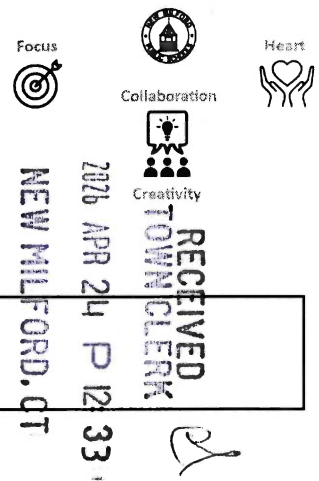


NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776



BOARD OF EDUCATION
MEETING NOTICE

| | |
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| DATE: | April 28, 2026 |
| TIME: | 6:30 P.M. |
| PLACE: | Sarah Noble Intermediate School – Library Media Center |

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. CALL TO ORDER

A. Pledge of Allegiance

2. PUBLIC COMMENT

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. PTO REPORT

4. STUDENT REPRESENTATIVES' REPORT

5. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes:
 - 1. Regular Meeting Minutes March 17, 2026

6. SUPERINTENDENT'S REPORT

7. BOARD CHAIRPERSON'S REPORT

8. SUBCOMMITTEE REPORTS

- A. Policy
- B. Committee on Learning
- C. Facilities
- D. Operations

9. DISCUSSION AND POSSIBLE ACTION

- A. Monthly Reports
 - 1. Budget Position dated March 31, 2026
 - 2. Purchase Resolution D-805
 - 3. Request for Budget Transfers

B. Revised Policies for First Read:

1. 3160 Budget Procedures and Line Item Transfers
2. 5125 Confidentiality and Access to Education Records
3. 6147 Parental Access to Instructional Material
4. 6142.1 Curricular Exemptions

C. Revised Policies for Second Read and Approval:

1. 4118.25 Reports of Suspected Abuse or Neglect of Children or Reports of
4218.25 Sexual Assaults of Students by School Employees
2. 4131 Social Media
4231
3. 4152.6 Family and Medical Leave Act
4252.6
4. 5131 Student Discipline
5. 5146 Child Sexual Abuse and Assault Response Policy and Reporting
Procedure

D. Healthy Food Certification (HFC) Statement for School Year 2026-27

10. ITEMS OF INFORMATION

A. Items of Information

1. 4131 R Administrative Regulations Regarding Social Media
4231 R
2. 5125 R Administrative Regulations Regarding Confidentiality and Access to
Education Records
3. 5131 R Administrative Regulations Regarding Student Discipline

- B. Fiscal Year 24/25 Audit Report
- C. ESG Payment Schedule and Credits
- D. Excess Cost Grant
- E. Facilities Items
- F. Employment Report - April 2026
- G. Enrollment Report - April 2026
- H. April Fundraising Report
- I. Field Trip Report

11. DISCUSSION AND POSSIBLE ACTION

- A. Discussion and possible action concerning the interview of a candidate for the Director of Human Resources position. Executive Session anticipated. The Board may take action when it returns from Executive Session.

12. ADJOURN

**New Milford Board of Education
Meeting Motions and Minutes
March 17, 2026
Sarah Noble Intermediate School Library Media Center**

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RECEIVED
TOWN CLERK
2026 MAR 19 P 3:22
NEW MILFORD, CT

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| Present: | Mrs. Leslie Sarich, Chairperson Mr. Eric Hansell, Vice Chairperson Mrs. Sarah Herring, Secretary Mr. Dean Barile Mrs. Wendy Faulenbach Mr. Brian McCauley Mr. Tom O'Brien |
| Absent: | Mrs. Tammy McInerney, Assistant Secretary Mr. Joseph Failla |

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| Also Present: | Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Dr. Kimberly Culkin, Director of Student Services Mr. Jeffrey Turner, Director of Technology Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Matthew Cunningham, Director of Facilities Ms. Penelope Morrissey, Student Representative Mr. Mark Porter, Student Representative |
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| 1. | A. Call to Order Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Leslie Sarich, Vice Chairperson. The Pledge of Allegiance immediately followed the call to order. | Call to Order A. Pledge of Allegiance |
| 2. | A. Public Comment There was none. | Public Comment |
| 3. | IDEAL STUDENT RECOGNITION: Hill & Plain and Northville Elementary Schools Dr. Parlato stated the principals of Hill & Plain and Northville Elementary School wanted to provide a glimpse of the elementary literacy program. They invited first grade students to attend and display their literacy skills. The demonstration showed students' ability to understand and comprehend word parts and shared reading skills. | IDEAL STUDENT RECOGNITION: Hill & Plain and Northville Elementary Schools |

**New Milford Board of Education
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March 17, 2026
Sarah Noble Intermediate School Library Media Center**

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| | <p>Dr. Parlato then presented each student with a certificate.</p> <p>From Northville Elementary School:</p> <ul style="list-style-type: none"> ● Roman Lyon ● Claire Lyman ● Henry McDermott ● Brooke Hartling ● Ethan Russell ● Talia Scott ● Sofia Martino <p>From Hill & Plain:</p> <ul style="list-style-type: none"> ● Khalani Velasquez ● Maddie Mosca ● Jack Haber ● Cooper Malkin ● Charlotte Clark ● Isaiah Lopez ● Landon Weber | |
| 4. | <p>PTO REPORT There was none.</p> | PTO REPORT |
| 5. | <p>STUDENT REPRESENTATIVES' REPORT Mr. Porter stated the Northville Elementary School PTO held two assemblies. The Excel preschool students learned about dental hygiene. The 2nd grade raised over \$2,000 for their Jump Rope for Heart event. The students also participated in hearing testing. Kindergarten registration is open and any student who will be five by September 1st is welcome to register. Hill & Plain School held a Marine care package drive. They had a visit from the Harlem wizards. The students celebrated Dr. Seuss Day. They have also done vision screenings and learned about dental hygiene.</p> <p>Ms. Morrissey stated Lauren Tarshis, the author of the "I Survived" book series, came to Sarah Noble Intermediate School for a talk and book signing.</p> | STUDENT REPRESENTATIVES' REPORT |

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| | | The string players went on a field trip to the high school and later in the evening had an all-school concert. SNIS also hosted a bag piper parade, and Irish dancers performed. There was no report from the middle school or high school. | |
| 6. | | <p>APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes February 17, 2026 2. Special Meeting Minutes March 5, 2026 <p><i>Mr. Hansell moved to approve the Regular Meeting Minutes February 17, 2026. Seconded by Mr. McCauley. Motion passed 6-0-1 with Mrs. Sarich abstaining.</i></p> <p><i>Mr. McCauley moved to approve the Special Meeting Minutes March 5, 2026. Seconded by Mr. Hansell. Motion passed 6-0-1 with Mr. Barile abstaining.</i></p> | <p>APPROVAL OF MINUTES A. Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes February 17, 2026 2. Special Meeting Minutes March 5, 2026 <p>Motion made and passed to approve the Regular Meeting Minutes February 17, 2026. Motion passed 6-0-1.</p> <p>Motion made and passed to approve the Special Meeting Minutes March 5, 2026. Motion passed 6-0-1.</p> |
| 7. | | <p>SUPERINTENDENT’S REPORT Dr. Parlato stated it was a pleasure to see the 1st grade students show their literacy skills. March is Board of Education appreciation month. The district is fortunate to have hard working volunteers that spend hours in meetings, negotiations, student hearings, and more. It is their hard work that helps keep the momentum going for the district. Dr. Parlato thanked them all for their hard work.</p> | <p>SUPERINTENDENT’S REPORT</p> |
| 8. | | <p>BOARD CHAIRPERSON’S REPORT Mrs. Sarich thanked Mr. O’Brien for attending the MBC meeting earlier in the evening, and Mrs. Sarich thanked the board members for their service.</p> | <p>BOARD CHAIRPERSON’S REPORT</p> |
| 9. | | <p>SUBCOMMITTEE REPORT’S A. Policy</p> | <p>SUBCOMMITTEE REPORT’S</p> |

**New Milford Board of Education
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| | <p><i>No report, Mrs. McInerney was not present, and the 3/3/26 meeting was cancelled.</i></p> <p>B. Committee on Learning <i>No report, the 3/3/26 meeting was cancelled.</i></p> <p>C. Facilities Mr. O'Brien stated the Facilities items will be discussed in the Items of Information portion of the agenda.</p> <p>D. Operations Mrs. Faulenbach stated the monthly reports are the Operations items to be discussed.</p> | <p>A. Policy</p> <p>B. Committee on Learning</p> <p>C. Facilities</p> <p>D. Operations</p> |
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| 10. | <p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated February 28, 2026 2. Purchase Resolution: D-804 3. Request for Budget Transfers <p>No discussion.</p> <p><i>Mr. O'Brien moved to approve the Budget Position dated February 28, 2026; Purchase Resolution D-804; and Request for Budget Transfers. Seconded by Mr. McCauley. Motion passed unanimously.</i></p> | <p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated February 28, 2026 2. Purchase Resolution: D-804 3. Request for Budget Transfers <p>Motion made to approve the Budget Position dated February 28, 2026; Revised Purchase Resolution D-804; and Request for Budget Transfers. Motion passed unanimously.</p> |
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| 11. | <p>ITEMS OF INFORMATION</p> <p>A. Fiscal Year 24/25 Audit Report Mr. Giovannone stated the external auditors presented the report on January 28th. For the Board of Education there were zero deficiencies. Mr. Giovannone thanked the staff, stating, there is a lot of work that goes into this with governmental agencies. Mr. Giovannone thanked the support of the Finance Department, and the other departments at Central Office.</p> | <p>ITEMS OF INFORMATION</p> <p>A. Fiscal Year 24/25 Audit Report</p> |
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**New Milford Board of Education
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| | <p>Mr. Giovannone stated the 2% Educational Cost sharing grant that the board participated in will be returned to the town. There will also be a deposit of \$100,000 for the turf field. After the payment for ESG, the BOE capital reserve ending balance will be \$1,318,617.</p> <p>Mrs. Faulenbach stated it is great to have an audit with no material weaknesses. It drives our bond rating and our buying power. If the town does match the turf field payment, then it would put us over our goal. Mr. Giovannone stated he does not have a record of the payment yet but will update the board once it is reflected in MUNIS. Mrs. Faulenbach stated it would be prudent to ask for the motion in June, so once the audit is done, the June motion carries the automatic payment for the funds to go into Capital Reserve. It causes issues down the line if we do not.</p> <p>Mrs. Faulenbach asked about the ESG payment and breakout for the town. Mr. Giovannone stated, for 2026, the district's payment is \$502,000 and for the town it is \$251,000. If the budget is adopted.</p> <p>B. ESG/NV5 Solar Project Dr. Parlato stated there was a preliminary report with the first measurements released. Mr. Giovannone stated the report came out last month, and he is following up with the town on savings. This includes which buckets they are allocated to and any other credits received. Mrs. Faulenbach asked if it was approximately \$4,000,000 in credits. Mr. Giovannone stated that was correct. Mrs. Faulenbach stated it would be good to have a breakdown of the credits. There have been unexpected charges and those numbers should also be included.</p> <p>Mrs. Sarich asked if this was the first time they had seen credits. Mr. Giovannone stated it is the first</p> | <p>B. ESG/NV5 Solar Project</p> |
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**New Milford Board of Education
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| | <p>time they have been captured in a report. Mrs. Sarich asked if there were any credits not previously known. Mr. Giovannone stated ESG and NV5 have identified credits associated with the project and there could be additional ones. Mrs. Faulenbach stated this has been a complicated project. There is a budget for it, with payments. It's important to capture all the numbers.</p> <p>C. E-Rate Bids Mr. Turner stated there were 3 companies that placed bids and the project was split between 2 different companies. With the grant money, the projects are at a 60% discount.</p> <p>D. Facilities Items Mr. Cunningham stated the high school tennis courts will have maintenance done this season and they will work to find a company that is familiar with navigating the USTA grant for work on the courts next summer.</p> <p>Mr. Cunningham stated they met with engineers to plan the first phase of the Central Office project. Work will begin this summer.</p> <p>Mr. Cunningham stated they are looking to get cost estimates and drawings for a culinary program at the high school.</p> <p>Mr. O'Brien stated he went to the MBC special meeting earlier in the night. With Mr. Cunningham's RFP they had 3 bids and the A&E project was awarded to Silver Petrucelli. Mr. Cunningham also provided 3 options on how they could hire 3rd party supervision. That will be discussed once plans and specs are submitted.</p> <p>Mrs. Faulenbach asked if MBC is still thinking about trying to complete the project this summer. Mr. O'Brien stated it is a thought, hence tonight's</p> | <p>C. E-Rate Bids</p> <p>D. Facilities Items</p> |
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**New Milford Board of Education
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Sarah Noble Intermediate School Library Media Center**

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| | <p>meeting, but at the meeting, it was pointed out the number of items that would need to happen for it to be completed this summer. Mr. Cunningham stated the project would need to include the lead time for wall panels.</p> <p>Mrs. Faulenbach stated it is important to stay in front of the message so people realize the timing. Mrs. Faulenbach asked if the type of roof had been decided. Mr. O'Brien stated he believes MBC will ask for 2 bids, based on the original study Silver Petrucelli provided.</p> <p>Mr. Barile asked if they could hire a dedicated Project Manager. Mr. Cunningham stated MBC can look into hiring a Clerk of the Works as well as a Project Manager.</p> <p>E. Employment Report - March 2026 Dr. Parlato stated the report reflects the retirements, and is otherwise stable.</p> <p>F. Enrollment Report - March 2026 Dr. Parlato stated it is stable.</p> <p>G. March Fundraising Report No discussion.</p> <p>H. Field Trip Report No discussion.</p> | <p>E. Employment Report - March 2026</p> <p>F. Enrollment Report - March 2026</p> <p>G. March Fundraising Report</p> <p>H. Field Trip Report</p> |
| <p>12.</p> | <p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Discussion and possible action regarding a pending 2021 litigation matter before the Connecticut Commission on Human Rights and Opportunities. Executive session anticipated.</p> | <p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Discussion and possible action regarding a pending 2021 litigation matter before the Connecticut Commission on Human Rights and Opportunities. Executive session anticipated.</p> |

**New Milford Board of Education
Meeting Motions and Minutes
March 17, 2026
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| | | <p><i>Mrs. Faulenbach moved that the Board enter into executive session for the purpose of discussion regarding a pending 2021 litigation matter before the Connecticut Commission on Human Rights and Opportunities and Mrs. Faulenbach further moved that the Board invite Superintendent Janet Parlato into the executive session. Seconded by Mr. Hansell. Motion passed unanimously.</i></p> <p><i>The Board entered Executive Session at 7:26pm.</i></p> <p><i>The Board returned from Executive Session at 7:38pm.</i></p> <p><i>Mrs. Sarich moved that the Board approve the proposed \$10,000 settlement of the 2021 pending litigation matter before the Connecticut Commission on Human Rights and Opportunities and appropriate \$10,000 for such purpose and Mrs. Sarich further moved that Board Chairperson Leslie Sarich sign such proposed settlement agreement on behalf of the Board pending any necessary legal review. Seconded by Mr. Barile. Motion passed unanimously.</i></p> | <p>Motion made for the Board to enter into executive session for the purpose of discussion regarding a pending 2021 litigation matter before the Connecticut Commission on Human Rights and Opportunities. Further invited into executive session was Superintendent Janet Parlato. Motion passed unanimously.</p> <p>Motion made for the Board to approve the proposed \$10,000 settlement of the 2021 pending litigation matter before the Connecticut Commission on Human Rights and Opportunities and appropriate \$10,000 for such purpose and it was further moved that Board Chairperson Leslie Sarich sign such proposed settlement agreement on behalf of the Board pending any necessary legal review. Motion passed unanimously.</p> |
| 13. | | <p>ADJOURN <i>Mrs. Faulenbach moved to adjourn the meeting at 7:39 p.m. Seconded by Mr. O'Brien. Vote passed unanimously.</i></p> | <p>ADJOURN Motion made to adjourn the meeting at 7:39 p.m. Motion passed unanimously.</p> |

Respectfully Submitted,

New Milford Board of Education
Meeting Motions and Minutes
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9

Sarah E Herring

Mrs. Sarah Herring
Secretary
New Milford Board of Education



| RANGE | MAJOR OBJECT CODE DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------------|-------------------------------|-------------------|-----------|-------------------|-------------------|-------------------|------------------|---------------|
| 100'S | SALARIES - CERTIFIED | 33,811,945 | 0 | 33,811,945 | 21,017,968 | 12,626,060 | 167,917 | 99.50% |
| 100'S | SALARIES - NON CERTIFIED | 11,041,245 | -479,359 | 10,561,886 | 7,608,530 | 2,455,941 | 497,415 | 95.29% |
| 200'S | BENEFITS | 13,426,487 | 0 | 13,426,487 | 11,624,981 | 1,374,811 | 426,695 | 96.82% |
| 300'S | PROFESSIONAL SERVICES | 4,447,179 | 509,359 | 4,956,538 | 2,462,757 | 1,128,323 | 1,365,458 | 72.45% |
| 400'S | PROPERTY SERVICES | 1,003,348 | 0 | 1,003,348 | 647,053 | 145,844 | 210,451 | 79.03% |
| 500'S | OTHER SERVICES | 12,302,511 | -30,000 | 12,272,511 | 7,215,056 | 4,370,094 | 687,361 | 94.40% |
| 600'S | SUPPLIES | 2,956,759 | 0 | 2,956,759 | 1,782,996 | 699,389 | 474,374 | 83.96% |
| 700'S | CAPITAL | 97,216 | 0 | 97,216 | 68,249 | 7,120 | 21,847 | 77.53% |
| 800'S | DUES AND FEES | 98,510 | 0 | 98,510 | 60,813 | 5,328 | 32,369 | 67.14% |
| 900'S | REVENUE | -2,852,613 | 0 | -2,852,613 | -1,761,640 | 0 | -1,090,973 | 61.76% |
| GRAND TOTAL | | 76,332,587 | 0 | 76,332,587 | 50,726,764 | 22,812,909 | 2,792,915 | 96.34% |

SALARIES - NON CERTIFIED BREAKOUT

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------|--------------------------------------|-------------------|-----------------|-------------------|------------------|------------------|----------------|---------------|
| 51180 | SALARIES - NON CERT - STIPENDS | 577,620 | 0 | 577,620 | 235,274 | 0 | 342,346 | 40.73% |
| 51201 | SALARIES - NON CERT - PARA EDUCATORS | 2,325,860 | -402,197 | 1,923,663 | 1,560,776 | 362,887 | 0 | 100.00% |
| 51202 | SALARIES - NON CERT - SUBSTITUTES | 1,056,108 | 0 | 1,056,108 | 1,056,108 | 135,000 | -135,000 | 112.78% |
| 51210 | SALARIES - NON CERT - SECRETARY | 2,557,666 | 0 | 2,557,666 | 1,713,397 | 704,788 | 139,481 | 94.55% |
| 51225 | SALARIES - NON CERT - TUTORS | 154,755 | 0 | 154,755 | 69,620 | 0 | 85,135 | 44.99% |
| 51240 | SALARIES - NON CERT - CUSTODIAL | 2,130,677 | 0 | 2,130,677 | 1,525,437 | 605,240 | 0 | 100.00% |
| 51250 | SALARIES - NON CERT - MAINTENANCE | 1,063,194 | 0 | 1,063,194 | 743,719 | 319,475 | 0 | 100.00% |
| 51285 | SALARIES - NON CERT - TECHNOLOGY | 566,189 | 0 | 566,189 | 344,790 | 155,945 | 65,453 | 88.44% |
| 51336 | SALARIES - NON CERT - NURSES | 609,176 | -77,162 | 532,014 | 359,409 | 172,605 | 0 | 100.00% |
| TOTAL | | 11,041,245 | -479,359 | 10,561,886 | 7,608,530 | 2,455,941 | 497,415 | 95.29% |

BENEFIT BREAKOUT

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------|------------------------------------|-------------------|-----------|-------------------|-------------------|------------------|----------------|---------------|
| 52200 | BENEFITS - FICA | 641,382 | 0 | 641,382 | 453,926 | 0 | 187,456 | 70.77% |
| 52201 | BENEFITS - MEDICARE | 608,966 | 0 | 608,966 | 391,564 | 0 | 217,402 | 64.30% |
| 52300 | BENEFITS - PENSION | 1,320,333 | 0 | 1,320,333 | 1,320,333 | 0 | 0 | 100.00% |
| 52600 | BENEFITS - UNEMPLOYMENT COMP | 35,000 | 0 | 35,000 | 26,633 | 8,367 | 0 | 100.00% |
| 52810 | BENEFITS - HEALTH INSURANCE | 10,147,190 | 0 | 10,147,190 | 8,921,536 | 1,225,654 | 0 | 100.00% |
| 52820 | BENEFITS - DISABILITY INSURANCE | 105,000 | 0 | 105,000 | 100,612 | 401 | 3,987 | 96.20% |
| 52830 | BENEFITS - LIFE INSURANCE | 144,000 | 0 | 144,000 | 104,031 | 38,293 | 1,676 | 98.84% |
| 52900 | BENEFITS - OTHER EMPLOYEE BENEFITS | 424,616 | 0 | 424,616 | 306,345 | 102,097 | 16,174 | 96.19% |
| TOTAL | | 13,426,487 | 0 | 13,426,487 | 11,624,981 | 1,374,811 | 426,695 | 96.82% |



