



**Regional School District #4
Chester – Deep River – Essex – Region 4**

CHESTER BOARD OF EDUCATION

AGENDA

Public – please note:

We anticipate being able to provide a hybrid option for this meeting.

If desired, please use dial-in information to join the anticipated hybrid meeting.

To: Members of the Chester Board of Education
Subject: **Chester Board of Education meeting on Thursday, May 25, 2023**
Time: **7:00 p.m.**
Place: **Chester Elementary Media Center** or Dial (318) 814-8367 PIN: 379 656 021#

(We kindly ask that if participating remotely, you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing *6 will unmute your phone when it's time to speak)

Please contact Jennifer Bryan at Central Office via email jbryan@reg4.k12.ct.us if you are unable to attend.

Mission Statement

We, the communities of Chester, Deep River, Essex and Region 4, engage all students in a rigorous and collaborative educational program. We prepare our learners to be respectful citizens who are empowered to contribute in a globalized society.

1. Call to order 7:00 p.m. – D. Fitzgibbons, Chair

2. Verbal roll call for BOE members

3. Consent agenda. The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion.

3.1. Minutes from the Regular Meeting of March 23, 2023 (*encl #1*)

3.2. Accounts Payable report (*encl #2*)

4. Public comment

The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters

5. Reports and Other Items:

5.1. Superintendent's Report – B. White

- a. District update
- b. Information and communication

5.2. Assistant Superintendent's Report – S. Brzozowy

- a. General update

5.3. Financial Status Report – R. Grissom

- a. Financial Status Updates
 - o Current Year to Date Financial Status Update (*encl #3*)
 - o Cafeteria Fund Update (*encl #4*)
 - o Medical Reserve Tracking (*encl #5*)
 - o Grants update (*as needed*)
 - o Cafeteria Equipment Update

- b. Discussion and possible VOTE to approve transfers as presented (*encl #6*)

5.4. Principal's Report (*as needed*) – none this evening
Tyson Stoddard, CES

5.5. Other Items

a. ACTION ITEMS from Joint BOE of April 06, 2023 where Chester BOE did not have a quorum:

- a. 1 Approve the Minutes of Regular Joint Board Meeting of February 23, 2023 (*encl #7*)
- a.2 Possible VOTE to approve the Superintendent's recommendation to vote "yes" on implementing the healthy food option of C.G.S. Section 10-215f and approve the following motion language for the healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.
- a.3 Possible VOTE to approve the Superintendent's recommendation to vote "yes" to allow food and beverage exemptions and approve the following motion language: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food and beverage sales.
- a.4 Second Reading and possible VOTE to adopt the following policies as recommended by the Joint BOE Policy Committee (existing policies may be viewed in our online [Policy Manual](#) – click for access)

Update Existing with the following:

Policy #1110.1 Communication – Parent Involvement (*encl #8*)
Policy #1324 Fundraising (*encl #9*)
Policy #1331 Prohibition Against Smoking (*encl #10*)
Policy #3171.1 Non-lapsing Education Fund (*encl #11*)
Policy #3542 School Lunch Service (*encl #12*)
Policy #4122 Evaluation, Termination, and non-Renewal of Athletic Coaches (*encl #13*)
Policy #5113/5113.2 Attendance / Truancy (*encl #14*)
Policy #5131.6 Drug, Alcohol and Tobacco Use by Students (*encl #15*)
Policy #5131.911 Bullying (*encl #16*)

Adopt New:

Policy #3542.22 Food Services Personnel Code of Conduct (*encl #17*)
Policy #3542.41 Food Services Personnel Professional Standards (*encl # 18*)
Policy #3542.43 Charging Policy Food Service (*encl # 19*)
Policy #4118.234 Psychotropic Drug Use (*encl #20*)
Policy #5131.62 Chemical Health for Student Athletes (*encl #21*)
Policy #5144.4 Physical Exercise and Discipline of Students (*encl #22*)
Policy #5163 Policy to Improve Completion Rates of Free Application for Federal Student Aid (FAFSA) (*encl # 23*)
Policy #6141.51 Enrollment in an Advanced Course or Program and Challenging Curriculum (*encl # 24*)
Policy #6172.1 Equitable Identification of Gifted and Talented Students (*encl # 25*)

b. Discussion regarding general process for superintendent contract negotiations (*encl #26*)

5.6. Committee reports (Chair)

- a. Joint PK-12 Committees (*comm. chairs*) – Policy – *L. Seidman*; Curriculum – *N. Johnston*; Finance – *R. Daniels*

Curriculum	Finance	Policy
Oct. 18 th , 2023 @ Noon	Oct. 18 th , 2023 @ Noon	Oct. 19 th , 2023 @ Noon
Dec. 13 th , 2023 @ Noon	Dec. 13 th , 2023 @ Noon	Dec. 14 th , 2023 @ Noon
Feb. 14 th , 2024 @ Noon	Feb. 14 th , 2024 @ Noon	Feb. 15 th , 2024 @ Noon
Apr. 17 th , 2024 @ Noon	Apr. 17 th , 2024 @ Noon	Apr. 18 th , 2024 @ Noon

- b. Supervision District Committee Update – *D. Fitzgibbons, D. Bernardoni, R. Greenberg-Ellis*

- c. LEARN Committee Update – *D. Bernardoni*

- d. Other committee reports (as needed)

d.1 Discussion regarding any pending policies for all BOEs – *standing item*

The First Reading on these policies was held at the April 06, 2023 Joint BOE meeting – (the Second Reading and possible Vote to approve will be at the June 1st Joint BOE meeting).

(existing policies may be viewed in our online [Policy Manual](#) – click for access)

Update Existing with the following:

Policy #3160 Transfer of Funds between Categories (Fund Balance Section) (*encl #27*)

Policy #4118.231/4218.231 Alcohol, Tobacco and Drug Free Workplace (*encl #28*)

Policy #5114 Suspension and Expulsion / Due Process (*encl #29*)

Policy #5132 Dress Code (*encl #30*)

Policy #6162.4 Volunteers (*encl #31*)

Policy / Bylaw #9221 (*encl #32*)

6. Public Comment

The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters

7. Executive Session – Personnel

Evaluation of Superintendent

8. Future Agenda Items

8.1 Joint BOE Meeting Thurs., June 01, 2023 @ 7:00 p.m.

8.2 Chester BOE Regular Meeting Thur., Sept. 28, 2023 @ 7:00 p.m.

9. Adjournment



Regional School District 4
Chester – Deep River – Essex – Region 4
Boards of Education Committees – School Year 2022-23 (Updates in Progress)

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Clark/Strauss) CH(Taigen/Scherber) DR(Maikowski/Grunko) ES (Seidman/TBD)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Silva) CH(Bernardoni/Johnson) DR(McIntyre/Whelan) ES (Johnston/Pillion/Russell)		
*Joint PK-12 Finance Sub-Committee	R4 (Clark/Daniels/Fearon) CH (Rice/TBD) DR (Rioux/Scholfield) ES (Seidman/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Sandmann 23 / Cavanaugh 23 / Stack 23) CH (Fitzgibbons 23 / Bernardoni 23 / Greenberg-Ellis 23) DR (Morrissey 23 / Ferretti 23 / Maikowski 23) ES (Seidman 23 /Pillion 23 / Johnston 23)		
Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
- Joint BOE Teacher negotiations	R4 (Daniels/Sandmann/Strauss) CH (Taigen) DR (Morrissey) ES (Watson/Pillion)	Expires 7/2025	6/2024
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2026	9/2025
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2023	3/2023
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTech/ElemCustodians)	R4 (Daniels/Sandmann/Strauss) CH (Fitzgibbons) DR (Maikowski/Ferretti) ES (Watson/Pillion)	Expires 7/2023	3/2023
- Cafeteria (all schools)		Expires 7/2022	4/2022
Technology	R4(Seidman), CH(TBD), ES (Seidman), DR (TBD)		
School Calendar	R4(Sandmann/Daniels), CH (TBD), ES (TBD), DR (Morrissey)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Bernardoni), ES(TBD), DR(TBD)		
School Safety Committee	R4(Cavanaugh, Daniels), CH(Greenberg-Ellis), DR(TBD), ES(TBD)		
Tuition Committee	R4(Cavanaugh/Sandmann/Daniels), CH (Johnson), DR (Morrissey), ES (Seidman Alt.)		
RFP Review	R4(Cavanaugh/Daniels), CH (Scherber), DR (Morrissey), ES (Seidman/Johnston)		
Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
<u>Chester BOE</u>			
CATV Advisory Council (Cable TV)	For Discussion		
<u>Deep River BOE</u>			
Facilities	Morrissey/Ferretti		
CATV Advisory Council (Cable TV)	TBD		
<u>Essex BOE</u>			
Building	Seidman		
Essex Foundation	TBD		
CATV Advisory Council (Cable TV)	TBD		
<u>Region 4 BOE</u>			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses	Daniels/Sandmann/Strauss	Expires 7/2025	4/2025
▪ R4 Custodians	Daniels/Sandmann/Strauss	Expires 7/2024	3/2024
R4 Grounds and Buildings Maintenance & Oversight Committee	Stack/Seidman/Strauss (alt. Sandmann)		
JWMS Security Project Building Committee	Daniels/ Cavanaugh/ Sandmann / Stack		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clark/Daniels/Sandmann (only 1 rep needed)		

CHESTER BOARD OF EDUCATION

Welcome to tonight's meeting of the Chester Board of Education. We appreciate your interest and attendance.

WHO WE ARE:

We are fellow residents of Chester, elected by the community to serve 4 years (6-3 rotation) without compensation.

David Fitzgibbons , Chair	2023	Maria Scherber	2025	Stuart Johnson (appt. 'til Nov. 23)	2025
Dale Bernardoni Vice-Chair	2023	Rebecca Greenberg-Ellis , Sec.	2025	Ken Rice (appt. 'til Nov. 23)	2025
Lorraine Connelly (appt. 'til Nov. 23)	2023	Jan Taigen	2025	Faith Sprigg (appt. 'til Nov. 23)	2025

Our contact information is listed in the school calendar and the school web site (www.reg4.k12.ct.us).

We are assisted in the meeting by our school administration:

Brian J. White, Superintendent of Schools, Region 4 – Chester – Deep River - Essex
Sarah Brzozowy, Ed.D., Assistant Superintendent of Schools
Robert Grissom, Finance Director
Tyson Stoddard, Principal

Our board clerk is Ms. Kelley Frazier.

HOW YOU CAN CONTRIBUTE AND PARTICIPATE:

We typically have two "audiences of citizens" during the meeting. During this part of the meeting, you can make comments, suggestions and ask questions. We ask you to limit comments to 3 minutes. If you share a common topic with others, we encourage the use of a single spokesperson for the group. As the intention of the audience of citizens is for the Board to listen to you, the Board may not respond immediately since we may not have discussed or taken a position on the topic...please don't take this as a sign of disinterest. Our standard of courtesy and respect for the opinions of others is the same as the one expected of our students.

We encourage written input to the Board to include suggestions on future agenda items. Upon request, letters can be read at the meeting as long as they focus on issues or policies and not people.

While we value your input, please know the Board of Education meeting is a "Meeting in Public" and not a "Public Meeting." We appreciate your helping us accomplish our agenda in a time effective manner.

REGULAR MEETINGS:

Our regular meetings are normally held on the fourth Thursday of every other month, unless there is a conflict with school vacation. In addition we participate in meetings of the Joint Board of Education Committee every other month along with the Boards of Education of Chester, Deep River and Essex. Our agenda is posted at town hall and on the school website (www.reg4.k12.ct.us).

EXECUTIVE SESSION:

The Board may occasionally meet in "Executive Session." This closed-door meeting is for discussing items of a sensitive nature, such as personnel issues or negotiation strategy.

SPECIAL MEETINGS:

Special meetings may be called with 24 hours advanced notice, to discuss specific items. The agenda will be posted on the bulletin board by the cafeteria and the meeting will be limited to those items.

We appreciate your attendance this evening and invite your continued interest on behalf of the children and residents of Chester.

