and duration of the conduct;
 - c. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. the location of the conduct and the context in which the conduct occurred; and
 - e. other sex-based harassment in the District's education program or activity; or
3. *A specific offense*, as follows:
 - a. Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - b. Dating violence, meaning violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship;
 - c. Domestic violence, meaning felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Connecticut, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of Connecticut; or
 - d. Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

Reporting Sex Discrimination:

The following people have a right to make a complaint of sex discrimination, including a complaint of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX:

1. A “complainant,” which includes:
 - a. a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - b. a person other than a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the Board’s education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; and
3. The District’s Title IX Coordinator.

For clarity, a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of Title IX.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student of the District or employee of the Board; or
- Any person other than a student of the District or employee of the Board who was participating or attempting to participate in the Board’s education program or activity at the time of the alleged sex discrimination.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the District’s Title IX Coordinator or an administrator.

Any Board employee who has information about conduct that reasonably may constitute sex discrimination must as immediately as practicable notify the Title IX Coordinator. If the Title IX Coordinator is alleged to have engaged in sex discrimination, Board employees shall instead notify their building principal or the Superintendent of Schools, if the employee is not assigned to a school building.

Individuals may also make a report of sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 9th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111) and/or to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Legal References: Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.
Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a)

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Equal Employment Opportunity Commission Policy Guidance on Current
Issues of Sexual Harassment (N-915.050), March 19, 1990

Conn. Gen. Stat. § 10-15c - Discrimination in public schools prohibited.

Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut

Conn. Gen. Stat. § 46a-60 - Discriminatory employment practices
prohibited

Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination:
Employment

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender
identity or expression or marital status prohibited

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Brittell v. Department of Correction, 247 Conn. 148 (1998)

Fernandez v. Mac Motors, Inc., 205 Conn. App. 669 (2021)

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7/29/24

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 4000
Personnel

Policy 4118

ADMINISTRATIVE REGULATIONS
PROHIBITION OF SEX DISCRIMINATION, INCLUDING SEX-BASED
HARASSMENT

The Darien Board of Education (the “Board”) and Darien Public Schools (the “District”) do not discriminate on the basis of sex and prohibit sex discrimination in any education program or activity that the Board and/or District operate, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq. and its implementing regulations (“Title IX”), as it may be amended from time to time, Title VII of the Civil Rights Act of 1964 (“Title VII”), and Connecticut law.

The District has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the District’s education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX, Title VII, or Connecticut law. Any reference in these Administrative Regulations to the Title IX coordinator or to an administrator includes such person’s designee.

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance. This includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. **Sex discrimination includes sex-based harassment**, as defined below.

Sex-based harassment under Title IX is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment*, or where an employee, agent or other person authorized by the Board to provide an aid, benefit or services under its education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct);
2. *Hostile environment harassment*, or unwelcome sex-based conduct that based on the totality of the circumstances, is (1) subjectively and objectively offensive and (2) so severe or pervasive that it limits or denies a person’s ability to participate in or benefit

from the District's education program or activity. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;
 - b. the type, frequency, and duration of the conduct;
 - c. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. the location of the conduct and the context in which the conduct occurred; and
 - e. other sex-based harassment in the District's education program or activity; or
3. *A specific offense, as follows:*
- a. Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - b. Dating violence, meaning violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship;
 - c. Domestic violence, meaning felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Connecticut, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of Connecticut; or
 - d. Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

SECTION I: REPORTING SEX DISCRIMINATION

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination, please contact the District's Title IX Coordinator or an administrator. The District's Title IX Coordinator is:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Drien, CT 06820
203-656-7406
mcion@darienps.org

The following people have a right to make a complaint of sex discrimination, including a complaint of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX and under the Board’s policy and these Administrative Regulations:

1. A “complainant,” which includes:
 - a. a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - b. a person other than a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District’s education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant (collectively, “parent or guardian”); and
3. The District’s Title IX Coordinator.

For clarity, a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of Title IX.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following people have a right to make a complaint:

- Any student of the District or employee of the Board; or
- Any person other than a student of the District or employee of the Board who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. Consolidation shall not violate the Family Educational Rights and Privacy Act (“FERPA”), and thus requires that prior written consent is obtained from the parents or eligible students to the disclosure of their education records. Where the District is unable to obtain prior written consent, complaints cannot be consolidated. When more than one complainant or more than one respondent is involved, references in these Administrative Regulations to a party, complainant, or respondent include the plural, as applicable.

SECTION II: DEFINITIONS

1. **Bias** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decisionmaker(s) demonstrate actual bias, rather than the appearance of bias. Actual bias includes, but is not limited to, demonstrated personal animus against the respondent or the complainant and/or prejudgment of the facts at issue in the investigation.

2. **Complainant** means (1) a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or (2) a person other than a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination. When a complainant is a student of the District, reference in these Administrative Regulations to complainant includes the student's parent or guardian.
3. **Complaint** means oral or written requests to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations and under the Board's policy and these Administrative Regulations.
4. A **conflict of interest** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decisionmaker(s) have personal, financial and/or familial interests that affected the outcome of the investigation.
5. **Consent** means an active, clear and voluntary agreement by a person to engage in sexual activity with another person (also referred to hereafter as "affirmative consent").

For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether consent for sexual activity was given and/or sustained:

- Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.
- Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.
- It is the responsibility of each person engaging in a sexual activity to ensure that the person has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.
- It shall not be a valid excuse to an alleged lack of affirmative consent that a respondent to the alleged violation believed that a complainant consented to the sexual activity:
 - because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant consented, or
 - if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.

- The existence of a past or current dating or sexual relationship between a complainant and a respondent, in and of itself, shall not be determinative of a finding of consent.
6. **Disciplinary sanctions** means consequences imposed on a respondent following a determination under Title IX or under the Board's policy and these Administrative Regulations that the respondent violated the District's prohibition on sex discrimination.
 7. For purposes of investigations and complaints of sex discrimination, **education program or activity** includes buildings owned or controlled by the Board and conduct that is subject to the District's disciplinary authority. The District has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the District's education program or activity or outside the United States.
 8. **Employee** means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of the individual's duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.
 9. **Party** means a complainant or respondent.
 10. **Pregnancy or related conditions** mean (A) pregnancy, childbirth, termination of pregnancy, or lactation; (B) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (C) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
 11. **Relevant** means related to the allegations of sex discrimination under investigation as a part of the District's Title IX grievance procedures. Questions are **relevant** when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
 12. **Remedies** means measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after the District determines that sex discrimination occurred.
 13. **Respondent** means an individual who is alleged to have violated the District's prohibition on sex discrimination. When a respondent is a student of the District, reference in these Administrative Regulations to respondent includes the student's parent or guardian.

14. **Retaliation** means intimidation, threats, coercion, or discrimination against any person by a student or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or Title VII or their regulations or Connecticut law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing or informal resolution process conducted pursuant to federal Title IX regulations or under the Board's policy and these Administrative Regulations. This also includes **peer retaliation**, which means retaliation by a student against another student.
15. **School days** means the days that school is in session as designated on the calendar posted on the District's website. In its discretion, and when equitably applied and with proper notice to the parties, the District may consider business days during the summer recess as "school days" if such designation facilitates the prompt resolution of the grievance procedures.
16. **Supportive measures** means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: (1) restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or (2) provide support during the District's grievance procedures or during the informal resolution process. Supportive measures may include counseling; extensions of deadlines or other course-related adjustments; increased security and monitoring; restrictions on contact; changes to class schedules or extracurriculars; training and education programs related to sex-based harassment, and other similar measures as determined appropriate by the Title IX Coordinator.

SECTION III: RESPONSE TO SEX DISCRIMINATION

1. **Notification of Procedures.** When notified of conduct that reasonably may constitute sex discrimination, including sex-based harassment, the Title IX Coordinator shall notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures, and the informal resolution process, if available and appropriate. If a complaint is made, the Title IX Coordinator shall also notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate.
2. **Supportive Measures.** When notified of conduct that reasonably may constitute sex discrimination, including sex-based harassment, an administrator will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the District's education program or activity or provide support during the District's Title IX grievance procedures or during the informal resolution process. The District will not disclose information about any supportive

measures to persons other than the person to whom they apply and their parent or guardian unless necessary to provide the supportive measure or restore or preserve a party's access to the educational program or activity.

- a. Where a supportive measure has been implemented, a party may seek the modification or termination of the supportive measure, if the supportive measure is applicable to them and if the party's circumstances have materially changed. The District may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process.
- b. *Challenge to Supportive Measures.* Upon an administrator's decision to provide, deny, modify or terminate a supportive measure, either a respondent or a complainant may challenge that decision. The challenged supportive measure must be applicable to the challenging party. A party's challenge may be based on, but is not limited to, concerns regarding whether the supportive measure is reasonably burdensome; reasonably available; being imposed for punitive or disciplinary reasons; imposed without fee or charge; or otherwise effective in meeting the purposes for which it is intended, including to restore or preserve access to the education program or activity, provide safety, or provide support during the grievance procedures. Such challenge shall be made in writing to the Title IX Coordinator.

Promptly and without undue delay after receiving a party's challenge, the Title IX Coordinator shall determine if the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures in this Administrative Regulation. When there is a change to a supportive measure currently in place, including the termination of the supportive measure, or where a new supportive measure is implemented or a requested supportive measure has been denied, the Title IX Coordinator shall notify the affected party of the determination.

In the event that the Title IX Coordinator made the decision to provide, deny, modify or terminate a supportive measure, the challenge will be assigned to a disinterested administrator.

3. Informal Resolution Process. In lieu of resolving a complaint of sex discrimination through the District's formal grievance procedures (outlined below), the parties may instead elect to participate in an informal resolution process. The District has discretion to determine whether it is appropriate to offer an informal resolution process and may decline to offer informal resolution despite one or more of the parties' wishes. The District does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with the law. Upon the District offering the informal resolution process to both parties, that parties shall have seven (7) school days to decide if they would like to participate in the process. The District shall obtain the parties' voluntary consent to proceed with the informal resolution process. If the informal resolution process proceeds, the Title IX Coordinator shall appoint an informal resolution facilitator, who will not be the same person as the investigator or the decisionmaker.

- a. *Notice of Informal Resolution Process.* Promptly upon obtaining the parties' voluntary consent to process with the informal resolution process and before initiation of the informal resolution process, the District must provide to the parties written notice that explains:
- 1) the allegations;
 - 2) the requirements of the informal resolution process;
 - 3) that, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the formal grievance procedures;
 - 4) that the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming the formal grievance procedures arising from the same allegations;
 - 5) the potential terms that may be requested or offered in an informal resolution agreement (which may include, but are not limited to, restrictions on contact, restrictions on the respondent's participation in the District's programs or activities, other disciplinary sanctions, and/or sensitivity training), including notice that an informal resolution agreement is binding only on the parties; and
 - 6) what information the District will maintain and whether and how the District could disclose such information for use in formal grievances procedures.
- b. *Intake Meeting(s).* From the date of the written notice provided in subsection III.3.a, above, the parties will have thirty (30) school days to reach a resolution. The Title IX Coordinator may extend this timeframe for the same reasons identified in subsection IV.1.d, below. If a resolution is not reached, the District will continue resolving the complaint through the grievance procedures as outlined below. The informal resolution process will be designed to be collaborative, focusing on the needs of both parties. When the parties have agreed to pursue the informal resolution process, the informal resolution facilitator shall have a separate intake meeting with each party to determine the appropriate path for resolution. During the intake meeting(s), each party will have the opportunity to share their perspective on the allegations, and the informal resolution facilitator will ascertain the party's goals and motivation in pursuing an informal resolution process.
- c. *Informal Resolution Process.* Depending on the allegations of sex discrimination, the District may offer, or the parties may request (subject to the District's approval), one or more of the following types of informal resolution processes:
- 1) Facilitated Dialogue: After the intake meeting(s), the parties engage in a direct conversation about the alleged sex discrimination with the assistance of the informal resolution facilitator. In a facilitated dialogue, the parties are communicating directly and sharing the same space (virtually or in-person). During a facilitated dialogue, the parties will have the opportunity to discuss their

individual experiences and listen to the experiences of others with the intention of reaching a mutually agreeable resolution.