EXPENDITURES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------|------------------------------|-----------------|-----------|----------------|------------|--------------|---------|---------|
| 51110 | CERTIFIED SALARIES | 33,811,945 | 0 | 33,811,945 | 21,017,968 | 12,626,060 | 167,917 | 99.50% |
| 51200 | NON-CERTIFIED SALARIES | 11,041,245 | -479,359 | 10,561,886 | 7,608,530 | 2,455,941 | 497,415 | 95.29% |
| 52000 | BENEFITS | 13,426,487 | 0 | 13,426,487 | 11,624,981 | 1,374,811 | 426,695 | 96.82% |
| 53010 | LEGAL SERVICES | 285,478 | 0 | 285,478 | 11,052 | 6,108 | 268,318 | 6.01% |
| 53050 | CURRICULUM DEVELOPMENT | 80,000 | 0 | 80,000 | 28,591 | 0 | 51,409 | 35.74% |
| 53200 | PROFESSIONAL SERVICES | 2,291,248 | -13,500 | 2,277,748 | 1,221,914 | 426,146 | 629,688 | 72.35% |
| 53201 | MEDICAL SERVICES - SPORTS | 2,700 | 0 | 2,700 | 2,572 | 0 | 128 | 95.25% |
| 53210 | TIME & ATTENDANCE SOFTWARE | 7,500 | 0 | 7,500 | 2,023 | 2,977 | 2,500 | 66.67% |
| 53220 | IN SERVICE | 149,150 | 0 | 149,150 | 10,896 | 130 | 138,124 | 7.39% |
| 53230 | PUPIL SERVICES | 801,857 | 479,359 | 1,281,216 | 588,451 | 496,613 | 196,152 | 84.69% |
| 53300 | OTHER PROF/ TECH SERVICES | 73,792 | 43,500 | 117,292 | 56,831 | 27,808 | 32,653 | 72.16% |
| 53310 | AUDIT/ACCOUNTING | 48,000 | 0 | 48,000 | 48,000 | 0 | 0 | 100.00% |
| 53500 | TECHNICAL SERVICES | 264,475 | 0 | 264,475 | 185,391 | 33,941 | 45,143 | 82.93% |
| 53530 | SECURITY SERVICES | 321,993 | 0 | 321,993 | 186,051 | 134,599 | 1,343 | 99.58% |
| 53540 | SPORTS OFFICIALS SERVICES | 120,986 | 0 | 120,986 | 120,986 | 0 | 0 | 100.00% |
| 54101 | CONTRACTUAL TRASH PICK UP | 87,288 | 0 | 87,288 | 65,671 | 21,617 | 0 | 100.00% |
| 54301 | REPAIRS & MAINTENANCE | 505,667 | 0 | 505,667 | 331,948 | 52,766 | 120,953 | 76.08% |
| 54303 | GROUNDS MAINTENANCE | 12,200 | 0 | 12,200 | 7,563 | 1,521 | 3,115 | 74.46% |
| 54310 | GENERAL REPAIRS | 44,970 | 0 | 44,970 | 40,410 | 1,230 | 3,330 | 92.60% |
| 54320 | TECHNOLOGY RELATED REPAIRS | 66,021 | 0 | 66,021 | 22,811 | 519 | 42,692 | 35.34% |
| 54411 | WATER | 66,830 | 0 | 66,830 | 33,052 | 30,945 | 2,833 | 95.76% |
| 54412 | SEWER | 19,949 | 0 | 19,949 | 19,949 | 0 | 0 | 100.00% |
| 54420 | LEASE/RENTAL EQUIP/VEH | 200,423 | 0 | 200,423 | 125,649 | 37,246 | 37,528 | 81.28% |
| 55100 | PUPIL TRANSPORTATION - OTHER | 198,700 | 0 | 198,700 | 171,131 | 20,927 | 6,643 | 96.66% |
| 55101 | PUPIL TRANS - FIELD TRIP | 53,500 | 0 | 53,500 | 30,845 | 15,650 | 7,005 | 86.91% |
| 55110 | STUDENT TRANSPORTATION | 6,670,572 | 0 | 6,670,572 | 3,367,200 | 2,928,408 | 374,965 | 94.38% |
| 55200 | GENERAL INSURANCE | 359,946 | 0 | 359,946 | 359,946 | 0 | 0 | 100.00% |
| 55300 | COMMUNICATIONS | 41,396 | 0 | 41,396 | 18,898 | 5,241 | 17,257 | 58.31% |
| 55301 | POSTAGE | 27,200 | 0 | 27,200 | 8,128 | 18,560 | 512 | 98.12% |
| 55302 | TELEPHONE | 48,192 | 0 | 48,192 | 48,192 | 0 | 0 | 100.00% |



EXPENDITURES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------------------|--------------------------------|-------------------|-----------|-------------------|-------------------|-------------------|------------------|---------------|
| 55400 | ADVERTISING | 11,450 | 0 | 11,450 | 3,517 | 0 | 7,933 | 30.71% |
| 55505 | PRINTING | 24,785 | 0 | 24,785 | 3,419 | 5,537 | 15,829 | 36.13% |
| 55600 | TUITION - TRAINING | 30,000 | 0 | 30,000 | 4,240 | 0 | 25,760 | 14.13% |
| 55610 | TUITION - PUBLIC PLACEMENTS | 1,655,537 | -30,000 | 1,625,537 | 1,202,249 | 423,288 | 0 | 100.00% |
| 55630 | TUITION - PRIVATE PLACEMENTS | 3,141,768 | 0 | 3,141,768 | 1,983,991 | 952,225 | 205,552 | 93.46% |
| 55800 | TRAVEL | 39,465 | 0 | 39,465 | 13,302 | 258 | 25,905 | 34.36% |
| 56100 | GENERAL INSTRUCTIONAL SUPPLIES | 197,263 | 1,225 | 198,488 | 102,496 | 22,913 | 73,079 | 63.18% |
| 56110 | INSTRUCTIONAL SUPPLIES | 489,145 | -691 | 488,454 | 269,908 | 28,492 | 190,055 | 61.09% |
| 56120 | ADMIN SUPPLIES | 34,563 | 0 | 34,563 | 14,640 | 2,571 | 17,352 | 49.79% |
| 56210 | NATURAL GAS | 221,263 | 0 | 221,263 | 169,635 | 51,628 | 0 | 100.00% |
| 56220 | ELECTRICITY | 1,096,947 | 0 | 1,096,947 | 539,130 | 543,124 | 14,693 | 98.66% |
| 56230 | PROPANE | 4,251 | 0 | 4,251 | 1,117 | 0 | 3,134 | 26.28% |
| 56240 | OIL | 241,840 | 0 | 241,840 | 241,042 | 798 | 0 | 100.00% |
| 56260 | GASOLINE | 38,405 | 0 | 38,405 | 20,917 | 8,853 | 8,635 | 77.52% |
| 56290 | FACILITIES SUPPLIES | 328,874 | 0 | 328,874 | 228,219 | 34,228 | 66,427 | 79.80% |
| 56291 | MAINTENANCE COMPONENTS | 16,475 | 0 | 16,475 | 7,707 | 0 | 8,768 | 46.78% |
| 56292 | UNIFORMS/ CONTRACTUAL | 13,622 | 0 | 13,622 | 3,622 | 0 | 10,000 | 26.59% |
| 56293 | GROUNDKEEPING SUPPLIES | 25,445 | 0 | 25,445 | 23,681 | 1,032 | 732 | 97.12% |
| 56410 | TEXTBOOKS | 40,020 | 0 | 40,020 | 18,169 | 1,666 | 20,186 | 49.56% |
| 56411 | CONSUMABLE TEXTS | 77,823 | 0 | 77,823 | 66,912 | 0 | 10,911 | 85.98% |
| 56420 | LIBRARY BOOKS | 60,426 | 0 | 60,426 | 34,495 | 3,437 | 22,494 | 62.77% |
| 56430 | PERIODICALS | 18,923 | -534 | 18,389 | 15,645 | 45 | 2,699 | 85.32% |
| 56460 | WORKBOOKS | 1,000 | 0 | 1,000 | 0 | 0 | 1,000 | 0.00% |
| 56500 | SUPPLIES - TECH RELATED | 50,474 | 0 | 50,474 | 25,662 | 603 | 24,209 | 52.04% |
| 57340 | COMPUTERS | 50,000 | 0 | 50,000 | 41,731 | 4 | 8,265 | 83.47% |
| 57345 | INSTRUCTIONAL EQUIPMENT | 32,200 | 0 | 32,200 | 19,447 | 1,800 | 10,953 | 65.99% |
| 57400 | GENERAL EQUIPMENT | 10,516 | 0 | 10,516 | 2,571 | 5,316 | 2,629 | 75.00% |
| 57500 | FURNITURE & FIXTURES | 4,500 | 0 | 4,500 | 4,500 | 0 | 0 | 100.00% |
| 58100 | DUES & FEES | 98,510 | 0 | 98,510 | 60,813 | 5,328 | 32,369 | 67.14% |
| EXPENDITURE TOTAL | | 79,185,200 | 0 | 79,185,200 | 52,488,403 | 22,812,909 | 3,883,888 | 95.10% |



REVENUES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|----------------------|-----------------------------------|-------------------|-----------|-------------------|-------------------|--------------|-------------------|---------------|
| 43103 | EXCESS COSTS | -2,473,363 | 0 | -2,473,363 | -1,610,952 | 0 | -862,411 | 65.13% |
| 43105 | MEDICAID REIMBURSEMENT | -88,017 | 0 | -88,017 | -31,754 | 0 | -56,263 | 36.08% |
| 44705 | BUILDING USE FEES (BASE RENTAL) | -43,765 | 0 | -43,765 | -10,982 | 0 | -32,783 | 25.09% |
| 49102 | BUILDING USE FEES (CUSTODIAL) | -36,758 | 0 | -36,758 | -12,068 | 0 | -24,690 | 32.83% |
| 44800 | REGULAR ED TUITION | -136,800 | 0 | -136,800 | -64,883 | 0 | -71,917 | 47.43% |
| 44822 | SPECIAL ED TUITION | -34,660 | 0 | -34,660 | 0 | 0 | -34,660 | 0.00% |
| 44860 | ADMISSIONS/ATHLETIC GATE RECEIPTS | -18,400 | 0 | -18,400 | -18,000 | 0 | -400 | 97.83% |
| 44861 | PARKING PERMIT FEES | -20,850 | 0 | -20,850 | -13,000 | 0 | -7,850 | 62.35% |
| REVENUE TOTAL | | -2,852,613 | 0 | -2,852,613 | -1,761,640 | 0 | -1,090,973 | 61.76% |

| | | | | | | | |
|--------------------|-------------------|----------|-------------------|-------------------|-------------------|------------------|---------------|
| GRAND TOTAL | 76,332,587 | 0 | 76,332,587 | 50,726,764 | 22,812,909 | 2,792,915 | 96.34% |
|--------------------|-------------------|----------|-------------------|-------------------|-------------------|------------------|---------------|

| BOE Capital Reserve Acct #43020000-10101 | |
|---|------------------|
| MUNIS Balance as of 7/1/22 | 3,039,825 |
| Contribution Towards NMHS Roof Replacement | -450,000 |
| 5 year Capital Withdraw 22/23 | -980,030 |
| Close and return of Security Grant Set-Asside | 201,875 |
| Wastewater Management Plan - SMS | -17,562 |
| NMHS Woodshop | -233,980 |
| Central Office to SNIS Move | -100,000 |
| Fiscal Year End 21/22 Deposit | 2,816,025 |
| New Security Grant Set-Asside | -139,800 |
| 1/2 of NMHS Fire Insurance Claim Shortfall | -28,538 |
| 5 year Capital Withdraw 23/24 | -984,078 |
| Observatory Contribution | -12,500 |
| Additional HVAC FUNDS | -150,000 |
| Fiscal Year End 22/23 Deposit | 1,568,696 |
| Energy Systems Group 2023 & 2024 Payments | -895,443 |
| 5 year Capital Withdraw 24/25 | -1,424,000 |
| Fiscal Year End 23/24 Deposit | 1,420,700 |
| 5 year Capital Withdraw 25/26 | -1,367,383 |
| Fiscal Year End 24/25 Deposit | 1,218,617 |
| TOTAL AS OF 3/31/26 | 2,263,806 |

| Turf Field Replacement Acct Contributions #43020000-10130 | |
|--|------------------|
| FROM BOE 17/18 FYE BALANCE | 50,000 |
| FROM BOE 18/19 FYE BALANCE | 50,000 |
| FROM BOE TEAM FEE'S & BANNER SALES - 16/17, 17/18, 18/19 | 10,225 |
| FROM TOWN DATED 6/4/20 | 50,000 |
| FROM TOWN DATED 6/16/21 | 50,000 |
| FROM BOE TEAM FEE'S & BANNER SALES - 19/20 | 3,765 |
| FROM BOE TEAM FEE'S & BANNER SALES - 20/21 | 1,890 |
| FROM BOE 20/21 FYE BALANCE | 100,000 |
| FROM TOWN DATED 6/9/22 | 50,000 |
| CONTRIBUTION - FROM BOE 21/22 FYE BALANCE | 50,000 |
| FROM BOE TEAM FEE'S & BANNER SALES - 21/22 & 22/23 | 12,960 |
| CONTRIBUTION - FROM BOE 22/23 FYE BALANCE | 100,000 |
| CONTRIBUTION - FROM TOWN 22/23 FYE BALANCE | 100,000 |
| FROM TOWN DATED 4/18/24 | 50,000 |
| CONTRIBUTION - FROM BOE 23/24 FYE BALANCE | 100,000 |
| CONTRIBUTION - FROM TOWN 23/24 FYE BALANCE | 100,000 |
| CONTRIBUTION - FROM TOWN DATED 6/9/25 | 50,000 |
| CONTRIBUTION - FROM BOE 24/25 FYE BALANCE | 100,000 |
| TOTAL AS OF 3/31/26 | 1,028,840 |



WHEREAS, the equipment, supplies and/or services for which the following Purchase Orders have been issued and deemed necessary by the Superintendent of Schools, and the cost, thereof, are within the budget appropriations approved by the voters of the Town, NOW, BE IT RESOLVED, that the said purchase orders and all disbursements in connection, thereof, are hereby approved.

| Funding | Location | Vendor Name | Description | Amount | Object |
|----------------|-------------|--|---|---------------------|--------------|
| GENERAL | SPED | CENTER FOR CHILDREN WITH SPECIAL NEEDS | EXPECTED PSYCH. EVALS. THROUGH YEAR END | \$ 37,332.96 | 53230 |
| GRANT | DOI | KEE ENTERPRISES | TRANSPORTATION FOR 2 HOMELESS STUDENTS THROUGH YEAR END | \$ 26,000.00 | 53300 |
| GENERAL | SPED | CRISIS PREVENTION INSTITUTE | CPI ROLLOUT SUPPORT TRAINING - ALL SCHOOLS - GENERAL FUND | \$ 23,858.75 | 53220 |
| GRANT | SPED | CRISIS PREVENTION INSTITUTE | CPI ROLLOUT SUPPORT TRAINING - ALL SCHOOLS - GRANT FUND | \$ 21,141.25 | 53200 |
| GENERAL | SPED | SOLIANT HEALTH | PARA STAFFING AT SMS (1 STAFF) THROUGH YEAR END | \$ 21,105.00 | 53230 |
| GENERAL | IT | CDW | GOOGLE WORKSPACE LICENSES FOR STUDENTS & STAFF | \$ 20,898.00 | 53500 |
| 5 YEAR CAPITAL | IT | CDW | LENOVO CHROMEBOOKS (81 UNITS) | \$ 19,845.00 | 57340 |
| GENERAL | NMHS | CANTERBURY SCHOOL | 25/26 YEARLY - ICE RINK & POOL RENTAL FEE | \$ 17,110.00 | 54420 |
| GENERAL | HPS | SCHOOL SPECIALTY | REFRESH OF STUDENT DESKS AND CHAIRS - 1 ENTIRE CLASS OF K, 1, 2 | \$ 16,000.00 | 57500 |
| GENERAL | NES | SCHOOL SPECIALTY | REFRESH OF STUDENT DESKS AND CHAIRS - 1 ENTIRE CLASS OF K, 1, 2 | \$ 16,000.00 | 57500 |
| GENERAL | NMHS | ARROW LINE/PETER PAN | PERCUSSION TRIP TO WGI COMPETITION (APPROX. 30 STUDENTS) | \$ 15,650.00 | 55101 |
| 5 YEAR CAPITAL | IT | DNR LABORATORIES LLC | UPGRADED AUDIO SYSTEM AT HPS | \$ 14,999.00 | 57340 |
| 5 YEAR CAPITAL | IT | DNR LABORATORIES LLC | UPGRADED AUDIO SYSTEM AT NES | \$ 14,999.00 | 57340 |
| 5 YEAR CAPITAL | IT | CDW | ACER CHROMEBOOKS (27 UNITS) | \$ 14,580.00 | 57340 |
| 5 YEAR CAPITAL | IT | CDW | DELL PRO MICRO & DELL PRO 16 COMPUTERS (7 UNITS) | \$ 14,318.65 | 57340 |
| 5 YEAR CAPITAL | IT | DELL MARKETING | POWEREDGE R760 UPGRADES | \$ 12,448.75 | 57340 |
| GENERAL | IT | DELL MARKETING | POWEREDGE R760 UPGRADES | \$ 11,746.60 | 53500 |
| GENERAL | IT | PC PARTS PLUS LLC | LENOVO CHROMEBOOKS (230 UNITS) & PALMRESTS (20 UNITS) | \$ 6,905.00 | 54320 |
| 5 YEAR CAPITAL | IT | RNB ENTERPRISES | SMS PROJECTOR UPGRADE WITH INSTALLATION - RM 243 | \$ 6,071.48 | 57340 |
| GENERAL | DISTRICT | LUMELIGHT-COMPLIANCE HOLDINGS LLC | 25/26 YEARLY - ACA REPORTING FEE | \$ 6,006.00 | 53200 |
| 5 YEAR CAPITAL | FACILITIES | OMNI DATA LLC | CAMERAL INSTALLATION @ NMHS-HARDWARE/SOFTWARE | \$ 5,705.86 | 56999 |
| GENERAL | FACILITIES | FW WEBB | PLUMBING & HVAC SUPPLIES | \$ 5,705.10 | 56290 |
| GENERAL | SNIS | SCHOOLSIN | SITTING SPOT RUGS (10 UNITS) | \$ 5,250.00 | 57500 |
| GENERAL | SNIS | MUSIC & ARTS | MUSIC INSTRUMENT REPLACEMENTS (2 SAXOPHONES & 2 CLARINETS) | \$ 5,000.00 | 57500 |
| GENERAL | ADULT ED. | CDW | ACER CHROMEBOOKS (9 UNITS) & DELL LAPTOP (1 UNIT) | \$ 3,550.00 | 56110 |
| GENERAL | NMHS | SHEFFIELD POTTERY | SLAB ROLLER - POTTERY MACHINE TO FLATTEN CLAY | \$ 3,200.00 | 57500 |