**CHESTER ELEMENTARY SCHOOL
BOARD OF EDUCATION REGULAR MEETING
CHESTER ELEMENTARY MEDIA CENTER
MARCH 23, 2023 7:00pm**

F.O.I. Compliance – Subject to BOE approval at a future meeting

Chester BOE

David Fitzgibbons
Jan Taigen
Dale Bernardoni
Stuart Johnson
Maria Scherber(7:06pm Arrival)
Rebecca Greenberg-Ellis
Faith Spriggs
Ken Rice
Lorraine Connelly
Other Attendees: Kelley Frazier, Clerk

Administration

Brian White
Bob Grissom
Sarah Brzozowy

CALL TO ORDER

The meeting was called to order by Mr. Fitzgibbons at 7:00p.m.

VERBAL ROLL CALL FOR BOE MEMBERS

CONSENT AGENDA

Upon a motion made by Jan Taigen and seconded by Faith Spriggs the Chester Board of Education unanimously **VOTED** to approve the minutes from the regular meeting of January 26, 2023, the minutes from Budget Workshop I of February 2, 2023, the minutes from the Budget Workshop II of February 16, 2023 and the Accounts Payable report as written.

PUBLIC COMMENT

No Comment

REPORTS AND OTHER ITEMS:

Superintendent's Report

District Update – Information and Communication

Mr. White noted that work is being done to finalize all of the budgets. Mr. White discussed the condition of the Region 4 facilities and the needs. On March 29th the presentation of the bonding project will allow residents to ask questions. This will go on the ballot with the Region 4 budget vote.

Assistant Superintendent's Report

General Update

Ms. Brzozowy discussed the St. Patrick's day festivities.

Financial Status Updates

Current Year to Date Financial Status Update

Mr. Grissom gave an update on the financial status. This report is through March 15, 2023. All financial obligations are expected to be met. The current committed budget is 97.5%.

Cafeteria Fund Update

This report is through the end of January. There have been 15,000 meals served. The free meal program will resume March 1, 2023. Participation rates are expected to go up. The Food Service Director is working to identify Capital purchases for the cafeteria. Mr. Grissom will research how meals served pre covid compared to meals served now.

Medical Reserve Tracking

Net favorable results have been realized this year. The reserve is funded adequately.

Grants

No Update.

Principal's Update

Mr. Stoddard was not present.

Other Items

Discussion and possible VOTE to approve the proposed 2023-24 budget for presentation to the Town of Chester

Superintendent White discussed the budget in detail.

Upon a motion made by Jan Taigen and seconded by Stuart Johnson the Chester Elementary Board of Education unanimously **VOTED** to approve the proposed 2023-24 budget in the amount of \$5,753,880 for presentation to the Town of Chester.

The Science of Reading

Dr Brzozowy discussed the Science of Reading.

Possible VOTE to accept an anonymous donation of \$100 to be used at the discretion of the administration to offset outstanding lunch balances for families in need.

Upon a motion duly made and seconded the Chester Elementary Board of Education unanimously **VOTED** to accept an anonymous donation of \$100 to be used at the discretion of the administration to offset outstanding lunch balances for families in need.

Committee Reports

Curriculum

New course options discussed.

Finance

The Surplus was discussed regarding how to deal with a surplus and the changes to the process.

Policy

Several Policies are in the initial stages of review. These will be adopted at the next Joint Board of Education meeting. Superintendent White discussed the policies and the approval process.

Supervision District Committee Updates

Budget is finalized. A search for the replacement for the Director of Pupil Services is underway.

LEARN

No report.

Other Committee Reports**Discussion Regarding any Pending Policy for all BOE's**

No Action taken.

PUBLIC COMMENT

None

FUTURE AGENDA ITEMS

- Present Proposed Chester BOE 2023-24 Budget to Chester BOF/BOS April 5, 2023 @7:00pm
- Joint BOE Meeting Thursday, April 6, 2023 @ 7:00pm
- Joint BOE Retreat Saturday May 6, 2023 from 9:00am-Noon JWMS Library
- Present proposed Chester BOE 2023-24 Budget on May 9th – at Public Hearing @ 7:00pm
- Chester Town Budget Vote Tuesday, May 23, 2023 @ 7:00pm
- Chester BOE Regular Meeting May 25, 2023 @7:00pm

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:58p.m.

Respectfully Submitted,

Kelley Frazier Clerk

05/02/2023 11:01
9781rgriREGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTERP 1
apchkrcn

FOR CASH ACCOUNT: 1000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
420766	03/23/2023	PRINTED	007496 ADAM BOCCALATTE	1,175.00			
420767	03/23/2023	PRINTED	008798 GAYLE CAPEZZONE	9.80			
420768	03/23/2023	PRINTED	002357 CIRMA	15,542.44			
420769	03/23/2023	PRINTED	005835 CITIZENS BANK - HEALTH B	57,388.67			
420770	03/23/2023	PRINTED	002155 CONNECTICUT WATER CO	1,145.70			
420771	03/23/2023	PRINTED	002534 DE LAGE LANDEN	399.00			
420772	03/23/2023	PRINTED	006719 EVERSOURCE	2,562.32			
420773	03/23/2023	PRINTED	006678 FRONTIER	349.66			
420774	03/23/2023	PRINTED	008799 ELISA GROTE	41.96			
420775	03/23/2023	PRINTED	002126 JAMES GRZYBOWSKI	326.19			
420776	03/23/2023	PRINTED	006411 SCHOLASTIC LIBRARY PUBLIS	1,066.00			
420777	03/23/2023	PRINTED	008420 TRAFERA	167.98			
420778	03/23/2023	PRINTED	002436 TREASURER REGIONAL SCHOOL	1,204.33			
420779	03/23/2023	PRINTED	002518 TREASURER SUPERVISION DIS	149,380.75			
420780	03/23/2023	PRINTED	008783 JIM VAGIAS	1,985.00			
420781	04/06/2023	PRINTED	006432 A&A OFFICE SYSTEMS, INC	1,808.47			
420782	04/06/2023	PRINTED	002539 ALL WASTE, INC.	385.25			
420783	04/06/2023	PRINTED	008698 AMAZON CAPITAL SERVICES	556.08			
420784	04/06/2023	PRINTED	005390 CATHERINE ANOUAR	10.45			
420785	04/06/2023	PRINTED	006593 CRYSTAL ROCK LLC	53.96			
420786	04/06/2023	PRINTED	007592 DEMCO INC	1,381.05			
420787	04/06/2023	PRINTED	002447 EPCO-NBF GROUP	403.24			
420788	04/06/2023	PRINTED	008533 FOLLETT CONTENT SOLUTIONS	202.19			
420789	04/06/2023	PRINTED	007696 GRE FUND III HOLDCO LLC	702.99			
420790	04/06/2023	PRINTED	002217 KONE INC.	931.08			
420791	04/06/2023	PRINTED	005959 LEAF	515.00			
420792	04/06/2023	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	1,350.20			
420793	04/06/2023	PRINTED	006110 PKF O'CONNOR DAVIES, LLP	4,100.00			
420794	04/06/2023	PRINTED	005533 PERMA-BOUND	357.97			
420795	04/06/2023	PRINTED	003380 MARJORIE RUSSELL	3,862.72			
420796	04/06/2023	PRINTED	006323 TYSON STODDARD	57.96			
420797	04/06/2023	PRINTED	005776 THERMOMEDICS, LLC	4,985.00			
420798	04/06/2023	PRINTED	002436 TREASURER REGIONAL SCHOOL	2,221.63			
420799	04/06/2023	PRINTED	002518 TREASURER SUPERVISION DIS	3,179.05			
420800	04/06/2023	PRINTED	006736 UNIVERSITY OF CONNECTICUT	120.00			
420801	04/19/2023	PRINTED	005835 CITIZENS BANK - HEALTH B	57,388.67			
420802	04/19/2023	PRINTED	002534 DE LAGE LANDEN	595.47			
420803	04/19/2023	PRINTED	002197 ESSEX HARDWARE CO	71.57			
420804	04/19/2023	PRINTED	005857 ELAINE FLEISCHER	186.78			
420805	04/19/2023	PRINTED	002267 SCHOOL SPECIALTY, LLC	918.63			
420806	04/19/2023	PRINTED	008420 TRAFERA	378.97			
420807	04/19/2023	PRINTED	002436 TREASURER REGIONAL SCHOOL	1,227.08			
420808	04/19/2023	PRINTED	002518 TREASURER SUPERVISION DIS	117,379.28			
43 CHECKS CASH ACCOUNT TOTAL				438,075.54	.00		

05/02/2023 11:01
 9781rgri

REGIONAL SCHOOL DIST # 4
 AP CHECK RECONCILIATION REGISTER

P 2
 apchkrcn

		UNCLEARED	CLEARED
43 CHECKS	FINAL TOTAL	438,075.54	.00

** END OF REPORT - Generated by Robert Grissom **

Chester Board of Education
FY 2022-2023 Year-to-Date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<u>OBJECT 100 - SALARIES:</u>								
TOTAL SALARIES			3,456,891	(10,000)	3,446,891	2,824,436	585,283	37,172
<u>OBJECT 200 - EMPLOYEE BENEFITS:</u>								
TOTAL EMPLOYEE BENEFITS			1,155,792	-	1,155,792	1,033,139	82,322	40,330
<u>OBJECT 300 - PURCHASED & TECHNICAL SERVICES:</u>								
TOTAL PURCHASED & TECHNICAL SERVICES			123,952	23,150	147,102	134,822	9,804	2,476
<u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u>								
TOTAL PURCHASED PROPERTY SERVICES			224,630	-	224,630	122,396	90,774	11,460
<u>OBJECT 500 - OTHER PURCHASED SERVICES:</u>								
TOTAL OTHER PURCHASED SERVICES			252,289	(2,200)	250,089	208,930	29,998	11,161
<u>OBJECT 600 - SUPPLIES:</u>								
TOTAL SUPPLIES			221,473	(7,600)	213,873	156,908	21,093	35,872
<u>OBJECT 700 - PROPERTY:</u>								
TOTAL PROPERTY			1,800	-	1,800	1,248	-	552
<u>OBJECT 800 - OTHER OBJECTS:</u>								
TOTAL OTHER OBJECTS			4,695	-	4,695	3,896	438	361
SUBTOTAL			5,441,522	3,350	5,444,872	4,485,775	819,712	139,385

Chester Board of Education
FY 2022-2023 Year-to-Date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 100 - SALARIES:								
5111		Administration	161,543	-	161,543	139,214	23,932	(1,603)
5113		Teachers' Salaries	1,329,654	-	1,329,654	970,014	347,114	12,527
5114		Secretary Salaries	109,006	-	109,006	89,810	15,914	3,282
5115		Custodial Salaries	197,110	-	197,110	122,250	31,522	43,338
5116		Nurse Salary	55,355	-	55,355	43,581	14,903	(3,129)
5118		Food Service Dir/Bookkeeper/Cafeteria Salaries	63,557	-	63,557	49,924	5,811	7,821
5119		Para Educators	268,479	-	268,479	226,483	67,649	(25,653)
5123		Substitute Teachers	30,000	(10,000)	20,000	47,169	-	(27,169)
5124		Substitute Secretary/Para-Educators	9,400	-	9,400	30,400	-	(21,000)
5133		Coaches/Extra-Curricular	28,218	-	28,218	10,616	-	17,602
5134		Secretary OT	600	-	600	400	-	200
5135		Custodian OT	6,000	-	6,000	16,046	-	(10,046)
5138		Cafeteria OT	-	-	-	1,784	-	(1,784)
5198		Supervision District Salary	1,197,969	-	1,197,969	1,076,745	78,437	42,787
TOTAL SALARIES			3,456,891	(10,000)	3,446,891	2,824,436	585,283	37,172
OBJECT 200 - EMPLOYEE BENEFITS:								
5210		Health Insurance	688,664	-	688,664	631,275	57,389	-
5214		Life Insurance	3,019	-	3,019	2,702	25	292
5222		MERF	-	-	-	8,802	1,020	(9,821)
5223		FICA/Medicare	71,324	-	71,324	57,613	534	13,177
5250		Unemployment Compensation	6,500	-	6,500	-	1,000	5,500
5260		Worker's Compensation	22,504	-	22,504	19,556	-	2,948
5290		Other Employee Benefits	13,174	-	13,174	260	-	12,914
5291		Annuities	9,185	-	9,185	6,059	-	3,126
5298		Supervision District Fringe Benefits	341,422	-	341,422	306,873	22,355	12,195
TOTAL EMPLOYEE BENEFITS			1,155,792	-	1,155,792	1,033,139	82,322	40,330