- 2) Mediation: After the intake meeting, the parties will engage in back-and-forth communication to reach an agreed-upon resolution. Mediation may take place electronically or in-person or virtually, with the parties in different locations (e.g. not face-to-face). The parties will have the opportunity to speak with the informal resolution facilitator, and the informal resolution facilitator will communicate each party's perspective to the opposing party. Mediation may be completed in one session or may require multiple sessions.
- d. *Informal Resolution Agreement*. After the parties have reached an agreed-upon resolution, the informal resolution facilitator shall memorialize such agreement in writing. Such resolutions may include, but are not limited to, mutual no-contact orders; agreed upon sensitivity training; restrictions on the respondent's participation in the District's programs or activities or other disciplinary sanctions; or other mutually agreed upon resolutions. Both parties shall sign the informal resolution agreement, at which point the matter will be considered resolved.
- e. *Retaliation and Subsequent Conduct*. Nothing in this section precludes an individual from filing a complaint of retaliation for matters related to an informal resolution, nor does it preclude either party from filing complaints based on conduct that is alleged to occur following the District's facilitation of the informal resolution.
4. Emergency Removal. The District will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination. However, the District may remove a respondent from the District's program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of the complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
5. Students with Disabilities. If a complainant or respondent is a student with a disability, the Title IX Coordinator shall consult with one or more members of the student's Planning and Placement Team or Section 504 Team to determine how to comply with the requirements of the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act throughout the implementation of the grievance procedures, including in the implementation of supportive measures.
6. Absence of a Complaint. In the absence of a complaint, or the withdrawal of any or all allegations in the complaint, and in the absence or termination of the informal resolution

process, the Title IX Coordinator shall make a fact-specific determination regarding whether the Title IX Coordinator should initiate a complaint of sex discrimination. In making this determination, the Title IX Coordinator shall consider, at a minimum, the following factors:

- a. The complainant's request not to proceed with initiation of a complaint;
- b. The complainant's reasonable safety concerns regarding initiation of a complaint;
- c. The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- d. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from the District's program or activity or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- e. The age and relationship of the parties, including whether the respondent is a Board employee;
- f. The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- g. The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- h. Whether the District could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If, after considering these and other relevant factors, the Title IX Coordinator determines that the alleged conduct presents an imminent and serious threat to the health or safety of the complainant or other person, or that the alleged conduct prevents the District from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint.

SECTION IV: GRIEVANCE PROCEDURES FOR COMPLAINTS OF SEX DISCRIMINATION

1. Basic Requirements for the Grievance Procedures.
 - a. The District will treat complainants and respondents equitably.
 - b. The District prohibits any Title IX Coordinator, investigator, or decisionmaker from having a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
 - c. The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedures.
 - d. The District has established timeframes for the major stages of the grievance procedures. The District has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay:

- 1) When determining whether a reasonable extension of timeframes is appropriate, the Title IX Coordinator shall pursue a two-step inquiry. When appropriate, the Title IX Coordinator shall make this determination in consultation with the investigator, decisionmaker, appeal decisionmaker and/or the informal resolution facilitator.
 - 2) First, the Title IX Coordinator shall determine whether good cause exists. Good cause shall include, but is not limited to, the absence or illness of a party or a witness; concurrent law enforcement activity and/or activity by the Department of Children and Families; school being out of session; or particular circumstances based on the Title IX Coordinator's experience and familiarity with the complaint that constitute good cause. Reasonable modifications for those with disabilities and language assistance for those with limited proficiency in English should be provided within the established timeframes without need for a reasonable extension.
 - 3) The existence of good cause will not always require a reasonable extension. When evaluating whether such good cause warrants a reasonable extension of time, the Title IX Coordinator shall, in part, determine whether there is a reasonable alternative that may be pursued in lieu of an extension. Where no such alternative exists and where a reasonable extension is necessary to properly effectuate the District's grievance procedures, the Title IX Coordinator shall determine an appropriate extension of time and provide notice of the period of extension to the parties in writing.
- e. The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will be designed to not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consulting with their family members or confidential resources; or otherwise preparing for or participating in the grievance procedures. The District prohibits retaliation by or against any parties, including against witnesses.
 - f. The District will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory (tending to prove sex discrimination) and exculpatory evidence (tending to disprove sex discrimination). Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
 - g. The following types of evidence, and questions seeking that evidence, are impermissible (*i.e.*, will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
 - 1) Evidence that is protected under a privilege recognized by Federal or Connecticut law, unless the person to whom the privilege is owed has voluntarily waived the privilege;
 - 2) A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains

that party's or witness's voluntary, written consent for use in its grievance procedures; and

- 3) Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
 - h. The District will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination. However, the District may remove a respondent from the District's program or activity on an emergency basis, as discussed above.
2. Filing a Complaint. A complainant (as defined above) and/or their parent or guardian may file a written or oral complaint with the Title IX Coordinator or an administrator to initiate the District's grievance procedures. Complaints should be filed within thirty (30) school days of the alleged occurrence. If a complaint is filed after thirty (30) school days of the alleged occurrence, the District may be limited in its ability to investigate the complaint.
3. Notice of District Grievance Procedures. If not already done, within five (5) school days of receiving a complaint, the Title IX Coordinator shall inform the complainant and their parent or guardian about the District's Title IX grievance procedures, offer the complainant supportive measures, and, where appropriate, inform the complainant and their parent or guardian about the District's informal resolution process. Through this notification, the Title IX Coordinator shall confirm that the complainant is requesting the District to conduct an investigation and make a determination regarding their allegations of sex discrimination. When the Title IX Coordinator is named as the respondent, the building principal or administrator responsible for the program shall notify the complainant and their parent or guardian.
4. Jurisdiction and Dismissal. Prior to initiating an investigation into the alleged sex discrimination and prior to issuing the notice of allegations, the Title IX Coordinator shall review the complaint and determine jurisdiction. If the alleged conduct occurred in the District's program or activity or the conduct is otherwise subject to the District's disciplinary authority, then the District has jurisdiction. If there is no jurisdiction, the Title IX Coordinator must dismiss the complaint. The Title IX Coordinator shall make a determination regarding jurisdiction within five (5) school days of receiving the complaint.
 - a. The Title IX Coordinator or the investigator may dismiss a complaint of sex discrimination prior to issuing the notice of allegations and prior to reaching a determination regarding responsibility where:

- 1) The District is unable to identify the respondent after taking reasonable steps to do so;
 - 2) The respondent is not participating in the District's education program or activity and/or is not employed by the Board;
 - 3) The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the Title IX Coordinator determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
 - 4) The Title IX Coordinator determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the District will make reasonable efforts to clarify the allegations by communicating with the complainant to discuss the allegations in the complaint.
- b. Upon dismissal of the complaint, the Title IX Coordinator will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing. When a complaint is dismissed, the District will, at a minimum:
- 1) Offer supportive measures to the complainant as appropriate;
 - 2) If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
 - 3) Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the District's education program or activity.
- c. Appeal of Dismissal. The Title IX Coordinator will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent that the dismissal may be appealed. The District's appeal procedures will be implemented equally for all parties.
- 1) Dismissals may be appealed on the following bases:
 - a) Procedural irregularity that would change the outcome;
 - b) New evidence that would change the outcome and that was not reasonably available when the dismissal was issued; and
 - c) The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
 - 2) If the dismissal is appealed, an administrator who did not take part in the investigation of the allegations or the dismissal of the complaint will be the appeal

decisionmaker for the dismissal. The District's appeal process for the dismissal of a complaint provides the following:

- a) The appealing party shall have five (5) school days, from the receipt of the dismissal, to submit a written statement in support of, or challenging the outcome of the dismissal;
- b) The appeal decisionmaker must promptly notify the other party of the appeal;
- c) The other party shall have five (5) school days, from receiving notice from the appeal decisionmaker to submit a written a statement in support of, or challenging, the outcome; and
- d) Within ten (10) school days following the other party's opportunity to provide a statement, the appeals decisionmaker shall provide the parties the result of the appeal and the rationale for the result.

5. Notice of Allegations. Upon receipt or filing by the Title IX Coordinator of a complaint, and after determining that the District retains jurisdiction over the complaint, the Title IX Coordinator must provide a notice of allegations to the parties that includes the following:

- a. The District's Title IX grievance procedures and availability of the informal resolution process;
- b. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- c. A statement that retaliation is prohibited; and
- d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the District provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the investigator decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the initial notice of allegations or that are included in a complaint that is consolidated, the District will notify the parties of the additional allegations by issuing an additional notice of allegations.

6. Investigation. The District will provide for the adequate, reliable, and impartial investigation of complaints. In most circumstances, the District will institute a unified investigative model in which an administrator, or a team of administrators, will serve as both the investigator and the decisionmaker. In rare circumstances, the Title IX Coordinator may implement a bifurcated investigative model in which the investigator and the decisionmaker are separate administrators, or separate teams of administrators. The implementation of a bifurcated investigative model shall be in the sole discretion of the District, based on a review by the Title IX Coordinator of the complexity of the

investigation and the resources needed. The following applies to all investigations, except as otherwise provided herein:

- a. The burden is on the District—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.
 - b. The investigator(s) will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible.
 - c. The investigator(s) will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
 - d. *Disclosure of Evidence:* Prior to making a determination, the investigator(s) will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible.
 - 1) Access to such evidence shall be accomplished by the investigator(s) providing the parties with a description of such evidence or the actual relevant and not otherwise impermissible evidence.
 - 2) The parties shall have five (5) school days to review a description of the evidence or the actual evidence.
 - 3) If not already provided, the parties may request to review the relevant and not otherwise impermissible evidence, rather than a description of the evidence. Parties requesting a review of the evidence must do so within the five (5) school day review period identified above.
 - 4) The parties may submit a written response to the evidence, which must be received by the investigator(s) no later than the end of the five (5) school day review period identified above.
 - 5) Based on the complexity and amount of the evidence, the investigator(s) may provide the parties with additional time to review and respond to the evidence.
 - 6) The District strictly prohibits the unauthorized disclosure of information and evidence obtained solely through the grievance procedures by parties or any other individuals involved in the Title IX grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.
 - e. *Only when using a bifurcated investigative model*, the investigator(s) will draft an investigative report that summarizes the relevant and not otherwise impermissible evidence. The investigator(s) will provide this report to the parties and to the decisionmaker(s).
7. Questioning the Parties and Witnesses. The decisionmaker(s) shall question parties and witnesses to adequately assess the credibility of a party or witness, to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. Credibility may be considered to be in dispute where the

decisionmaker(s) must choose between competing narratives to resolve the complaint. The decisionmaker(s), at their discretion, may conduct individual meetings with the parties or witnesses to evaluate credibility. The decisionmaker(s) may consider the following factors in making this evaluation:

- a. Plausibility – Whether the testimony is believable on its face; whether the party or witness experienced or perceived the conduct firsthand; and/or whether there are any inconsistencies in any part of the party’s or witness’s testimony;
- b. Corroboration – Whether there is other testimony or physical evidence that tends to prove or disprove the party’s or witness’s testimony;
- c. Motive to Falsify – Whether the party or the witness had a motive to lie; whether a bias, interest or other motive exists; and/or whether there is a fear of retaliation;
- d. Demeanor – Evaluating the party’s or witness’s body language, including whether there is a perceived nervousness and/or they make tense body movements.

The decisionmaker(s) shall consider the credibility of any party and witness based on the factors above, as well as the evidence and information gathered during the investigation.

8. Determination of Whether Sex Discrimination Occurred. Following an investigation and evaluation of all relevant and not otherwise impermissible evidence and within sixty (60) school days of issuing the initial notice of allegations, the decisionmaker(s) will:

- a. Use the preponderance of the evidence standard to determine whether sex discrimination occurred. The standard requires the decisionmaker(s) to evaluate relevant and not otherwise impermissible evidence and determine if it is more likely than not that the conduct occurred. If the decisionmaker(s) is not persuaded by a preponderance of the evidence that sex discrimination occurred, the decisionmaker(s) shall not determine that sex discrimination occurred;
- b. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX and/or the Board’s policy and these Administrative Regulations, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal;
- c. Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination;
- d. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- e. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

9. Remedies and Disciplinary Sanctions. If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a complainant and other people the District identified as having had equal access to the District’s education program or activity limited or denied by sex discrimination. These remedies may

- include, but are not limited to: continued supports for the complainant and other people the District identifies; follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation; training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it; counseling supports; other remedies as may be appropriate for a particular circumstance as determined by the Title IX Coordinator.
- b. Coordinate the imposition of disciplinary sanctions, as appropriate, for a respondent, including notification to the complainant of any such disciplinary sanctions. The possible sanctions may include, but are not limited to, discipline up to and including expulsion for students and termination of employment for employees; resolution through restorative practices; and/or restrictions from athletics and other extracurricular activities.
 - c. Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
 - d. Communicate with a student's PPT or Section 504 team prior to disciplining a respondent to ensure compliance with the requirements of the IDEA and Section 504 with respect to discipline of students.
 - e. If expulsion is recommended, refer a student respondent to the Board for expulsion proceedings pursuant to Connecticut law.
10. Appeal of Determination. After receiving the written determination of the outcome, parties shall have ten (10) school days to submit a formal written statement of appeal, if they so choose, to the Title IX Coordinator challenging the outcome of the grievance procedures and explaining the basis for appeal.