ITEMS LISTED IN BOLD AND ITALIC FONT ABOVE WERE FUNDED VIA GRANT(S)



| DETAIL | | | FROM (-) | | | TO (+) | | |
|------------|--|--------------|----------|----------------------|--------------------------------|----------|----------------------|---------------------------------|
| # | REASON | AMOUNT | LOCATION | ORG | OBJECT | LOCATION | ORG | OBJECT |
| ADULT ED-1 | TECHNOLOGY NEEDS USING FUNDING ORIGINALLY IN THE BUDGET FOR PROFESSIONAL SERVICES. | \$3,550.00 | DISTRICT | BDZ33037 ADULT ED | 53200 PROFESSIONAL SERVICES | DISTRICT | BDZ33037 ADULT ED | 56110 INSTRUCTIONAL SUPPLIES |
| DISTRICT-1 | SUBSTITUTE SERVICES THROUGH FISCAL YEAR END USING FUNDING ORIGINALLY IN BUDGET FOR LEGAL SERVICES. | \$135,000.00 | DISTRICT | BAZ23143 BOE | 53010 LEGAL SERVICES | DISTRICT | BHZ25743 HR | 51202 SUBS |
| NES-1 | CLASSROOM FURNITURE USING FUNDING ORIGINALLY IN BUDGET FOR LEGAL SERVICES. | \$16,000.00 | DISTRICT | BAZ23143 BOE | 53010 LEGAL SERVICES | DISTRICT | BFY26243 DISTRICT | 57500 FURNITURE & EQUIPMENT |
| HPS-1 | CLASSROOM FURNITURE USING FUNDING ORIGINALLY IN BUDGET FOR LEGAL SERVICES. | \$16,000.00 | DISTRICT | BAZ23143 BOE | 53010 LEGAL SERVICES | DISTRICT | BFY26243 DISTRICT | 57500 FURNITURE & EQUIPMENT |
| SNIS-1 | CLASSROOM RUGS USING FUNDING ORIGINALLY IN BUDGET FOR LEGAL SERVICES. | \$5,250.00 | DISTRICT | BAZ23143 BOE | 53010 LEGAL SERVICES | DISTRICT | BFY26243 DISTRICT | 57500 FURNITURE & EQUIPMENT |
| SNIS-2 | MUSIC INSTRUMENTS USING FUNDING ORIGINALLY IN BUDGET FOR LEGAL SERVICES. | \$5,000.00 | DISTRICT | BAZ23143 BOE | 53010 LEGAL SERVICES | DISTRICT | BFY26243 DISTRICT | 57500 FURNITURE & EQUIPMENT |
| NMHS-1 | PURCHASE OF SLAB ROLLER TO FLATTEN POTTERY CLAY USING FUNDING ORIGINALLY IN BUDGET FOR LEGAL SERVICES. | \$3,200.00 | DISTRICT | BAZ23143 BOE | 53010 LEGAL SERVICES | DISTRICT | BFY26243 DISTRICT | 57500 FURNITURE & EQUIPMENT |
| NMHS-2 | MILEAGE REIMBURSEMENTS USING SAVINGS WITHIN PROFESSIONAL SERVICES. | \$1,000.00 | NMHS | BSE10011 SPED | 53200 PROFESSIONAL SERVICES | NMHS | BSE10011 SPED | 55101 TRANSPORTATION |

Requesting Approval Across MOC

| DETAIL | | | FROM (-) | | | TO (+) | | |
|--------|--|------------|----------|----------------------------|---------------------------|----------|--------------------------------|---------------------------------|
| # | REASON | AMOUNT | LOCATION | ORG | OBJECT | LOCATION | ORG | OBJECT |
| NES-2 | ADDITIONAL SUPPLY FUNDING USING SAVINGS WITHIN PERIODICALS. | \$534.00 | NES | BLB10010 SOCIAL STUDIES | 56430 PERIODICALS | NES | BLB10000 GENERAL | 56110 INSTRUCTIONAL SUPPLIES |
| NMHS-3 | SUMMIT MATERIALS NOT BUDGETED IN THE PROPER LINE(S) FOR THE CURRENT FISCAL YEAR. NEXT YEAR BUDGET IS ALREADY PROPERLY ALIGNED. | \$2,100.00 | NMHS | BLE-VARIOUS PROGRAMS | 56100 GENERAL SUPPLIES | NMHS | BLE32042 STUDENT ACTIVITIES | 56100 GENERAL SUPPLIES |

Informational Within Major Object Code

Note: Last year, the law was revised to allow local boards of education to deposit up to 2% of unexpended funds from the prior fiscal year from the budgeted appropriation for education into a nonlapsing account. Public Act 25-93 now requires local boards of education to compile an annual report regarding this nonlapsing account and to submit the report to both the Connecticut State Department of Education (“CSDE”) and the exclusive bargaining representative for certified employees. In addition, within 30 days after adopting the board’s budget, each local board of education must notify the exclusive bargaining representative for certified employees of (1) the establishment of such an account, or (2) the board’s intended uses for any funds in the account during the next fiscal year. This policy has been revised to reflect these new requirements.

**Series 3000
Business**

3160

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the “Board”) shall prepare an itemized estimate of its budget each year for submission to the fiscal authority (*i.e.*, Board of Finance, Town Council, or other appropriating municipal authority) (the “Fiscal Authority”) for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- Property
- Utilities
- Grounds Maintenance
- Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the “Itemized Estimate.”

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or the

Superintendent's designee in the development, administration and monitoring of the budget.

The Superintendent and/or the Superintendent's designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A monthly budget report shall be prepared in the same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference. Such budget report shall be presented to the Board at the regularly scheduled monthly meeting.

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources, including any unexpended funds that have been set aside in a nonlapsing account as authorized by law and described below, for educational purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Unexpended Funds

Notwithstanding any provision of the general statutes, municipal charter, home rule ordinance, or other ordinance, the Board may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation, in an amount not to exceed two per cent of the total budgeted appropriation for such prior fiscal year. Each expenditure from the account must be authorized by the Board and shall be made only for educational purposes, in accordance with state law.

Each fiscal year, the Board shall compile and submit to the Connecticut State Department of Education a report regarding the nonlapsing account, including, but not limited to, the total balance of the account, the amount deposited into such account in a fiscal year, and an accounting of the expenditures made from such account.

Legal Reference:

Conn. Gen. Stat. § 10-221
 § 10-222
 § 10-248a

Public Act 25-175, “An Act Revising the Effective Dates of Provisions Regarding Certain Municipal Referenda and Equity Joint Ventures and Concerning Contracts with the Department of Developmental Services, the Commissioner of Education’s Network of Schools, the Reporting of Certain School District Financial Information, the Failure to File for Certain Grand List Exemptions and the Deferrals of Certain Towns’ Real Property Revaluations.”

Approved: March 18, 2025
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note: Under the federal Family Educational Rights and Privacy Act (“FERPA”), the rights to access a student’s education records transfer from the parent to the student when the student turns 18 years old and becomes an “eligible” student. FERPA permits, but does not require, schools to disclose education records to parents of eligible students without the student’s consent if the parent claims the student as a dependent under Section 152 of the Internal Revenue Code. This policy has been updated to clarify that such disclosures are permitted, but not mandatory. Also, minor technical edits have been made to this policy.

**Series 5000
Students**

5125

POLICY AND ADMINISTRATIVE REGULATIONS REGARDING CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

I. POLICY

The New Milford Board of Education (“Board”) complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records maintained by the New Milford Public Schools (the “District”). The Board shall implement procedures that protect the privacy of parents and students while providing proper access to education records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

- A. Access is defined as the right to inspect or review a student’s education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs -- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.
- C. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics and handwriting.
- D. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the District has made a reasonable determination that a student’s identity is not personally identifiable,

whether through single or multiple releases, taking into account other reasonably available information.

- E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the parent's name, address and/or e-mail address; the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.
- F. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
- G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
- H. Education Records
1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the District or persons acting for the District.
 2. Education records do not include:
 - a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

- b) records maintained by a law enforcement unit of the District that were created by that unit for the purpose of law enforcement;
- c) employment records used only in relation to the student's employment by the District that are 1) made and maintained in the normal course of business, 2) relate exclusively to the student's capacity as an employee, and 3) are not made available for any other purpose;
- d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the District); however, the District must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review their treatment records;
- e) records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
- f) grades on peer-graded papers before they are collected and recorded by a teacher.

- I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.
- .J. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill their professional responsibilities. The District's Title IX Coordinator has a legitimate educational interest when performing the functions of their professional duties.
- .K. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of

1986 may receive access to the student's education records without the eligible student's consent.

- L. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or the student's family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and parent's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.
- M. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the District's Title IX Coordinator; a person serving on the Board of Education; a volunteer, contractor or consultant or other party who performs an institutional service or function for the District (such as an attorney, auditor, medical consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing the school official's tasks.
- N. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

- A. On an annual basis, the District will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the District's guide to Special Education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The District will take steps designed to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B. On an annual basis, the District will also notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such

individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.

- C. In the annual notification, the District will also provide notice to parents and/or eligible students that the District is legally obligated to provide military recruiters, institutions of higher education, or school choice programs, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

- A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. The District shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, designed to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The District shall use reasonable methods designed to identify and authenticate the identity of parents, students, school officials and other parties to whom the District discloses personally identifiable information from education records.
- D. The District shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. ACCESS TO EDUCATION RECORDS

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Article XI, below. Parents' rights of inspection and review are restricted

to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.

- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The District will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For **students requiring special education**, the Board will comply with a request to review and inspect the child's education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing or resolution session held in accordance with the IDEA; otherwise, the Board will comply with such request not later than ten (10) school days of such request.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of their child's (the eligible student's) education records. The request for the free copy must be in writing and the Board will comply with the written request within ten (10) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the Board shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.
- H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's education records **only if** they have been determined by the District to have a legitimate educational

interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Article VII, below.

I. Pursuant to the procedures set forth in Article VI, below, the District maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

J. Non-custodial Parents:

1. Divorced Parents

A parent does not lose the right to access to education records upon divorce. Non-custodial parents retain their rights to review their

child's education records unless the District has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

2. Incarcerated Parents

Nothing in this policy shall be construed to limit a parent who is incarcerated from being entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if:

- (a) such information is considered privileged under Conn. Gen. Stat. § 10-154a, regarding a communication made privately and in confidence by a student to a professional employee in the course of the professional employee's employment concerning alcohol or drug abuse or any alcoholic or drug problem of such student;
- (b) such incarcerated parent has been convicted in Connecticut or any other state of sexual assault in violation of Conn. Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or
- (c) such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.

K. Unaccompanied Youth:

Notwithstanding anything in this policy to the contrary, an unaccompanied youth shall be entitled to knowledge of and have access to all educational, medical or similar records in the cumulative record of such unaccompanied youth maintained by the District. For the purposes of this provision, the term “unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

L. Copies of Education Records/Fees:

1. The District cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents’ (or eligible student’s) right to inspect and review the student’s records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The Board shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed **[50¢]** per page.
2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student’s education records, the District shall:
 - a. provide the parent or eligible student with a copy of the records requested, or
 - b. make other arrangements for the parent or eligible student to inspect and review the requested records.
3. The Board reserves the right to charge for copies of a student’s education records. Such charge will not exceed 50¢ per page.

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

- A. The District will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student’s educational career. These categories also determine how long the District must maintain the records. The District will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the District.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

1. the name of any individual, agency, or organization that requested or obtained access to the student's records;
 2. the date of the request for access;
 3. whether access was given;
 4. the purpose for which the party was granted access to the records;
 5. the names of additional parties to whom the receiving party may disclose the information on behalf of the District; and
 6. the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:
1. a parent or eligible student;
 2. a party seeking directory information;
 3. a party who has a signed and dated written consent from the parent and/or eligible student;
 4. school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
 5. persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the District makes a release of education records without consent in **a health and safety emergency**, the district must record:
1. the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
 2. the parties to whom the District disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

- A. The District or its designated agent(s) may not permit release of education records or any information from such records that contain personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Article VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, video or audio recorded, person-to-person, statement over the telephone, on computer disk, e-mailed or electronic message, etc.) to any person other than those listed below, unless prior written consent has been obtained.

- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:
1. School Officials:
 - a) The disclosure is to other school officials within the District, including teachers, who have been determined by the District to have legitimate educational interests in the education records.
 - b) A contractor, consultant, volunteer, or other party to whom the District has outsourced institutional services or functions, provided that the party:
 - 1) performs an institutional service or function for which the District would otherwise use employees;
 - 2) is under the direct control of the District with respect to the use and maintenance of education records; and
 - 3) is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.
 - c) The Board shall comply with the below Section I of this Article VII prior to the provision of student records, student information or student-generated content to any school official who is a consultant or operator, as those terms are defined in Section I.
 2. Transfer Students:
 - a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Article X.
 - b) When a student enrolls in a new public school district (including a public charter school), the receiving school

district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.

- c) Upon notification by the Department of Children and Families ("DCF") of a decision to change the school placement for a student attending District schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with Section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential education records for the student, including, but not limited to, the student's individualized education program ("IEP") and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b above.
3. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs. These entities may make further disclosures of personally identifiable information that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
4. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
5. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the District that (a) the information is required by the court, and (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under state law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as

the student's IEP and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as:
 - a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization,
 - b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and
 - c) the Board enters into a written agreement with the organization conducting the study that satisfies the requirements of 34 C.F.R. § 99.31(a)(6).
7. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
8. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
9. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with
 - a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in 18 U.S.C. §§ 2331 and 2332b(g)(5)(B).
10. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or

subpoena, the education records of the student that are relevant for the District to proceed with the legal action as plaintiff.

11. If a parent or eligible student initiates legal action against the District, the District may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the District to defend itself.
12. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the District may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the District reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the District record such disclosure in accordance with Article VI.D, above.
13. The disclosure is to the parent of a student who is under 18 years of age or to the student.
14. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the District under 42 U.S.C. § 14071 and applicable federal guidelines.
15. The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if:
 - a) the data collected will be protected to prevent the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture, and
 - b) any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.

16. The disclosure is to an agency caseworker or other representative of the DCF or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the education records or personally identifiable information contained in such records, except to an individual or entity engaged in addressing the student's educational needs and authorized by the agency or organization to receive such disclosure. Any disclosures made by the agency or organization must comply with applicable confidentiality laws for student education records.

D. Directory Information

The District will notify parents (of students currently enrolled within the District) or eligible students (currently enrolled in the District) annually of any categories of information designated as directory information. This

notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the District and is consistent with the District's obligations under both state and federal law.
3. The District may disclose directory information about students after they are no longer enrolled in the District. Notwithstanding the foregoing, the District will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
4. An objection to the disclosure of directory information shall not prevent the District from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.

5. The District will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The District may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the District has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
2. The District may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
 - a) the District does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records:

Nothing in this policy shall prevent the District from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the District will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. **Records of the Department of Children and Families (“DCF”)**

1. Documents related to any DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the FERPA. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the District shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

I. Except as set forth in Subsection I.5, below, the Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator.

1. The provisions of said contract shall comply with the requirements of Conn. Gen. Stat. §§ 10-234aa to 10-234dd.

2. The District shall maintain and update an Internet web site with information relating to all contracts entered into pursuant to Subsection I, above. On or before September 1st of each school year, the Board shall electronically notify students and the parents or legal guardians of students of the address of such Internet website. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall post notice of such contract on the Board’s website. The notice shall:

a. State that the contract has been executed and the date that such contract was executed;

- b. Provide a brief description of the contract and the purpose of the contract; and
 - c. State what student information, student records or student-generated content may be collected as a result of the contract.
3. For purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than two business days after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns relative to breach of security shall be referred to the Superintendent of Schools.
4. For purposes of this subsection, the following definitions are applicable:
 - a. Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.
 - b. Operator means any person who (a) operates an Internet web site, online service or mobile application with actual knowledge that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of such Internet web site, online service or mobile application, and (b) collects, maintains or uses student information.
 - c. School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and collaboration among students, school personnel or parents or legal guardians of students.
 - d. Student means a person who is a resident of the state and (a) enrolled in a preschool program participating in the state-wide public school information system, pursuant to Conn. Gen. Stat. § 10-10a; (b) enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board; (c) receiving special education and related services under an individualized education program; or (d) otherwise the responsibility of the Board.

- e. Student Information means personally identifiable information or material of a student in any media or format that is not publicly available and is any of the following:
- 1) Created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;
 - 2) Created or provided by an employee or agent of the Board to an operator for school purposes;
 - 3) Gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.
- f. Student Record means any information directly related to a student that is maintained by the Board or any information acquired from a student through the use of educational software assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:
- 1) Improve educational products for adaptive learning purposes and customize student learning;
 - 2) Demonstrate the effectiveness of the contractor's products in the marketing of such products; and
 - 3) Develop and improve the consultant's or operator's products and services.
4. Notwithstanding anything in this Subsection to the contrary, the Board may use an operator's or consultant's services without entering into a contract as described above, if the use of an Internet web site, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 and such Internet website, online service or mobile application is

unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb, provided:

- a. Such Internet web site, online service or mobile application complies with FERPA and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time;
- b. The Board can provide evidence that it has made a reasonable effort to:
 - 1) enter into a contract with such consultant or operator to use such Internet web site, online service or mobile application, in accordance with the provisions of Conn. Gen. Stat. § 10-234bb; and
 - 2) find an equivalent Internet web site, online service or mobile application operated by a consultant or an operator that complies with the provisions of Conn. Gen. Stat. § 10-234bb;
- c. The consultant or operator complies with the provisions of Conn. Gen. Stat. § 10-234cc for such use; and
- d. The parent or legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, signs an agreement that:
 - 1) acknowledges such parent or legal guardian is aware that such Internet web site, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb; and
 - 2) authorizes the use of such Internet web site, online service or mobile application.
- e. The Board shall, upon the request of a parent or legal guardian of a child, provide the evidence described in Subsection 5.b, above.

VIII. REDISCLOSURE OF EDUCATION RECORDS

- A. The District may disclose personally identifiable information from an education record only on the conditions that:
 1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

- B. Notwithstanding the provisions of Section A above, the District may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C above, and at least one of the following conditions is met:
1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 2. The original disclosure was to a state or local educational authority or federal official or agency as set forth in Article VII, Section C, and such state or local educational authority or federal official or agency has complied with the requirements of 34 C.F.R. § 99.32(b)(2).
 3. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the District has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C (10)).
 4. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
 5. The information is considered directory information.
- C. In the event that the Student Privacy Policy Office determines that a third party outside of the District has improperly redisclosed personally identifiable information from education records in violation of FERPA, the District may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, the parent or eligible student is entitled to:
1. Request in writing that the District amend the records;
 2. Receive within a reasonable period of time a decision from the District with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the District decides to amend the records, the District shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.
- C. If the District decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise the parent or eligible student of the right to a hearing pursuant to this policy.

X. HEARING RIGHTS AND PROCEDURES

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent of Schools, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the District decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
3. If, as a result of the hearing, the District decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why the parent or eligible student disagrees with the District's decision, or both.
 - a. Any statement placed in the records of the student shall be maintained by the District as part of the records of the student as long as the record or contested portion is maintained by the District.
 - b. If the contested portion of the education record is disclosed by the District, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the District has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
2. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

4. The parent or eligible student and the District shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

- A. A student who is an applicant for admission to an institution of post-secondary education, or is in attendance at an institution of post-secondary education, may waive the right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
 1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the District as a condition of admission to or receipt of any other service or benefit from the District.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

- A. The following definitions shall apply to Article XII of this policy:
 1. Confidential HIV-Related Information

“Confidential HIV-related information” means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

2. Health Care Provider

“Health Care Provider” means any physician, physician assistant, dentist, nurse, provider of services for persons with psychiatric disabilities or persons with intellectual disability or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

“Protected individual” means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

“Release of confidential HIV-related information” means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information and complies with the requirements of this subdivision.

5. School Medical Personnel

“School medical personnel” means an employee of the Board who is a school nurse or the District medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

3. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient

release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 - a) the protected individual, the protected individual's legal guardian or a person authorized to consent to health care for such individual;
 - b) any person who secures a release of confidential HIV-related information;
 - c) a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
 - d) a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
 - e) a medical examiner to assist in determining cause of death; or
 - f) any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual, who is also a student, from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for

and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or the protected individual's legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy 4118.25/4218/25.

XIV. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 *et seq.*
Conn. Gen. Stat. § 10-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 10-233d
Conn. Gen. Stat. § 10-234aa
Conn. Gen. Stat. § 10-234bb
Conn. Gen. Stat. § 10-234cc
Conn. Gen. Stat. § 10-234dd
Conn. Gen. Stat. § 10-234ff
Conn. Gen. Stat. § 10-234gg
Conn. Gen. Stat. § 10-220d
Conn. Gen. Stat. § 10-253
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 *et seq.*
Conn. Gen. Stat. § 46b-134

Regs. Conn. State Agencies § 10-76d-18

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students, June 2017

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students: Frequently Asked Questions, June 2017

State Department of Education memorandum dated December 21, 2010, on school choice recruitment

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at <http://ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf>

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

USA Patriot Act of 2001, Pub. L. No. 107-56

Every Student Succeeds Act, Pub. L. No. 114-95

Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 *et seq.*, as amended by Every Student Succeeds Act, Pub. L. No. 114-95.