Chester Board of Education
FY 2022-2023 Year-to-Date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<u>OBJECT 300 - PURCHASED & TECHNICAL SERVICES:</u>								
5322		Professional Development Programs	11,688	(5,698)	5,990	4,475	1,515	-
5330		<u>Other Professional Services</u>						
	2134	Health	-	-	-	-	-	-
	2135	Physical Therapy	10,926	-	10,926	7,957	2,969	-
	2140	Other Services	16,000	24,985	40,985	40,985	-	0
	2310	BOE - Other Services	26,000	2,633	28,633	24,722	1,435	2,476
	2600	Building Study	-	3,350	3,350	3,350	-	-
		TOTAL OTHER PROF SERVICES	52,926	30,968	83,894	77,013	4,404	2,476
5398		Supervision District Purchased Svcs	59,338	(2,119)	57,219	53,333	3,885	-
TOTAL PURCHASED & TECHNICAL SERVICES			123,952	23,150	147,102	134,822	9,804	2,476
<u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u>								
5411		Water	4,200	-	4,200	2,994	1,206	-
5412		Electricity	51,000	-	51,000	30,683	20,317	-
5430		<u>Repairs & Maintenance</u>						
	1109	Music	900	-	900	-	900	-
	1110	Phys Ed	1,600	-	1,600	720	720	160
	1114	Computer Education	5,000	(1,889)	3,111	1,107	-	2,004
	2134	Health	660	-	660	75	-	585
	2150	Repairs & Maintenance	266	-	266	-	266	-
	2222	Library	800	-	800	775	-	25
	2410	Contracts	8,000	-	8,000	5,245	2,755	-
	2600	Plant Operations Repairs	81,725	-	81,725	64,828	10,484	6,413
		TOTAL REPAIRS & MAINTENANCE	98,951	(1,889)	97,062	72,749	15,125	9,187
5440		Leases	66,737	1,889	68,626	12,607	53,880	2,139
5498		Supervision District Purchased Property Services	3,742	-	3,742	3,363	245	134
TOTAL PURCHASED PROPERTY SERVICES			224,630	-	224,630	122,396	90,774	11,460

Chester Board of Education
FY 2022-2023 Year-to-Date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 500 - OTHER PURCHASED SERVICES:								
5511		Out-of-District Transportation	-	-	-	-	-	-
5515		Field Trips & School Events	19,003	-	19,003	4,120	14,562	320
5520		Comprehensive Insurance	44,709	-	44,709	42,616	-	2,093
5530		Communications	7,050	-	7,050	4,671	2,269	110
5580		Travel & Conferences	8,300	(2,200)	6,100	1,824	1,825	2,451
5598		Supervision District Other Purchased Services	173,227	-	173,227	155,698	11,342	6,187
TOTAL OTHER PURCHASED SERVICES			252,289	(2,200)	250,089	208,930	29,998	11,161
OBJECT 600 - SUPPLIES:								
5610		General Supplies						
	2310	Principal's Office	300	-	300	403	-	(103)
	2410	Office Supplies	7,850	-	7,850	4,603	1,691	1,555
		TOTAL INSTRUCTIONAL SUPPLIES	8,150	-	8,150	5,007	1,691	1,452
5611		Instructional Supplies						
	1101	Art	3,820	-	3,820	2,976	-	844
	1103	Language Arts	9,035	-	9,035	6,885	325	1,825
	1104	Foreign Language (FLES)	814	-	814	233	-	581
	1107	Kindergarten	1,230	-	1,230	1,194	-	36
	1108	Mathematics	4,980	-	4,980	4,607	300	73
	1109	Music	1,500	-	1,500	419	1,000	81
	1110	Physical Education	1,178	-	1,178	1,170	-	8
	1111	Reading	800	-	800	714	-	86
	1112	Science	8,070	-	8,070	2,410	2,330	3,330
	1113	Social Studies	2,813	-	2,813	2,330	400	83
	1114	Technology Education	3,500	-	3,500	1,238	-	2,262
	1190	Testing	15,000	-	15,000	8,939	2,287	3,774
	1207	Technology	13,100	(2,600)	10,500	2,411	-	8,089
	1210	Gifted and Talented	2,821	-	2,821	1,784	846	191
	1215	Special Education	2,363	-	2,363	2,203	145	15
	2134	Nurse	4,090	-	4,090	1,951	-	2,139
	2150	Speech Hearing	1,010	-	1,010	954	18	38
	2213	Social Development	6,000	(1,000)	5,000	3,431	-	1,569
	2222	Library	1,400	-	1,400	1,381	-	19
		TOTAL INSTRUCTIONAL SUPPLIES	83,524	(3,600)	79,924	47,229	7,651	25,043

Chester Board of Education
FY 2022-2023 Year-to-Date Report as of 4-30-2023

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
5613		Operations Maintenance Supplies	29,500	-	29,500	18,628	8,486	2,386
5624		Heating Fuel Natural Gas	32,480	1,249	33,729	33,729	-	(0)
5626		Gasoline	600	-	600	-	-	600
5641		Instructional Materials						
	1103	Language Arts	8,726	(4,000)	4,726	2,270	1,200	1,256
	1104	Foreign Language (FLES)	-	-	-	-	-	-
	1107	Kindergarten	1,950	-	1,950	1,811	-	139
	1108	Mathematics	5,353	-	5,353	5,189	-	164
	1111	Reading	11,250	-	11,250	10,589	-	661
	1112	Science	3,213	(1,249)	1,964	693	-	1,271
	1113	Social Studies	2,080	-	2,080	1,034	193	853
	1114	Computer Education	6,000	-	6,000	5,875	-	125
	1210	Gifted and Talented	-	-	-	-	-	-
	1215	Special Education	1,847	-	1,847	982	708	157
		TOTAL INSTRUCTIONAL MATERIALS	40,419	(5,249)	35,170	28,443	2,101	4,625
5642		Library Books	11,950	-	11,950	10,525	191	1,235
5698		Supervision District Supplies	14,850	-	14,850	13,347	972	530
TOTAL SUPPLIES			221,473	(7,600)	213,873	156,908	21,093	35,872
OBJECT 700 - PROPERTY:								
5730		Equipment	1,800	-	1,800	1,248	-	552
5798		Supervision District Equipment	-	-	-	-	-	-
TOTAL PROPERTY			1,800	-	1,800	1,248	-	552
OBJECT 800 - OTHER OBJECTS:								
5810		Dues & Fees						
	2134	Board of Education	150	-	150	141	-	9
	2310	School Dues & Fees	1,940	-	1,940	1,923	-	17
	2410	School Dues & Fees	809	-	809	259	265	285
	2905	School Dues & Fees	380	-	380	300	80	-
		TOTAL DUES & FEES	3,279	-	3,279	2,623	345	311
5898		Supervision District Other Objects	1,416	-	1,416	1,273	93	51
TOTAL OTHER OBJECTS			4,695	-	4,695	3,896	438	361
SUBTOTAL			5,441,522	3,350	5,444,872	4,485,775	819,712	139,385

Chester Cafeteria Expense and Revenue Tracking

Chester 2022-2023		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free		0	0	53	49	48	49	49	49	48	48	0	0	393
Eligible Students - Reduced		0	0	5	4	5	5	6	5	5	5	0	0	40
Eligible Students - Full Pay		0	0	164	169	170	170	169	169	168	167	0	0	1,346
Total Enrollment		0	0	222	222	223	224	224	223	221	220	0	0	1,779
Breakfast - Free meals served		0	0	200	289	173	199	169	152	253	120	0	0	1,555
Breakfast - Reduced meals served		0	0	13	1	5	4	0	2	21	15	0	0	61
Breakfast - Full Pay meals served		0	0	328	462	425	462	301	248	509	305	0	0	3,040
Lunch - Free meals served		0	0	706	756	650	544	683	592	789	505	0	0	5,225
Lunch - Reduced meals served		0	0	66	42	40	38	69	73	85	54	0	0	467
Lunch - Full Pay meals served		0	0	1,813	1,872	1,782	1,523	1,476	1,313	2,095	1,318	0	0	13,192
object	Total Meal Count	\$ -	0	3,126	3,422	3,075	2,770	2,698	2,380	3,752	2,317	0	0	23,540
4090	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4160	Caf� Lunch Cash Sales	\$ -	\$ -	\$ 27	\$ -	\$ -	\$ 52	\$ 5,044	\$ 5,147	\$ 841	\$ 104	\$ -	\$ -	\$ 11,214
4360	State & Fed Grants - Claims breakfast	\$ -	\$ -	\$ 641	\$ 886	\$ 613	\$ 689	\$ 532	\$ 471	\$ 867	\$ 453	\$ -	\$ -	\$ 5,154
4360	State & Fed Grants - Claims lunch	\$ -	\$ -	\$ 4,712	\$ 4,880	\$ 4,344	\$ 3,678	\$ 4,365	\$ 3,861	\$ 5,364	\$ 3,414	\$ -	\$ -	\$ 34,617
4360	State & Fed Grants - 6 Cent	\$ -	\$ -	\$ 207	\$ 214	\$ 198	\$ 168	\$ 178	\$ 158	\$ 238	\$ 150	\$ -	\$ -	\$ 1,511
4360	State & Fed Grants - Healthy Foods	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - CN State Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - State School Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	State & Fed Grants - Smart Funds	\$ -	\$ -	\$ 7,062	\$ 7,495	\$ 7,109	\$ 4,670	\$ -	\$ -	\$ 8,394	\$ 5,255	\$ -	\$ -	\$ 39,986
4360	State & Fed Grants - Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ 8,477	\$ -	\$ -	\$ -	\$ 6,632	\$ -	\$ -	\$ -	\$ 15,109
4360	State & Fed Grants - Emerg. Oper. Costs Reimb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628
4361	USDA commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue		\$ -	\$ -	\$ 12,649	\$ 13,474	\$ 20,741	\$ 9,257	\$ 10,748	\$ 9,638	\$ 22,336	\$ 9,376	\$ -	\$ -	\$ 108,218
5111	Administrator Salary													\$ -
5114	Secretary Salary													\$ -
5118	Food Service Salary													\$ -
5124	Sub Secty\ Caf�													\$ -
5138	OT Cafeteria Salary													\$ -
Total Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Health Insurance													\$ -
5214	Life Insurance													\$ -
5222	Merf													\$ -
5223	Fica/Medicare													\$ -
Total Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salary & Benefit Cost		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5430	Repairs & Maintenance	\$ -	\$ -	\$ 406	\$ -	\$ -	\$ -	\$ 224	\$ 173	\$ -	\$ 168	\$ -	\$ -	\$ 971
5600	All - Supplies / Energy	\$ -	\$ -	\$ 916	\$ 642	\$ 515	\$ 563	\$ 442	\$ 502	\$ 791	\$ 427	\$ -	\$ -	\$ 4,797
5601	USDA Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5610	General Supplies	\$ -	\$ -	\$ 8,354	\$ 6,089	\$ 4,187	\$ 5,527	\$ 3,257	\$ 2,922	\$ 6,562	\$ 3,227	\$ -	\$ -	\$ 40,126
5800	All - Other Misc. Expense	\$ -	\$ -	\$ 73	\$ 59	\$ 63	\$ 4	\$ 217	\$ 108	\$ 13	\$ -	\$ -	\$ -	\$ 537
5890	Other Objects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Product Cost		\$ -	\$ -	\$ 9,750	\$ 6,789	\$ 4,766	\$ 6,094	\$ 4,140	\$ 3,704	\$ 7,367	\$ 3,822	\$ -	\$ -	\$ 46,431
Total Product, Salary & Benefit Costs		\$ -	\$ -	\$ 9,750	\$ 6,789	\$ 4,766	\$ 6,094	\$ 4,140	\$ 3,704	\$ 7,367	\$ 3,822	\$ -	\$ -	\$ 46,431
Profit (Loss)		\$ -	\$ -	\$ 2,900	\$ 6,685	\$ 15,975	\$ 3,163	\$ 6,608	\$ 5,934	\$ 14,969	\$ 5,554	\$ -	\$ -	\$ 61,787
Operating Days		0	0	20	19	18	16	20	17	23	14	22	11	180
Lunch Participation		#DIV/0!	#DIV/0!	58.2%	63.3%	61.6%	58.7%	49.7%	52.2%	58.4%	60.9%	#DIV/0!	#DIV/0!	5.9%
Breakfast Participation		#DIV/0!	#DIV/0!	12.2%	17.8%	15.0%	18.6%	10.5%	10.6%	15.4%	14.3%	#DIV/0!	#DIV/0!	1.5%
Meals Product Cost		#DIV/0!	#DIV/0!	\$ 3.12	\$ 1.98	\$ 1.55	\$ 2.20	\$ 1.53	\$ 1.56	\$ 1.96	\$ 1.65	#DIV/0!	#DIV/0!	
Labor/Meal		#DIV/0!	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	
		#DIV/0!	#DIV/0!	\$ 3.12	\$ 1.98	\$ 1.55	\$ 2.20	\$ 1.53	\$ 1.56	\$ 1.96	\$ 1.65	#DIV/0!	#DIV/0!	
unpaid lunch balances - monthly value				\$ (218)	\$ (233)	\$ (342)	\$ (594)	\$ (1,138)	\$ (795)	\$ (733)				
lunch account balances- monthly value				\$ 2,889	\$ 2,835	\$ 6,270	\$ 5,896	\$ 4,781	\$ 5,009	\$ 5,013				
Month End Checking Account Balance				\$ 146,126	\$ 136,377	\$ 150,687	\$ 159,447	\$ 171,290	\$ 181,504	\$ 190,535	\$ 106,356			