Upon receipt of an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal, who shall be someone other than the Title IX Coordinator, investigator(s), or initial decisionmaker(s). The decisionmaker(s) for the appeal will provide the appealing party's written statement to the non-appealing party. The non-appealing party will then have ten (10) school days to submit to the decision-maker(s) for the appeal a written statement in support of, or challenging, the outcome of the grievance procedures.

The decisionmaker(s) for the appeal shall review the evidence and the information presented by the parties and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator(s) and the parties, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the written outcome. Generally, a party's disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within thirty (30) school days of receipt of all written statements from the parties.

SECTION V: PREGNANCY OR RELATED CONDITIONS

When any District employee is notified by a student or a student's parent or guardian that the student is pregnant or has a related condition, the District employee must promptly provide the student or parent or guardian with the Title IX Coordinator's contact information and inform the person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity. Once a student or a student's parent or guardian notifies the Title IX Coordinator of the student's pregnancy or related condition, the Title IX Coordinator must take specific actions to prevent discrimination and ensure equal access, as outlined in 34 C.F.R. § 106.40(b)(3) of the Title IX federal regulations.

For Board employees, the District will treat pregnancy or related conditions as any other temporary medical conditions for all job-related purposes and follow the provisions outlined in 34 C.F.R. § 106.57 of the Title IX federal regulations. The District will provide reasonable break time for an employee to express breast milk or breastfeed as needed. The District will also ensure that an employee can access a lactation space, which must be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and may be used by an employee for expressing breast milk or breastfeeding as needed.

SECTION VI: RETALIATION

The District prohibits retaliation, including peer retaliation, in its education program or activity. When the District has information about conduct that reasonably may constitute retaliation under Title IX and/or the Board's policy and these Administrative Regulations, the District must initiate its grievance procedures or, as appropriate, an informal resolution process.

SECTION VII: RECORDKEEPING

The District will maintain for a period of seven (7) years:

1. For each complaint of sex discrimination, records documenting the informal resolution process or the grievance procedures and the resulting outcome;
2. For each notification the Title IX Coordinator received of information about conduct that reasonably may constitute sex discrimination under Title IX, records documenting the actions the District took in response; and
3. All materials used to provide training to employees pursuant to this Administrative Regulation. The District will make these training materials available upon request for inspection by members of the public.

SECTION VIII: TRAINING

The District shall provide the individuals designated below with the following training promptly upon hiring or change of position that alters their duties, and annually thereafter.

1. *All employees.* All employees shall be annually trained on the District's obligation to address sex discrimination in its education program or activity; the scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment; and all applicable notification and information requirements related to pregnancy and related conditions and the District's response to sex discrimination.
2. *Investigators, decisionmakers, and other persons who are responsible for implementing the District's grievance procedures or have the authority to modify or terminate supportive measures.* Any employee who will act as an investigator, decisionmaker, or is responsible for supportive measures shall be annually trained on the District's response to sex discrimination; the District's grievance procedures; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the grievance procedures.
3. *Informal Resolution Facilitator.* Any employee who will act as an informal resolution facilitator shall be annually trained on the topics in subsection (1) and the rules and practices associated with the District's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.
4. *Title IX Coordinator.* Any employee who will serve as the Title IX coordinator must be trained on above subsections (1)-(3) and must be trained on their specific responsibilities under Title IX, the District's recordkeeping system and the requirements recordkeeping under Title IX.

SECTION IX: FURTHER REPORTING

At any time, a complainant alleging sex discrimination may also file a complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 9th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Individuals may also make a report of sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

7/29/2024

**COMPLAINT FORM REGARDING SEX DISCRIMINATION, INCLUDING
SEX-BASED HARASSMENT**

Name of the complainant: _____

Date of the alleged conduct: _____

Name(s) of the alleged perpetrator(s): _____

Location where such conduct occurred: _____

Name(s) of any witness(es) to the conduct: _____

Detailed statement of the circumstances:

Remedy requested: _____

Signature: _____

Date: _____

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 5000
Students

Policy 5275

**PROHIBITION OF SEX DISCRIMINATION, INCLUDING SEX-BASED
HARASSMENT**

The Darien Board of Education (the “Board”) and Darien Public Schools (the “District”) do not discriminate on the basis of sex and prohibit sex discrimination in any education program or activity that the Board and/or District operate, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq. and its implementing regulations (“Title IX”), as it may be amended from time to time, Title VII of the Civil Rights Act of 1964 (“Title VII”), and Connecticut law.

Inquiries about Title IX may be referred to the District’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. The District’s Title IX Coordinator is:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

The Superintendent of Schools shall develop and adopt grievance procedures that provide for the prompt and equitable resolution of complaints made (1) by students, employees, or other individuals who are participating or attempting to participate in the District’s education program or activity, or (2) by the Title IX Coordinator, alleging any action that would be prohibited by Title IX, Title VII, or Connecticut law (the “Administrative Regulations”). The Administrative Regulations are located hereinafter.

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance. This includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. **Sex discrimination includes sex-based harassment**, as defined below.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment*, or where an employee, agent or other person authorized by the Board to provide an aid, benefit or services under its education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct;
2. *Hostile environment harassment*, or unwelcome sex-based conduct that based on the totality of the circumstances, is (1) subjectively and objectively offensive and (2) so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - a. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;
 - b. the type, frequency, and duration of the conduct;
 - c. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. the location of the conduct and the context in which the conduct occurred; and
 - e. other sex-based harassment in the District's education program or activity; or
3. *A specific offense*, as follows:
 - a. Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - b. Dating violence, meaning violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship;
 - c. Domestic violence, meaning felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Connecticut, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of Connecticut; or
 - d. Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

Reporting Sex Discrimination:

The following people have a right to make a complaint of sex discrimination, including a complaint of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX:

1. A “complainant,” which includes:
 - a. a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - b. a person other than a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the Board’s education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; and
3. The District’s Title IX Coordinator.

For clarity, a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of Title IX.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student of the District or employee of the Board; or
- Any person other than a student of the District or employee of the Board who was participating or attempting to participate in the Board’s education program or activity at the time of the alleged sex discrimination.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the District’s Title IX Coordinator or an administrator.

Any Board employee who has information about conduct that reasonably may constitute sex discrimination must as immediately as practicable notify the Title IX Coordinator. If the Title IX Coordinator is alleged to have engaged in sex discrimination, Board employees shall instead notify their building principal or the Superintendent of Schools, if the employee is not assigned to a school building.

Individuals may also make a report of sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 9th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111) and/or to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Legal References: Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.
Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a)

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Equal Employment Opportunity Commission Policy Guidance on Current
Issues of Sexual Harassment (N-915.050), March 19, 1990

Conn. Gen. Stat. § 10-15c - Discrimination in public schools prohibited.

Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut

Conn. Gen. Stat. § 46a-60 - Discriminatory employment practices
prohibited

Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination:
Employment

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender
identity or expression or marital status prohibited

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Brittell v. Department of Correction, 247 Conn. 148 (1998)

Fernandez v. Mac Motors, Inc., 205 Conn. App. 669 (2021)

ADOPTED: June 14, 2005

REVISED: August 27, 2013, February 2, 2021, February 27, 2024

7/29/24

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 5000
Students

Policy 5275

ADMINISTRATIVE REGULATIONS
PROHIBITION OF SEX DISCRIMINATION, INCLUDING SEX-BASED
HARASSMENT

The Darien Board of Education (the “Board”) and Darien Public Schools (the “District”) do not discriminate on the basis of sex and prohibit sex discrimination in any education program or activity that the Board and/or District operate, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq. and its implementing regulations (“Title IX”), as it may be amended from time to time, Title VII of the Civil Rights Act of 1964 (“Title VII”), and Connecticut law.

The District has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the District’s education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX, Title VII, or Connecticut law. Any reference in these Administrative Regulations to the Title IX coordinator or to an administrator includes such person’s designee.

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance. This includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. **Sex discrimination includes sex-based harassment**, as defined below.

Sex-based harassment under Title IX is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment*, or where an employee, agent or other person authorized by the Board to provide an aid, benefit or services under its education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct);
2. *Hostile environment harassment*, or unwelcome sex-based conduct that based on the totality of the circumstances, is (1) subjectively and objectively offensive and (2) so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the District’s education program or activity. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. the degree to which the conduct affected the complainant’s ability to access the District’s education program or activity;
 - b. the type, frequency, and duration of the conduct;
 - c. the parties’ ages, roles within the District’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. the location of the conduct and the context in which the conduct occurred; and
 - e. other sex-based harassment in the District’s education program or activity; or
3. *A specific offense, as follows:*
- a. Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - b. Dating violence, meaning violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship;
 - c. Domestic violence, meaning felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Connecticut, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of Connecticut; or
 - d. Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person’s safety or the safety of others; or (ii) suffer substantial emotional distress.

SECTION I: REPORTING SEX DISCRIMINATION

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination, please contact the District’s Title IX Coordinator or an administrator. The District’s Title IX Coordinator is:

Marjorie Cion
Director of Human Resources
35 Leroy Avenue
Darien, CT 06820
203-656-7406
mcion@darienps.org

The following people have a right to make a complaint of sex discrimination, including a complaint of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX and under the Board’s policy and these Administrative Regulations:

1. A “complainant,” which includes:
 - a. a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - b. a person other than a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District’s education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant (collectively, “parent or guardian”); and
3. The District’s Title IX Coordinator.

For clarity, a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of Title IX.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following people have a right to make a complaint:

- Any student of the District or employee of the Board; or
- Any person other than a student of the District or employee of the Board who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. Consolidation shall not violate the Family Educational Rights and Privacy Act (“FERPA”), and thus requires that prior written consent is obtained from the parents or eligible students to the disclosure of their education records. Where the District is unable to obtain prior written consent, complaints cannot be consolidated. When more than one complainant or more than one respondent is involved, references in these Administrative Regulations to a party, complainant, or respondent include the plural, as applicable.

SECTION II: DEFINITIONS

1. **Bias** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decisionmaker(s) demonstrate actual bias, rather than the appearance of bias. Actual bias includes, but is not limited to, demonstrated personal animus against the respondent or the complainant and/or prejudgment of the facts at issue in the investigation.
2. **Complainant** means (1) a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or (2) a person other than a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting

to participate in the District's education program or activity at the time of the alleged sex discrimination. When a complainant is a student of the District, reference in these Administrative Regulations to complainant includes the student's parent or guardian.

3. **Complaint** means oral or written requests to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations and under the Board's policy and these Administrative Regulations.
4. A **conflict of interest** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decisionmaker(s) have personal, financial and/or familial interests that affected the outcome of the investigation.
5. **Consent** means an active, clear and voluntary agreement by a person to engage in sexual activity with another person (also referred to hereafter as "affirmative consent").

For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether consent for sexual activity was given and/or sustained:

- Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.
 - Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.
 - It is the responsibility of each person engaging in a sexual activity to ensure that the person has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.
 - It shall not be a valid excuse to an alleged lack of affirmative consent that a respondent to the alleged violation believed that a complainant consented to the sexual activity:
 - because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant consented, or
 - if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.
 - The existence of a past or current dating or sexual relationship between a complainant and a respondent, in and of itself, shall not be determinative of a finding of consent.
6. **Disciplinary sanctions** means consequences imposed on a respondent following a determination under Title IX or under the Board's policy and these Administrative Regulations that the respondent violated the District's prohibition on sex discrimination.

7. For purposes of investigations and complaints of sex discrimination, **education program or activity** includes buildings owned or controlled by the Board and conduct that is subject to the District's disciplinary authority. The District has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the District's education program or activity or outside the United States.
8. **Employee** means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of the individual's duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.
9. **Party** means a complainant or respondent.
10. **Pregnancy or related conditions** mean (A) pregnancy, childbirth, termination of pregnancy, or lactation; (B) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (C) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
11. **Relevant** means related to the allegations of sex discrimination under investigation as a part of the District's Title IX grievance procedures. Questions are **relevant** when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
12. **Remedies** means measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after the District determines that sex discrimination occurred.
13. **Respondent** means an individual who is alleged to have violated the District's prohibition on sex discrimination. When a respondent is a student of the District, reference in these Administrative Regulations to respondent includes the student's parent or guardian.
14. **Retaliation** means intimidation, threats, coercion, or discrimination against any person by a student or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or Title VII or their regulations or Connecticut law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing or informal resolution process conducted pursuant to

federal Title IX regulations or under the Board's policy and these Administrative Regulations. This also includes **peer retaliation**, which means retaliation by a student against another student.