34 C.F.R. §§ 99.1 - 99.67

34 C.F.R. § 106.45

34 C.F.R. §§ 300.560 - 300.576

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Approved: November 21, 2023

Revised: March 18, 2025

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING
CLASSIFICATION OF EDUCATION RECORDS**

The New Milford Public Schools (the “District”) will appoint a Custodian of Records who will ensure that education records are kept as follows:

A. CATEGORY “A” RECORDS:

1. Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.
2. Category A records shall be maintained for at least fifty (50) years after the student leaves the District or graduates.
3. All Category A records created by the District shall include the student’s state-assigned student identifier (SASID).
4. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a 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. Should the notice be expunged in accordance with one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student’s cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student’s first suspension or expulsion.
6. Category A records shall include, at a minimum, the following:

| <u>RECORD</u> | <u>LOCATION</u> |
|---|------------------------|
| a. Basic biographical information | Cumulative/Health File |
| b. Academic achievement (grades/transcripts) | Cumulative File |
| c. Date of high school graduation or equivalent | Cumulative File |

| | |
|---|--|
| d. Records of immunizations | Cumulative/Health/Pupil Personnel File |
| e. Attendance records (days absent/present/tardy) | Cumulative File |
| f. *Notice of Expulsion for Firearm or Deadly Weapon (C.G.S. §§ 10-233c(e), 10-233d(f)) | Cumulative File |

B. CATEGORY “B” RECORDS

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.
2. Data in Category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student’s education record.
3. Category B records must be maintained for at least six (6) years after the student leaves the District or graduates from high school.
4. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a 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. Should the notice be expunged in accordance with one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student’s cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student’s first suspension or expulsion.
6. Records containing information pertaining to child abuse/neglect referrals or reports, or containing confidential HIV-related information, should be kept separate from the student’s cumulative folder, in confidential files.
7. Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to District policy.

8. Information contained in documents related to any Department of Children and Families (“DCF”) child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential in a central location. Such records shall only be disclosed in accordance with the Board’s policy regarding Confidentiality and Access to Education Records.
9. Category B records shall include the following (if applicable):

| <u>RECORD</u> | <u>LOCATION</u> |
|--|--|
| a. Child-Study Team Records / Student Assistance Team Records | Cumulative/Pupil Personnel File |
| b. Standardized group test scores (CAPT, CMT etc.) | Cumulative/Pupil Personnel File |
| c. Diagnostic reading/math test results (not special education) | Cumulative File |
| d. Educational and/or vocational interest | Cumulative File |
| e. Speech/language and hearing evaluations (not special education) | Cumulative/Health File |
| f. Comprehensive health records | Cumulative/Health/Pupil Personnel File |
| g. Correspondence relating to the student | Cumulative/Health/Pupil Personnel File |
| h. Suspensions/expulsions, and the Individualized Learning Plan implemented for an expelled student, which shall include the student’s state-assigned student identifier (SASID) | Cumulative File* |
| i. Parent/eligible student’s signed release forms | Cumulative/Health/Pupil Personnel File |
| j. Truancy Records (including record of parent conferences and referrals) | Cumulative File |
| k. Child Abuse/Neglect Forms | CONFIDENTIAL FILE IN CENTRAL LOCATION |
| l. Reports Containing Confidential HIV-Related Information | CONFIDENTIAL FILE |
| m. Awards | Cumulative File |
| n. Diagnostic test results (non special education) | Cumulative File/Pupil Personnel File |

| <u>RECORD</u> | <u>LOCATION</u> |
|---|--|
| o. Extracurricular Activities | Cumulative File |
| p. Letters of Recommendation | Cumulative File |
| q. Parent's/Eligible Student's signed release forms (permitting disclosure of records) | Cumulative File/Health/Pupil Personnel File |
| r. Diploma (if not picked up by student) | Cumulative File |
| s. Accident Reports | Cumulative File |
| t. Basic school entrance health histories | Cumulative/Health File |
| u. Cumulative Health Record (CHR-1, original or copy) | Health File (*copy remains with district/original follows student) |
| v. Individualized Health Care Plans / Emergency Care Plans | Cumulative/Health/Pupil Personnel File |
| w. Health Assessment Records (HAR-3) | Health File |
| x. Incident Reports | Cumulative File |
| y. Medication administration records (*6 yrs OR until superseded by yearly summary on CHR-1), which shall include the student's state-assigned student identifier (SASID) | Health File |
| z. Parent authorization for medications/treatments | Health File |
| aa. Physician's orders for medications treatments | Health File |
| bb. Referral forms for services based on results of mandated screenings | Health/Pupil Personnel File |
| cc. Sports histories and physical-examination reports | Health File |
| dd. Nursing Records (Health assessment data; Nursing process notes; 3 rd party health records) | Health File |
| ee. Correspondence to parents related to verified acts of bullying; intervention plans and safety plans, as may be required under state law | Cumulative File |

C. CATEGORY “C” RECORDS – SPECIAL EDUCATION

1. Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student’s cumulative folder, in the Pupil Personnel File.
3. Category C records must be maintained for at least six (6) years after the student leaves the District or graduates from high school.
4. Prior to the destruction of Category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.

Category C shall include (where applicable):

| <u>RECORD</u> | <u>LOCATIONS</u> |
|---|----------------------------------|
| a. PPT referral forms | Pupil Personnel File |
| b. School counselor case records | Cumulative/ Pupil Personnel File |
| c. School psychologists case records | Cumulative/Pupil Personnel File |
| d. School social-work case records | Cumulative/Pupil Personnel File |
| e. School speech/language pathology case records | Cumulative/Pupil Personnel File |
| f. Section 504 Records | Cumulative/Pupil Personnel File |
| g. Special Education assessment/evaluation reports | Pupil Personnel File |
| h. Due process records (including complaints, mediations, and hearings) | Pupil Personnel File |
| i. Individual Transition Plan | Pupil Personnel File |
| j. Individualized Education Program (“IEP”) Records | Pupil Personnel File |
| k. Planning and Placement Team (“PPT”) records (including notices, meetings, consent forms) | Pupil Personnel File |
| l. Individualized Family Service Plans (“IFSPs”) | Pupil Personnel File |

| | |
|---|----------------------|
| m. Incident Reports of Seclusion | Pupil Personnel File |
| n. Incident Reports of Physical Restraint | Pupil Personnel File |

D. CATEGORY “D” RECORDS

1. Category D records must be maintained for minimum retention period specified below.

Category “D” shall include (if applicable):

| <u>RECORD</u> | <u>MINIMUM RETENTION REQUIRED</u> | <u>LOCATION</u> |
|--|---|--|
| a. Sports Contract/Student Contract (including signature sheet for student handbook) | End of school year in which signed | Cumulative File |
| b. Permission slips / waivers | 3 years | Cumulative File |
| c. Free/reduced meal application and documentation | 3 years | Cumulative File |
| d. Annual Notification to Parents (Student behavior and Discipline, Bus Conduct, Electronic Communications Systems, and the National School Lunch Program) | 1 year | Cumulative File |
| e. Adult education Registration Records | 3 years or until audited, whichever comes first | Cumulative File |
| f. After school program registration records | 1 year | Cumulative File |
| g. Pesticide application notification registration form | 5 years | Cumulative File |
| h. School registration records including residency documentation | 3 years or until audited, whichever comes later | Cumulative File |
| i. Student portfolio work (student produced work for grading assessment) | End of year in which student received grade | May be Maintained by Individual Teachers |
| j. Tardy slips from parents/guardians | End of school year | Cumulative File |
| k. Physician’s Standing orders | Permanent; revise as required. Keep old copy separately. | Health File |
| l. Student’s emergency information card | Until superseded or student leaves school district | Cumulative/Health File |
| m. Test Protocols | Discretion of district | Cumulative/Pupil Personnel File |
| n. Surveillance videotapes made on school bus (if maintained by District) | 2 weeks | N/A |
| o. Log of access to education records | Maintained for same retention period as required for the record | Cumulative/Health/Pupil Personnel |

| | | |
|---------------------------------------|-------------------------------|---|
| p. Title IX records and documentation | 7 years from date of creation | Cumulative/Other File as Designated by the Administration |
|---------------------------------------|-------------------------------|---|

E. DURATION OF EDUCATION RECORDS

1. Records shall be destroyed in accordance with District policy and the Records Retention Schedule of the Public Records Administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.
3. Notwithstanding the applicable retention schedule, the District shall not destroy any education record if a parent or eligible student has an outstanding request to inspect and review the education record.

F. MAINTENANCE OF EDUCATION RECORDS OF TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

1. The Administration shall comply with all processes and procedures relative to the amendment of education records when presented with a request to change a student’s name, gender, or any other information contained in education records.
2. If the Administration changes the name and/or gender in a transgender or gender non-conforming student’s education record, all education records containing the student’s birth name and gender shall be maintained, if so required under federal and/or state law and regulations, separately from other education records and in a strictly confidential location and manner.

G. RESPONSIBILITY FOR MAINTENANCE OF EDUCATION RECORDS

1. The Director of Student Services is the Custodian of Records.
2. In addition, the following personnel are designated as the guardians of records for each of the schools:
 - a) Categories A, B & D: Principal at each school.
 - b) Category C: Case Manager at each school.
 - c) With respect to confidential HIV-related information, if the Principal is a recipient of an HIV-related disclosure, the Principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the guardian of the records.
 - d) With respect to child abuse and neglect investigation material, the Superintendent of Schools or designee shall be the guardian of the records.

- e) With respect to Title IX records and documentation, the District's Title IX Coordinator shall be the guardian of the records.
- 3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.
- 4. Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the District.
- 5. The custodians of records is responsible for ensuring compliance with the confidentiality and access provisions of this Board policy and these administrative regulations.

Regulation approved: March 18, 2025
Regulation Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Model Notification of Rights
Under FERPA for Elementary and Secondary Institutions**

[NOTE: Under the procedures outlined in the policy, the following information will be disclosed on an annual basis to parents of students currently in attendance, or eligible students currently in attendance.]

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the District's Title IX Coordinator; a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities. The District's Title IX Coordinator has a legitimate educational interest when performing the functions of their professional duties.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Note: In addition, a school district may want to include a directory information public notice, as required by the regulations, 34 CFR § 99.37, with its annual notification of rights under FERPA. The following two paragraphs are recommended for inclusion and must be included in the annual notification if the school district wants to be able to disclose "Directory Information" under II.B of the Student Records Policy:

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the District will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The District may disclose directory information about students after they are no longer in enrollment in the District. Notwithstanding the foregoing, the District will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the District from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the District and is consistent with the District's obligations under both state and federal law.

Model Notification of Data Sharing Agreements Under Conn. Gen. Stat § 10-234bb(g)

[NOTE: This notice must be sent on or before September 1 of each school year]

Pursuant to the requirements of Conn. Gen. Stat. § 10-234bb(g), the New Milford Board of Education (the “Board”) maintains and updates an Internet website with information relating to all contracts into which it has entered for which a contractor may gain access to student records, student information, or student-generated content (collectively, “student data”). The address of the Internet website is www.newmilfordps.org . The Internet website includes copies of these contracts, and notices regarding each contract that include (1) the date the contract was executed, (2) a brief description of the contract and the purpose of the contract and (3) what student data may be collected as a result of the contract.

RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

I hereby authorize _____ [name of individual who holds the information] _____, to release confidential HIV-related information, as defined in Conn. Gen. Stat. § 19a-581, concerning _____ [name of protected individual] _____, to the following personnel:

- _____ 1) School Nurse
- _____ 2) School Administrator(s)
 - a) _____
 - b) _____
- _____ 3) Student’s Teacher(s)
 - a) _____
 - b) _____
- _____ 4) Paraprofessional(s)
- _____ 5) Director of Pupil Personnel Services
- _____ 6) Other(s)
 - a) _____
 - b) _____

This authorization shall be valid for

- _____ 1) The student’s stay at _____ School.
- _____ 2) The current school year.
- _____ 3) Other _____
specify period

I provide this information based on my responsibility to consent for the health care of _____ . I understand that such information shall be held confidential by the persons

authorized here to receive such information, except as otherwise provided by law.

[Name]

[Relationship to Student]

[Date]

TRANSFER OF CONFIDENTIAL STUDENT INFORMATION

Date: _____

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), I hereby authorize the New Milford Public Schools to **release** and/or **obtain** (please circle) the following confidential records regarding my child for the purpose of _____:

Name of Child: _____

Address: _____

DOB: _____

Parent(s)/Guardian(s): _____

School: _____

(Please check all that apply)

| | <u>Obtain</u> | <u>Release</u> |
|-----------------------------------|--------------------------|--------------------------|
| All Records | <input type="checkbox"/> | <input type="checkbox"/> |
| Cumulative File | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupil Personnel/Special Education | <input type="checkbox"/> | <input type="checkbox"/> |
| Disciplinary | <input type="checkbox"/> | <input type="checkbox"/> |
| Health/Medical* | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> | <input type="checkbox"/> |

To/From: _____

Name

Address: _____

Street

Town

State/Zip Code

Telephone: (____) _____ Fax: (____) _____

I understand that the information to be disclosed is protected as an "education record" under FERPA, and that such information shall not be redisclosed unless permitted under FERPA. I further understand that the officers, employees, and agents of any party that receives protected information under FERPA may use such information only for purposes for which the disclosure is made.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

If this authorization is being used to obtain Protected Health Information from a child’s physician or other covered entity under HIPAA, the following section must also be completed:

I, the undersigned, specifically authorize _____ to disclose my child’s
Name of Physician

medical information, as specified above, to my child’s school district,
_____,
Name of School

at the above address for the purposes described below (i.e. health assessment for school entry, special education evaluation etc.):

By signing below, I agree that a photocopy of this authorization will be valid as the original. This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying the physician’s office in writing, but if I do, it will not have any effect on actions taken by the Physician prior to receiving such revocation.

I understand that under applicable law, the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.

I understand that my child’s treatment or continued treatment with any health care provider or enrollment or eligibility for benefits with any health plan may not be conditioned upon whether or not I sign this authorization and that I may refuse to sign it.

Any information received by the school district pursuant to this authorization is subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Note: Under current law, boards of education must establish a district curriculum committee responsible for recommending, developing, reviewing, and approving all curriculum for the district. Boards of education are also required to make approved curriculum and associated materials available to parents and guardians. Pursuant to Public Act 25-174, beginning with the 2026-2027 school year, and each school year thereafter, boards of education are required to post the objectives and scope and sequence of all approved curriculum on their website. This policy has been revised to reflect this new requirement.

**Series 6000
Instruction**

6147

PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL

In accordance with federal law, state law, and New Milford Board of Education (the “Board”) policy, parents or guardians shall be permitted access to instructional material used as part of the educational curriculum for any student and all curriculum approved by the Board’s curriculum committee established pursuant to section 10-220 of the Connecticut General Statutes and all associated curriculum materials (“Curriculum”). Curriculum does not include academic tests or academic assessments.

Beginning with the 2026-2027 school year, and each school year thereafter, the Board shall post the objectives and scope and sequence of all approved curriculum on its website.

"Instructional Material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents or guardians to inspect any Instructional Material and Curriculum. The district shall grant reasonable access to Instructional Material and Curriculum within a reasonable period of time after a request is received from a parent or guardian.

Legal Reference:

Federal Law:

Elementary and Secondary Education Act of 1965, 20 U.S.C. § 1232h, as amended by the Every Student Succeeds Act, Pub. L. 114-95

State Law:

Conn. Gen. Stat. § 10-220, Duties of Boards of Education

Public Act 25-174, “An Act Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027.”

Approved: November 21, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note: State law requires boards of education to permit curricular exemptions for five specific areas of instruction, in accordance with statutory requirements. (The fifth curriculum is Firearm Safety, and it is not part of the district’s curriculum.) These state laws remain unchanged.

In a decision issued earlier this year by the U.S. Supreme Court, *Mahmoud v. Taylor*, 145 S.Ct. 2332 (2025), the Court ruled in favor of parents alleging that their free exercise rights were violated when a local school board in Maryland refused to permit excusal of their children from certain instruction. While the Court’s holding is narrow in scope, school officials must now consider parent requests for excusal from instruction when they claim that instruction in certain topics burdens the religious upbringing of their children. We have revised this policy to clarify that school district administration will consider requests for excusal that fall outside the five mandatory areas of exemption in accordance with applicable law.

**Series 6000
Instruction**

6142.1

CURRICULAR EXEMPTIONS

Mandatory Curricular Exemptions:

Upon the written request of a parent or guardian received by the school district prior to planned instruction in the areas set forth below, the New Milford Board of Education (the “Board”) shall permit curricular exemptions for instruction in the following areas:

1. Dissection;
2. Family life education;
3. HIV/AIDS; or
4. Sexual abuse and assault awareness and prevention program.

Definitions:

“Dissection instruction” is defined as instruction in which a student must participate in, or observe, the dissection of any animal.

“Family life education instruction” is defined as instruction pertaining to family planning, human sexuality, parenting, nutrition and the emotional, physical, psychological, hygienic, economic and social aspects of family life.

“HIV/AIDS instruction” is defined as ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS) offered by the district pursuant to state law.

“Sexual abuse and assault awareness and prevention program” is defined as the state-wide program identified or developed by the Department of Children and Families, in collaboration with the Department of Education and Connecticut Sexual Assault Crisis Services, Inc. (or a similar entity) that includes age-appropriate educational materials

designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to, (A) the skills to recognize (i) child sexual abuse and assault, (ii) boundary violations and unwanted forms of touching and contact, and (iii) ways offenders groom or desensitize victims, and (B) strategies to (i) promote disclosure, (ii) reduce self-blame, and (iii) mobilize bystanders.

Written Request for Mandatory Exemption:

Parents who wish to exercise such exemptions must notify the building principal in writing in advance of the instruction to be provided.

Other Curricular Exemptions:

The Board does not require teachers to exempt students from any aspect of the curriculum except as the law may require. Parents who wish to request a curricular exemption other than those noted above must notify the building principal in writing in advance of the instruction to be provided. The school district administration will consider whether to permit a requested exemption in accordance with applicable law.

Alternative Assignments:

1. Any student excused from participating in, or observing, the dissection of any animal as part of classroom instruction shall be required to complete an alternate assignment to be determined by the teacher.
2. Any student excused from participating in the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work as determined by the teacher.
3. Any student excused from any other aspect of the curriculum may be required by the teacher to complete an alternative assignment as determined by the teacher.

Legal References:

Conn. Gen. Stat. § 10-16c
Conn. Gen. Stat. § 10-16e
Conn. Gen. Stat. § 10-18c
Conn. Gen. Stat. § 10-18d
Conn. Gen. Stat. § 10-19(b)
Conn. Gen. Stat. § 17a-101q

Mahmoud v. Taylor, 145 S. Ct. 2332 (2025)

Approved: October 18, 2022
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD BOARD OF EDUCATION
Curricular Exemption Request Form

I request that my child be exempted from instruction in the following areas:

Check all that apply:

- 1. Dissection _____
- 2. Family life education _____
- 3. HIV/AIDS _____
- 4. Sexual abuse and assault awareness and prevention program _____

I recognize that teachers may require my child to complete alternative assignments in lieu of the curricular instruction planned in the area of exemption.

This form must be completed annually and returned to the school principal by

Date

Name of Student (Please Print)

Parent's/Guardian's Signature

Date

Or

Student's Signature (if 18 years of age)

Date

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

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

1. Scope of Policy

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

2. Definitions

For the purposes of this policy:

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

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

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of that person's duties, has regular contact with students and who provides services to or on behalf of

students enrolled in the New Milford Public Schools (“District”), pursuant to a contract with the Board.

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

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

3. What Must Be Reported

a) A report must be made when any employee of the Board of Education in the ordinary course of such person’s employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:

- i) has been abused or neglected;
- ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon the child;
- iii) is placed at imminent risk of serious harm; or

b) A report must be made when any employee of the Board of Education in the ordinary course of such person’s employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:

- i) sexual assault in the first degree;
- ii) aggravated sexual assault in the first degree;
- iii) sexual assault in the second degree;
- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or

- vi) sexual assault in the fourth degree.

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

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.
- d) A Board employee is not precluded from conducting a preliminary inquiry to determine if reasonable cause exists to make a report. Such preliminary inquiry shall not be considered an investigation conducted by the Board. Preliminary inquiries must be conducted in accordance with the training for school employees for the accurate and prompt identification and reporting of child abuse and neglect developed by the Department of Children and Families (“DCF”).

4. Reporting Procedures for Statutorily Mandated Reporters

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

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

possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

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

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

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

- a) When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has

reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

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

6. Contents of Reports

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

- a) The names and addresses of the child* and the child's parents or other person responsible for the child's care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or the child's siblings;

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

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

7. Investigation of the Report

- a) The Superintendent or Superintendent’s designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student’s sexual assault by school employees, the Superintendent’s investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District’s investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District’s investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect or sexual assault, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related

to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.

- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that the Commissioner has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.
- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10—151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the

Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.

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

9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District.

10. Delegation of Authority by Superintendent

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

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant

to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

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

13. Prohibition on Hiring Following Conviction Related to Mandatory Reporting

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

14. Non-Discrimination Policy/Prohibition Against Retaliation

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

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

This policy shall annually be distributed electronically to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and

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

16. Training

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

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with

reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

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

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of the sexual assault and abuse prevention and awareness program identified or developed by DCF, as outlined in Board Policy 5146, **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the School Climate Specialist in addition to complying with the school employee's obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Information regarding the sexual abuse and assault awareness and prevention program identified or developed by DCF shall be distributed electronically to all school employees, Board members, and the parents or guardians of enrolled students on an annual basis.

Legal References:

Connecticut General Statutes:

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

Approved: November 21, 2023
Revised: February 17, 2026

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Appendix A

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

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

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

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

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

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

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

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

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

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two

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

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

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

Aggravated Sexual Assault of a Minor (Conn. Gen. Stat. § 53a-70c)

A person is guilty of aggravated sexual assault of a minor when such person commits a violation of subdivision (2) of subsection (a) of section 53-21 or section 53a-70, 53a-70a, 53a-71, 53a-86, 53a-87 or 53a-196a and the victim of such offense is under thirteen years of age, and (1) such person kidnapped or illegally restrained the victim, (2) such person stalked the victim, (3) such person used violence to commit such offense against the victim, (4) such person caused serious physical injury to or disfigurement of the victim, (5) there was more than one victim of such offense under thirteen years of age, (6) such person was not known to the victim, or (7) such person has previously been convicted of a violent sexual assault.

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

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or

(C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

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

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

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

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

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) physically helpless, or (D) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general

supervision of such other person's welfare, or (E) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with a dead human body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

APPENDIX B

Operational Definitions of Child Abuse and Neglect

The purpose of this policy is to provide consistency for staff in defining and identifying operational definitions, evidence of abuse and/or neglect and examples of adverse impact indicators.

The following operational definitions are working definitions and examples of child abuse and neglect as used by the Connecticut DCF.

For the purposes of these operational definitions,

- A person responsible for a child's health, welfare or care means:
 - the child's parent, guardian, or foster parent; an employee of a public or private residential home, agency or institution or other person legally responsible under State law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care.
- A person given access to a child is a person who is permitted to have personal interaction with a child by the person responsible for the child's health, welfare or care or by a person entrusted with the care of a child.
- A person entrusted with the care of a child is a person who is given access to a child by a person responsible for the health, welfare or care of a child for the purpose of providing education, child care, counseling, spiritual guidance, coaching, training, instruction, tutoring or mentoring.
- **Note:** Only a "child" as defined in the policy above may be classified as a victim of child abuse and/or neglect; only a "person responsible," "person given access," or "person entrusted" as defined above may be classified as a perpetrator of child abuse and/or neglect.
 - While only a child under eighteen may be a victim of child abuse or neglect, a report under mandatory reporting laws and this policy is required if an employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, as set forth in this policy, and the perpetrator is a school employee.

Physical Abuse

A child may be found to have been physically abused who:

- has been inflicted with physical injury or injuries other than by accidental means,

- is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment, and/or
- has injuries at variance with the history given of them.

Evidence of physical abuse includes, but is not limited to the following:

- excessive physical punishment;
- bruises, scratches, lacerations;
- burns, and/or scalds;
- reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.;
- injuries to bone, muscle, cartilage, ligaments: fractures, dislocations, sprains, strains, displacements, hematomas, etc.;
- head injuries;
- internal injuries;
- death;
- misuse of medical treatments or therapies;
- malnutrition related to acts of commission or omission by an established caregiver resulting in a child's malnourished state that can be supported by professional medical opinion;
- deprivation of necessities acts of commission or omission by an established caregiver resulting in physical harm to child; and/or
- cruel punishment.

Sexual Abuse/Exploitation Sexual Abuse/Exploitation

Sexual Abuse/Exploitation is any incident involving a child's non-accidental exposure to sexual behavior.

Evidence of sexual abuse includes, but is not limited to the following:

- rape;
- penetration: digital, penile, or foreign objects;
- oral / genital contact;
- indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;
- incest;
- fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;
- sexual exploitation, including: possession, manufacture, or distribution of child pornography, online enticement of a child for sexual acts, child prostitution, child-sex tourism, unsolicited obscene material sent to a child,

- or misleading domain name likely to attract a child to an inappropriate website;
- coercing or forcing a child to participate in, or be negligently exposed to, pornography and/or sexual behavior;
- disease or condition that arises from sexual transmission; and/or
- other verbal, written or physical behavior not overtly sexual but likely designed to “groom” a child for future sexual abuse.

Legal References: Federal Law 18 U.S.C. 2251 Sexual Exploitation of Children.

Human Trafficking

Human Trafficking includes, but is not limited to:

sex trafficking: the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; and

labor trafficking: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Emotional Maltreatment-Abuse

Emotional Maltreatment-Abuse is an:

act(s), statement(s), or threat(s), which

- has had, or is likely to have an adverse impact on the child; and/or
- interferes with a child’s positive emotional development.

Evidence of emotional maltreatment-abuse includes, but is not limited to, the following:

- rejecting;
- degrading;
- isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline; and/or
- exposing the child to brutal or intimidating acts or statements.

Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are not limited to, the following:

- depression;
- withdrawal;
- low self-esteem;

- anxiety;
- fear;
- aggression/ passivity;
- emotional instability;
- sleep disturbances;
- somatic complaints with no medical basis;
- inappropriate behavior for age or development;
- suicidal ideations or attempts;
- extreme dependence;
- academic regression; and/or
- trust issues.

Physical Neglect

A child may be found neglected who:

- has been abandoned;
- is being denied proper care and attention physically, educationally, emotionally, or morally;
- is being permitted to live under conditions, circumstances or associations injurious to the child's well-being; and/or
- has been abused.

Evidence of physical neglect includes, but is not limited to:

- inadequate food;
- malnutrition;
- inadequate clothing;
- inadequate housing or shelter;
- erratic, deviant, or impaired behavior by the person responsible for the child's health, welfare or care; by a person given access to the child; or by a person entrusted with the child's care which adversely impacts the child;
- permitting the child to live under conditions, circumstances or associations injurious to the child's well-being including, but not limited to, the following:
 - substance abuse by caregiver, which adversely impacts the child physically;
 - psychiatric problem of the caregiver which adversely impacts the child physically;
 - exposure to family violence which adversely impacts the child physically;
 - exposure to violent events, situations, or persons that would be reasonably judged to compromise a child's physical safety;
 - non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances;
 - voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, *e.g.*, persons who are

- o subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes; persons appearing on the Central Registry;
- o non-accidental or negligent exposure to pornography or sexual acts;
- o inability to consistently provide the minimum of child-caring tasks;
- o inability to provide or maintain a safe living environment;
- action/inaction resulting in death;
- abandonment;
- action/inaction resulting in the child's failure to thrive;
- transience;
- inadequate supervision: creating or allowing a circumstance in which a child is alone for an excessive period of time given the child's age and cognitive abilities;
- holding the child responsible for the care of siblings or others beyond the child's ability; and/or
- failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

Note:

- Inadequate food, clothing, or shelter or transience finding must be related to caregiver acts of omission or commission and not simply a function of poverty alone.
- Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level.
- The presence of legal or illegal substances in the bodily fluids of (1) a parent or legal guardian or (2) a pregnant person shall not form the sole or primary basis for any action or proceeding by the Department. Any action or proceeding by the Department must be based on harm or risk of harm to a child and the parent or guardian's ability to provide appropriate care for the child.
- Adverse impact may not be required if the action/inaction is a single incident that demonstrates a serious disregard for the child's welfare.

Medical Neglect

Medical Neglect is the unreasonable delay, refusal or failure on the part of the person responsible for the child's health, welfare or care or the person entrusted with the child's care to seek, obtain, and/or maintain those services for necessary medical, dental or mental health care when such person knows, or should reasonably be expected to know, that such actions may have an adverse impact on the child.

Evidence of medical neglect includes, but is not limited to:

- frequently missed appointments, therapies or other necessary medical and/or mental health treatments;
- withholding or failing to obtain or maintain medically necessary treatment from a child with life-threatening, acute or chronic medical or mental health conditions; and/or

- withholding medically indicated treatment from disabled infants with life-threatening conditions.

Note: Failure to provide the child with immunizations or routine well-child care in and of itself does not constitute medical neglect.

Educational Neglect

Except as noted below, **Educational Neglect** occurs when a school-aged child has excessive absences from school through the intent or neglect of the parent or caregiver.

Definition of School-Aged Child: Except as noted below, a school-aged child is a child five years of age and older and under 18 years of age who is not a high school graduate.

Note: Excessive absenteeism and school avoidance may be presenting symptoms of a failure to meet the physical, emotional or medical needs of a child. Careline staff shall consider these potential additional allegations at the time of referral.

Criteria:

- **For children school-aged to age 12, excessive absenteeism** may be indicative of the parent’s or caregiver’s failure to meet the educational needs of a student.
- **For children older than age 12, excessive absenteeism**, coupled with a failure by the parent or caregiver to engage in efforts to improve the child’s attendance, may be indicative of educational neglect.
 - For children older than age 12, excessive absenteeism through the child’s own intent, despite the parent’s or caregiver’s efforts, is not educational neglect. Rather, this is truancy, which is handled through the school district.

Child’s Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the child shall be considered by the social worker:

- Age;
- Health;
- Level of functioning;
- Academic standing; and
- Dependency on parent or caregiver

Parent or Caregiver’s Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the parent or caregiver shall be considered by the social worker:

- Rationale provided for the absences;
- Efforts to communicate and engage with the educational provider;
- and

- Failure to enroll a school-aged child in appropriate educational programming (including homeschooling)

Exceptions (in accordance with Conn. Gen. Stat. § 10-184):

1. A parent or person having control of a child may exercise the option of not sending the child to school at age five (5) or age six (6) years by personally appearing at the school district office and signing an option form. In these cases, educational neglect occurs if the parent or person having control of the child has registered the child at age five (5) or age (6) years and then does not allow the child to attend school or receive home instruction.
2. A parent or person having control of a child seventeen (17) years of age may consent to such child's withdrawal from school and enroll such child in an adult education program. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form.

Note: Failure to sign a registration option form for such child is not in and of itself educational neglect.

Emotional Neglect

Emotional Neglect is the denial of proper care and attention, or failure to respond, to a child's affective needs by the person responsible for the child's health, welfare or care; by the person given access to the child; or by the person entrusted with the child's care which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

Note: Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level. Adverse impact is not required if the action/inaction is a single incident which demonstrates a serious disregard for the child's welfare.

Note: The adverse impact may result from a single event and/or from a consistent pattern of behavior and may be currently observed or predicted as supported by evidence-based practice.

Evidence of emotional neglect includes, but is not limited to, the following:

- inappropriate expectations of the child given the child's developmental level;
- failure to provide the child with appropriate support, attention and affection;
- permitting the child to live under conditions, circumstances or associations; injurious to the child's well-being including, but not limited to, the following:
 - substance abuse by caregiver, which adversely impacts the child emotionally;
 - psychiatric problem of the caregiver, which adversely impacts the child emotionally; and/or

- o exposure to family violence which adversely impacts the child emotionally.

Indicators may include, but are not limited to, the following:

- depression;
- withdrawal;
- low self-esteem;
- anxiety;
- fear;
- aggression/ passivity;
- emotional instability;
- sleep disturbances;
- somatic complaints with no medical basis;
- inappropriate behavior for age or development;
- suicidal ideations or attempts;
- extreme dependence;
- academic regression; and/or
- trust issues.

Moral Neglect

Moral Neglect: Exposing, allowing, or encouraging the child to engage in illegal or reprehensible activities by the person responsible for the child's health, welfare or care or person given access or person entrusted with the child's care.

Evidence of Moral Neglect includes but is not limited to:

- stealing;
- using drugs and/or alcohol; and/or
- involving a child in the commission of a crime, directly or by caregiver indifference.

Appendix C

INDICATORS OF CHILD ABUSE AND NEGLECT

Indicators of Physical Abuse

HISTORICAL

- Delay in seeking appropriate care after injury
- No witnesses
- Inconsistent or changing descriptions of accident by child and/or parent
- Child's developmental level inconsistent with history
- History of prior "accidents"
- Absence of parental concern
- Child is handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent
- Unexplained school absenteeism
- History of precipitating crisis

PHYSICAL

- Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso
- Clusters of skin lesions; regular patterns consistent with an implement
- Shape of lesions inconsistent with accidental bruise
- Bruises/welts in various stages of healing
- Burn pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges
- Fractures/dislocations inconsistent with history
- Laceration of mouth, lips, gums or eyes
- Bald patches on scalp
- Abdominal swelling or vomiting
- Adult-size human bite mark(s)
- Fading cutaneous lesions noted after weekends or absences
- Rope marks

BEHAVIORAL

- Wary of physical contact with adults
- Affection inappropriate for age
- Expresses fear of parents
- Reports injury by parent
- Reluctance to go home
- Feels responsible (punishment "deserved")
- Poor self-esteem
- Clothing covers arms and legs even in hot weather

Indicators of Sexual Abuse

HISTORICAL

- Vague somatic complaint
- Excessive school absences
- Inadequate supervision at home
- History of urinary tract infection or vaginitis
- Complaint of pain; genital, anal or lower back/abdominal
- Complaint of genital itching
- Any disclosure of sexual activity, even if contradictory

PHYSICAL

- Discomfort in walking, sitting
- Evidence of trauma or lesions in and around mouth
- Vaginal discharge/vaginitis
- Vaginal or rectal bleeding
- Bruises, swelling or lacerations around genitalia, inner thighs
- Dysuria
- Vulvitis
- Any other signs or symptoms of sexually transmitted disease
- Pregnancy

BEHAVIORAL

- Low self-esteem
- Change in eating pattern
- Unusual new fears
- Regressive behaviors
- Personality changes (hostile/aggressive or extreme compliance)
- Depression
- Decline in school achievement
- Social withdrawal or poor peer relationships
- Indicates sophisticated or unusual sexual knowledge for age
- Seductive behavior, promiscuity or prostitution
- Substance abuse
- Suicide ideation or attempt
- Runaway

Indicators of Emotional Abuse

HISTORICAL

- Parent ignores/isolates/belittles/rejects/scapegoats child
- Parent's expectations inappropriate to child's development
- Prior episode(s) of physical abuse
- Parent perceives child as "different"

PHYSICAL

- (Frequently none)
- Failure to thrive
- Speech disorder
- Lag in physical development
- Signs/symptoms of physical abuse

BEHAVIORAL

- Poor self-esteem
- Regressive behavior (sucking, rocking, enuresis)
- Sleep disorders
- Adult behaviors (parenting sibling)
- Antisocial behavior
- Emotional or cognitive developmental delay
- Extremes in behavior - overly aggressive/compliant
- Depression
- Suicide ideation/attempt

Indicators of Physical Neglect

HISTORICAL

- High rate of school absenteeism
- Frequent visits to school nurse with nonspecific complaints
- Inadequate supervision, especially for long periods and for dangerous activities
- Child frequently unattended; locked out of house
- Parental inattention to recommended medical care
- No food intake for 24 hours
- Home substandard (no windows, doors, heat), dirty, infested, obvious hazards
- Family member addicted to drugs/alcohol

PHYSICAL

- Hunger, dehydration
- Poor personal hygiene, unkempt, dirty
- Dental cavities/poor oral hygiene
- Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day
- Constant fatigue or listlessness
- Unattended physical or health care needs
- Infestations
- Multiple skin lesions/sores from infection

BEHAVIORAL

- Comes to school early, leaves late
- Frequent sleeping in class
- Begging for/stealing food
- Adult behavior/maturity (parenting siblings)
- Delinquent behaviors

Blue Text is new language

~~Red text with strikethrough is deleted language.~~

Series 4000

4131

Personnel

4231

POLICY AND ADMINISTRATIVE REGULATIONS REGARDING SOCIAL MEDIA

The New Milford Board of Education (the “Board”) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy, its implementing regulations or its enforcement is intended to limit an employee’s right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees’ use of personal online accounts, will not be a legal or policy issue. ~~While a policy cannot address every instance of inappropriate social media use, employees must refrain from personal social media use that:~~ However, the Board will regulate disruptive communications and/or actions by members of the school community when school officials determine that such communications or actions:

- 1) cause legally sufficient interference with, disruption to, or undermining of the effective operation of the New Milford Schools (the “District”) or a school or program operated by the District such that regulation of such communications comports with the First Amendment and other applicable laws;
- 2) ~~1) interferes, disrupts or undermines the effective operation of the school district~~ or isare used to engage in harassing, defamatory, obscene, abusive, discriminatory ~~or,~~ threatening, or similarly inappropriate communications (e.g., when such speech relates to a matter of public concern and its disruptive impact outweighs the importance of the speech);
- 3) ~~2) creates~~ create a hostile work environment;
- 4) ~~3) breaches~~ breach confidentiality obligations of ~~school district~~ Board employees; and/or
- 5) ~~4) violates~~ violate the law, Board policies, and/or other school rules ~~and/or~~ and/or regulations.

Employees’ ~~official~~ use of social media ~~use on behalf of the District~~ will be addressed as speech pursuant to duty under applicable First Amendment principles.

The Board, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I
Pickering v. Board of Education, 391 U.S. 563 (1968)
Connick v. Myers, 461 U.S. 138 (1983)
Garcetti v. Ceballos, 547 U.S. 410 (2006)
Lindke v. Freed, 601 U.S. 187 (2024)

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

Conn. Constitution, Article I, Sections 3, ~~45~~, ~~146~~
Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; ~~53a-250~~

Approved: August 15, 2023
Revised: March 18, 2025

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING USE OF SOCIAL MEDIA

The New Milford Board of Education (the “Board”) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in the Board’s policy ~~or~~, these administrative regulations or the enforcement thereof is intended to limit an employee’s right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between the Board’s policy or these regulations and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees’ use of personal online accounts, will not be a legal or policy issue. ~~While a policy or regulation cannot address every instance of inappropriate social media use, employees must refrain from personal social media use that:~~ However, the Board will regulate disruptive communications and/or actions by members of the school community when school officials determine that such communications or actions:

- 1) cause legally sufficient interference with, disruption to, or undermining of the effective operation of the Board or the New Milford Public Schools (the “District”) or a school or program operated by the District such that regulation of such communications comports with the First Amendment and other applicable laws;
- 2) ~~1) interferes, disrupts or undermines the effective operation of the school district or is~~ are used to engage in harassing, defamatory, obscene, abusive, discriminatory ~~or~~, threatening, or similarly inappropriate communications (e.g., when such speech relates to a matter of public concern and its disruptive impact outweighs the importance of the speech);
- 3) ~~2) creates~~ create a hostile work environment;
- 4) ~~3) breaches~~ breach confidentiality obligations of ~~school district~~ Board employees; and/or
- 5) ~~4) violates~~ violate the law, Board policies, and/or other school rules ~~and/or~~ and/or regulations.

Employees’ ~~official~~ use of social media ~~use on behalf of the District~~ will be addressed as speech pursuant to duty under applicable First Amendment principles.

Definitions:

~~The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.~~

~~Thus, the term “social”~~ “Social media” includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes, but is not limited to, the following websites or applications, including an employee’s personal online account using such social media:

- (1) social-networking (*e.g.*, Facebook, LinkedIn, ~~Google+~~ BlueSky);
- (2) blogs and micro-blogs (*e.g.*, X, Tumblr, Medium);
- (3) content-sharing (*e.g.*, Scribd, SlideShare, DropBox, Box, iCloud);
- (4) ~~imagesharing, videosharing~~ image sharing, video sharing or livestreaming (*e.g.*, TikTok, Snapchat, YouTube, Instagram, Pinterest, Twitch, Discord);
- (5) other sharing sites or apps such as by sound, location, news, or messaging, etc. (*e.g.*, Reddit, Kik, SoundCloud, WhatsApp). The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.

“*Board of Education*” or “*Board*” includes all names, logos, buildings, images, and entities under the authority of the Board and/or the District.

“*Electronic communications device*” includes any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, and a cellular or wireless device.

“*Personal online account*” includes any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to electronic mail, social media, and retail-based Internet websites. Personal online account does not include any account created, maintained, used or accessed by an employee for a business, educational, or instructional purpose of the Board.