Medical Reserve Tracking
Chester, Deep River, Essex, Regional School
District No. 4, and the Supervision District

2022-2023

As of: 04.30.2023

Monthly Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
First Week	391,669	250,148	89,039	3,088	87,111	42,853	55,028	152,792	117,184	37,192			1,226,103
2nd Week	58,050	67,339	154,801	153,284	240,912	95,135	152,930	173,687	221,639	175,526			1,493,303
3rd Week	118,954	33,037	68,542	59,805	86,916	139,887	243,227	209,018	224,928	102,033			1,286,347
4th Week		90,522	119,859	61,403	95,135	77,165	80,557	128,065	141,782	90,079			884,568
5th week				78,324		10,939	68,476						157,739
H S A Payments	188,086	17,946	124,704	33,251	31,685	28,660	117,285	39,210	33,398	32,198			646,424
Medicare Supp.	7,654	7,527	7,527	3,700	11,354	7,642	7,642	7,754	7,746				68,545
Miscellaneous exp	4,092	8,816	504		11,049	1,058			10,527				36,045
Total Expenses	768,504	475,336	564,976	392,855	564,161	403,339	725,144	710,526	757,204	437,028	-	-	5,799,073
Monthly Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
Supv Dist.	101,470	101,470	101,470	101,470	101,470	101,470	101,470	101,470	101,470	101,470			1,014,704
Reg 4	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405			2,384,050
Chest. BOE	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389			573,889
Deep River BOE	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392			543,921
Essex BOE	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067			880,673
First Pay EE			50,940	58,873	58,018	58,069	58,537	57,554	57,619	57,426			457,037
Second Pay EE	12,771		59,355	58,232	58,099	58,534	59,670	57,554	57,546	57,426			479,188
TRB	19,289		28,639	(1,100)		25,119			21,819				93,768
Retirees	40,150	23,005	29,807	24,402	26,647	13,112	33,414	18,462	23,219	20,456			252,675
Other Rev.													-
													-
Total Revenue	611,934	562,729	708,464	680,130	682,488	694,559	691,345	673,294	699,928	675,033	-	-	6,679,905
Net Rev/Exp/Month	(156,569)	87,392	143,488	287,275	118,328	291,220	(33,799)	(37,233)	(57,276)	238,004	-	-	
Self Insured cash													
balance at month end	\$ 5,551,360	\$ 5,548,978	\$ 6,149,273	\$ 6,357,672	\$ 6,579,550	\$ 6,718,992	\$ 6,913,254	6,590,486	6,724,340				

Revenue (Full Year Projection) 6,679,905
Expenses (YTD) 5,799,073
Net Position 880,831

Encl #6

REGION 4 SCHOOLS
Chester, Deep River, Essex
Budget Appropriation Transfers

SCHOOL: Chester Elementary School

DATE: 5/16/23

FROM ACCOUNT

TO ACCOUNT

[illegible]

Reason(s) For Transfer Request:

The \$10,000 transfer is for out-of-district tuition. The other transfer covers the March legal invoice (\$2,852.81) and the anticipated April-June legal invoices.

There should be no negative impact from transferring these surplus funds.

Requested By:

Principal

Date: _____

Approved By:

Business Manager

Posted By

Date _____

Date _____

F.O.I. Compliance – Subject to BOE approval at a future meeting

JOINT BOARD OF EDUCATION MEETING

Date: February 23, 2023

Regular Meeting – John Winthrop Middle School Library

CHESTER BOARD OF EDUCATION:	David Fitzgibbons, Maria Scherber, Stuart Johnson, Jan Taigen, Dale Bernardoni, Rebecca Greenberg-Ellis
DEEP RIVER BOARD OF EDUCATION:	Miriam Morrissey, Betsy Scholfield, Pat Maikowski, Nick Rioux, Alyson Whelan, Melissa McIntyre, Lenore Grunko
ESSEX BOARD OF EDUCATION:	Lon Seidman, Mark Watson, Nancy Johnston, Cassandra Sweet, Justin Pillion, Marjorie Russell
REGION 4 BOARD OF EDUCATION:	Kate Sandmann, Richard Strauss, Lon Seidman, John Stack, Jennifer Clark, Lol Fearon, Rick Daniels

Also in attendance: Brian White, Superintendent; Robert Grissom, Finance Director, Kelley Frazier, Clerk

CALL TO ORDER and Verbal Roll Call

Mr. Seidman called the meeting to order at 7:01p.m

The Chairs of the Chester, Deep River, Essex and Region 4 Boards called their respective Boards to order at 7:02pm.

CONSENT AGENDA

On motion duly made and seconded the Deep River, Essex, Chester and Region 4 Boards unanimously **VOTED** to accept the consent agenda consisting of the minutes from the regular meeting of December 1, 2022 and the minutes of the Joint BOE Workshop of January 21, 2023.

PUBLIC COMMENT

No Comment

REPORTS AND OTHER ITEMS

District Update/Information and Communication

No Update.

Assistant Superintendent Report

General Update

No Update.

Finance Director's Report

The State of CT will offer free breakfast and lunch effective March 1, 2023 and will go through the end of the school year.

Other Items

Discussion and Possible VOTE to Adopt the 5 Year Strategic Plan as Presented.

Mr. White presented the 5 Year Strategic Plan.

Mr. Fitzgibbons would like the plan to articulate what we want the culture and climate to be in the next five years.

Recognition for students was discussed.

Mr. Fearon suggested that the plan include stating that the budgets be developed to move the initiatives forward and then brought to the public for approval.

Upon a motion made by Rick Daniels and seconded by Jennifer Clark the Chester, Essex, Deep River and Region 4 Boards of Education **VOTED** to adopt the 5 Year Strategic Plan with Mr. Fearon's suggestion.

Discussion and possible VOTE to direct the Administration to request a waiver to implement a reading curriculum model or program other than a model or program reviewed and recommended pursuant to Conn. Gen. Stat. Sec. 10-14ii.

Ms. Greenberg-Ellis discussed the scientific way children learn to read. She is in favor of the Right to Read program and understand the district might want to submit the waiver for an additional year of preparation only. This will be presented to the Elementary Boards in depth.

Upon a motion made by Miriam Morrissey and seconded by Jennifer Clark the Essex, Chester and Deep River Boards of Education **VOTED** to direct the Administration to request a waiver to implement a K-3 reading curriculum model or program other than a model or program reviewed and recommended pursuant to Conn. Gen. Stat. Sec. 10-14ii.

Chester Ayes: Stuart Johnson, Jan Taigen, Dale Bernardoni, Maria Scherber, David Fitzgibbons. Nays: Rebecca Greenberg-Ellis = motion passed. Deep River Ayes: Betsy Scholfield, Pat Maikowski, Lenore Grunko, Alyson Whelan, Nick Rioux, Nays: Melissa McIntyre, Abstentions: Miriam Morrissey = motion passed. Essex was unanimous. No vote required by Region 4.

Discussion and Possible VOTE to approve the proposed 2023-24 Supervision District Budget as presented per the recommendation of the Supervision District Committee.

Mr. Daniels is opposed to having the HR position remain in the budget and noted we need to reduce the budget as much as we can.

Upon a motion made by Miriam Morrissey and seconded by Bob Stack the Chester (unanimously); Deep River (unanimously), Essex (unanimously), and Region 4 (Ayes: Kate Sandmann, Richard Strauss, Jennifer Clark, Lol Fearon, John Stack and Lon Seidman. Nays: Rick Daniels = motion passed) Boards **VOTED** to approve the 2023-24 Supervision District Budget in the amount of \$8,957,537 per the recommendation of the Supervision District Committee.

Committee Reports

Policy

Informational Only. No Action required. These will go to each individual Board throughout March, for discussion and return to the Joint BOE for a second reading and vote on April 6th.

First Reading of the Joint BOE Policy Committee's recommendation to update and/or adopt the following policies: (existing policies may be viewed in our online [Policy Manual](#) – click for access)

Update Existing with the following:

Policy #1110.1 Communication – Parent Involvement (*encl #3*)

Policy #1324 Fundraising (*encl # 4*)

Policy #1331 Prohibition Against Smoking (*encl # 5*)

Policy #3171.1 Non-lapsing Education Fund (*encl #6*)

Policy #3542 School Lunch Service (*encl # 7*)

Policy #4122 Evaluation, Termination, and non-Renewal of Athletic Coaches (*encl #8*)

Policy #5113/5113.2 Attendance / Truancy (*encl #9*)

Policy #5131.6 Drug, Alcohol and Tobacco Use by Students (*encl #10*)

Policy #5131.911 Bullying (*encl #11*)

Adopt New:

Policy #3542.22 Food Services Personnel Code of Conduct (*encl #12*)

Policy #3542.41 Food Services Personnel Professional Standards (*encl # 13*)
Policy #3542.43 Charging Policy Food Service (*encl # 14*)
Policy #4118.234 Psychotropic Drug Use (*encl # 15*)
Policy #5131.62 Chemical Health for Student Athletes (*encl # 16*)
Policy #5144.4 Physical Exercise and Discipline of Students (*encl # 17*)
Policy #5163 Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA) (*encl # 18*)
Policy #6141.51 Enrollment in an Advanced Course or Program and Challenging Curriculum (*encl # 19*)
Policy #6172.1 Equitable Identification of Gifted and Talented Students (*encl # 20*)

Finance

Financial categories were discussed. Food service operations state funding will resume March 1st. The Security, IT and Asset Management audit are being planned.

Curriculum

The Right to Read legislation was discussed. Pilots are being done for universal screeners. Title 2 funds will be used to kick start the initiatives for next year. Two course proposals for Valley Regional were discussed. Trips to France and Spain will be offered next year for Juniors and Seniors at Valley Regional.

Ad Hoc

No report

PUBLIC COMMENT

No Comment

FUTURE AGENDA ITEMS

6.1 Next Regular Joint BOE Meeting, April 06, 2023 @ 7:00pm @ JWMS Library

Executive Session: Personnel – Superintendent’s Mid-Year Goals Update and Evaluation

Upon a motion duly made and seconded the Essex, Chester, Deep River and Region 4 Boards of Education unanimously **VOTED** to go into Executive Session at 8:07pm. Mr. White was invited into the session.

Executive Session Ended at 8:28pm.

***ADJOURNMENT:**

On motion duly made and seconded, the Essex, Chester, Deep River Boards of Education unanimously **VOTED** to adjourn at 8:29p.m. Region 4 remained in session for the following business:

The Review of a Draft Letter written by BOE Secretary, Rick Daniels, to be sent to State Legislature at Direction of the Board

ADJOURNMENT OF REGION 4 BOE

Upon a motion by Lon Seidman and seconded by John Stack the Region 4 Board of Education unanimously **VOTED** to adjourn at 8:55pm.

Respectfully Submitted,

Kelley Frazier, Clerk

Community Relations

1110.1

Communications with the Public

Parent-Teacher Communication

The Board of Education (the “Board”) believes that parents should be knowledgeable about the education that the Public Schools (the “District”) provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board to encourage parent-teacher communication. The Superintendent or designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile that is submitted annually to the Board and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

The procedures developed in furtherance of this policy may include monthly newsletters, required regular contact with all parents, drop-in hours for parents, home visits, and the use of technology such as homework hot lines to allow parents to check on their children’s assignments and students to receive assistance if needed.