15. **School days** means the days that school is in session as designated on the calendar posted on the District's website. In its discretion, and when equitably applied and with proper notice to the parties, the District may consider business days during the summer recess as "school days" if such designation facilitates the prompt resolution of the grievance procedures.
16. **Supportive measures** means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: (1) restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or (2) provide support during the District's grievance procedures or during the informal resolution process. Supportive measures may include counseling; extensions of deadlines or other course-related adjustments; increased security and monitoring; restrictions on contact; changes to class schedules or extracurriculars; training and education programs related to sex-based harassment, and other similar measures as determined appropriate by the Title IX Coordinator.

SECTION III: RESPONSE TO SEX DISCRIMINATION

1. **Notification of Procedures**. When notified of conduct that reasonably may constitute sex discrimination, including sex-based harassment, the Title IX Coordinator shall notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures, and the informal resolution process, if available and appropriate. If a complaint is made, the Title IX Coordinator shall also notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate.
2. **Supportive Measures**. When notified of conduct that reasonably may constitute sex discrimination, including sex-based harassment, an administrator will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the District's education program or activity or provide support during the District's Title IX grievance procedures or during the informal resolution process. The District will not disclose information about any supportive measures to persons other than the person to whom they apply and their parent or guardian unless necessary to provide the supportive measure or restore or preserve a party's access to the educational program or activity.
 - a. Where a supportive measure has been implemented, a party may seek the modification or termination of the supportive measure, if the supportive measure is applicable to them and if the party's circumstances have materially changed. The District may, as appropriate, modify or terminate supportive measures at the

conclusion of the grievance procedures or at the conclusion of the informal resolution process.

- b. *Challenge to Supportive Measures.* Upon an administrator's decision to provide, deny, modify or terminate a supportive measure, either a respondent or a complainant may challenge that decision. The challenged supportive measure must be applicable to the challenging party. A party's challenge may be based on, but is not limited to, concerns regarding whether the supportive measure is reasonably burdensome; reasonably available; being imposed for punitive or disciplinary reasons; imposed without fee or charge; or otherwise effective in meeting the purposes for which it is intended, including to restore or preserve access to the education program or activity, provide safety, or provide support during the grievance procedures. Such challenge shall be made in writing to the Title IX Coordinator.

Promptly and without undue delay after receiving a party's challenge, the Title IX Coordinator shall determine if the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures in this Administrative Regulation. When there is a change to a supportive measure currently in place, including the termination of the supportive measure, or where a new supportive measure is implemented or a requested supportive measure has been denied, the Title IX Coordinator shall notify the affected party of the determination.

In the event that the Title IX Coordinator made the decision to provide, deny, modify or terminate a supportive measure, the challenge will be assigned to a disinterested administrator.

3. Informal Resolution Process. In lieu of resolving a complaint of sex discrimination through the District's formal grievance procedures (outlined below), the parties may instead elect to participate in an informal resolution process. The District has discretion to determine whether it is appropriate to offer an informal resolution process and may decline to offer informal resolution despite one or more of the parties' wishes. The District does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with the law. Upon the District offering the informal resolution process to both parties, that parties shall have seven (7) school days to decide if they would like to participate in the process. The District shall obtain the parties' voluntary consent to proceed with the informal resolution process. If the informal resolution process proceeds, the Title IX Coordinator shall appoint an informal resolution facilitator, who will not be the same person as the investigator or the decisionmaker.

- a. *Notice of Informal Resolution Process.* Promptly upon obtaining the parties' voluntary consent to process with the informal resolution process and before initiation of the informal resolution process, the District must provide to the parties written notice that explains:
 - 1) the allegations;
 - 2) the requirements of the informal resolution process;

- 3) that, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the formal grievance procedures;
 - 4) that the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming the formal grievance procedures arising from the same allegations;
 - 5) the potential terms that may be requested or offered in an informal resolution agreement (which may include, but are not limited to, restrictions on contact, restrictions on the respondent's participation in the District's programs or activities, other disciplinary sanctions, and/or sensitivity training), including notice that an informal resolution agreement is binding only on the parties; and
 - 6) what information the District will maintain and whether and how the District could disclose such information for use in formal grievances procedures.
- b. *Intake Meeting(s)*. From the date of the written notice provided in subsection III.3.a, above, the parties will have thirty (30) school days to reach a resolution. The Title IX Coordinator may extend this timeframe for the same reasons identified in subsection IV.1.d, below. If a resolution is not reached, the District will continue resolving the complaint through the grievance procedures as outlined below. The informal resolution process will be designed to be collaborative, focusing on the needs of both parties. When the parties have agreed to pursue the informal resolution process, the informal resolution facilitator shall have a separate intake meeting with each party to determine the appropriate path for resolution. During the intake meeting(s), each party will have the opportunity to share their perspective on the allegations, and the informal resolution facilitator will ascertain the party's goals and motivation in pursuing an informal resolution process.
- c. *Informal Resolution Process*. Depending on the allegations of sex discrimination, the District may offer, or the parties may request (subject to the District's approval), one or more of the following types of informal resolution processes:
- 1) Facilitated Dialogue: After the intake meeting(s), the parties engage in a direct conversation about the alleged sex discrimination with the assistance of the informal resolution facilitator. In a facilitated dialogue, the parties are communicating directly and sharing the same space (virtually or in-person). During a facilitated dialogue, the parties will have the opportunity to discuss their individual experiences and listen to the experiences of others with the intention of reaching a mutually agreeable resolution.
 - 2) Mediation: After the intake meeting, the parties will engage in back-and-forth communication to reach an agreed-upon resolution. Mediation may take place electronically or in-person or virtually, with the parties in different locations (e.g. not face-to-face). The parties will have the opportunity to speak with the informal resolution facilitator, and the informal resolution facilitator will communicate

each party's perspective to the opposing party. Mediation may be completed in one session or may require multiple sessions.

- d. *Informal Resolution Agreement.* After the parties have reached an agreed-upon resolution, the informal resolution facilitator shall memorialize such agreement in writing. Such resolutions may include, but are not limited to, mutual no-contact orders; agreed upon sensitivity training; restrictions on the respondent's participation in the District's programs or activities or other disciplinary sanctions; or other mutually agreed upon resolutions. Both parties shall sign the informal resolution agreement, at which point the matter will be considered resolved.
 - e. *Retaliation and Subsequent Conduct.* Nothing in this section precludes an individual from filing a complaint of retaliation for matters related to an informal resolution, nor does it preclude either party from filing complaints based on conduct that is alleged to occur following the District's facilitation of the informal resolution.
4. Emergency Removal. The District will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination. However, the District may remove a respondent from the District's program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of the complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
 5. Students with Disabilities. If a complainant or respondent is a student with a disability, the Title IX Coordinator shall consult with one or more members of the student's Planning and Placement Team or Section 504 Team to determine how to comply with the requirements of the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act throughout the implementation of the grievance procedures, including in the implementation of supportive measures.
 6. Absence of a Complaint. In the absence of a complaint, or the withdrawal of any or all allegations in the complaint, and in the absence or termination of the informal resolution process, the Title IX Coordinator shall make a fact-specific determination regarding whether the Title IX Coordinator should initiate a complaint of sex discrimination. In making this determination, the Title IX Coordinator shall consider, at a minimum, the following factors:
 - a. The complainant's request not to proceed with initiation of a complaint;
 - b. The complainant's reasonable safety concerns regarding initiation of a complaint;
 - c. The risk that additional acts of sex discrimination would occur if a complaint is not initiated;

- d. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from the District's program or activity or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- e. The age and relationship of the parties, including whether the respondent is a Board employee;
- f. The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- g. The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- h. Whether the District could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If, after considering these and other relevant factors, the Title IX Coordinator determines that the alleged conduct presents an imminent and serious threat to the health or safety of the complainant or other person, or that the alleged conduct prevents the District from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint.

SECTION IV: GRIEVANCE PROCEDURES FOR COMPLAINTS OF SEX DISCRIMINATION

1. Basic Requirements for the Grievance Procedures.
 - a. The District will treat complainants and respondents equitably.
 - b. The District prohibits any Title IX Coordinator, investigator, or decisionmaker from having a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
 - c. The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedures.
 - d. The District has established timeframes for the major stages of the grievance procedures. The District has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay:
 - 1) When determining whether a reasonable extension of timeframes is appropriate, the Title IX Coordinator shall pursue a two-step inquiry. When appropriate, the Title IX Coordinator shall make this determination in consultation with the investigator, decisionmaker, appeal decisionmaker and/or the informal resolution facilitator.
 - 2) First, the Title IX Coordinator shall determine whether good cause exists. Good cause shall include, but is not limited to, the absence or illness of a party or a witness; concurrent law enforcement activity and/or activity by the Department of

Children and Families; school being out of session; or particular circumstances based on the Title IX Coordinator's experience and familiarity with the complaint that constitute good cause. Reasonable modifications for those with disabilities and language assistance for those with limited proficiency in English should be provided within the established timeframes without need for a reasonable extension.

- 3) The existence of good cause will not always require a reasonable extension. When evaluating whether such good cause warrants a reasonable extension of time, the Title IX Coordinator shall, in part, determine whether there is a reasonable alternative that may be pursued in lieu of an extension. Where no such alternative exists and where a reasonable extension is necessary to properly effectuate the District's grievance procedures, the Title IX Coordinator shall determine an appropriate extension of time and provide notice of the period of extension to the parties in writing.
- e. The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will be designed to not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consulting with their family members or confidential resources; or otherwise preparing for or participating in the grievance procedures. The District prohibits retaliation by or against any parties, including against witnesses.
- f. The District will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory (tending to prove sex discrimination) and exculpatory evidence (tending to disprove sex discrimination). Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- g. The following types of evidence, and questions seeking that evidence, are impermissible (*i.e.*, will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
 - 1) Evidence that is protected under a privilege recognized by Federal or Connecticut law, unless the person to whom the privilege is owed has voluntarily waived the privilege;
 - 2) A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
 - 3) Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant

and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

- h. The District will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination. However, the District may remove a respondent from the District's program or activity on an emergency basis, as discussed above.
2. Filing a Complaint. A complainant (as defined above) and/or their parent or guardian may file a written or oral complaint with the Title IX Coordinator or an administrator to initiate the District's grievance procedures. Complaints should be filed within thirty (30) school days of the alleged occurrence. If a complaint is filed after thirty (30) school days of the alleged occurrence, the District may be limited in its ability to investigate the complaint.
3. Notice of District Grievance Procedures. If not already done, within five (5) school days of receiving a complaint, the Title IX Coordinator shall inform the complainant and their parent or guardian about the District's Title IX grievance procedures, offer the complainant supportive measures, and, where appropriate, inform the complainant and their parent or guardian about the District's informal resolution process. Through this notification, the Title IX Coordinator shall confirm that the complainant is requesting the District to conduct an investigation and make a determination regarding their allegations of sex discrimination. When the Title IX Coordinator is named as the respondent, the building principal or administrator responsible for the program shall notify the complainant and their parent or guardian.
4. Jurisdiction and Dismissal. Prior to initiating an investigation into the alleged sex discrimination and prior to issuing the notice of allegations, the Title IX Coordinator shall review the complaint and determine jurisdiction. If the alleged conduct occurred in the District's program or activity or the conduct is otherwise subject to the District's disciplinary authority, then the District has jurisdiction. If there is no jurisdiction, the Title IX Coordinator must dismiss the complaint. The Title IX Coordinator shall make a determination regarding jurisdiction within five (5) school days of receiving the complaint.
 - a. The Title IX Coordinator or the investigator may dismiss a complaint of sex discrimination prior to issuing the notice of allegations and prior to reaching a determination regarding responsibility where:
 - 1) The District is unable to identify the respondent after taking reasonable steps to do so;
 - 2) The respondent is not participating in the District's education program or activity and/or is not employed by the Board;
 - 3) The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the Title IX Coordinator determines that, without the complainant's withdrawn allegations, the

conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

- 4) The Title IX Coordinator determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the District will make reasonable efforts to clarify the allegations by communicating with the complainant to discuss the allegations in the complaint.
- b. Upon dismissal of the complaint, the Title IX Coordinator will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing. When a complaint is dismissed, the District will, at a minimum:
- 1) Offer supportive measures to the complainant as appropriate;
 - 2) If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
 - 3) Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the District's education program or activity.
- c. Appeal of Dismissal. The Title IX Coordinator will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent that the dismissal may be appealed. The District's appeal procedures will be implemented equally for all parties.
- 1) Dismissals may be appealed on the following bases:
 - a) Procedural irregularity that would change the outcome;
 - b) New evidence that would change the outcome and that was not reasonably available when the dismissal was issued; and
 - c) The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
 - 2) If the dismissal is appealed, an administrator who did not take part in the investigation of the allegations or the dismissal of the complaint will be the appeal decisionmaker for the dismissal. The District's appeal process for the dismissal of a complaint provides the following:
 - a) The appealing party shall have five (5) school days, from the receipt of the dismissal, to submit a written statement in support of, or challenging the outcome of the dismissal;
 - b) The appeal decisionmaker must promptly notify the other party of the appeal;

- c) The other party shall have five (5) school days, from receiving notice from the appeal decisionmaker to submit a written a statement in support of, or challenging, the outcome; and
 - d) Within ten (10) school days following the other party’s opportunity to provide a statement, the appeals decisionmaker shall provide the parties the result of the appeal and the rationale for the result.
5. Notice of Allegations. Upon receipt or filing by the Title IX Coordinator of a complaint, and after determining that the District retains jurisdiction over the complaint, the Title IX Coordinator must provide a notice of allegations to the parties that includes the following:
- a. The District’s Title IX grievance procedures and availability of the informal resolution process;
 - b. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
 - c. A statement that retaliation is prohibited; and
 - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the District provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the investigator decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the initial notice of allegations or that are included in a complaint that is consolidated, the District will notify the parties of the additional allegations by issuing an additional notice of allegations.