Rules Concerning District-Sponsored Social Media Activity

1. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the ~~school-district~~ District, the employee must seek and obtain the prior permission of the employee’s supervisor.
2. Employees may not use personal online accounts to access social media for classroom activities without express permission of the employee’s supervisor. Where appropriate and with permission, ~~district-sponsored~~ District-sponsored social media accounts should be used for such purposes.
3. If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club, school-based activity, official school-based organization, or official school-based sports team (collectively, a “school-based group”), the employee must also comply with the following rules:

- o The employee must receive the permission of the employee’s immediate supervisor.
 - o The employee must not use the employee’s personal online account for such purpose but shall use a Board-issued account.
 - o The employee must ensure that such social media use is compliant with all Board policies, regulations, and applicable state and federal law, including the provision of required legal notices and permission slips to parents.
 - o The employee must set up the school-based group as a group list which will be "closed" (*e.g.*, membership in the group is limited to students, parents/guardians, and appropriate school personnel), and “monitored” (*e.g.*, the employee has the ability to access and supervise communications on the social media site).
 - o Parents/guardians shall be permitted to access any page that their child has been invited to join.
 - o Access to the page may only be permitted for educational purposes related to the school-based group.
 - o The employee responsible for the page will monitor it regularly. If members of the group are permitted to contribute or comment on the site, the employee will monitor the communications and address any inappropriate communications in a manner designed to be consistent with Board policies, [administrative regulations](#), and applicable law.
 - o The employee’s supervisor shall be permitted access to any page established by the employee for a school-based group or school-related purpose.
 - o Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such ~~district-sponsored~~[District-sponsored](#) social media activity.
4. Employees are prohibited from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media communications using ~~district-sponsored~~[District-sponsored](#) sites or accounts or through Board-issued electronic accounts.
 5. Employees are required to comply with all Board policies and procedures and all applicable laws with respect to the use of electronic communications devices, networks, Board-issued accounts, or when accessing ~~district-sponsored~~[District-sponsored](#) social media sites or while using personal devices on the ~~district’s~~[District’s](#) wireless network or while accessing ~~district~~[District](#) servers.
 6. The Board reserves the right to monitor all employee use of ~~district~~[District](#) computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media, including personal online accounts, while using ~~district~~[District](#) electronic communications devices or while accessing ~~district~~[District](#) networks from a privately owned device.

7. All communications through ~~district-sponsored~~District-sponsored social media or Board-issued electronic accounts must comply with the Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with the employee's supervisor prior to communicating such information.
8. An employee may not link a ~~district-sponsored~~District-sponsored social media page to any personal online account or sites not sponsored by the ~~school-district~~District.
9. An employee may not use ~~district-sponsored~~District-sponsored social media or Board-issued electronic accounts for communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
10. An employee may not use ~~district-sponsored~~District-sponsored social media or Board-issued electronic accounts in a manner that misrepresents ~~personal~~the views ~~as those~~ of the Board ~~of Education~~, individual school, or ~~school-district~~District, or in a manner that could reasonably be construed as such.

Rules Concerning Personal Online Accounts

1. The Board understands that employees ~~utilize~~access social media and the web for personal matters ~~in the workplace~~. The Board reserves the right to monitor all employee use of ~~district~~District electronic communications devices, including a review of online and personal social media activities using such devices. An employee should have no expectation of personal privacy in any personal communication made through social media while using ~~district~~District computers, ~~district-issued~~District-issued cellular telephones, other electronic communications devices or when accessing ~~district~~District networks. While the Board reserves the right to monitor use of its electronic communications devices, employees may engage in incidental personal use of social media in the workplace so long as such use is not during times the employee is responsible for supervising or instructing students or otherwise engaged in their job duties, does not interfere with operations and productivity, and does not violate other Board policies and/or procedures.
2. An employee may not mention, discuss, reference, or link to the Board of Education, the ~~school-district~~District or its individual schools, programs or school-based groups, including sports teams, using personal online accounts or other sites or applications in a manner that could reasonably be construed as an official ~~school-district~~Board or District communication, unless the employee also states within the communication that such communication is the personal view of the employee of the ~~school-district~~District and that the views expressed are the employee's alone and do not represent the views of the ~~school-district~~District or the Board. An example of such a disclaimer is: "~~the~~The opinions and views expressed are those of the author and do not necessarily represent the position or opinion of

the school district or Board of Education.” For example, except as may be permitted by Board policy, employees may not provide job references for other individuals on social media that indicate that such references are made in an official capacity on behalf of the Board or District.

3. Employees should be aware that, in certain circumstances, their posts on personal social media pages could be considered “mixed use” for both personal and government (e.g., school district) action. To avoid a finding of state action on their personal pages, employees should take ~~care not to post~~ reasonable steps to refrain from posting anything that could be interpreted as an official action attributable to the Board or ~~school district~~ the District. Employees who fail to make clear that they are speaking in their personal, not official, capacity may expose themselves to liability in certain circumstances, including ~~those~~ the liability associated with deleting comments from and/or blocking an individual from their social media pages.
4. Employees should not use the buildings, grounds or equipment of the District to which they have access as an employee to record any audio or video file intended to be posted to personal social media. This provision shall not prevent employees from creating personal social media posts in appropriate circumstances when in the buildings or on the grounds of the District as a community member, for example, when attending a school event as a parent.
45. Employees are required to maintain appropriate professional boundaries with students, parents and guardians, and colleagues. For example, absent an unrelated online relationship (e.g., relative, family friend, other affiliation (such as scout troop, religious affiliation, or community organization) or pre-existing personal friendship unrelated to school), it is not appropriate for a teacher or administrator to “friend,” ~~a student, parent, or guardian~~ “follow,” or otherwise establish special relationships with selected students, parents, or guardians through personal online accounts, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
56. ~~In accordance with the public trust doctrine, employees~~ Employees are advised to refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal online accounts. Such communications reflect poorly on the ~~school district’s~~ District’s reputation, can affect the educational process and may substantially and materially interfere with an employee’s ability to fulfill the employee’s professional responsibilities.
67. Employees are individually responsible for their personal communications through social media and personal online accounts. Employees may be sued by other employees, parents, guardians, or others, and any individual that views an employee’s communication through social media and personal online accounts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile

work or educational environment. In addition, employees should consider refraining from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As all of these activities are outside the scope of employment, employees may be personally liable for such claims.

- 78. Employees are required to comply with all Board policies and procedures with respect to the use of electronic communications devices when accessing personal online accounts and/or social media through ~~district~~District computer systems. Any access to personal online accounts and/or personal social media activities while on school property or using ~~school-district~~District equipment must comply with those policies and may not interfere with an employee's duties at work.
- 89. All communications through personal online accounts and/or social media must comply with the Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with the employee's supervisor prior to communicating such information.
- 910. An employee may not post official Board or District material using a personal online account without written permission of the employee's supervisor.
- ~~10~~11. All of the Board's policies and administrative regulations apply to employee use of personal online accounts in the same way that they apply to conduct that occurs in the workplace and off duty conduct.

Access to Personal Online Accounts

- 1. An employee may not be required by the employee's supervisor to provide the employee's username, password, or other means of authentication of a personal online account.
- 2. An employee may not be required to authenticate or access a personal online account in the presence of the employee's supervisor.
- 3. An employee may not be required to invite or accept an invitation from the employee's supervisor or required to join a group with the employee's personal online account.

~~Use of Crowdfunding Activities~~
OR
~~Prohibition on Crowdfunding Activities:~~

Use of Crowdfunding Activities

Prior to engaging in any crowdfunding activities (*e.g.*, DonorsChoose, Kickstarter, GoFundMe, etc.) for the Board, its schools, classes, or extracurricular teams or clubs, an employee must first apply in writing to the building principal and receive approval for the crowdfunding activity. Such written application must include the name of the website or application to be utilized, a full description of the reason for the crowdfunding activity, a copy of the proposed personal profile to be listed on the site/application, and the proposed content to be uploaded to the crowdfunding website or application, including images. Any money received from crowdfunding activities must be deposited directly into a school activity fund and may not first be received by the employee. Crowdfunding activities must comply with all Board policies, regulations and procedures, and shall not include photos of students or the sharing of any confidential student information.

Disciplinary Consequences

Violation of the Board's policy concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law. An employee may face disciplinary action up to and including termination of employment if an employee transmits, without the Board's permission, confidential information to or from the employee's personal online account.

An employee may not be disciplined for failing to provide the employee's username, password, or other authentication means for accessing a personal online account, failing to authenticate or access a personal online account in the presence of the employee's supervisor, or failing to invite the employee's supervisor or refusing to accept an invitation sent by the employee's supervisor to join a group affiliated with a personal online account, except as provided herein.

Notwithstanding, the Board may require that an employee provide the employee's username, password, or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by the Board for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by the Board.

Nothing in this policy or regulations shall prevent the ~~district~~District from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements, or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee's personal online account or based on specific information about the transfer of confidential information to or from an employee's personal online account. During the course of such investigation, the ~~district~~District may require an employee to allow the ~~district~~District to access the employee's personal online account for the purpose of conducting such investigation. However, the employee will not be required to provide the employee's username and/or password or other authentication means in order for the ~~district~~District to access the personal online account.

Legal References:

U.S. Constitution, Amend. I

Pickering v. Board of Education, 391 U.S. 563 (1968)

Connick v. Myers, 461 U.S. 138 (1983)

Garcetti v. Ceballos, 547 U.S. 410 (2006)

Lindke v. Freed, 601 U.S. 187 (2024)

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

Conn. Constitution, Article I, Sections 3, ~~45~~, ~~146~~

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

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

Regulation Approved: March 18, 2025

Regulation Revised:

Blue Text is new language

~~Red text with strikethrough is deleted language.~~

Series 4000

4152.6

Personnel

4252.6

FAMILY AND MEDICAL LEAVE

PURPOSE

The purpose of this policy is to apprise employees of their rights and establish guidelines for leaves taken by employees of the New Milford Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“[Federal FMLA](#)”) [and/or the Connecticut Family and Medical Leave Act \(“CT FMLA”\)](#) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

ELIGIBILITY

An employee who ~~holds a certification under Chapter 166 of the Connecticut General Statutes (i.e. a certified employee) who~~ has been employed by the Board for at least twelve (12) months, and who has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, is eligible for unpaid leave under the [Federal](#) FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee ~~who~~ [working for the Board in a position that](#) does not ~~hold~~ [require a professional certification under Chapter 166 of the Connecticut General Statutes \(i.e., a “noncertified employee”\)](#) is eligible for ~~the~~ [unpaid leave described in this policy under the CT FMLA](#) if such employee has ~~worked for~~ [been employed by](#) the Board for at least ~~twelve~~ [three \(123\)](#) months, ~~and has worked at least 950 service hours during~~ [in](#) the twelve (12) months immediately preceding the start of such leave.

DEFINITIONS

Genetic information: For purposes of this policy, “genetic information” includes an individual’s family medical history, ~~the results of~~ an individual’s or family member’s genetic tests, [and/or](#) the fact that an individual or an individual’s family member sought or received genetic services, ~~and~~ [or participated in clinical research which includes genetic services.](#) “Genetic information” includes genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an

individual or family member ~~receiving~~utilizing assistive reproductive ~~services~~technology.

Instructional employee: For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Noncertified employee: For purposes of this policy, “noncertified employee” means an employee employed by the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes.

REASONS FOR LEAVE

(a) Federal FMLA

Leaves under the Federal FMLA ~~and applicable state law~~ may be taken for the following reasons:

- . incapacity due to pregnancy, prenatal medical care, or child birth; ~~or~~
- . to care for the employee’s newborn child; ~~or~~
- . the placement of a child with the employee by adoption or for foster care; ~~or~~
- . to care for the employee’s spouse, child, or parent who has a serious health condition; ~~or~~
- . to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee’s position; ~~or~~
- . ~~to serve as an organ or bone marrow donor; or~~
- . to care for ana covered injured or ill servicemember (see below – Length of Leave – for further information); or
- . to address a qualifying exigency arising out of ~~a family member’s~~an employee’s spouse, child, or parent’s military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Department of Human Resources:
 - . short-notice deployment;
 - . military events and related activities;
 - . childcare and school activities;
 - . financial and legal arrangements;
 - . counseling;
 - . rest and recuperation;

- post-deployment activities;
- parental care leave for military member's parent who is incapable of self-care and care is necessitated by the military member's covered active duty; and/or
- additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

(b) CT FMLA

Leaves under the CT FMLA may be taken for the following reasons:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee's family member, if such family member has a serious health condition;
- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

LENGTH OF LEAVE

(a) Basic FMLA Leave Entitlement

(1) Leaves under the Federal FMLA: If a leave is requested for ~~one of the above-listed reasons, each eligible~~ a Federal FMLA-qualifying reason, an employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

(2) Leaves under CT FMLA: If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12)-month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee's Federal FMLA and CT FMLA leave will run concurrently.

(b) Leave to Care for an Injured or Ill Servicemember

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of Federal FMLA and/or CT FMLA leave during a 12-month period to care for ~~(i) a covered servicemember and/or covered veteran~~ (i) a covered servicemember and/or covered veteran who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty ~~on active duty~~ in the Armed Forces; ~~or (ii) a covered veteran with a serious injury or illness who is the employee's spouse, parent, child or next of kin.~~

~~For servicemembers, the injury or illness must render the servicemember medically unable to perform the duties of office, grade, rank or rating. This provision applies to servicemembers who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.~~

~~For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and must have been (1) a member of the Armed Forces (including the National Guard or Reserves); (2) discharged or released under conditions that were other than dishonorable; and (3) discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.⁺⁺~~

~~For covered veterans, serious injury or illness means any of the following:~~

~~⁺⁺The employee's first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note - special rules may apply to calculating the five-year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five-year calculation.~~

- ~~(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or~~
- ~~(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or~~
- ~~(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~
- ~~(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.~~

When combined with any other type of [Federal FMLA or CT FMLA](#)-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard ~~FMLA~~ leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

TYPES OF LEAVE AND CONDITIONS

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the [Federal FMLA and/or CT FMLA](#).

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule [Federal FMLA and/or CT FMLA](#) leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered servicemember's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced

schedule leave. In addition, [Federal FMLA and/or CT FMLA](#) leave may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency, or (2) to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a [covered](#) family member or a covered servicemember, including during a period of recovery from an employee's or [covered](#) family member's serious health condition or a serious injury or illness of a covered servicemember, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. ~~Also~~

[Under the Federal FMLA](#), special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period), if the leave is to care for a [covered](#) family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

(b) Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request [Federal FMLA and/or CT FMLA](#) leave for the birth, placement of a child by adoption or for foster care, or to care for a parent ([or family member, for purposes of CT FMLA leave](#)) with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for [Federal and/or CT FMLA](#) leave for ~~their own or their spouse's serious health condition~~ [other qualifying reasons](#) in the 12-month entitlement ~~periods~~ [period](#).

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If a [Federal FMLA](#) leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that instructional employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three-week period before the end of the term.

If the instructional employee begins a [Federal FMLA](#) leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins a [Federal FMLA](#) leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

REQUESTS FOR LEAVE

(a) Foreseeable Leave

An employee must notify the Department of Human Resources of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or a [covered](#) family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days-notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for [Federal FMLA and/or CT FMLA](#) leave.

~~**(b) Qualifying Exigency:**~~

~~An employee must provide notice as soon as practicable if the foreseeable leave is for a qualifying exigency, regardless of how far in advance such leave is foreseeable.~~

~~**(c) Unforeseeable Leave:**~~

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

SCHEDULING PLANNED MEDICAL TREATMENT

When planning medical treatment for foreseeable [Federal FMLA and/or CT FMLA](#) leave, an employee must consult with the Department of Human Resources and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as

not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the Department of Human Resources prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

REQUIRED CERTIFICATIONS/DOCUMENTATION

For leaves taken for any [Federal FMLA or CT FMLA](#)-qualifying reason, an employee must submit a completed certification form(s) supporting the need for leave. The appropriate form(s) will be provided to the employee. The employee must submit a complete and sufficient certification form(s) as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good faith efforts, the employee must inform the Department of Human Resources of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. [Federal FMLA- and/or CT FMLA](#)-protected leave may be delayed or denied, [in accordance with applicable law](#), if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the Department of Human Resources. If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional [Federal FMLA and/or CT FMLA](#) leave (if [the eligible for such leave and](#) such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

NOTE: The medical certification form should include the above language related to GINA.

USE OF PAID LEAVE

Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining agreement (if any), and/or Board policy (“PTO”) will be substituted for any unpaid portions of family or medical leave taken for any reason that is also a qualifying reason for using such accrued paid leave. In such instance, the employee’s accrued paid leave and [Federal FMLA and/or CT FMLA](#)-qualifying leave will run concurrently. The employee must satisfy any procedural requirements applicable to the use of paid leave, but only in connection with the receipt of such payment. [An employee who is approved for CT FMLA leave may retain up to two weeks of their accrued paid time off that would otherwise be required to run concurrently with CT FMLA leave.](#)

[Where a noncertified employee's accrued paid leave is not substituted for the entire period of unpaid leave for a qualifying reason under the CT FMLA and/or Connecticut law regarding leave for victims of family violence and sexual assault, the employee may apply for and be provided with compensation through the Paid Family and Medical Leave Insurance Program \(“CT Paid Leave”\) for all or part of any unpaid leave, provided the employee qualifies for payments under the program. Noncertified employees may apply to the Connecticut Paid Medical and Family Leave Insurance Authority \(“Authority”\) for partial income replacement benefits when they need leave for \(1\) any of the reasons that qualify for CT FMLA; and/or \(2\) if an employee is a victim of family violence or sexual assault, to seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim; to obtain services from a victim services organization on behalf of the victim; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault. Eligible employees shall apply directly to the Authority, which is responsible for determining an employee’s eligibility for CT Paid Leave benefits and the amount of such benefit. The Board will provide the Authority with all requested information regarding an employee’s application for CT Paid Leave, in accordance with applicable law.](#)

[\[OPTIONAL: The Board shall require employees to use applicable PTO concurrently with their CT FMLA leave, subject to their right to retain up to two weeks of accrued PTO. If, after exhausting other applicable PTO, an employee does not wish to retain two weeks of accrued PTO while on approved CT FMLA leave, the Board shall permit the employee to receive these accrued PTO benefits concurrently with their CT Paid Leave benefits, if any, provided the total compensation of such covered employee during such period of leave shall not exceed such covered employee's regular rate of compensation.\]](#)

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

MEDICAL INSURANCE AND OTHER BENEFITS

During family or medical leaves ~~of absence~~ approved ~~pursuant to this policy~~ in accordance with the Federal FMLA, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid ~~family or medical leave~~ Federal FMLA. The employee must continue to pay the employee's share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During ~~ana~~ Federal FMLA and/or CT FMLA leave, an employee shall not accrue benefits, such as seniority, pension benefits, or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Board's attendance policy, if any.

REINSTATEMENT

Except for circumstances unrelated to the taking of a family or medical leave pursuant to this policy, and unless an exception applies, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

COMPLAINTS

The Federal FMLA and CT FMLA prohibit employers from interfering with, restraining, or denying any rights provided by the respective laws. The Federal FMLA and CT FMLA also prohibit employers from terminating or discriminating against any individual for opposing any unlawful practice or being involved in any proceeding related to the Federal FMLA or CT FMLA, respectively. The CT FMLA also prohibits employers from interfering with, restraining, or denying any rights provided by CT Paid Leave and/or terminating or discriminating against an employee for applying for CT Paid Leave benefits.

An employee alleging a violation of the Federal FMLA may file a complaint with the U.S. Department of Labor, Wage and Hour Division. Such complaint should be filed within a reasonable time of when the employee discovers that the employee's Federal FMLA rights have been violated. In no event may a complaint be filed more than two (2) years after the action which is alleged to be a violation of the Federal FMLA occurred, or three years in the case of a willful violation. An employee may also be able to bring a private civil action for violations.

An employee alleging a violation of the CT FMLA may file a complaint with the Connecticut Department of Labor within one hundred eighty (180) calendar days of the employer action that prompted the complaint, unless good cause exists for the late filing. Upon receipt of any such complaint, the Connecticut Department of Labor Commissioner, or the Commissioner's designee, shall conduct an investigation and make a finding regarding jurisdiction and whether a violation of the CT FMLA has occurred. An employee alleging a violation of the CT FMLA may also bring a civil action in a court of competent jurisdiction against the employer within one hundred eighty (180) calendar days of the employer action alleged to be in violation of the CT FMLA. Such action may be brought by an employee without first filing an administrative complaint.