Such procedures shall require the District to conduct two flexible parent-teacher conferences for each school year. In addition, the procedures shall require the District to:

- A. offer parents the option of attending parent-teacher conferences by telephonic, video, or other conferencing platform,
- B. conduct one parent-teacher conference, in addition to the two flexible parent-teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning (for purposes of this policy, and in accordance with applicable law, “remote learning” means instruction by means of one or more Internet-based software platforms as part of a remote learning model), and
- C. request from each student’s parent the name and contact information of an emergency contact person who may be contacted if the student’s parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.

The procedures must also require a teacher conducting a parent-teacher conference that is required in section (B) above to provide a copy of the document, to be developed by the Department of Education, to provide information concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, to the

1110.1(b)

parent prior to the parent-teacher conference. If, after making three attempts, a teacher is unable to make contact with a student's parent in order to schedule a parent-teacher conference required in section (B) above, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.

Legal reference:

Connecticut General Statutes:

§ 10-220(c) Duties of Boards of Education

§ 10-221(g) Boards of Education to prescribe rules, policies and procedures

Policy adopted: December 4, 2008

Policy revised: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Community Relations

Fundraising Activities

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fund-raising activities may involve door-to-door solicitation in the community by students.

The Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Legal References:

Conn. Gen. Stat. § 10-215f Certification that food meets nutrition standards

Policy adopted:	February 24, 1997
Policy reviewed:	August 14, 2012
Policy revised:	TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Community Relations

Smoking in School Facilities

Prohibition Against Smoking

The Board of Education (the “Board”) prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, within any of its schools, including in any area of a school building, including but not limited to any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular preschool, kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity.

The following definitions shall apply to this policy:

“Any area” shall mean the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

“Cannabis” shall mean marijuana, as defined in Conn. Gen. Stat. § 21a-240.

“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.

“Electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine 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 or synthetic nicotine.

“School-sponsored activity” shall mean any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

“Smoke” or “smoking” shall mean the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“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 or cannabis and is inhaled by the user of such product.

The Board further prohibits smoking including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product on the real property of any administrative office building. Real property means the land and all temporary and permanent structures comprising the district’s administrative office building(s) and includes, but is not limited to storage facilities and parking lots.

Legal References:

Conn. Gen. Stat. § 10-233a(h)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-415

Conn. Gen. Stat. § 53-344b

June Special Session, Public Act No. 21-1

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

Policy adopted: February 24, 1997

Policy Revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Business and Non-Instructional Operations**Non-Lapsing Education Fund
(Reserve Fund for Capital and Nonrecurring Expenditures)**

On Oct 03, 2019 the Regional School District #4 Board of Education (the “Board”) approved a resolution to create a reserve fund for capital and nonrecurring expenditures pursuant to Section 10-51(d)(2) of the Connecticut General Statutes (the “Capital Reserve Fund”).

The following policy will govern the Capital Reserve Fund:

1. *The aggregate amount of annual and supplemental appropriations to the Capital Reserve Fund shall not exceed ~~one-two~~ percent ± 2% of the annual district budget in any given fiscal year. Annual appropriations to the Capital Reserve Fund shall be included in the share of net expenses paid by each member town. In addition, supplemental appropriations to the Capital Reserve Fund shall be approved by a vote of the Board and may be made from any estimated fiscal year end surplus in operating funds as allowed by state statute and Region 4 policy.*
2. *Interest and investment earnings received with respect to amounts held in the Capital Reserve Fund shall be credited to the Capital Reserve Fund. The Capital Reserve Fund shall be a separate, non-lapsing account and such funds shall be held in a separate account from operating funds.*
3. *Unanticipated non-emergency expenditures of more than \$250,000, such as an opportunity to make a purchase not previously anticipated, shall be presented to the public in a regional public hearing, prior to Board action. Expenditures over \$500,000 shall be presented to the public in a regional public hearing, followed by a district meeting or referendum.*
4. *No later than October 1 of each year, the Board shall submit a complete and detailed report of the condition of the Capital Reserve Fund to the First Selectman, Finance Director (or equivalent), and the Chairperson of the Board of Finance of each member town. Such report shall contain: (i) the total dollar amount of the Capital Reserve Fund at the end of the prior fiscal year; (ii) the total amount of interest or investment earnings deposited into the Capital Reserve Fund in the prior fiscal year; (iii) a list of all projects that are being financed in whole or in part by the Capital Reserve Fund and that are not yet completed; and (iv) any additional information that the Board approves for inclusion in the report. Additional information may include expenditures by project, original appropriations, approved expenditures, expenditures incurred by year to date or project to date, and remaining balance.*

5. *Upon the recommendation and approval of the Board, any part or the whole of the Capital Reserve Fund may be used for capital and nonrecurring expenditures, but such use shall be restricted to the funding of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. Upon the approval of any such expenditure, an appropriation shall be set up, plainly designated for the project or acquisition for which it has been authorized, and such unexpended appropriation may be continued until such project or acquisition is completed. Notice of approval of expenditures shall be communicated electronically to the First Selectmen, the Chair of the Board of Finance and the Finance Director (or equivalent) of each member town within five business days of such approval. Any unexpended portion of such appropriation remaining after such completion shall remain in the Capital Reserve Fund.*
6. *If any authorized appropriation is set up pursuant to this policy and through unforeseen circumstances the completion of the project or acquisition for which such appropriation has been designated is impossible to attain or is no longer in the best interests of the District, the Board, by a majority vote of its entire membership, may terminate such appropriation which then shall no longer be in effect. Any remaining funds for such project or acquisition shall remain in the Capital Reserve Fund for reallocation.*
7. The Capital Reserve Fund may be discontinued, after the recommendation and approval by a majority vote of the entire membership of the Board, and any amounts held in the Capital Reserve Fund shall be transferred to the general fund of the District.
8. This policy shall be reviewed by a committee of the Region 4 Board at least once every five years. Said committee shall include Town officials from each member town.

Legal Reference:

Connecticut General Statute:

Section 10-51(d)(2) of the Connecticut General Statutes

[June Special Session, Public Act No. 212](#)

Policy Approved: January 07, 2020

Policy Revised: TBD

Non-Instructional Operations

School Lunch Service

The Board of Education, in accordance with local, state, and Federal regulations, shall direct the Superintendent to operate and maintain a Cafeteria Lunch Program.

~~S.N. With the exception of Chester.~~

Policy adopted: April 30, 1997

Policy revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Personnel --- Certified

Temporary and Part-Time Personnel

Evaluation, Termination And Non-Renewal Of Athletic Coaches

It is the policy of the Board of Education (the “Board”) that an athletic coach employed by the Board shall:

- 1) adhere to all Board policies, rules and regulations;
- 2) conduct himself or herself in a professional manner;
- 3) serve as a role model for students; and
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term “**athletic coach**” means any person holding (and required to hold) a coaching permit issued by the Connecticut State Board of Education who is hired by the Board to act as a coach for a sport season. The term “athletic coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches if they serve as a coach to another team (*e.g.*, JV)), and the term shall not include other assistant coaches and volunteer coaches.

For purposes of this policy, the term “**athletic director**” means an individual responsible for administering the athletic program of a school or school district under the jurisdiction of the Board, and who is responsible for the supervision of athletic coaches.

The Superintendent may adopt administrative regulations in accordance with this policy.

I. Evaluations

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the athletic director or the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

II. Employment of an Athletic Coach

- A. Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (*e.g.*, basketball, golf) may be non-renewed or terminated at any time, subject to the provisions set forth below which apply to athletic coaches who have served in the same coaching position for three or more consecutive school years.
- B. If the Superintendent non-renews or terminates the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive school years, the Superintendent shall inform such coach of the decision within ninety (90) calendar days of the

end of the athletic season covered by the contract. In such cases, the athletic coach will have an opportunity to appeal the decision of the Superintendent in accordance with the procedures set forth below in Section III.

- C. Notwithstanding any rights an athletic coach may have to a hearing, nothing prohibits a Superintendent from terminating the employment contract of any athletic coach at any time, including an athletic coach who has served in the same coaching position for three or more consecutive school years:
 - 1) for reasons of moral misconduct, insubordination, failure to comply with the Board's policies, rules and regulations; or
 - 2) because the sport has been canceled by the Board.
- D. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

III. Hearing Procedures:

An athletic coach who has served in the same coaching position for three or more consecutive school years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
- E. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not

to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References:

Conn. Gen. Stat. § 10-222e Policy on evaluation and termination of athletic coaches.

Conn. Gen. Stat. § 10-149d Athletic directors. Definitions, Qualifications and hiring. Duties.

Policy adopted: September 22, 2005

Policy revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Students**Attendance/Truancy/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 (the “Board”), through its Superintendent, will adopt and maintain procedures to implement this policy.

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

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

Connecticut General Statutes § 10-198f

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

Policy Approved: November 10, 1997

Policy Revised: June 06, 2013

Policy Revised: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT NO. 4 BOARD OF EDUCATION

Students**Drug, Alcohol and Tobacco Use by Students**Policy Statement

The Board of Education (the "Board") is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in Connecticut General Statutes Section 21a-240, or alcohol on or off school property or during any school-sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).
- (4) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (5) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or

5131.6(b)

injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. C.G.S. Section 21a-240(20)(A).

Procedures

(1) Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

(2) Prescribed Medications.

Students may possess and/or self-administer medications in school in accordance with the Board's policy concerning the administration of medication in school.

Students taking improper amounts of a prescribed medication, or otherwise taking medication contrary to the provisions of the Board's policy on the administration of medication, will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

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

(a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).

(b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to

5131.6(c)

disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).

- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was **not** obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report such suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if the administrator or designee has

5131.6(d)

reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

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

(5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.

- (a) Any student in the Chester, Deep River, Essex or Region 4 Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face 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.
- (b) In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
- (c) If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with Conn. Gen. Stat. § 10-233d(a)(2) and the Board's student discipline policy.

5131.6(e)

- (d) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (e) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- (f) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References:

Connecticut General Statutes:

June Special Session, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Section 10-154a

Section 10-212a

Section 10-221

Sections 10-233a through 10-233f

Section 21a-240

Section 21a-243

Section 21a-408a through 408q

Policy approved: November 10, 1997

Policy revised: October 04, 2018

Policy revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGION 4 SCHOOLS

Students

Bullying Prevention and Intervention

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

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

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

For purposes of this policy, “**Bullying**” means an act that is direct or indirect and severe, persistent or pervasive, which:

- (1) causes physical or emotional harm to an individual;
- (2) places an individual in reasonable fear of physical or emotional harm; or
- (3) infringes on the rights or opportunities of an individual at school.

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 and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, “**Cyberbullying**” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, “**Teen Dating Violence**” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

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

- (1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in subdivision (4), above (A) of the results of such investigation, and (B) verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Section 10-4a and 10-4b published on the Internet website of the Board;

- (9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
- (10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
- (11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (16) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (18) require that all school employees annually complete the training described in Conn. Gen. Stat. §§ 10-220a or 10-222j related to the identification, prevention and response to bullying.

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

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

As required by state law, the Board, after consultation with the Connecticut Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative, shall provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) 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 (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

As required by state law, the Board shall post on its website the plain language explanation of rights and remedies under Connecticut General Statutes §§ 10-4a and 10-4b, as developed and provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative.

Legal References:

Public Act 19-166

Public Act 21-95

Conn. Gen. Stat. § 10-145a

Conn. Gen. Stat. § 10-145o

Conn. Gen. Stat. § 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222h

Conn. Gen. Stat. § 10-222j

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. § 10-222q

Conn. Gen. Stat. § 10-222r

Conn. Gen. Stat. §§ 10-233a through 10-233f

Policy adopted: December 2, 2002

Policy revised: December 1, 2011

Policy revised: TBD

Chester Board of Education
Deep River Board of Education
Essex Board of Education
Regional School District 4 Board of Education

Business and Non Instructional Operations**Food Services****Food Service Personnel - Code of Conduct**

The following conduct is expected of all persons who are engaged in the award and administration of contracts supported by the Child Nutrition Program (CNP) funds. These programs include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program.