6. Investigation. The District will provide for the adequate, reliable, and impartial investigation of complaints. In most circumstances, the District will institute a unified investigative model in which an administrator, or a team of administrators, will serve as both the investigator and the decisionmaker. In rare circumstances, the Title IX Coordinator may implement a bifurcated investigative model in which the investigator and the decisionmaker are separate administrators, or separate teams of administrators. The implementation of a bifurcated investigative model shall be in the sole discretion of the District, based on a review by the Title IX Coordinator of the complexity of the investigation and the resources needed. The following applies to all investigations, except as otherwise provided herein:
- a. The burden is on the District—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

- b. The investigator(s) will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible.
 - c. The investigator(s) will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
 - d. *Disclosure of Evidence:* Prior to making a determination, the investigator(s) will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible.
 - 1) Access to such evidence shall be accomplished by the investigator(s) providing the parties with a description of such evidence or the actual relevant and not otherwise impermissible evidence.
 - 2) The parties shall have five (5) school days to review a description of the evidence or the actual evidence.
 - 3) If not already provided, the parties may request to review the relevant and not otherwise impermissible evidence, rather than a description of the evidence. Parties requesting a review of the evidence must do so within the five (5) school day review period identified above.
 - 4) The parties may submit a written response to the evidence, which must be received by the investigator(s) no later than the end of the five (5) school day review period identified above.
 - 5) Based on the complexity and amount of the evidence, the investigator(s) may provide the parties with additional time to review and respond to the evidence.
 - 6) The District strictly prohibits the unauthorized disclosure of information and evidence obtained solely through the grievance procedures by parties or any other individuals involved in the Title IX grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.
 - e. *Only when using a bifurcated investigative model*, the investigator(s) will draft an investigative report that summarizes the relevant and not otherwise impermissible evidence. The investigator(s) will provide this report to the parties and to the decisionmaker(s).
7. Questioning the Parties and Witnesses. The decisionmaker(s) shall question parties and witnesses to adequately assess the credibility of a party or witness, to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. Credibility may be considered to be in dispute where the decisionmaker(s) must choose between competing narratives to resolve the complaint. The decisionmaker(s), at their discretion, may conduct individual meetings with the parties or witnesses to evaluate credibility. The decisionmaker(s) may consider the following factors in making this evaluation:

- a. Plausibility – Whether the testimony is believable on its face; whether the party or witness experienced or perceived the conduct firsthand; and/or whether there are any inconsistencies in any part of the party’s or witness’s testimony;
- b. Corroboration – Whether there is other testimony or physical evidence that tends to prove or disprove the party’s or witness’s testimony;
- c. Motive to Falsify – Whether the party or the witness had a motive to lie; whether a bias, interest or other motive exists; and/or whether there is a fear of retaliation;
- d. Demeanor – Evaluating the party’s or witness’s body language, including whether there is a perceived nervousness and/or they make tense body movements.

The decisionmaker(s) shall consider the credibility of any party and witness based on the factors above, as well as the evidence and information gathered during the investigation.

8. Determination of Whether Sex Discrimination Occurred. Following an investigation and evaluation of all relevant and not otherwise impermissible evidence and within sixty (60) school days of issuing the initial notice of allegations, the decisionmaker(s) will:

- a. Use the preponderance of the evidence standard to determine whether sex discrimination occurred. The standard requires the decisionmaker(s) to evaluate relevant and not otherwise impermissible evidence and determine if it is more likely than not that the conduct occurred. If the decisionmaker(s) is not persuaded by a preponderance of the evidence that sex discrimination occurred, the decisionmaker(s) shall not determine that sex discrimination occurred;
- b. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX and/or the Board’s policy and these Administrative Regulations, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal;
- c. Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination;
- d. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- e. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

9. Remedies and Disciplinary Sanctions. If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a complainant and other people the District identified as having had equal access to the District’s education program or activity limited or denied by sex discrimination. These remedies may include, but are not limited to: continued supports for the complainant and other people the District identifies; follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation; training or other interventions for the larger school

- community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it; counseling supports; other remedies as may be appropriate for a particular circumstance as determined by the Title IX Coordinator.
- b. Coordinate the imposition of disciplinary sanctions, as appropriate, for a respondent, including notification to the complainant of any such disciplinary sanctions. The possible sanctions may include, but are not limited to, discipline up to and including expulsion for students and termination of employment for employees; resolution through restorative practices; and/or restrictions from athletics and other extracurricular activities.
 - c. Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
 - d. Communicate with a student's PPT or Section 504 team prior to disciplining a respondent to ensure compliance with the requirements of the IDEA and Section 504 with respect to discipline of students.
 - e. If expulsion is recommended, refer a student respondent to the Board for expulsion proceedings pursuant to Connecticut law.
10. Appeal of Determination. After receiving the written determination of the outcome, parties shall have ten (10) school days to submit a formal written statement of appeal, if they so choose, to the Title IX Coordinator challenging the outcome of the grievance procedures and explaining the basis for appeal.

Upon receipt of an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal, who shall be someone other than the Title IX Coordinator, investigator(s), or initial decisionmaker(s). The decisionmaker(s) for the appeal will provide the appealing party's written statement to the non-appealing party. The non-appealing party will then have ten (10) school days to submit to the decision-maker(s) for the appeal a written statement in support of, or challenging, the outcome of the grievance procedures.

The decisionmaker(s) for the appeal shall review the evidence and the information presented by the parties and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator(s) and the parties, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the written outcome. Generally, a party's disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within thirty (30) school days of receipt of all written statements from the parties.

SECTION V: PREGNANCY OR RELATED CONDITIONS

When any District employee is notified by a student or a student's parent or guardian that the student is pregnant or has a related condition, the District employee must promptly provide the student or parent or guardian with the Title IX Coordinator's contact information and inform the

person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity. Once a student or a student's parent or guardian notifies the Title IX Coordinator of the student's pregnancy or related condition, the Title IX Coordinator must take specific actions to prevent discrimination and ensure equal access, as outlined in 34 C.F.R. § 106.40(b)(3) of the Title IX federal regulations.

For Board employees, the District will treat pregnancy or related conditions as any other temporary medical conditions for all job-related purposes and follow the provisions outlined in 34 C.F.R. § 106.57 of the Title IX federal regulations. The District will provide reasonable break time for an employee to express breast milk or breastfeed as needed. The District will also ensure that an employee can access a lactation space, which must be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and may be used by an employee for expressing breast milk or breastfeeding as needed.

SECTION VI: RETALIATION

The District prohibits retaliation, including peer retaliation, in its education program or activity. When the District has information about conduct that reasonably may constitute retaliation under Title IX and/or the Board's policy and these Administrative Regulations, the District must initiate its grievance procedures or, as appropriate, an informal resolution process.

SECTION VII: RECORDKEEPING

The District will maintain for a period of seven (7) years:

1. For each complaint of sex discrimination, records documenting the informal resolution process or the grievance procedures and the resulting outcome;
2. For each notification the Title IX Coordinator received of information about conduct that reasonably may constitute sex discrimination under Title IX, records documenting the actions the District took in response; and
3. All materials used to provide training to employees pursuant to this Administrative Regulation. The District will make these training materials available upon request for inspection by members of the public.

SECTION VIII: TRAINING

The District shall provide the individuals designated below with the following training promptly upon hiring or change of position that alters their duties, and annually thereafter.

1. *All employees.* All employees shall be annually trained on the District's obligation to address sex discrimination in its education program or activity; the scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment; and all applicable notification and information requirements related to pregnancy and related conditions and the District's response to sex discrimination.

2. *Investigators, decisionmakers, and other persons who are responsible for implementing the District's grievance procedures or have the authority to modify or terminate supportive measures.* Any employee who will act as an investigator, decisionmaker, or is responsible for supportive measures shall be annually trained on the District's response to sex discrimination; the District's grievance procedures; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the grievance procedures.
3. *Informal Resolution Facilitator.* Any employee who will act as an informal resolution facilitator shall be annually trained on the topics in subsection (1) and the rules and practices associated with the District's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.
4. *Title IX Coordinator.* Any employee who will serve as the Title IX coordinator must be trained on above subsections (1)-(3) and must be trained on their specific responsibilities under Title IX, the District's recordkeeping system and the requirements recordkeeping under Title IX.

SECTION IX: FURTHER REPORTING

At any time, a complainant alleging sex discrimination may also file a complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 9th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Individuals may also make a report of sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

7/29/2024

**COMPLAINT FORM REGARDING SEX DISCRIMINATION, INCLUDING
SEX-BASED HARASSMENT**

Name of the complainant: _____

Date of the alleged conduct: _____

Name(s) of the alleged perpetrator(s): _____

Location where such conduct occurred: _____

Name(s) of any witness(es) to the conduct: _____

Detailed statement of the circumstances:

Remedy requested: _____

Signature: _____

Date: _____

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

Series 5000
Students

Policy 5130

STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

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

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

Legal References:

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Public Act No. 22-47

Connecticut General Statutes § 10-198f

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

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

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

[Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* \(April 2017\)](#)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

Connecticut State Department of Education Memorandum, *Mental Health Wellness Days* (January 24, 2022)

[Connecticut State Department of Education Memorandum, *Adoption of Definition of Remote Absence* \(September 7, 2022\)](#)

[Connecticut State Board of Education Resolution \(September 7, 2022\)](#)

ADOPTED BY THE BOARD OF EDUCATION: March 28, 2017
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**ADMINISTRATIVE REGULATIONS REGARDING
ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM**

I. Attendance and Truancy

A. Definitions for Section I

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

- b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
- i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- c. A student, age five (5) to eighteen (18), inclusive, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to the student's return to school.
- ~~“Excused Absence” excludes a student’s engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning.”~~

5. "In aAttendance" - Any day during which a student is present at the student's assigned school and/; or participating in an activity sponsored by the school (e.g., field trip), for at least half of the regular school day, ; and/or participating in statutorily authorized remote learning as determined through a combination of: synchronous virtual classes, synchronous virtual meetings, activities on time-logged electronic systems, and/or the completion and submission of assignments for at least half of the instructional school day.
6. "Mental health wellness day" - a school day during which a student attends to such student's emotional and psychological well-being in lieu of attending school.
7. "Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning modal as may be authorized by the Darien Board of Education (the "Board") in accordance with applicable law.
8. "Student" - a student enrolled in the Darien Public Schools.
9. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
10. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

~~"Unexcused absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning."~~

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

B. Mental Health Wellness Days

Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days. . Mental health wellness days shall be excused when permission by the student's parent/guardian is documented by the student's school, regardless of the number of absences a student has accrued in the school year. Mental health wellness days will not be included in reporting or referrals related to truancy. Mental health wellness day will count as an "absence" for determining chronic absenteeism, as defined in Section II of this policy.

C. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence. (For example, if a student is absent for eight (8) consecutive days of school due to illness, only one signed doctor's note will be required to document those eight days. However, the student would be charged with eight days of absences.)
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.

- b. religious holidays: none.
 - c. mandated court appearances:
 - i. a police summons;
 - ii. a subpoena;
 - iii. a notice to appear;
 - iv. a signed note from a court official; or
 - v. any other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. Text messages shall not serve to satisfy the requirement of written documentation.
 5. The District reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
 6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at the principal's own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

D. Extraordinary Educational Opportunities

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

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

E. Truancy Exceptions:

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the ~~school~~ District office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. Until June 30, 2023, a student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the ~~D~~school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.