ADDITIONAL INFORMATION

Questions regarding family or medical leave may be directed to the Superintendent or designee. ~~An employee may file a complaint with the U.S. or Department of Human Resources t of Labor or may bring a private lawsuit against an employer. FMLA does].~~ Federal FMLA and CT FMLA do not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Legal References:

Connecticut ~~General Statutes~~:

Conn. Gen. Stat. § ~~31-51rr~~ ~~Family and medical leave benefits for employees of political subdivisions~~31-51kk et seq.

Conn. Gen. Stat. § 31-49e et seq.

Regs. Conn. State Agencies ~~31-51rr-1~~31-51qq, et seq.

Public Act ~~24-4125-174~~, “An Act ~~Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements~~”Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027”

~~United States Code~~Federal:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

29 CFR 1635.1 et seq.

Approved: August 15, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Blue Text is new language

~~Red text with strikethrough is deleted language.~~

Series 5000
Students

5131

POLICY AND ADMINISTRATIVE REGULATIONS REGARDING STUDENT DISCIPLINE

It is the policy of the New Milford Board of Education (the “Board”) to create a school environment that promotes respect of self, others, and property within the New Milford Public Schools (the “District”). Compliance with this policy will enhance the Board and the District’s ability to maintain discipline and reduce interference with the educational process that can result from student misconduct. Pursuant to this policy, the District shall promote the utilization of consistent discipline practices, both within and across schools in the District, while also promoting the consideration of individual circumstances arising in each student disciplinary matter.

Where appropriate, the District utilizes strategies that teach, encourage, and reinforce positive student behavior ~~that do not require engagement with the discipline system.~~ Such strategies include, but are not limited to, using evidence and research-based interventions, including restorative practices, and may be implemented with or without imposing discipline, as appropriate. In addition to implementing this Student Discipline policy, the District shall address student behavior in accordance with the Board’s School Climate Policy, Restorative Practices Response Policy, and any school rules, student handbook, and/or code of conduct provisions regarding the same.

I. Definitions

- A. Bullying means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
- B. ~~A.~~ Cannabis means marijuana, as defined by Conn. Gen. Stat. § 21a-240.
- C. Challenging Behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
- D. ~~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.

- E. ~~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.
- F. ~~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.
- G. ~~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.
- H. ~~F.~~ **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- I. ~~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 student was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- J. ~~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.

K. ~~I.~~ **Generative Artificial Intelligence (“AI”)** refers to a technology system, including but not limited to ChatGPT, *[NOTE TO CLIENT: add other AI systems the District wishes to include as examples]* capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.

L. ~~J.~~ **Protected Class Harassment** is a form of discrimination on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, *status as a victim of sexual assault or status as a victim of trafficking in persons.* or any other basis prohibited by state or federal law (“Protected Class”). Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment against any individual on the basis of that individual’s association with someone in a Protected Class may be a form of Protected Class harassment.

M. ~~K.~~ **In-School Suspension** means an exclusion from regular classroom activity for no more than five (5) 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.

N. ~~L.~~ **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

O. ~~M.~~ **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

P. ~~N.~~ **School Days** shall mean days when school is in session for students.

Q. ~~Q.~~ **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

R. ~~P.~~ **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

S. ~~Q.~~ **Suspension** means the exclusion of a student from school and/or transportation services only, 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.

T. **Synthetically created image** means any photograph, film, videotape or other image of a person that (A) is (i) not wholly recorded by a camera, or (ii) either partially or wholly generated by a computer system, and (B) depicts, and is virtually indistinguishable from what a reasonable person would believe is the actual depiction of, an identifiable person.

U. ~~R.~~ **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.

V. ~~S.~~ Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the District to another regular education classroom program in the District shall not constitute a suspension or expulsion.

W. ~~F.~~ For purposes of this policy, references to “school”, “school grounds” and “classroom” shall include physical educational environments, including on school transportation, as well as environments in which students are engaged in remote learning, which means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

II. Scope of the Student Discipline Policy

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

1. Suspension. Students may be **suspended** for conduct on school grounds, on school transportation, or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
2. Expulsion. Students may be **expelled** for conduct on school grounds, on school transportation, or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

B. *Conduct off School Grounds:*

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

C. *Seriously Disruptive of the Educational Process:*

In making a determination as to whether ~~such~~[off campus](#) conduct is seriously disruptive of the educational process, the Administration and the Board 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 may also consider (5) **whether the off-campus conduct involved the illegal use of drugs.**

D. *Misconduct Involving Cannabis:*

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 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. ~~1.~~ Striking or assaulting a student, member of the school staff or other person(s).
2. ~~2.~~ Theft.
3. ~~3.~~ The use of obscene or profane language or gestures, ~~the~~.
4. ~~4.~~ The possession, display and/or ~~display~~dissemination of obscenity or pornographic images or the unauthorized or inappropriate possession, display and/or ~~display~~dissemination of images, pictures or photographs depicting nudity, including intimate synthetically created images.
5. ~~4.~~ Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
6. ~~5.~~ Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
7. ~~6.~~ The use of one or more of the following: objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression); other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership; display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class; graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership; bigoted conduct or communications; and/or physical, written, electronic or verbal threats based on Protected Class membership.
8. ~~6.~~ Any act of Protected Class Harassment or reprisal or retaliation against any individual for reporting in good faith incidents of Protected Class Harassment, or who participate in the investigation of such reports.
9. ~~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 staff members or otherwise engaging in dishonest behavior.

10. ~~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.
11. ~~9.~~ A walk-out from or sit-in within a classroom or school building or school grounds.
12. ~~10.~~ Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke), including the use of AI to engage in such conduct.
13. ~~11.~~ Possession and/or use of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
14. ~~12.~~ Possession of any ammunition for any weapon described above in Paragraph ~~11~~13.
15. ~~13.~~ Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
16. ~~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.
17. ~~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~~17, 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~~17, 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~~17, 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~~17, 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.

18. ~~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.

19. ~~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~~17 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.

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

21. ~~19.~~ Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

22. ~~20.~~ Trespassing on school grounds while on out-of-school suspension or expulsion.
23. ~~21.~~ Making false bomb threats or other threats to the safety of students, employees, and/or other persons.
24. ~~22.~~ Defiance of school rules and the valid authority of teachers, supervisors, administrators, other employees and/or law enforcement authorities.
25. ~~23.~~ Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school employees responsible for student supervision.
26. ~~24.~~ Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
27. ~~25.~~ Leaving school grounds, school transportation or a school-sponsored activity without authorization.
28. ~~26.~~ Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; the unauthorized use of AI for the completion of class assignments; or any other form of academic dishonesty, cheating or plagiarism.
29. ~~27.~~ Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, tablet, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
30. ~~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.
31. ~~29.~~ Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes, including using AI in a manner that disrupts or undermines the effective operation of the school district or is otherwise seriously disruptive to the educational process.

32. ~~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.
- ~~33.~~ ~~31.~~ Hazing.
- ~~32.~~ ~~Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:~~
34. Challenging behavior, including, but not limited to, bullying, as defined in the Board's School Climate Policy and above.
- ~~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.~~
35. ~~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.
36. ~~34.~~ Acting in any manner that creates a health and/or safety hazard for employees, students, third parties on school property or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or District health and safety protocols.
37. ~~35.~~ Engaging in a plan to stage or create a violent and/or sexual situation or activity for the purposes of recording it by electronic means and/or recording such situation or activity by electronic means. Reporting recordings to school officials may warrant exceptions from disciplinary action in certain circumstances.
38. ~~36.~~ The unauthorized publication or dissemination of a recording (photographic or audio) of another individual without permission of the individual or a school employee. Reporting

recordings to school officials may warrant exceptions from disciplinary action in certain circumstances.

- ~~39.~~ ~~37.~~ Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, AI, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
- ~~40.~~ ~~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 employee.
- ~~41.~~ ~~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.
- ~~42.~~ ~~40.~~ Any action prohibited by any Federal or State law.
- ~~43.~~ ~~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. An administrator responsible for a school program (“responsible administrator”) may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where the responsible administrator has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- B. A responsible administrator must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the District Administration has reason to believe:
 - 1. was in **possession on school grounds, on school transportation, or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
 - 2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon**, a

dangerous instrument or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or

3. was engaged **on or off school grounds or school transportation in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278. Sale or distribution of less than one (1) kilogram of cannabis is not subject to mandatory expulsion.

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

- C. In any preschool program provided by the Board or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board, 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 in accordance with Section IX 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 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 Behavior that Causes a Serious Disruption

- A. A school principal or other school administrator shall notify a parent or guardian of a student whose behavior has caused a serious disruption to the instruction of other students; caused self-harm; or caused physical harm to a teacher, another student, or other school employee not later than twenty-four (24) hours after such behavior occurs.
- B. Such notice shall include, but not be limited to, informing such parent or guardian that the teacher of record in the classroom in which such behavior occurred may request a behavior intervention meeting.
- C. If the teacher of record in the classroom ultimately requests a behavior intervention meeting with the crisis intervention team for the school, the parent or guardian must be notified that such meeting will occur.
- D. If a behavior intervention meeting occurs, the crisis intervention team shall, not later than seven (7) days after the behavior intervention meeting, provide to the parent or guardian of such student, in the dominant language of such parent or guardian, a written summary of such meeting, including, but not limited to, the resources and supports identified.

VI. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed by a teacher, the teacher must send the student to a designated area and notify the ~~responsible administrator or the administrator's~~ building principal or designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the responsible administrator or the administrator's 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.

VII. Procedures Governing Suspension

- A. The responsible administrator or the administrator's designee shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than the following: five (5) consecutive school days for an in-school suspension; ten (10) consecutive school days for an

out-of-school suspension for students in grades three through twelve, inclusive; or five (5) consecutive school days for an out-of-school suspension for students in grades preschool to two, inclusive. In cases where suspension is contemplated, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the responsible administrator or the administrator's designee at which the student is informed of the alleged misconduct 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. Prior to conducting the informal hearing referenced above, an administrator, school counselor or school social worker at the student's school must contact the District's Homeless Education Liaison to determine whether the student is a homeless child or youth, as defined by the McKinney-Vento Homeless Assistance Act. If a student is determined to be a homeless child or youth, the responsible administrator or the administrator's designee must consider the impact of homelessness on the student's behavior during the informal hearing.
23. If suspended, such suspension shall be an in-school suspension, except the responsible administrator or the administrator's designee may impose an out-of-school suspension on any student:
 - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the responsible administrator or the administrator's designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that the student should be excluded from school during the period of suspension; or (ii) the responsible administrator or the administrator's designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the District Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
 - b. in grades preschool to two, inclusive, if the responsible administrator or the administrator's designee
 - (i) determines that an out-of-school suspension is appropriate for such student based on evidence

- that such student's conduct on school grounds is behavior that caused physical harm;
- (ii) requires that such student receives services that are trauma-informed and developmentally appropriate and align with any behavioral intervention plan, individualized education program ("IEP") or plan pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504") for such student upon such student's return to school immediately following the out-of-school suspension; and
 - (iii) considers whether to convene a Planning and Placement Team ("PPT") meeting for the purposes of conducting an evaluation to determine whether such student may require special education or related services.
34. 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 responsible administrator or the administrator's designee, but only considered in the determination of the length of suspensions.
45. By telephone, responsible administrator or the administrator's 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.
56. Whether or not telephone contact is made with the parent or guardian of such minor student, responsible administrator or the administrator's designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the responsible administrator or the administrator's designee), offering the parent or guardian an opportunity for a conference to discuss same.
67. 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.
78. Not later than twenty-four (24) hours after the commencement of the suspension, the responsible administrator or the administrator's designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.

- ~~8~~9. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.
- ~~9~~10. The Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program. The Superintendent may delegate this authority to building or program level administrators.
- ~~10~~11. 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 VII.A(~~9~~10), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration. The Superintendent may delegate this authority to building or program level administrators.
- ~~11~~12. 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~~13. The decision of the responsible administrator or the administrator's designee with regard to disciplinary actions up to and including suspensions shall be final.
- ~~13~~14. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the responsible administrator or the administrator's designee 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. The responsible administrator or the administrator's 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.

VIII. Procedures Governing In-School Suspension

- A. The responsible administrator or the administrator's designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the responsible administrator or the administrator's designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by responsible administrator or the administrator's designee.
- C. In-school suspension may be served in the school or program that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

IX. Procedures Governing Expulsion Hearing

A. *Emergency Exception:*

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

B. *Hearing Panel:*

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

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

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to the student's parent(s) or guardian(s) at least five (5) business days before such hearing, not including the day of such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to the student's parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
 - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
 - c. A short, plain description of the conduct alleged by the Superintendent or designee.
 - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
 - e. The student may cross-examine witnesses called by the Superintendent or designee.

- 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, 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.

1. Prior to conducting the expulsion hearing, an administrator, school counselor, or school social worker at the student's school must contact the District's Homeless Education Liaison to determine whether the student is a homeless child or youth, as defined by the McKinney-Vento Homeless Assistance Act.

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 others participating in the hearing (if applicable), briefly explain the hearing procedures, and swear in any witnesses called by the Superintendent/designee or the student. If an impartial board or more than one person has been appointed, the impartial board shall appoint a Presiding Officer.
- 2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape or digital recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.

3. The Superintendent or designee shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board (or the impartial board) has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial, irrelevant and/or any other objections to its submission.
5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board (or the impartial board) will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or designee.
7. Each witness for the Superintendent or designee will be called and sworn. After a witness has finished testifying, the witness will be subject to cross-examination by the opposite party or the witness' legal counsel, by the Presiding Officer and by Board members (or the impartial board).
8. The student shall not be compelled to testify at the hearing.
9. After the Superintendent or designee has presented the Administration's case, the student will be asked if the student has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Superintendent or designee, the Presiding Officer and/or by the Board (or the impartial board). The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Superintendent or designee, the Presiding Officer and/or by the Board (or the impartial board). Concluding statements will be made by the Superintendent or designee and then by the student and/or the student's representative.
10. In cases where the student has denied the allegation, the Board (or the impartial board) must determine whether the student committed the offense(s) as charged by the Superintendent or designee.

11. If the Board (or the impartial board) determines that the student has committed the conduct as alleged, then the Board (or the impartial board) shall proceed with the second portion of the hearing, during which the Board (or the impartial board) will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board (or the impartial board) may review the student's attendance, academic and past disciplinary records. The Board (or the impartial board) may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VII.A ~~(9)~~, ~~(10)~~, (11), (12), above, and Section XI, below. The Board (or the impartial board) may ask the Superintendent or designee for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board (or the impartial board) is considering length of expulsion and nature of alternative educational opportunity to be offered.
 1. If a student is determined to be a homeless child or youth as described in Subsection IX.C(4), the Board (or the impartial board) must consider the impact of homelessness on the student's behavior. Such student may not be expelled without a plan of interventions and supports to mitigate the impact of homelessness on the student's behavior. If the student is identified as a homeless child or youth and is expelled more than one time, the student shall be provided a meeting with the District's Homeless Education Liaison.
 2. ~~14.~~ Where administrators presented the case in support of the charges against the student, neither such administrative staff nor the Superintendent or designee shall be present during the deliberations of the Board (or the impartial board) either on questions of evidence or on the final discipline to be imposed. The Superintendent or designee may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board (or the impartial panel) as to the appropriate discipline to be applied.
 3. ~~15.~~ The Board (or the impartial board) shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote

regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

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

5. ~~17.~~ The Board (or the impartial board) shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

6. ~~18.~~ The hearing may be conducted virtually, via video conference, at the direction of the Board (or the impartial board), in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health or other emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

EE. *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 or designee specifically provides written permission for the student to enter school property or school transportation for a specified purpose or to participate in a particular school-sponsored activity.

FG. *Stipulated Agreements:*

In lieu of the procedures used in this Section, the Superintendent or designee and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board (or the impartial board) rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on the student's own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Superintendent or designee and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board (or the impartial board) in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents and/or student over the age of 18 understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board (or the impartial board) rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

X. Alternative Educational Opportunities for Expelled Students

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

Whenever the Board 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 shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if the student requests it and if the student agrees to the conditions set by the Board (or the impartial board). Such alternative educational opportunity may include, but shall not be limited to, the placement of a student who is at least seventeen years of age in an adult education program. Any student

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 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 shall count the expulsion of a student when the student was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such student when the student is between the ages of sixteen and eighteen.

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

The Board 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 X, and subject to Subsection X.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the Connecticut State Board of Education (“CSBE”), with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the CSBE.
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 CSBE. Such administrative regulations shall include, but are not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

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

Notwithstanding Subsections X.A. through D. above, if the Board expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an

alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the CSBE.

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

The Board may offer an alternative educational opportunity to a student 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.

XI. **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 District if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section IX.D(~~16~~17), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board. Except as may be specified by the Board in an expulsion hearing decision, the Board delegates the authority to make decisions pertaining to expungement to the Superintendent.

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

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose

of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XII. Change of Residence During Expulsion Proceedings

A. *Student moving into the District:*

1. If a student enrolls in the District while an expulsion hearing is pending in another public school 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. The procedures outlined above in Section IX and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a shall be utilized for any hearing conducted under this section.
2. Where a student enrolls in the District during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board (or the impartial board) shall make its determination pertaining to expulsion based upon a hearing held by the Board (or the impartial board), which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board. The procedures outlined above in Section IX and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a shall be utilized for any hearing conducted under this section.

B. *Student moving out of the 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.

XIII. 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 a responsible administrator suspends a student identified as eligible for services under the IDEA (an “IDEA student”) who has violated any rule or code of conduct of the District that applies to all students, the following procedures shall apply:

1. The responsible administrator 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 District is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the District, except as set forth in subsection (3) below.
 1. If an IDEA student is being suspended and that student has already been removed from their current placement for ten (10) school days in the same school year, school personnel, in consultation with at least one of the student’s teachers, must determine the extent to which services are needed so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student’s IEP, so long as the suspension does not constitute a change in placement. If the suspension constitutes a change in placement, subsection (B) below will apply.

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 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 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 responsible administrator (or designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. *Removal of Special Education Students for Certain Offenses:*

1. A responsible administrator 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 XIII.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.

XIV. Procedures Governing Expulsions for Students Identified as Eligible under 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 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.

XV. 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 the 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 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.

XVI. 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.

XVII. Dissemination of Policy

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

XVIII. Compliance with Documentation and Reporting Requirements

- A. The District shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The District shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the District 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 expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the District shall report the violation to the local police.

Legal References:

Connecticut General Statutes:

- [§ 10-15c](#) [Discrimination in public schools prohibited. School attendance by five-year olds](#)
- § 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 plans. Definitions. Safe school climate assessments~~ [§ 10-222aa through 10-222kk 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
- [§ 10-236c](#) [Disruptive or harmful behavior. Behavior intervention meetings for certain students. Notice to parents](#)
- § 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~~[use](#) of ~~Marijuana~~[marijuana](#)
- § 29-35 Carrying of pistol or revolver without permit prohibited. Exceptions
- § 29-38 Weapons in vehicles
- [§ 46a-58](#) [Deprivation of rights. Desecration of property. Placing of burning cross or noose on property. Penalty. Restitution](#)
- § 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 ~~24-45~~[25-168](#), [Sec. 261](#), “An Act Concerning ~~Education Mandate Relief, School Discipline and Disconnected Youth.~~”[the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget.](#)” (definition of “synthetically created image”)

Public Act ~~24-93~~[25-93](#), “An Act ~~Concerning Various and Assorted Revisions to the~~[Increasing Resources for Students, Schools and Special Education](#)”~~Statutes.~~”

[Public Act 25-139, “An Act Concerning Human Trafficking and Sexual Assault Victims.”](#)

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.

[Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*](#)

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

[Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*](#) 18

U.S.C. § 921 (definition of “firearm”)

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

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

21 U.S.C. § 812(c) (identifying “controlled substances”)

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

Gun-Free Schools Act, 20 U.S.C. § 7961

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

U.S. Department of Education Office for Civil Rights, U.S. Department of Justice Civil Rights Division, *Resource on Confronting Racial Discrimination in Student Discipline (May 2023)*

[Take It Down Act, Public L. 119-12](#)

[McKinney Vento Homeless Assistance Act, 42 U.S.C. § 11343a](#)

Approved: February 18, 2025

Revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING ALTERNATIVE
EDUCATIONAL OPPORTUNITIES FOR EXPELLED STUDENTS**

I. Applicability of these Administrative Regulations

These administrative regulations shall apply in cases when, pursuant to state law, a student in the New Milford Public Schools (the “District”) is entitled to an alternative educational opportunity during a period of expulsion.

II. Responsible Personnel

The administrator responsible for a school program (“responsible administrator”) from which the student has been expelled, or designee(s), shall maintain responsibility for compliance with these administrative regulations relative to the individual student who is being provided with the alternative educational opportunity.