No employee, officer or agent of the School District shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

To ensure objective contractor performance and eliminate unfair competitive advantage, a person that develops or drafts specifications, requirements, statements of work, invitations, for bids, requests for proposals, contract terms and conditions of other documents for use by the child nutrition program in conducting procurement shall be excluded from competing for such procurements. Such persons are ineligible for such procurements regardless of the procurement method used.

Conflicts of interest arise when a school district employee:

1. Has a financial or other interest in the firm selected for the award;
2. Is an employee, officer, or agent of the firm selected for the award;
3. Has a member of the immediate family who is an employee, officer or agent of the firm selected for the award;
4. Is about to be employed by the firm selected for the award; or
5. Has a member of the immediate family who is about to be employed by the firm selected for the award.

The School District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

The Board of Education employees, officers and agents shall be governed by the following rules:

1. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
2. The removal of any food, supplies, equipment or school property, such as official records, recipe books, and the like is prohibited unless express permission of the Director of Food Services/Finance Director /Cafeteria Supervisor has been granted.

3. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the School District and the outside agency.
4. Individual sales by any school person to an outside agency or other school person are prohibited.

Failure of any employee to abide by this Code of Conduct could result in a fine, suspension or dismissal.

Resolution of Controversies

Any actual or proposed supplier who is aggrieved in connection with a proposed purchase may protest to the Superintendent or his/her designee.

1. The protest shall be in writing.
2. The protest shall be delivered within 10 days of the action which is being aggrieved.
3. A hearing will be scheduled within 15 days of receipt of protest.
4. The proposed purchase will be delayed until the protest is resolved unless the delay will result in disruption of meal service to children. In the event it is determined that the purchase is necessary, an emergency shall be declared by the Superintendent/Finance Director/purchasing agent and emergency purchase procedures will be followed until protest resolution.
5. The decision of the hearing officer shall be in writing and shall be delivered to the aggrieved supplier with proof of delivery required.
6. The aggrieved supplier shall be notified that an appeal of the hearing officer's decision is possible. The appeal request should be written and addressed to the Board of Education.

Public Access to Procurement Information

1. Procurement information shall be a public record to the extent provided in Connecticut's Freedom of Information law.
2. All bid/offers shall be taken under advisement. Between the time an IFB/RFP is opened and awarded it may be viewed by any company or individual who entered a response, to the proposed intent to purchase.
 - a. Any supplier providing information, as a part of a proposal or offer shall stamp each page or sealed envelope, which they consider proprietary information, "not for public release."
 - b. Should the school district receive a request to release this marked information the supplier shall be notified within 24 hours and given 10 working days to obtain a court order to stop release.
 - c. In 10 working days the party requesting the information shall be provided a copy of the court order or instructions on when the information may be reviewed.
3. After acceptance, procurement information is available to the general public except as noted above.

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

State Board of Education Regulations

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7 CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities

Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards

Policy adopted: TBD

Chester Board of Education
Deep River Board of Education
Essex Board of Education
Regional School District 4 Board of Education

Business/Non-Instructional Operations**Food Service****School Lunch Service****Professional Standards for Food Service Personnel**

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. Therefore the Board provides a food service program for school breakfasts and school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010, as periodically amended, and applicable state laws and regulations.

This service shall be under the supervision of the Food Services Director who shall be responsible to the Assistant Superintendent. The Food Services Director shall be hired under specific job specifications and approved by the Board.

The Board shall comply with the minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs which are contained in the regulations to the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, as amended, effective April 30, 2019, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Requiring proper qualifications to serve in the District's Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

Flexibility for districts with 2,499 students or less, subject to the prior approval of the Connecticut State Department of Education (CSDE), allows such districts to accept food service experience as a substitute for school nutrition experience when hiring new school nutrition program directors. This shall include volunteer or unpaid work as relevant food service experience.

The Superintendent is directed to develop administrative regulations which detail the required hiring standards and continuing education training for all District food service personnel.

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

[10-217](#) State Board of Education Regulations.

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

Federal Register (80 Fed No 40) Professional Standards for State and Local Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, as amended effective 4/30/19.

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001).

U.S. Department of Agriculture (USDA) Final Rule 84 FR6953

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Business and Non-Instructional Operations**Food Service****Charging Policy**

The Boards of Education of Chester, Deep River, Essex, and Regional School District 4 ("Board") are sponsors of the United States Department of Agriculture (USDA) Food and Nutrition Services' Child Nutrition Programs, including the National School Lunch Program (NSLP) in order to provide nutritious foods to students in the Chester, Deep River, Essex, and Regional School District 4 Public School Districts (District).

Charging Meals

The District uses an automated prepayment system for student meal accounts, which allows parents/ guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits to their child's school meal account. The District Food Service Department or the school Principal will verbally inform a student when they have a low account balance, or when they have begun charging meals. Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the District's Finance Office and/or the applicable school Principal for information regarding an application for free or reduced price meals.

Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge meals and will be informed of their right to purchase a meal, which excludes a la carte items, for any school breakfast, lunch or other feeding. No student shall be deprived a reimbursable meal due to forgotten or lost meal money or insufficient funds.

The Board prohibits publicly identifying or shaming a student for any unpaid meal charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student; or
- Designating a specific meal option for the student; or
- Otherwise taking any disciplinary action against the student.

Parents/guardians of students who charge lunches will receive a notification letter through the U.S. mail or via electronic mail, or they will be contacted via telephone. Communications with parents/ guardians regarding collection of a student's unpaid meal charges shall include information on local food pantries, an application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program, and a link to the District's or town's website that lists any community services available to town residents.

In the event a student's unpaid meal charges are equal to or more than the cost of thirty (30) meals the parents/guardians of such student will be referred to the District's homeless education liaison.

The Board may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feeding in accordance with Board Policy 3280: Gifts, Grant and Bequests.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid during the school year.

Collection of Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt", as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2022-2023 school year.

"Bad Debt" occurs when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using non-federal funds. The school Principal will be responsible for maintaining a fund of money to loan to students without meal money or to absorb the charges related to Bad Debt. The pool of money may be established from school operating or PTA/PTO funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. This policy shall be provided to all District staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contracted by families with unpaid meal charges shall be informed of this policy.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

Non-Lapsing Cafeteria Reserve Balances

The District shall be permitted to maintain, to the extent allowable by law, a cafeteria reserve balance in the non-profit school food service account. This balance shall be used for the express purpose of future planned expenditures for equipment, supplies, or program expansions and enhancement of offerings. This balance cannot be used to subsidize the cost of unpaid student paid meal charges or adult meals.

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

ADOPTED: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Personnel -- Certified/Non-Certified**Psychotropic Drug Use****PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS**

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. § 801 *et seq.*) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parent(s) or guardian(s) of such child, in accordance with the procedures outlined below.

I. Definitions

For purposes of this policy, the following definitions apply:

- A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.
- B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.
- C. School health or mental health personnel means:
 - 1. school nurses or nurse practitioners appointed pursuant to Conn. Gen. Stat. § 10-212;
 - 2. school medical advisors appointed pursuant to Conn. Gen. Stat. § 10-205;
 - 3. school psychologists;
 - 4. school social workers;
 - 5. school counselors;
 - 6. school administrators;
 - 7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team or similar group of district professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;

8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

II. Procedures

- A. A school health or mental health personnel, as defined above, may communicate with other school personnel about a child who may require a recommendation for a medical evaluation, provided that 1) there is a legitimate educational interest in sharing such information; and 2) such communication shall remain confidential, to the extent required by law.
- B. A school health or mental health personnel, as defined above, may communicate a recommendation to a parent or guardian that a child be evaluated by a medical practitioner provided that 1) based on such person's professional experience, objective factors indicate that a medical evaluation may be necessary to address concerns relating to the child's education and overall mental health; and 2) any communication includes the basis for the recommendation.
- C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.
- D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a medical practitioner who has information concerning a child, as long as the school district has obtained consent from the parent(s) or guardian(s) of the child, in accordance with Section II.D., above. Nothing in this policy shall prevent a Planning and Placement Team from recommending a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine a child's (i) eligibility for special education and related services, or (ii) educational needs for an individualized education program.

Legal References:

- Conn. Gen. Stat. § 10-76d Duties and powers of boards of education to provide special education programs and services.
- Conn. Gen. Stat. § 10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel.
- 34 C.F.R. § 300.174 Prohibition on mandatory medication.

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students

Chemical Health Policy for Student Athletes

The Board of Education (the “Board”) participates in the Connecticut Interscholastic Athletic Conference (“CIAC”). In accordance with CIAC participation rules and the Board’s obligation under state and federal law, the Board prohibits the unauthorized use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school-sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance-enhancing substances. This policy applies to all student athletes participating in school-sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, 21 U.S.C. § 801 *et seq.*, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut General Statutes Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).
- (3) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. Connecticut General Statutes Section 21a-240(20)(A).
- (4) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student’s performance in athletic competition, except when used under the care and direction of a licensed medical

professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.

- (5) Professional Communication: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (6) Professional Employee: means a person employed by a school who (A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school. Connecticut General Statutes Section 10-154a(a)(2).
- (7) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.

Procedures

- (1) Discretionary Nature of Student Athletics.

The Board sponsors athletic programs as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities in its discretion.

- (2) Emergencies.

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

- (3) Prescribed Medications.

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

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

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

Student athletes with a documented medical history demonstrating the need for regular, palliative use of marijuana shall not be considered to be in violation of this policy when such substance is properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Sections 21a-408a through 408q. Under no circumstances shall the school nurse or designee administer to the student, or permit the palliative use of marijuana by the student, on a school bus, school grounds or property, in public places or in the presence of persons under the age of eighteen.

(4) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

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

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

administrator or designee who shall refer the student athlete to appropriate school staff members for intervention and counseling.

(5) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

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

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

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

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

- (a) Any student athlete in the Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol, either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes Sections 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face 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.
- (b) Student athletes found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy and this chemical health policy with the student athlete and parent or guardian.
- (d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol.
- (e) A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short or long term periods, or may have student athletic participation privileges revoked.
- (f) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
- (f) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.

(7) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff Members, Coaches or Volunteers.

- (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the

supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.

- (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.
 - (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance.
 - (d) A school staff member, or coach responsible for or involved in student athletic programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.
 - (e) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.
- (8) Publication of Chemical Health Policy to School Staff Members, Coaches, Volunteers and Student Athletes.
- (a) The Board shall publish this chemical health policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.
 - (b) The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

Legal References:

Connecticut General Statutes:

June Special Session, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Section 10-154a

Section 10-212a

Section 10-221

Section 21a-240

Section 21a-243

Sections 21a-408a through 408q

2021-2022 CIAC Handbook, Section 4.12.E (Chemical Health Policy and Regulations),
available at https://www.casciac.org/pdfs/ciachandbook_2122.pdf

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students

Physical Exercise and Discipline of Students

PHYSICAL ACTIVITY, UNDIRECTED PLAY AND STUDENT DISCIPLINE

It is the policy of the Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

For the purposes of this policy, a “school employee” is defined as (1) 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 the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

I. Deprivation of Physical Exercise Period or Undirected Play Period as a Form of Discipline

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty minutes required for physical exercise, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in accordance with this policy or as determined by a student’s Section 504 team or PPT.

A. Physical Exercise Period

School employees may prevent or otherwise restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline only under the following circumstances:

- 1) When a student poses a danger to the health or safety of other students or school personnel; or
- 2) If there are two or more periods devoted to physical exercise in a school day, then when the prevention or restriction of physical exercise is limited to the period devoted to physical exercise that is the shortest in duration, provided that the student still participates in at least twenty minutes of physical exercise in a school day.

School employees may prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline, in accordance with this policy, only one time during a school week, unless the student is a danger to the health or safety of other students or school personnel.

School employees may not prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day if such prevention or restriction is related to the student's failure to complete school work on time or to the student's academic performance.

This policy distinguishes between a) discipline that is imposed before the time devoted to physical exercise begins and b) discipline imposed during such time devoted to physical exercise or methods used to redirect a student's behavior during such time. School personnel may impose discipline during time devoted to physical exercise as a result of student's behavior during such time, if such discipline is in accordance with Board policies and procedures. School personnel may also use methods to redirect a student's behavior, in the event such behavior warrants redirection, during the time devoted to physical exercise. For clarity, the prohibition against preventing or restricting a student's participation in the time devoted to physical exercise shall apply to student conduct that occurs prior to the physical exercise time, rather than during the physical exercise time.