3. ~~A~~Beginning July 1, 2023, a student who is eighteen (18) years of age or older may withdraw from school. Such student shall personally appear in person at the school District office and sign a withdrawal form. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the District provided such student with information on the educational options available in the school system and community
4. Beginning July 1, 2023, a student seventeen (17) years of age shall not be considered truant if the parent or person having control over such child withdraws such child from school and enrolls such child in an adult education program pursuant to Conn. Gen. Stat. § 10-69. Such parent or person shall personally appear at the ~~school~~ District office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that the District has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.
5. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

F. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section E.2 or 4, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section E.2 or 4, above) seeks readmission within ten (10) school days the student's withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

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

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

H. Procedures for students in grades K-8*

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Darien Public Schools.
 - b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.
2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school

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

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

1. Intervention

- a. When a student is truant, the building principal or designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. When a student is truant, the Superintendent or designee shall provide notice to the student's parent or guardian of the information concerning the existence and availability of the 2-

1-1 Infoline program, and other pediatric mental and behavioral health screening services and tools described in Conn. Gen. Stat. § 17a-22r.

- d. Beginning July 1, 2023, when a student is truant, an appropriate school mental health specialist, as determined by the District, shall conduct an evaluation of the student to determine if additional behavioral health interventions are necessary for the well-being of the child. "School mental health specialist" means any person employed by the District to provide mental health services to students, including but not limited to a school social worker, school psychologist, trauma specialist, behavior technician, board certified behavior analyst, school counselor, licensed professional counselor or licensed marriage and family therapist.
- e. If the Commissioner of Education determines that any school under the jurisdiction of the Board has a disproportionately high rate of truancy, the District shall implement in that school a truancy intervention model identified by the Department of Education pursuant to Conn. Gen Stat. Section 10-198e.
- f. d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team or other appropriate school-based team to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- g. When the documented implementation of the procedures specified in in subsections (a) through (d) above does not result in improved outcomes despite collaboration with the parent/guardian, the Superintendent or designee may, with written parental consent, refer a student who is truant to a Youth Service Bureau.

J. Attendance Records

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

II. Chronic Absenteeism

A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Darien Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;
2. "Absence" - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;
3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Darien Board of Education in the previous school year divided by the total number of students under the jurisdiction of the Board of Education for such school year; and
4. "School chronic absenteeism rate" - the total number of chronically absent students for a school in the previous school year divided by the total number of students enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

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

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

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

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

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.9, and chronically absent students and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent students, discussing school interventions and community referrals for such truants and chronically absent students and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

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

III. Reports to the State Regarding Truancy Data

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

IV. Evolving State Department of Education and State Board of Education

The Board will comply with any and all guidance issued by the State Department of Education and/or the State Board of Education regarding attendance requirements, including during periods of remote learning.

Legal References:

Public act No. 22-47

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

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[Connecticut State Board of Education Resolution \(September 7, 2022\)](#)

APPROVED BY THE BOARD OF EDUCATION: March 28, 2017

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REVISED:

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 5000
STUDENTS

POLICY 5200

HOMELESS CHILDREN AND YOUTH

In accordance with federal law, it is the policy of the Darien Board of Education (the Board) to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

~~Public Act 19-179 An Act Concerning Homeless Students' Access to Education~~

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

ADOPTED: January 27, 2015
REVISED: June 12, 2018
REVISED: February 2, 2021

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING HOMELESS CHILDREN
AND YOUTH**

In accordance with federal law, the Darien Board of Education (the "Board") and the Darien Public Schools (the "District") does not permit discrimination against, segregation of, or stigmatization of, homeless children and youth. The following sets forth the procedures to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these regulations with respect to homeless children and youth, the provisions of law shall control.

I. Definitions:

- A. **Enroll and Enrollment:** includes attending classes and participating fully in school activities.
- B. **Homeless Children and Youth:** means children and youth twenty-one (21) years of age and younger who lack a fixed, regular, and adequate nighttime residence, including children and youth who:
 - 1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - 2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.
 - 3. Are living in emergency or transitional shelters.
 - 4. Are abandoned in hospitals.
 - 5. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 - 6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 - 7. Are migratory children living in the above described circumstances.
- C. **School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled. School of origin may include preschool administered by the District and, when a homeless child or youth completes the final grade level served by the school of origin, school of origin also

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

includes the designated receiving school at the next grade level for all feeder schools.

- D. **Unaccompanied Youth:** means a homeless child or youth not in the physical custody of a parent or guardian.

II. Homeless Liaison:

A. The District's Homeless Liaison is the Assistant Superintendent for Curriculum and Instruction.

B. The duties of the Homeless Liaison include:

1. Ensuring that homeless children and youth are identified by school personnel and through outreach and coordination with other entities and agencies.
2. Ensuring that homeless children and youth enroll in, and have full and equal opportunity to succeed in the District's schools, including ensuring that such homeless children and youth have opportunities to meet the same challenging State academic standards as other children and youths.
3. Ensuring that homeless families, children, and youths receive educational services for which such families, children and youth are eligible, including services through Head Start and Even Start, early intervention services under Part C of the Individuals with Disabilities Education Act and preschool programs administered by the District.
4. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
5. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth are informed of educational and related opportunities available to r homeless children and youth, including extracurricular activities, and that parents and guardians of homeless children and youth are provided with meaningful opportunities to participate in the education of their children.
6. Ensuring that public notice of the educational rights of homeless children under the McKinney-Vento Act is disseminated in locations

DARIEN PUBLIC SCHOOLS

Darien, Connecticut

frequented by parents, guardians, and unaccompanied youth in a manner and form that is understandable to them.

7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act, including carrying out the initial dispute resolution process and ensuring that homeless students are immediately enrolled pending resolution of any enrollment dispute.
8. Ensuring that parent(s)/guardian(s) of homeless children and youth and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing those services.
9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.
10. Ensuring that students who are English learners/multilingual learners are not deterred or discouraged from applying and/or accessing special academic programs and offerings, including advanced courses and programs, because they are English learners/multilingual learners or because they have interrupted formal schooling due to work-related mobility.
- ~~110.~~ Informing parent(s)/guardian(s) of homeless children and youth and unaccompanied youth, school personnel, and others of the rights of such students.
- ~~121.~~ Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.
- ~~132.~~ Assisting unaccompanied youth in placement/enrollment decisions, including considering the unaccompanied youth's wishes in those decisions, and providing notice to the unaccompanied youth of his or her right to appeal such decisions.
- ~~143.~~ Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).

DARIEN PUBLIC SCHOOLS

Darien, Connecticut

- 154. Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.
- 165. Collaborating with and participating in professional development and technical assistance activities offered by the State Office of the Coordinator for the Education of Homeless Children and Youth.
- 176. Ensuring that school personnel providing services to homeless children and youth receive professional development and other technical assistance activities regarding the McKinney-Vento Act.
- 187. Ensuring that unaccompanied youth are enrolled in school and that procedures are implemented to identify and remove barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with State, local, and school policies.
- 19. Ensuring that information about enrollment, classes, and other educational programs and activities is made accessible to parents and guardians who have limited English proficiency
- ~~1820.~~ With appropriate training, affirming that a child or youth who is eligible for and participating in a program provided by the District, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney-Vento Act.

III. Enrollment of Homeless Children and Youth:

- A. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. However, administrators shall require the parent/guardian or unaccompanied youth to provide contact information prior to enrollment.
- B. To facilitate enrollment, administrators:
 - 1. May permit parents/guardians of homeless children and youth and unaccompanied youth to sign affidavits of residency to replace typical proof of residency.
 - 2. May permit unaccompanied youth to enroll with affidavits to replace typical proof of guardianship.
 - 3. Shall refer parent/guardian/unaccompanied youth to the Liaison who will assist in obtaining immunizations.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

4. Shall contact previous schools for records and assistance with placement decisions.
5. Shall maintain records so that the records are available in a timely fashion when the student enters a new school or school district.

IV. School Selection:

A. Standards for School Selection:

1. The District is required to make a determination as to the best interests of a homeless child or youth in making a determination as to the appropriate school of placement.
2. In making such a determination, the District is required to keep a homeless child or youth in ~~his/her~~ **the child or youth's** school of origin for the duration of homelessness when a homeless child or youth becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the homeless child or youth becomes permanently housed during an academic year, to the extent feasible, unless it is against the wishes of the parent or guardian . or unaccompanied youth Otherwise, the homeless child or youth shall be enrolled in a public school that non-homeless students who live in the area where the homeless child or youth is actually living are eligible to attend.
3. The District must presume that keeping the homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the unaccompanied youth. In considering the child's or youth's best interest, the District must consider student-centered factors related to the child's or youth's best interest, giving priority to the request of the parent or guardian or unaccompanied youth.

B. Procedures for Review of School Selection Recommendation:

1. The Principal or ~~his/her~~ designee of the school in which enrollment is sought review an enrollment request in accordance with the standards discussed above, and shall make an initial recommendation regarding same. If the Principal or ~~his/her~~ designee's recommendation is to select a placement other than the school desired by the parent(s) or guardian(s) of the homeless child or youth or the unaccompanied youth, then the Principal or ~~his/her~~

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

designee shall refer the matter to the Superintendent or ~~his/her~~ designee for review of the recommendation and the reasons therefor, and shall notify the District's Homeless Liaison of same.

2. The Superintendent or ~~his/her~~ designee shall review the matter and consult with the District Homeless Liaison concerning same. If the Superintendent or ~~his/her~~ designee agrees with the recommendation of the Principal or ~~his/her~~ designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or ~~his/her~~ designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board.

C. Dispute Resolution Process:

1. The District's Homeless Liaison shall be responsible for promoting objective and expeditious dispute resolutions, and adherence to these administrative regulations.
2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.
3. If necessary, the District Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Section 10-186(b).
4. Not later than ten (10) days after receipt of an appeal to the Board by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board concerning such appeal, and such hearing shall be shall be conducted in accordance with Section 10-186(b).

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

5. If the Board finds in favor of the Superintendent or ~~his/her~~ designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board's decision to the State Board within twenty (20) days of receipt of the Board of Education's written decision, in accordance with Section 10-186(b). If necessary, the District Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in ~~his or her~~ the child's or youth's school of origin pending resolution of the dispute, including all available appeals.

V. Services:

- A. Homeless children and youth shall be provided with services comparable to those offered other students in the selected school including:

1. Title I services or similar state or local programs, educational programs for students with disabilities, ~~programs for students with limited English proficiency~~, and preschool programs.
- ~~1.2.~~ Language assistance services for students who have limited English proficiency to enable students who are English learners/multilingual learners to meaningfully participate in the educational program
- ~~2.3.~~ Transportation services.
- ~~3.4.~~ Vocational and technical education.
- ~~4.5.~~ Programs for gifted and talented students.
- ~~5.6.~~ School nutrition programs.
- ~~6.7.~~ Before and after school programs.

- B. The District shall coordinate with local social service agencies, other service providers, housing assistance providers and other school districts to ensure that homeless children and youth have access and reasonable proximity to available education and support services.

VI. Transportation:

- A. The District shall provide transportation comparable to that available to other students.
- B. Transportation shall be provided, at a parent or guardian or unaccompanied youth's request, to and from the school of origin for a homeless child or

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

youth. Transportation shall be provided for the entire time the child or youth is homeless and until the end of any academic year in which they move into permanent housing. Transportation to the school of origin shall also be provided during pending disputes. The Liaison shall request transportation to and from the school of origin for an unaccompanied youth. Parents and unaccompanied youth shall be informed of this right to transportation before they select a school for attendance.

C. To comply with these requirements:

1. Parents/guardians, schools, and liaisons shall use the district transportation form to process transportation requests.
2. If the homeless child or youth is living and attending school in this District, the District shall arrange transportation.
3. If the homeless child or youth is living in this District but attending school in another, or attending school in this District and living in another, the District will follow the inter-district transportation agreement to determine the responsibility and costs for such transportation. If there is no inter-district transportation agreement, the District shall confer with the other school district's Homeless Liaison to determine an apportionment of the responsibility and costs.
4. If no mutually agreeable arrangement can be reached, then the District shall:
 - (a) arrange transportation immediately;
 - (b) bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth; and
 - (c) ensure that such disputes do not interfere with the homeless child or youth attending school.

VII. Records

An unaccompanied youth, as defined in section I.D., above, is entitled to knowledge of and access to all educational, medical, or similar records in the cumulative record of such unaccompanied youth maintained by this District.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

VIII. Contact Information

A. Local Contact: for further information, contact:

~~Christopher Tranberg~~ Amy Fedigan

Assistant Superintendent for Curriculum and Instruction
203-656-7414

B. State Contact: for further information or technical assistance, contact:

Louis Tallarita, State Coordinator
Connecticut Department of Education
450 Columbus Boulevard
Hartford, CT 06103
(860) 807-2058
Louis.Tallarita@ct.gov

Legal References:

State Law:

~~Public Act 19-179, An Act Concerning Homeless Students' Access Education~~

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

[United States Department of Education, Office for Civil Rights, Protecting Access to Education for Unaccompanied Children \(June 2023\).](#)

ADOPTED: January 27, 2015
REVISED: June 12, 2018
REVISED: February 2, 2021

**DISPUTE RESOLUTION PROCESS
UNDER CONNECTICUT GENERAL STATUTES SECTION 10-186**

(1) If any board of education denies such accommodations, the parent or guardian of any child who is denied schooling, or an emancipated minor or a pupil eighteen years of age or older who is denied schooling, or an agent or officer charged with the enforcement of the laws concerning attendance at school, may, in writing request a hearing by the board of education. The board of education may

- (A) conduct the hearing,
- (B) designate a subcommittee of the board composed of three board members to conduct the hearing, or
- (C) establish a local impartial hearing board of one or more persons not members of the board of education to conduct the hearing.

The board, subcommittee or local impartial hearing board shall give such person a hearing within ten days after receipt of the written request, make a stenographic record or tape recording of the hearing and make a finding within ten days after the hearing. Hearings shall be conducted in accordance with the provisions of sections 4-176e to 4-180a, inclusive, and section 4-181a. Any child, emancipated minor eighteen years or older who is denied accommodations on the basis of residency may continue in attendance in the school district at the request of the parent or guardian of such child or emancipated minor or pupil eighteen years of age or older, pending a hearing pursuant to this subdivision. The party claiming ineligibility for school accommodations shall have the burden of proving such ineligibility by a preponderance of the evidence, except in cases of denial of schooling based on residency, the party denied schooling shall have the burden of proving residency by a preponderance of the evidence.

(2) Any such parent, guardian, emancipated minor, pupil eighteen years of age or older, or agent or officer, aggrieved by the finding shall, upon request, be provided with a transcript of the hearing within thirty days after such request and may take an appeal from the finding to the State Board of Education. A copy of each notice of appeal shall be filed simultaneously with the local or regional board of education and the State Board of Education. Any child, emancipated minor or pupil eighteen years of age or older who is denied accommodations by a board of education as the result of a determination by such board, or a subcommittee of the board or local impartial hearing board, that the child is not a resident of the school district and therefore is not entitled to school accommodations in the district may continue in attendance in the school district at the request of the parent or guardian of such child or such minor or pupil, pending a determination of such appeal. If an appeal is not taken to the State Board of Education within twenty days of the mailing of the finding to the aggrieved party, the decision of the board, subcommittee or local impartial hearing board shall be final. The local or regional board of education shall, within ten days after receipt of notice of an appeal, forward the record of the hearing to the State Board of Education. The State Board of Education shall, on receipt of a written request for a hearing made in accordance with the provisions of this subsection, establish an impartial hearing board of one or more persons to hold a public hearing in the local or

regional school district in which the cause of the complaint arises. Members of the hearing board may be employees of the state Department of Education or may be qualified persons from outside the department. No member of the board of education under review nor any employee of such board of education shall be a member of the hearing board. Members of the hearing board, other than those employed by the state of Connecticut, shall be paid reasonable fees and expenses as established by the State Board of Education within the limits of available appropriations. Such hearing board may examine witnesses and shall maintain a verbatim record of all formal sessions of the hearing. Either party to the hearing may request that the hearing board join all interested parties to the hearing, or the hearing board may join any interested party on its own motion. The hearing board shall have no authority to make a determination of the rights and responsibilities of a board of education if such board is not a party to the hearing. The hearing board may render a determination of actual residence of any child, emancipated minor or pupil eighteen years of age or older where residency is at issue.

(3) The hearing board shall render its decision within forty-five days after receipt of the notice of appeal except that an extension may be granted by the Commissioner of Education upon an application by a party or the hearing board describing circumstances related to the hearing which require an extension.

(4) If, after the hearing, the hearing board finds that any child is illegally or unreasonably denied schooling, the hearing board shall order the board of education under whose jurisdiction it has been found such child should be attending school to make arrangements to enable the child to attend public school. Except in the case of a residency determination, the finding of the local or regional board of education, subcommittee of such board or a local impartial hearing board shall be upheld unless it is determined by the hearing board that the finding was arbitrary, capricious or unreasonable. If such school officers fail to take action upon such order in any case in which such child is currently denied schooling and no suitable provision is made for such child within fifteen days after receipt of the order and in all other cases, within thirty days after receipt of the order, there shall be a forfeiture of the money appropriated by the state for the support of schools amounting to fifty dollars for each child for each day such child is denied schooling. If the hearing board makes a determination that the child was not a resident of the school district and therefore not entitled to school accommodations from such district, the board of education may assess tuition against the parent or guardian of the child or the emancipated minor or pupil eighteen years of age or older based on the following: One one-hundred-eightieth of the town's net current local educational expenditure, as defined in section 10-261, per pupil multiplied by the number of days of school attendance of the child in the district while not entitled to school accommodations provided by that district. The local board of education may seek to recover the amount of the assessment through available civil remedies

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 5000
Students

Policy 5220

STUDENT DISCIPLINE

It is the policy of the Darien Board of Education (the "Board") to create a school environment that promotes respect of self, others, and property within the Darien Public Schools (the "District"). Compliance with this policy will enhance the Board and the District's ability to maintain discipline and reduce interference with the educational process that can result from student misconduct. Pursuant to this policy, the District shall promote the utilization of consistent discipline practices, both within and across schools in the District, while also promoting the consideration of individual circumstances arising in each student disciplinary matter. Where appropriate, the District implements strategies that teach, encourage and reinforce positive student behavior that do not require engagement with the discipline system.

I. Definitions

- A. **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.
- B. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- C. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (e.g., spring v. CO2 cartridge) and potential for serious bodily harm or death.
- D. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- E. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a

disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

- F. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such ~~pupil~~ student was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- H. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- I. **Generative Artificial Intelligence ("AI")** refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.
- J. **Protected Class Harassment** is a form of discrimination on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class"). Harassment constitutes unlawful discrimination when it creates a hostile environment,

which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment against any individual on the basis of that individual's association with someone in a Protected Class may be a form of Protected Class harassment.

H.

- I.K. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- J.L. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- K.M. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- L.N. **School Days** shall mean days when school is in session for students.
- M.O. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the ~~Darien~~ Board of Education (the "Board") and includes activities conducted on or off school property.
- N.P. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- O.Q. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- P.R. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released

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

Q.S. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the District to another regular education classroom program in the District shall not constitute a suspension or expulsion.

R.T. For purposes of this policy, references to “school”, “school grounds” and “classroom” shall include physical educational environments, including on school transportation, as well as environments in which students are engaged in remote learning, which means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

II. Scope of the Student Discipline Policy

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

1. Suspension. Students may be **suspended** for conduct on school grounds, on school transportation, or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
2. Expulsion. Students may be **expelled** for conduct on school grounds, on school transportation, or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

B. *Conduct off School Grounds:*

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

C. *Seriously Disruptive of the Educational Process:*

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the

Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school**; (2) **whether other students from the school were involved or whether there was any gang involvement**; (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon**, as defined in Section 29-38 of the Connecticut General Statutes, and **whether any injuries occurred**; and (4) **whether the conduct involved the use of alcohol**. The Administration and/or the Board of Education may also consider (5) **whether the off-campus conduct involved the illegal use of drugs**.

- D. ~~A On and after January 1, 2022, a~~ student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

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

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, member of the school staff or other person(s).
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of Protected Class Harassment or reprisal or retaliation against any individual for reporting in good faith incidents of Protected Class Harassment, or who participate in the investigation of such reports.~~harassment based on an individual's sex, sexual~~

~~orientation, race, color, religion, disability, national origin, alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status or any other characteristic protected by law.~~

7. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school ~~officials~~ staff members or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke), including the use of AI to engage in such conduct.
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in Paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs,

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

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph 15 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as

"bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, employeesstaff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other employeesstaff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staffemployees responsible for student supervision.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution, the unauthorized use of AI for the completion of class assignments; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, tablet, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.

29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes , including using AI in a manner that disrupts or undermines the effective operation of the school district or is otherwise seriously disruptive to the educational process.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

31. Hazing.

32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:

- a. causes physical or emotional harm to an individual;
- b. places an individual in reasonable fear of physical or emotional harm; or
- c. infringes on the rights or opportunities of an individual at school; or

Bullying shall include, but need not be limited to, a written, oral 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 or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

34. Acting in any manner that creates a health and/or safety hazard for employees~~staff members~~, students, third parties on school property or the public, regardless of whether the conduct is intended as a

joke, including but not limited to violating school or ~~district~~
District health and safety protocols.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication (other than to school officials).
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication (other than to school officials).
37. Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, AI or other forms of electronic communications, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school ~~staff member~~employee.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

- A. ~~A principal~~An administrator responsible for a school program (“responsible administrator”) may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where the ~~principal~~responsible administrator has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.

B. A responsible administrator/principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the District Administration has reason to believe:

1. was in **possession on school grounds, on school transportation, or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
3. was engaged **on or off school grounds or school transportation in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278. Sale or distribution of less than one (1) kilogram of cannabis is not subject to mandatory expulsion.

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

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

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

If the Superintendent or designee determines that a student should or must be expelled, the Superintendent or designee shall forward such

recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

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

V. Procedures Governing Removal from Class

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

VI. Procedures Governing Suspension

- A. The responsible administrator principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
 - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the responsible administrator principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

2. If suspended, such suspension shall be an in-school suspension, except the ~~responsible administrator~~principal or designee may impose an out-of-school suspension on any pupil:
 - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the ~~responsible administrator~~principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that ~~he or the student~~ should be excluded from school during the period of suspension; or (ii) ~~responsible administrator~~ ~~the principal~~ or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the District Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
 - b. in grades preschool to two, inclusive, if the ~~responsible administrator~~principal or designee determines that an out-of-school suspension is appropriate for such ~~student~~pupil based on evidence that such ~~student~~ ~~pupil~~'s conduct on school grounds or on school transportation is of a violent or sexual nature that endangers persons.
3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the ~~responsible administrator~~principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the ~~responsible administrator~~principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the ~~responsible administrator~~principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the ~~responsible administrator~~ ~~principal~~ or designee), offering the parent or guardian an opportunity for a conference to discuss same.

6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the ~~responsible administrator principal~~ or designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.
9. The ~~school~~ Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program. . The Superintendent may delegate this authority to building or program level administrators.
10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration. The Superintendent may delegate this authority to building or program level administrators.
11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.

12. The decision of the ~~responsible administrator~~principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
 13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the ~~responsible administrator or designee~~principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board ~~of Education~~. The ~~responsible administrator~~principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The ~~responsible administrator~~ principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the ~~responsible administrator~~principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the ~~responsible administrator~~ building principal or designee.
- C. In-school suspension may be served in the school or program that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

A. *Emergency Exception:*

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

B. *Hearing Panel:*

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

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

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to the student's parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to the student's parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.

- b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
- c. A short, plain description of the conduct alleged by the Superintendent or designee~~Administration~~.
- d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
- e. The student may cross-examine witnesses called by the Superintendent or designee~~Administration~~.
- f. The student may be represented by an attorney or other advocate of the student's choice at the student's expense or at the expense of the student's parent(s) or guardian(s).
- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board ~~of Education~~, whenever the student or the student's parent(s) or guardian(s) requires the services of an interpreter because they do not speak the English language or are disabled.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
- j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. ***Hearing Procedures:***

1. 1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel~~others participating in the hearing (if applicable)~~, briefly explain the hearing procedures, and swear in any witnesses called

by the ~~Superintendent/designee Administration~~ or the student. If an impartial board or more than one person has been appointed, the impartial board shall appoint a Presiding Officer.

- 1.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape or digital recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. The ~~Superintendent or designee Administration~~ shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board (or the impartial board) has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial, ~~or~~ irrelevant and/or any other objection to its submission.
5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board (or the impartial board) will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or designee.
7. Each witness for the ~~Administration~~ Superintendent or designee will be called and sworn. After a witness has finished testifying, the witness will be subject to cross-examination by the opposite party or the witness' legal counsel, by the Presiding Officer and by Board members (or the impartial board).
8. The student shall not be compelled to testify at the hearing.
9. After the ~~Superintendent or designee Administration~~ has presented ~~its~~ the Administration's case, the student will be asked if the student has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Superintendent or designee, the Presiding Officer and/or by the

Board (or the impartial board). The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Superintendent or designee, the Presiding Officer and/or by the Board (or the impartial board). Concluding statements will be made by the Superintendent or designee, the Administration and then by the student and/or the student's representative.