B. Undirected Play Period

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to undirected play, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

II. Prohibition on Compulsion of Physical Activity as a Form of Discipline

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

III. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having the individual's contract for services suspended by the district.

Legal References:

Connecticut General Statutes:

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing limitation of physical exercise

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Public Act No. 22-81 “An Act Expanding Preschool and Mental and Behavioral Services for Children”

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students**Improving Completion Rates of the Free Application for Federal Student Aid (FAFSA)**

The Board of Education (the “Board”) understands that completion of the Free Application for Federal Student Aid (“FAFSA”) is an important step in the path to postsecondary education and is associated with higher rates of college enrollment. The Board is committed to improving the completion rates of the FAFSA for students enrolled in the Public Schools (the “District”).

In order to improve the completion rates of the FAFSA by students enrolled in grade twelve in the District, the District shall develop a systematic program through which such students are educated about the purpose and content of the FAFSA, encouraged to complete the FAFSA, and assisted in the completion of the FAFSA, as may be necessary and appropriate. The Board directs the Superintendent or designee to develop administrative regulations in furtherance of this policy. The Board further directs the Superintendent or designee to conduct periodic assessments of such regulations, at least annually, to determine effectiveness in improving completion rates of the FAFSA.

Any information contained in a FAFSA, held by the Board, shall not be a public record for purposes of the Freedom of Information Act and thus shall not be subject to disclosure under the provisions of section 1-210 of the Connecticut General Statutes.

Each year, the Superintendent or designee will report to the Board the FAFSA completion rate for each high school in the District.

The Board may accept gifts, grants and donations, including in-kind donations, to implement the provisions of this policy.

Legal Reference:

Conn. Gen. Stat. § 10a-11i
Conn. Gen. Stat. § 10-223m

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students

Instruction

Enrollment in an Advance Course or Program and Challenging Curriculum

The Board of Education (the “Board”) understands the importance of providing opportunities for students to enroll in an advanced course or program and offering students challenging curriculum in the Public Schools (the “District”). In accordance with Connecticut law, this policy shall explain the manner in which the District determines eligibility for enrollment in advanced courses or programs and creates academic plans for students in the District.

I. Definitions

For purposes of this policy:

"Advanced course or program" means an honors class, advanced placement class, International Baccalaureate program, Cambridge International program, dual enrollment, dual credit, early college or any other advanced or accelerated course or program offered by the Board in grades nine to twelve, inclusive.

“Advanced placement” program is a program authorized by the College Board that offers college-level courses and exams that students take in high school.

“Cambridge International program” is an internationally recognized academic program for students aged five (5) to nineteen (19). High school level courses, available only through approved Cambridge International Schools, provide students the opportunity to earn postsecondary credit that is accepted by colleges in the United States and abroad.

“Dual credit/Dual enrollment” courses are college courses offered by high schools in partnership with a college or university. Students taking these courses in high school are simultaneously enrolled with the partner higher education institution. Students who successfully complete a dual credit/dual enrollment course earn credit toward high school graduation as well as college course credit that appears on a student transcript issued by a college or university.

“International Baccalaureate (“IB”) program” is a program that offers international education through four programs for students aged three (3) to nineteen (19). The four programs are: Primary Years, Middle Years, Diploma Program, and Career-related Program. Schools must be authorized to teach IB programs. Every authorized school is known as an IB World School.

"Prior academic performance" means the course or courses that a student has taken, the grades received for such course or courses and a student's grade point average.

II. Eligibility Criteria

Consistent with state law, the District will identify students in grades eight and nine who may be eligible to take or enroll in an advanced course or program. Students will be eligible to enroll in advanced courses or programs throughout their high school career, even if they are not identified as eligible in grades eight or nine.

Eligibility for enrollment in an advanced course or program shall not be based exclusively on a student's prior academic performance. There are multiple methods by which a student may satisfy the eligibility criteria for enrollment in an advanced course or program, including:

- Recommendations from teachers, administrators, school counselors or other school personnel.
- A student's prior academic performance, as determined by evidence-based indicators of how a student will perform in an advanced course or program.
- The District administration may, in its discretion, identify and publicize additional criteria, including but not limited to student or parent request. Any such criteria shall be established prior to the commencement of an academic term.

III. Creation of an Academic Plan/Challenging Curriculum

The District will create an academic plan for each student who is identified in grade eight or nine as eligible for enrollment in an advanced course or program. Such plan will be designed to enroll the student in one or more advanced courses or programs and allow the student to earn college credit or result in career readiness. Such academic plan will also be aligned with:

- The courses or programs offered by the Board,
- The student's student success plan, created pursuant to Conn. Gen. Stat. § 10-221a(j),
- High school graduation requirements, and
- Any other policies or standards adopted by the Board relating to the eligibility for student enrollment in advanced courses or programs.

The academic plan may be part of the student's success plan, which plan is required for each student by Conn. Gen. Stat. §10-221a.

A student, or the student's parent or guardian, may decline to implement the provisions of an academic plan created for such student.

IV. Guiding Principles and Implementation

The Board recognizes that course access and academic planning should be guided by considerations beyond traditional course eligibility criteria. Specifically, the Board recognizes that academic achievement and engagement in middle school are

strong precursors to high school success. In addition, the Board recognizes the importance of engaging with a student's parents and/or guardians throughout the student's educational experience, reducing barriers to opportunities for advanced courses and programs, and providing a wide range of advanced courses that appeal to students with various interests.

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy and in accordance with guidance provided by the Connecticut Department of Education.

Legal Reference:

Connecticut General Statutes § 10-221a

Connecticut General Statutes § 10-221w

Connecticut General Statutes § 10-221x

Connecticut State Department of Education, *District Guidance for Developing an Advanced Course Participation Policy* (April 2022)

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Students**Instruction****Equitable Identification of Gifted and Talented Students**

The Board of Education (the “Board”) will use equitable methods to identify students enrolled in the Public Schools (the “District”) that have an extraordinary learning ability and/or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in regular school programs. Such students will be identified as gifted and/or talented.

I. Definitions

For purposes of this policy:

“Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.

“Gifted and talented” means a child identified by the planning and placement team as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability (“gifted”) and children with outstanding talent in the creative arts (“talented”).

“Outstanding talent in the creative arts” means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

“Planning and placement team (“PPT”),” for purposes of the evaluation, identification or determination of the specific educational needs of a child who may be gifted or talented, means a group of certified or licensed professionals who represent each of the teaching, administrative, and pupil personnel staffs, and who participate equally in the decision making process.

II. Referral

Any student enrolled in grades kindergarten through twelve, inclusive, in a District school may be referred to the PPT to determine eligibility as gifted and talented. A referral may come from any source, including the student’s teacher, an administrator, the student’s parent/guardian, or the student.

III. Evaluation and Identification

The PPT shall be responsible for conducting evaluations and identifying whether students are eligible as gifted and talented, and shall meet, as needed during the school year to determine the eligibility of groups of children for whom evaluation and identification as gifted and talented are planned. When a child has been individually referred to the PPT for consideration as a gifted and talented child, the PPT shall provide the student's parent(s)/guardian(s) with written notice of the referral.

The Board requires the use of multiple methods of identification of gifted and talented students. The PPT will use the following methods of evaluation in determining whether a student is eligible as gifted and talented:

Group Assessment. The PPT may use an appropriate standardized test administered to all students in a particular grade. In administering standardized tests, the PPT will use a locally normed cut score to identify students for consideration for gifted and talented classification. Parent/guardian consent is not required prior to the administration of a group assessment.

Individual Evaluation. Individual evaluations may be recommended by the PPT in appropriate circumstances, such as when there is a possibility of identifying the student as gifted and talented in areas that are not typically addressed by large-scale standardized tests, such as social studies, a technical discipline, music, creative arts, or performing arts. The PPT may also recommend an individual assessment for a student referred to the PPT for an evaluation when the student is in a grade level in which group assessments are not administered. Before a student is individually evaluated for identification as gifted or talented, the PPT must secure the written consent from a parent/guardian.

After the PPT has determined from an individual or group assessment that a student has potential for or has demonstrated extraordinary learning ability or outstanding talent in the creative arts, the student will be identified as gifted and talented only if the PPT determines that the child requires differentiated instruction or services beyond those provided in the general education program in order to realize the child's intellectual, creative or specific academic potential.

The results of the PPT meeting concerning a determination of the child's identification as gifted or talented shall be provided to the parent or guardian electronically or, if the District does not have the parent or guardian's e-mail address on file, in writing. Such notice shall include, but is not limited to, (1) an explanation of how such student was identified as gifted and talented; and (2) the contact information for (A) the District employee in charge of the provision of services to gifted and talented students, or, if there is no such employee, the District employee in charge of the provision of special education and related services, (B) the employee at the Connecticut State Department of Education who has been designated as responsible for providing information and assistance to boards of education and parents or guardians of students related to gifted and talented students and, (C) any associations in the state that provide support to gifted and talented students.

If a parent/guardian disagrees with the results of the evaluation conducted by the PPT, the parent/guardian has a right to a hearing.

The District may identify up to ten (10) percent of the total student population for the District as gifted and talented.

IV. Provision of Services

The provision of services for gifted and talented students by the Board is discretionary.

Legal Reference:

Conn. Gen. Stat. § 10-76a
Conn. Gen. Stat. § 10-76xx

Conn. Agencies Regs. § 10-76a-1
Conn. Agencies Regs. § 10-76a-2
Conn. Agencies Regs. § 10-76d-1
Conn. Agencies Regs. § 10-76d-9(c)

Connecticut State Department of Education, *Gifted and Talented Education: Guidance Regarding Identification and Service* (March 2019), available at <https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf>

Policy adopted: TBD

CHESTER BOARD OF EDUCATION
DEEP RIVER BOARD OF EDUCATION
ESSEX BOARD OF EDUCATION
REGIONAL SCHOOL DISTRICT 4 BOARD OF EDUCATION

Background

Chester, Deep River and Essex jointly employ the Superintendent of schools through the Supervision District. Employing the Superintendent through a committee is authorized under CGS 10-157(a) which specifically deals with the sharing of a Superintendent of Schools:

The boards of education of any two or more towns, or the board of education of any regional school district and the board of education of one or more of the towns comprising the district, or a committee formed and authorized by agreement of such boards on behalf of such boards may jointly employ a superintendent of schools, and said superintendent of schools shall have the powers and duties for each of said boards as provided in section 10-157.

The law gives the committee authority to develop and approve a contract of employment:

Such boards of education or such committee shall specify in a written agreement the term of office of such superintendent, which shall not exceed three years, and the proportionate share and limits of authorized expenditures for the salary of such superintendent and other necessary expenses, and any other pertinent matters, and shall provide for the evaluation of the superintendent pursuant to section 10-157

Our Supervision District agreement does not have language specific to an employment agreement so the practice has varied throughout the years. However the committee was authorized under 10-157a to conduct the process as it sees fit to do so. Single board districts do need to vote as a group to approve an employment agreement.

Currently the Supervision agreement only refers to the "Election of Superintendent" and the "Evaluation of the Superintendent:"

3.2 Election of Superintendent. The election of a Superintendent of Schools shall be a function of the four Boards of Education acting in concert, not the Committee. Such election shall be in accordance with the provisions of Connecticut general Statute 10-157a. Should the need arise for the election of a Superintendent, the Boards acting in concert shall determine the search process.

3.3 Evaluation of Superintendent. The Superintendent shall be evaluated annually by the several Boards of Education, using a process mutually agreed upon by the Superintendent and the Boards, and in accordance with Connecticut General Statute 10-157a.

It should be noted that CGS 10-157 stipulates the election is a function of Boards, which is why the Supervision agreement requires the boards to each vote separately. However 10-157(a) gives the committee the authority to negotiate the contract.

In the absence of a contract process in the Supervision agreement the Superintendent's Contract does have language referring to a renewal process:

The term of this Agreement is for three years. The Superintendent, the Member Boards and the District agree that they shall adhere to the following procedures to extend the Superintendent's employment under this contract for an additional period of three years: prior to the end of the first year of a three year agreement, the District at the request of the Superintendent may vote for a new three year agreement.

It should be noted that the Superintendent's contract refers to the "District" as the Supervision District and refers to the boards as "Member Boards."

The Boards' only direct employee is the Superintendent of Schools. We have a good existing practice for collecting and processing feedback for the purposes of evaluation. In almost every school district, including ours, the Board Chair as the elected representative of the board members is the day-to-day liaison between members and the Superintendent.

Few, if any, boards throughout the state involve the entire board in the contract negotiation. Most leave that task either to the Board Chair, the Board Executive committee, or appoints a small committee that reports back to the main body. It should be noted that all single board districts are required to vote to *approve* the contract unless they are part of a collaboration per 10-157(a).

Because of our unique configuration the following proposal is being made for your consideration. (next page):

Proposal:

1. Amend the Supervision District Agreement to reflect the following:
 - a. At the April meeting of the Supervision District an executive session will be held to give the Superintendent the opportunity to discuss the year in review (per policy). This meeting will also give the Superintendent the opportunity to propose any changes to their contract and help set expectations for a contract negotiation.
 - b. Per policy, a formal evaluation meeting is held with the Board Chairs and the Superintendent in June prior to the regularly scheduled Supervision District meeting. At that meeting the Board Chairs and Superintendent may negotiate and draft a renewed contract for consideration.
 - c. At the regular Supervision District meeting in June the Board Chairs will present the proposed contract renewal to the Supervision District members for discussion and vote. Should the vote be approved, the contract will be sent to the Member Boards for their approval. Should all boards approve the contract will be in effect on the renewal.
 - d. In the case of a newly elected Superintendent, the Board Chairs will meet with the candidate to negotiate the initial contract. The Supervision District will vote to approve the contract which will then be sent to Member Boards for their approval. Should all boards approve the contract will be in effect on the renewal.

Business

Transfer of Funds between Categories; Amendments

The Board of Education may transfer any unexpended or unobligated portion of any appropriation for school purposes to any other item of such itemized estimate, but expenditures shall not exceed the total appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes, i.e., grants, reimbursements, etc.

The Superintendent is authorized to reallocate funds within the budget categories listed below. Reallocations, which result in an increase in staff, shall be approved in advance by the Board of Education. An exception is an increase in staff required by the Planning and Placement Team for special education purposes. An increase in staff required by the Planning and Placement Team shall be reported to the Board of Education.

All requests for reallocation of funds between budget line items shall be in writing from the staff to the Superintendent with sufficient justification to assess the need. The intention of this policy is to encourage school staff to operate within the adopted budget line items and categories, however, it is understood that a condition may arise which would necessitate the reallocation of funds. Any such transfer shall be subsequently reported to the Board of Education in the financial status report.

The Superintendent is authorized to transfer funds in an amount not to exceed \$25,000 from any budget category, under emergency conditions, if the urgent need for the transfer prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board. If the Board is not scheduled to meet within 30 days, the Board Chair will be notified in writing.

The budget categories applicable to this policy are as follows:

- Personal Services - Salary and Employee Benefits (Object Codes 100 and 200)
- Purchased Professional and Technical Services (Object Code 300)
- Purchased Property Services (Object Code 400)
- Other Purchased Services (Object Code 500)
- Supplies, Textbooks and Library Books (Object Code 600)
- Property (Object Code 700)
- Other Goods and Services (Object Code 800)
- Debt Service and Transfers In/Out (Object Code 900)

The Superintendent will notify the Board of Education when expenditures are expected to exceed any budgeted category by five (5%) percent or \$5,000, whichever is greater. Board approval of transfer is required prior to the budget line item being over expended except under emergency conditions.

Business

Transfer of Funds between Categories; Amendments

Fund Balances (applies to Regional School District 4 and Supervision District only, referred to herein each as "District")

The ~~Board of Education- District~~ shall record any audited, unexpended funds ("surplus"), less any amount appropriated by the Region 4 Board of Education to their Reserve Fund for Capital and Nonrecurring Expenditures per Policy 3171.1 in accordance with Conn. Gen. Statute 10-51(d)(2), as an anticipated revenue line in the proposed budget document for the year following confirmation by audit - use any budget appropriation which has not been expended by the end of the fiscal year, once confirmed by the Annual Audit, to reduce the net expenses of the district for the following fiscal year (defined as "the year following confirmation by audit"), as required by Conn. Gen. Statute 10-51 subsection (c). The anticipated revenue line shall indicate a reduction in the net expenses by check issued to each town on the basis of ADM allocation from the year in which the surplus was incurred. The ~~Board of Education- District~~ must maintain expenses within limits of the approved budget. However, it is possible that the district may operate in a deficit in a given year due to unforeseen circumstances.

In the case of the ~~Board of Education- District~~ confronting a deficit due to unanticipated expenses in the current school year, the ~~Board- District~~ must make every effort to reduce spending to assure that projected expenditures are maintained within the appropriated budget. Where additional funds are necessary beyond the appropriated budget, the board must secure approval of a supplementary budget for expenditures in excess of the appropriated budget through the procedures that apply to the annual budget process.

The Regional Board of Education may establish reserve funds for accrued liabilities for employee sick leave and severance benefits and for capital and non-recurring expenses, subject to specified conditions. The total of such appropriation may not exceed the actuarially recommended contribution for accrued liability or ~~one~~ two percent of the operating budget for the capital reserve fund.

It is the intent of this policy to comply with state regulations as amended from time to time.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget (as amended by Public Act No. 98-141)

Financial Accounting for Local and State School Systems 2003 Mooney

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

June Special Session, Public Act No. 212

Policy revised: August 27, 2009

Policy reviewed: November 12, 2018

Policy revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Personnel -- Certified/Non-Certified**Alcohol, Tobacco and Drug-Free Workplace****PURPOSE**

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board of Education (the "Board") also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a controlled substance, or alcohol, and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent's designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours. Employees may use over-the-counter or non-prescription medication provided that the medication has been legally obtained, is being used for the purpose for which it is intended and in accordance with recommended dosage limits and other conditions noted on the label.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

“Any area” means the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

“Cannabis” means marijuana, as defined in Conn. Gen. Stat. § 21a-240.

“Controlled substance” means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 ([21 U.S.C. 812](#)), including marijuana.

“Electronic cannabis delivery system” means 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.

“Electronic nicotine delivery system” means an electronic device used in the delivery of nicotine 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 or synthetic nicotine.

“School property” means any land and all temporary and permanent structures comprising the district's school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

“School-sponsored activity” means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

“Smoke” or “smoking” means the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“Vapor product” means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

Employees who feel they have developed an addiction to, dependence upon, or other problem with alcohol or drugs are encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program that requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

June Special Session, Public Act No. 21-1

United States Code:

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

Policy approved:	June 04, 1997
Policy revised:	October 04, 2018
Policy revised:	TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4
REGIONAL SUPERVISION DISTRICT

Students

Suspension and Expulsion/Due Process

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 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. **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. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- K. **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. **School Days** shall mean days when school is in session for students.
- M. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board of Education (the "Board") and includes activities conducted on or off school property.
- N. **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. **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. **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. 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. For purposes of this policy, references to “school”, “school grounds” and “classroom” shall include physical educational environments, 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. 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 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 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).
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 including pepper spray. 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, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; 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, 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.

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 staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or 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.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, remote learning

platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, 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 may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where the principal has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the 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.

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, the teacher must send the student to a designated area and notify the principal or the 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 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 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 principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 - 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
 - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
 - b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds 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 principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
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 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.
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.

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 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 principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.

- D. 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 will be conducted by an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter. No member of the board may serve on such an impartial hearing board.

Each member of an impartial hearing board shall be a current or former attorney who does not have an interest in the outcome of the proceeding.

2. The expulsion hearing procedures shall be conducted in accordance with Regulation 5114.

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 Administration.
 - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
 - e. The student may cross-examine witnesses called by the Administration.
 - f. The student may be represented by 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. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
6. 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 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.
8. The student shall not be compelled to testify at the hearing.
9. After the Administration has presented its 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 Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or the student's representative.

10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent 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 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, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

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 may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian 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, in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health 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 in accordance with this policy, unless the Superintendent specifically authorizes 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 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 rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on the student's own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Alternative Educational 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 of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to 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 when the student was under sixteen (16) years of age for purposes of

determining whether an alternative educational opportunity is required for such pupil 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 State Board of Education, 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 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. 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 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 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 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.

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

If the student has not previously been suspended or expelled, and the Administration 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 school district:*

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

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

B. *Student moving out of the school district:*

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

XII. 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 suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

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

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

Notwithstanding any provision to the contrary, if the Administration

recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in 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 school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension 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 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 school district that applies to all students, the following procedures shall apply:
 - 1. The parents of the student must be notified of the decision to recommend the student for expulsion.
 - 2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of 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

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 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 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 shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- 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 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)

Policy Approved: May 1999

Policy Revised: June 2006

Policy Revised: December 2009

Policy Revised: October 2014

Policy Revised: February 2020

Policy Revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO.4

Students

Dress Code

The Chester, Deep River, Essex and Regional School District No. 4 Boards of Education encourage students to dress appropriately and to be neatly groomed while at school. The Board does not dictate to students and parents as to grooming or what clothing may or may not be worn, but it expects each student's clothing and appearance to meet generally accepted standards of taste and common sense.

Garments with obscenities or drug/alcohol related print and attachments will not be allowed. Students wearing modes of dress which are unsafe either to the students or those around the students or whose dress or appearance is disruptive to school operations and the educational process will be prohibited from attending class.

Prohibited attire in the public schools during the academic school day shall include:

1. Coats, jackets or other attire normally worn as outerwear.
2. Head coverings of any kind, including but not limited to scarves, bandannas, non-medical masks, kerchiefs, athletic headbands, caps, hats or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit 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.

In specific instances, the building principal shall be the sole judge as to the suitability of a student's clothing, grooming and/or appearance. Subsequently, the student or the student's parents may appeal the Principal's decision to the Superintendent of Schools. Parents dissatisfied by the decision of the Superintendent of Schools may appeal to the Board of Education at the next regularly scheduled board meeting. Such an appeal must be first presented in writing prior to the meeting of the Chairperson of the Board.

Connecticut General Statutes § 46a-51 (definition of protective hairstyles)

Policy adopted: November 10, 1997

Policy revised: February 22, 2018

Policy revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT No. 4

Instruction

School Volunteers, Student Interns and Other Non-Employees

The Chester, Deep River, Essex and Region 4 Boards of Education (the “Board”) recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools (“volunteers”) must work under the supervision of Chester, Deep River, Essex or Region 4 Public Schools (“District”) staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References: Connecticut General Statutes § 10-4g Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220 Duties of boards of education.

Connecticut General Statutes § 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

Policy adopted: November 10, 1997

Policy revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT No. 4

Bylaws of the Board

Filling Vacancies – Local Board of Education

Any vacancy occurring on the Board, unless otherwise provided by charter or special act, shall be filled by a vote of the remaining members of the Board until the next regular election.

As soon as possible after a vacancy on the Board arises, the Chairperson shall cause an announcement of the vacancy to be sent to appropriate individuals and organizations, including but not limited to local political organizations and local news media.

Thereafter, the Board may interview candidates for the vacancy, in executive session if appropriate, at a meeting of the Board held within 30 days after the vacancy arises. The vacancy may be filled at that meeting by a majority vote of all members of the Board of Education, and the action shall be recorded in the minutes of the meeting.

Legal Reference: Connecticut General Statutes

7-107 Vacancy appointments by selectmen.

9-204 Minority representation on boards of education.

10-219 Procedure for filling vacancy on board of education.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restriction on employment of members of the board of education.

Bylaw adopted by the Boards: April 26, 1999
Revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS

Bylaws of the Board

Filling Vacancies – Regional School Board

If a vacancy occurs in the office of any member of the regional board of education, the ~~Legislative Body~~ **Board of Selectmen** of the town affected shall elect a successor to serve until the next general election, at which time a successor shall be elected to serve any unexpired portion of such term.

Legal Reference: Connecticut General Statutes

SP. No. 199 An Act Concerning the Election of the Board of Education of Regional School District 4 at Town Elections

7-107 Vacancy appointments by selectmen

9-204 Minority representation on boards of education

10-46 c) Procedure for filling vacancy on regional boards of education

10-156 e) Employees of boards of education permitted to serve as elected officials; exception

1-232 Restriction on employment of members of boards of education