10. In cases where the student has denied the allegation, the Board (or the impartial board) must determine whether the student committed the offense(s) as charged by the Superintendent or designee.
11. If the Board (or the impartial board) determines that the student has committed the conduct as alleged, then the Board (or the impartial board) shall proceed with the second portion of the hearing, during which the Board (or the impartial board) will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board (or the impartial board) may review the student's attendance, academic and past disciplinary records. The Board (or the impartial board) may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board (or the impartial board) may ask the Superintendent or designee for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board (or the impartial board) is considering length of expulsion and nature of alternative educational opportunity to be offered.
14. Where administrators presented the case in support of the charges against the student, neither such administrative staff nor the Superintendent or designee shall ~~not~~ be present during the deliberations of the Board (or the impartial board) either on questions of evidence or on the final discipline to be imposed. The Superintendent or designee may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board (or the impartial board) as to the appropriate discipline to be applied.

15. The Board (or the impartial board) shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board(or the impartial board) may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board (or the impartial board). The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
17. The Board (or the impartial board) shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
18. The hearing may be conducted virtually, via video conference, at the direction of the Board (or the impartial board), in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health or other emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

E. ***Presence on School Grounds, on School Transportation, and Participation in School-Sponsored Activities During Expulsion:***

During the period of expulsion, the student shall not be permitted to be on school property or on school transportation, and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the ~~district~~District in accordance with this policy, unless the Superintendent or designee specifically ~~authorizes~~provides written permission for the student to enter school property or school transportation

for a specified purpose or to participate in a particular school-sponsored activity.

F. ***Stipulated Agreements:***

In lieu of the procedures used in this Section, the Superintendent or designee, Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board (or the impartial board) rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the ~~s~~Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on the student's own behalf.

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

IX. Alternative Educational Opportunities for Expelled Students

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

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

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

1. The Board ~~of Education~~ shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if the student requests it and if the

student agrees to the conditions set by the Board (or the impartial board) of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil-student who is at least seventeen years of age in an adult education program. Any ~~student~~pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to participation in the adult education program.

2. The Board ~~of Education~~ is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.
3. The Board ~~of Education~~ shall count the expulsion of a pupil student when the student was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil-student when the student is between the ages of sixteen and eighteen.

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

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

D. **Content of Alternative Educational Opportunity**

1. For the purposes of Section IX, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the Connecticut State Board of Education (“CSBE”), with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the ~~CSBE~~State Board of Education.
2. The Superintendent, or designee, shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the ~~State Board of Education~~CSBE. Such administrative regulations shall include, but are not limited to, provisions to address student placement in alternative education;

individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

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

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the CSBE State Board of Education.

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

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

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

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

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D(16), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board. Except as may be specified by the Board in an expulsion hearing decision, the Board delegates the authority to make decisions pertaining to expungement to the Superintendent.

If a student’s period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student’s cumulative record prior to graduation if such student has demonstrated to the Board that the student’s

conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student. Except as may be specified by the Board in an expulsion hearing decision, the Board delegates the authority to make decisions pertaining to expungement to the Superintendent.

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

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the Dschool district:*

1. If a student enrolls in the District while an expulsion hearing is pending in another public schooldistrict, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing. . The procedures outlined above in Section VIII and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a shall be utilized for any hearing conducted under this section.
2. Where a student enrolls in the District during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board (or the impartial board) shall make its determination pertaining to expulsion based upon a hearing held by the Board (or the impartial board), which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board. . The procedures outlined above in Section

VIII and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a shall be utilized for any hearing conducted under this section.

B. *Student moving out of the Dschool district:*

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

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

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration-responsible administrator suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the Dschool district that applies to all students, the following procedures shall apply:

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

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

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the ~~Dschool~~ district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).
2. The ~~Dschool~~ district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of the student's disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

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

C. ***Removal of Special Education Students for Certain Offenses:***

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
 - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds, on school transportation, or at a school-sponsored activity, or
 - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school, on school transportation, or at a school-sponsored activity; or
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, on school transportation, or at a school function.
2. The following definitions shall be used for this subsection XII.C.:
 - a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
 - b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
 - c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

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

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

- A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the ~~D~~school district that applies to all students, the following procedures shall apply:
 - 1. The parents of the student must be notified of the decision to recommend the student for expulsion.
 - 2. The ~~D~~district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of the student’s disability.
 - 3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
 - 4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student’s disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.
- B. If a student who committed an expellable offense seeks to return to a ~~D~~school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the ~~B~~board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

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

XVI. Dissemination of Policy

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

XVII. Compliance with Documentation and Reporting Requirements

- A. The ~~Board of Education~~District shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The ~~District~~Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the ~~District~~Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat.

§§ 21a-277 and 21a-278, the ~~District Board~~ shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.

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

Legal References:

Connecticut General Statutes:

- § 10-16 Length of school year
- § 10-74j Alternative education
- §§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act
- § 10-222d Safe school climate plans. Definitions. Safe school climate assessments
- §§ 10-233a through 10-233f Suspension and expulsion of students
- § 10-233l Expulsion and suspension of children in preschool programs
- § 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § 19a-342a Use of electronic nicotine delivery system or vapor product prohibited. Exceptions. Signage required. Penalties
- § 21a-240 Definitions
- § 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- § 21a-278 Penalty for illegal manufacture, distribution, sale, prescription, or administration by non-drug-dependent person
- §§ 21a-408a through 408p Palliative Use of Marijuana
- § 29-35 Carrying of pistol or revolver without permit prohibited. Exceptions
- § 29-38 Weapons in vehicles
- § 53a-3 Definitions
- § 53-206 Carrying of dangerous weapons prohibited
- § 53-344 Sale or delivery of cigarettes or tobacco products to persons under twenty-one.
- § 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to persons under twenty-one years or age

Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety and Education of Children.”

Packer v. Board of Educ. of the Town of Thomaston, 717 A.2d 117 (Conn. 1998).
State v. Hardy, 896 A.2d 755 (Conn. 2006).
State v. Guzman, 955 A.2d 72 (Conn. App. Ct. 2008).

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

Federal law:

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

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

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

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

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

21 U.S.C. § 812(c) (identifying “controlled substances”)

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

Gun-Free Schools Act, 20 U.S.C. § 7961

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

[U.S. Department of Education Office for Civil Rights, U.S. Department of Justice Civil Rights Division, *Resource on Confronting Racial Discrimination in Student Discipline \(May 2023\)*](#)

ADOPTED: November 10, 2020

REVISED: October 12, 2021

REVISED: May 24, 2022

~~11/10/2021~~

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 5000
Students

Policy 5220

**ADMINISTRATIVE REGULATIONS REGARDING ALTERNATIVE
EDUCATIONAL OPPORTUNITIES FOR EXPELLED STUDENTS**

I. Applicability of these Administrative Regulations

These administrative regulations shall apply in cases when, pursuant to state law, a student in the Darien Public Schools (the “District”) is entitled to an alternative educational opportunity during a period of expulsion.

II. Responsible Personnel

The building principal of the school from which the student has been expelled, or designee(s), shall maintain responsibility for compliance with these administrative regulations relative to the individual student who is being provided with the alternative educational opportunity.

III. Student Placement Procedures

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

1. Meet with the expelled student’s parent(s)/guardian(s) prior to the student’s placement in an alternative educational setting to provide information concerning the potentially appropriate alternative educational opportunities for the student and to inform the parent(s)/guardian(s) and student of the right to apply for early readmission to school in accordance with Conn. Gen. Stat. Section 10-233d(j).
2. Consult with relevant school personnel from the school from which the student was expelled, who are knowledgeable about the student, to obtain information regarding the student’s academic, social, and behavioral history that will help inform the decision concerning an appropriate alternative educational opportunity. Such information may be gathered by written reports.
3. After placement options have been shared with the parent(s)/guardian(s), convene a placement meeting at which all alternative educational opportunities are explored and a placement decision is made.

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

IV. Individualized Learning Plan

A. Development of the Individualized Learning Plan

After the student has been accepted into an alternative educational placement, the principal, or designee, will develop an Individualized Learning Plan (“ILP”) that will govern the programming for the student for the period of expulsion. To develop the ILP, the principal, or designee, will collaborate with school personnel from the school from which the student was expelled, the student and the parent/guardian, and will review all relevant student records.

B. Contents of the Individualized Learning Plan

1. The ILP will reference student records with information relevant to the provision of an alternative educational opportunity. These records may include:
 - a. Student success plan (for students who have a student success plan as mandated by state law, the student success plan may inform the ILP but does not replace the ILP);
 - b. Individualized education program (“IEP”);
 - c. Section 504 Plan;
 - d. Individualized health care plan or emergency care plan; and/or
 - e. Other relevant academic and behavioral data.
2. The ILP will address the following:
 - a. The student’s academic and behavioral needs and appropriate academic and behavioral goals and interventions, including the student’s core classes at the time of expulsion and the student’s current placement or progress in the curriculum for those classes so that the student has an opportunity to continue to progress in the

Board's academic program and earn graduation credits, if applicable;

- b. Benchmarks to measure progress towards the goals and ultimately, progress towards graduation;
- c. Provision for the timing and method for reviewing the student's progress in the alternative educational opportunity and for communicating that progress to the parent/guardian or student. For most students, monitoring and reviewing the student's progress will include monitoring the student's attendance, work completion and progress toward meeting the relevant academic standards for particular coursework, and thus progressing toward graduation, if applicable. The student's progress and grades will be communicated to the parents/guardians or student with the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students. The student's progress and grades will also be reported to the school from which the student was expelled;
- d. Provision for the timely transfer of the student's records both from the student's school to the alternative educational opportunity provider, and also from the alternative educational opportunity provider to the student's school; and
- e. The possibility of early readmission to the school from which the student was expelled and the early readmission criteria, if any, established by the Board of Education or Superintendent, as applicable.

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

- A. A review of the appropriateness of the placement must occur at least once per marking period.
- B. The placement review must include:
 - 1. Review of the ILP to (1) assess progress and make adjustments as necessary and (2) determine its alignment with the goals of the student's IEP, where applicable; and

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

VI. Transition Plan for Readmission

- A. Before a student is readmitted to the school from which the student was expelled, relevant staff should provide an opportunity to meet with the parents/guardians and student to discuss the student's readmission. As part of the readmission process and the student's ILP, the principal, or designee, should consider:
 1. Efforts to readmit the student at a semester starting point (at the high school level);
 2. A plan to transfer the student's credits and records back to the school from which the student was expelled:
 - a. The District will award an expelled high school student appropriate high school credit for work satisfactorily completed during the period the student participates in the alternative educational opportunity and will transfer relevant records back to the school from which the student was expelled;
 - b. The District will provide an expelled student transferring to a new school district a progress summary of all work completed during the course of the student's expulsion, and will indicate the course credit earned by the student for that work.
 3. The student's need for academic and other supports upon returning to school; and
 4. Efforts to connect the returning student with opportunities to participate in extracurricular activities.
- B. In the event the principal, or designee, determines that a student's alternative educational opportunity is no longer beneficial to the student, but it remains inappropriate to return the student to the school from which the student was expelled, a plan for a different alternative educational opportunity may be developed in accordance with the procedures outlines in these Administrative Regulations.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233d

Federal law:

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

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

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

ADOPTED: November 10, 2020

REVISED: October 12, 2021

REVISED: May 24, 2022

DRAFT

PERSONNEL REPORT

October 22, 2024

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Donna Lindo	Appointment	S Sperling/Itinerant/Elementary Art Teacher	10/16/2024	TBD	Teacher	Art PK - 12 MA + 15 Step 20
2	Palma Foschi Walko	Appointment	New Position/Tokeneke/Occupational Therapist	10/14/2024	6/30/2025	NA	NA
3	Dominick Spadaro	Appointment	New Position/Facilities/Groundskeeper	10/28/2024	6/30/2025	NA	NA
4	Peter Giardini	Appointment	S Piro/Facilities/Painter	10/2/2024	6/30/2025	NA	NA
5	Ryan Adelman	Appointment	New Position/Tokeneke/Special Education Paraeducator	10/7/2024	6/30/2025	NA	NA
Resignations and Retirements							
6	Shacoya Teele	Resignation	MMS/Special Education Paraeducator		10/11/2024		
7	Thomas Glines	Resignation	Facilities/Carpenter		10/1/2024		



BOE Meeting Date	Follow Up Action Item	Not Started	In Progress	Completed	Notes/ Reflection
September 10	Reading Pilot Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Board Member Handbook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
September 24	Mr. Grambling follow up questions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Memo on sustainable cafeterias	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Parking lot added to Master Agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
October 8	Schedule Special Meeting for Policy 9160 review	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	ACT Science scores across DRG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Seal of Biliteracy analysis including earned through coursework vs. native speakers and DRG comparison	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	