III. Student Placement Procedures

- A. After a student has been expelled, and unless extraordinary circumstances exist, the responsible administrator, or designee(s), will take the following steps:
1. Meet with the expelled student’s parent(s)/guardian(s) prior to the student’s placement in an alternative educational setting to provide information concerning the potentially appropriate alternative educational opportunities for the student and to inform the parent(s)/guardian(s) and student of the right to apply for early readmission to school in accordance with Conn. Gen. Stat. Section 10-233d(j).
 2. Consult with relevant school personnel from the school from which the student was expelled, who are knowledgeable about the student, to obtain information regarding the student’s academic, social, and behavioral history that will help inform the decision concerning an appropriate alternative educational opportunity. Such information may be gathered by written reports.
 3. After placement options have been shared with the parent(s)/guardian(s), convene a placement meeting at which all alternative educational opportunities are explored and a placement decision is made.

- B. The educational programming and placement for expelled students who are eligible to receive special education and related services under the Individuals with Disabilities Education Act (“IDEA”) shall be determined by the student’s Planning and Placement Team (“PPT”). In such case, Subsection A above shall not apply.

IV. Individualized Learning Plan

A. Development of the Individualized Learning Plan

After the student has been accepted into an alternative educational placement, the responsible administrator, or designee, will develop an Individualized Learning Plan (“ILP”) that will govern the programming for the student for the period of expulsion. To develop the ILP, the responsible administrator, or designee, will collaborate with school personnel from the school or program from which the student was expelled, the student and the parent/guardian, and will review all relevant student records.

B. Contents of the Individualized Learning Plan

1. The ILP will reference student records with information relevant to the provision of an alternative educational opportunity. These records may include:
 - a. Student success plan (for students who have a student success plan as mandated by state law, the student success plan may inform the ILP but does not replace the ILP);
 - b. Individualized education program (“IEP”);
 - c. Section 504 Plan;
 - d. Individualized health care plan or emergency care plan; and/or
 - e. Other relevant academic and behavioral data.
2. The ILP will address the following:
 - a. The student’s academic and behavioral needs and appropriate academic and behavioral goals and interventions, including the student’s core classes at the time of expulsion and the student’s current placement or progress in the curriculum for those classes so that the student has an opportunity to continue to progress in the

Board's academic program and earn graduation credits, if applicable;

- b. Benchmarks to measure progress towards the goals and ultimately, progress towards graduation;
- c. Provision for the timing and method for reviewing the student's progress in the alternative educational opportunity and for communicating that progress to the parent/guardian or student. For most students, monitoring and reviewing the student's progress will include monitoring the student's attendance, work completion and progress toward meeting the relevant academic standards for particular coursework, and thus progressing toward graduation, if applicable. The student's progress and grades will be communicated to the parents/guardians or student with the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students. The student's progress and grades will also be reported to the school or program from which the student was expelled;
- d. Provision for the timely transfer of the student's records both from the student's school or program to the alternative educational opportunity provider, and also from the alternative educational opportunity provider to the student's school or program; and
- e. The possibility of early readmission to the school or program from which the student was expelled and the early readmission criteria, if any, established by the Board or Superintendent, as applicable.

V. Review of Student's Placement in Alternative Educational Opportunity and Individualized Learning Plan

- A. A review of the appropriateness of the placement must occur at least once per marking period.
- B. The placement review must include:
 - 1. Review of the ILP to (1) assess progress and make adjustments as necessary and (2) determine its alignment with the goals of the student's IEP, where applicable; and

2. Consideration of opportunities for early readmission as set forth in the ILP, as established by the Board or Superintendent, as applicable.

VI. Transition Plan for Readmission

- A. Before a student is readmitted to the school or program from which the student was expelled, relevant staff should provide an opportunity to meet with the parents/guardians and student to discuss the student's readmission. As part of the readmission process and the student's ILP, the responsible administrator, or designee, should consider:
 1. Efforts to readmit the student at a semester starting point (at the high school level);
 2. A plan to transfer the student's credits and records back to the school or program from which the student was expelled:
 - a. The District will award an expelled high school student appropriate high school credit for work satisfactorily completed during the period the student participates in the alternative educational opportunity and will transfer relevant records back to the school or program from which the student was expelled;
 - b. The District will provide an expelled student transferring to a new school district a progress summary of all work completed during the course of the student's expulsion, and will indicate the course credit earned by the student for that work.
 3. The student's need for academic and other supports upon returning to school; and
 4. Efforts to connect the returning student with opportunities to participate in extracurricular activities.
- B. In the event the responsible administrator, or designee, determines that a student's alternative educational opportunity is no longer beneficial to the student, but it remains inappropriate to return the student to the school or program from which the student was expelled, a plan for a different alternative educational opportunity may be developed in accordance with the procedures outlines in these Administrative Regulations.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233d

Federal law:

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

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

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled* (January 3, 2018).

Regulation approved: June 20, 2023
Regulation revised: February 18, 2025

[BOE LETTERHEAD]
NEW MILFORD PUBLIC SCHOOLS
25 Sunny Valley Road, Suite A
New Milford, Connecticut

(Date)

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

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

(Parent's/Student's Address)

(Non-custodial Parent, if applicable)

(Parent's Address)

Re: Expulsion Hearing Concerning Student Name; D.O.B.; State-Assigned Student Identifier (SASID)

Dear *(Parent/Guardian)*:

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

The hearing will address the allegations that your child (***for on or off-campus conduct***: violated Board Policy *cite Student Discipline Policy number and any other specific policy number on date* and seriously disrupted the educational process) (***and/or, for on-campus conduct***: endangered persons or property) by engaging in the following conduct:

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

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

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

The hearing has been scheduled for *(date, time, place [note: unless an emergency exists, ~~the~~ this notice must be given to the student/parent/guardian at least five (5) business days before the hearing, not including the day of such hearing])*. *(If a manifestation determination must be held prior to the expulsion hearing, add the following language: Prior to the expulsion hearing, your child's [planning and placement (PPT) team OR Section 504 team] will determine if your child's conduct constitutes a manifestation of the child's disability. The expulsion hearing will be canceled if the [PPT OR Section 504 team] determines that the conduct was a manifestation of your child's disability; otherwise, the hearing will proceed as scheduled.* You and your child are asked to attend this hearing. Your child has the right to be represented by an attorney or other advocate at your expense, has the right to cross-examine administration witnesses, and may present relevant evidence, both documentary and testimonial, concerning the allegations. The hearing will be the parties' sole opportunity to present such evidence. The Board *(OR the impartial hearing board)* may also question witnesses. An opportunity will also be given for the administration and your child or your child's representatives to present argument concerning the evidence presented at the hearing. If you need the services of a translator or an interpreter for this hearing, please let me know as soon as possible.

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

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

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

In the event your child is expelled as a result of the scheduled hearing, and your child is under sixteen (16) years of age, the Board will offer your child an alternative educational opportunity during any period of exclusion from school as determined by the Administration in accordance with applicable law and Board policy. If your child is between sixteen (16) and eighteen (18) and has not been expelled before, the Board

shall also offer to your child an alternative educational opportunity if your child wishes to continue their education. Please know however, that the Board is not required to offer an alternative educational opportunity to any student between sixteen (16) and eighteen (18) years of age who have previously been expelled or to students who are eighteen (18) years of age or older.

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

Sincerely,

(Name of Superintendent)

(Name of District) Public Schools

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

SAMPLE AGREEMENT

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

1. NAME OF STUDENT (D.O.B. _____; SASID _____) is currently enrolled as a _____ grade student at _____ School.
2. NAME OF STUDENT admits having engaged in the following conduct (*insert a short, plain statement of the conduct*) on or about _____, 20__.
3. NAME OF STUDENT's conduct, as described above, violates _____ Board of Education Policy _____ (Student Discipline) (*Cite other policies here as appropriate*), and is considered by the district administration to be seriously disruptive of the educational process. (*For conduct that occurs on school grounds, on school transportation, or at a school-sponsored activity, you may alternatively or additionally state whether such conduct is considered to endanger persons or property*). (*If the student has admitted to this conduct, note the admission here*).
4. Students are notified of applicable Board policies regarding prohibited conduct by publication in the student handbook.
5. (*Optional Section for students with disabilities*): A manifestation determination was made on (*date*) concerning this conduct and it was determined that the conduct was not a manifestation of the student's disability.
6. Students are notified of applicable Board policies regarding prohibited conduct by publication in the student handbook.
7. Subject to the approval of the _____ Board of Education (the "Board"), NAME OF STUDENT shall be expelled, effective _____, 20__ and continuing through _____, 20__, under the following conditions:
 - a) During the period of expulsion, the Board will provide NAME OF STUDENT with an alternative ~~education~~educational opportunity deemed appropriate by the Administration in accordance with applicable law and Board policy.

(Optional alternative language if the parties agree to an alternative educational opportunity other than that required by the state standards:

The NAME OF PARENT(S) and NAME OF STUDENT understand and acknowledge that, pursuant to Section 10-233d of the Connecticut General Statutes, NAME OF STUDENT is entitled to an alternative educational opportunity during the Expulsion Period which shall be (1) alternative education, as defined by Section 10-74j of the Connecticut General Statutes, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the standards adopted by

the State Board of Education, pursuant to section 3 of public act 17-220 (a “Statutory Alternative Educational Opportunity”). The NAME OF PARENT(S) and NAME OF STUDENT hereby waive NAME OF STUDENT’s right to a Statutory Alternative Educational Opportunity and accordingly waive the application of the *Standards of Educational Opportunities for Students Who ave Been Expelled*, adopted by the Connecticut State Board of Education, and the Board’s Administrative Regulations concerning the implementation of said standards. In lieu of a Statutory Alternative Educational Opportunity, the NAME OF PARENT(S) and NAME OF STUDENT agree that during the Expulsion Period, the Board will provide NAME OF STUDENT with an alternative educational opportunity as follows:

[Describe alternative educational opportunity agreed to by parties.]

If NAME OF STUDENT becomes ineligible to attend the _____ Public Schools pursuant to Board Policy and/or if the Parents withdraw NAME OF STUDENT from enrollment as a student at [name of school], the Board will have no obligation to provide NAME OF STUDENT with the alternative educational opportunity described herein.

- b) During the period of expulsion, NAME OF STUDENT will not be permitted to be on school grounds or school transportation, and will not be permitted to attend or participate in any school-sponsored activities, except as authorized in writing in advance by the Superintendent of Schools.

(Optional Sections regarding early readmission):

- c) Prior to _____, the Superintendent will review NAME OF STUDENT’s conduct, attendance and effort level in the alternative educational opportunity [list other conditions as applicable], for the purpose of determining, in the Superintendent’s sole discretion, whether NAME OF STUDENT should be readmitted to school on or about _____.
- d) If the Superintendent determines that NAME OF STUDENT should be readmitted to school early in accordance with the preceding section, and if NAME OF STUDENT subsequently commits any offense that would warrant suspension and/or expulsion under the policies of the Board, the Superintendent may reinstate NAME OF STUDENT’s expulsion for the remainder of the expulsion period, through *(date)*, without the need for any further proceedings before the Board.

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

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

(Optional Section for Homeless Child or Youth)

e) The Board has developed the following plan of interventions and supports to mitigate the impact of homelessness on NAME OF STUDENT's behavior _____.

8. All parties to this Agreement request that this Agreement be presented to the Board for the Board's consideration, in lieu of the submission of any other evidence by the Superintendent and/or NAME OF STUDENT or NAME OF STUDENT's parents, and they agree that this Agreement is sufficient for the Board to expel NAME OF STUDENT from school.
9. NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) understand and acknowledge that, pursuant to Section 10-233d of the Connecticut General Statutes and Board Policy, NAME OF STUDENT is entitled to an expulsion hearing before the _____ Board of Education to contest NAME OF STUDENT's proposed expulsion from the _____ Public Schools. NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) further understands and acknowledges that at such hearing NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) would have the right to call witnesses and to introduce documentary evidence, to cross examine witnesses called by the Administration, and to be represented by an attorney or other advocate at their own expense. Accordingly, NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) waive NAME OF STUDENT's right to an expulsion hearing pursuant to Section 10-233d of the Connecticut General Statutes.
10. The Superintendent, NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) understand that this Agreement is subject to the approval of the Board. In the event that the Board does not approve this Agreement, the Superintendent, NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) agree that the expulsion hearing concerning NAME OF STUDENT shall be rescheduled to a mutually agreeable date for the purposes of conducting an evidentiary hearing before the Board concerning the Superintendent's expulsion request. NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) agree that NAME OF STUDENT will remain out of school until the evidentiary hearing has been completed. NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) also agree that the Board's consideration of this proposed Agreement will not disqualify any member of the Board from serving as a Board member in the evidentiary hearing, and they hereby waive any right to make such a claim in any proceeding in any forum.
11. NAME OF STUDENT and NAME OF PARENT(S)/GUARDIAN(S) enter into this Agreement voluntarily and with a full understanding of the provisions of this Agreement.

NAME OF SUPERINTENDENT
Superintendent of Schools

Date: _____

NAME OF STUDENT
Student

Date: _____

NAME OF PARENT/GUARDIAN
OF STUDENT

Date: _____

NAME OF PARENT/GUARDIAN
OF STUDENT

Date: _____

Note: This is a sample Individualized Learning Plan drafted in accordance with the Standards for Educational Opportunities for Students Who Have Been Expelled, which was approved by the State Board of Education on January 3, 2018. The specific goals and benchmarks can be customized to meet the needs of individual students.

New Milford Public Schools Individualized Learning Plan

Student Name: _____ **Date of Birth:** _____ **Gr.** _____

School/Program Prior to Expulsion: _____ **SASID:** _____

Does the student have an Individualized Education Program? Yes No

Does the student have a Section 504 Plan? Yes No

Records Reviewed with Relevant Information for the Provision of an Alternative Educational Opportunity

| | |
|--|---|
| <input type="checkbox"/> Student Success Plan <input type="checkbox"/> Individualized Education Program (IEP) <input type="checkbox"/> Behavioral Intervention Plan (BIP) <input type="checkbox"/> Section 504 Plan <input type="checkbox"/> Individualized Health Care Plan/Emergency Care Plan | <input type="checkbox"/> Report Cards and Current Grades <input type="checkbox"/> Attendance Records <input type="checkbox"/> Disciplinary/Behavioral Records <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ |
|--|---|

ILP Developed Through Collaboration With (check all that apply):

| | |
|--|---|
| <input type="checkbox"/> Parent/Guardian: _____ <input type="checkbox"/> Parent/Guardian: _____ <input type="checkbox"/> Student: _____ <input type="checkbox"/> Administrator: _____ <input type="checkbox"/> School Counselor: _____ | <input type="checkbox"/> Teacher: _____ <input type="checkbox"/> Teacher: _____ <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Other (specify): _____ |
|--|---|

Records Transferred

| | |
|--|---|
| Date of transfer of relevant student records from the student's school/program to provider of alternative educational opportunity: _____ | Date of transfer of records from provider of alternative educational opportunity to the student's school/program: _____ |
|--|---|

Records Distribution and Storage

Copies of the Individualized Learning Plan will be distributed to the following locations and/or individuals and stored in accordance with the District's student records policy:

- Student's cumulative file
- The Student's receiving school or alternative educational placement
- Student's parent/guardian

[Note: Districts should insert or delete locations where this record may be kept in accordance with their student records policies and practices]

Student's Classes Prior to Expulsion

| Core Class | Placement/Progress in Class at Time of Expulsion <i>(e.g. current grade, current unit, etc.)</i> |
|------------|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Note: If the student receives special education and related services, the alternative educational opportunity provider must also refer to the student's IEP.

NEEDS

Academic Needs

- See IEP *(if applicable)*
- Other:

Behavioral Needs

- See IEP *(if applicable)*
- Other:

GOALS

Academic Goals

- | | | |
|---|---|---|
| <input type="checkbox"/> See IEP <i>(if applicable)</i> | <input type="checkbox"/> Satisfactory work completion | <input type="checkbox"/> Satisfactory progress in coursework and toward meeting relevant academic standards |
|---|---|---|

| |
|---------------------------------|
| <input type="checkbox"/> Other: |
|---------------------------------|

| Benchmarks to Measure Progress Toward Academic Goals | | |
|---|---|--|
| <input type="checkbox"/> See IEP (<i>if applicable</i>) | <input type="checkbox"/> Passing grades on midterm progress reports | <input type="checkbox"/> Passing grades on report card |
| <input type="checkbox"/> Other: | | |
| Progress monitoring <i>mm/dd/yy</i> : | | |

| Behavioral Goals | | |
|---|--|---|
| <input type="checkbox"/> See IEP (<i>if applicable</i>) | <input type="checkbox"/> Satisfactory attendance | <input type="checkbox"/> Satisfactory compliance with behavioral expectations and disciplinary policies |
| <input type="checkbox"/> Other: | | |

| Benchmarks to Measure Progress Toward Behavioral Goals | | |
|---|--|--|
| <input type="checkbox"/> See IEP (<i>if applicable</i>) | <input type="checkbox"/> Fewer than _____ teacher referrals to administration for disciplinary matters | <input type="checkbox"/> Fewer than _____ contacts to parents/guardians for disciplinary matters |
| <input type="checkbox"/> Attends alternative program _____% or more of scheduled days/sessions. | <input type="checkbox"/> Other: | |
| Progress monitoring <i>mm/dd/yy</i> : | | |

INTERVENTIONS

Academic Interventions

See IEP (*if applicable*)

See Section 504 Plan (*if applicable*)

Tier 1 _____

Tier 2 _____

Tier 3 _____

Other:

Behavioral Interventions

See IEP (*if applicable*)

See Section 504 Plan (*if applicable*)

Tier 1 _____

Tier 2 _____

Tier 3 _____

Other:

Review and Communication of Progress to Parents/Guardians or Student

Method of monitoring and review: *(for most students, monitoring and reviewing progress will include monitoring the student's attendance, work completion, and progress toward meeting the relevant academic standards for particular coursework, and thus progressing toward graduation, if applicable)*

- Monitoring attendance
- Monitoring work completion
- Monitor progress toward meeting relevant academic standards
- Review and monitor progress in accordance with IEP and/or BIP (if applicable)
- Other: _____

Timing for communication of progress to parents/guardians or student: *(Progress must be communicated to the parent/guardian or student with the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students)*

- Each marking period
- Other: _____

Early Readmission

The expulsion decision contains the following early readmission criteria:

- The student may apply to the Board of Education for early readmission and such readmission shall be at the discretion of the Board of Education.
 - The student applied to the Board of Education for early readmission on _____ and the Board of Education granted the request and has conditioned such early readmission on the following criteria:
 - The student applied to the Board of Education for early readmission on _____ and early readmission was not granted.
- The student may apply to the Superintendent for early readmission and such readmission shall be at the discretion of the Superintendent.
 - The student applied to the Superintendent for early readmission on _____ and the Superintendent granted the request and has conditioned such early readmission on the following criteria:

- The student applied to the Superintendent for early readmission on _____ and early readmission was not granted.

Review of Placement and ILP:

A review of the appropriateness of the placement must occur at least once per marking period. Such review must include:

- Review of the ILP to (1) assess progress and make adjustments as necessary and (2) determine its alignment with the goals of the student's IEP, where applicable.
- Consideration of opportunities for early readmission as set forth in the ILP (see Early Readmission section)

Transition Plan for Readmission:

The following has been considered and, where appropriate, addressed:

- Efforts to readmit the student at a semester starting point (at the high school level)
- A plan to transfer the student's credits and record back to the student's school/program
- The student's need for academic and other supports upon returning to school/program
- Efforts to connect the student with opportunities to participate in extracurricular activities



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: Shannon K. Yearwood, Bureau Chief *Shannon K. Yearwood*
Bureau of Child Nutrition Programs

DATE: January 30, 2026

SUBJECT: Operational Memorandum No. 03-26
Requirements for Submitting the Healthy Food Certification (HFC) Statement
for School Year 2026-27

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that every year, local boards of education or governing authorities (BOE) for public schools participating in the National School Lunch Program (NSLP) must determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards](#) (CNS). These standards also apply to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP).

“Public schools” include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

This memo provides the required BOE motion language and step-by-step instructions for submitting the HFC application for school year (SY) 2026-27. Please review this Operational Memorandum carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2026-27 (July 1, 2026, through June 30, 2027), the BOE must conduct the HFC votes by **July 1, 2026**. All votes must use the **exact motion language** provided in attachment 1.

All BOEs **must** vote on whether to participate in the healthy food option of HFC.

- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is **required**. The BOE may choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is **not** required. The BOE may choose to vote on whether to allow beverage exemptions.

Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, only [allowable beverages](#) can be sold to students on school premises at all times.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

HFC Application Process for SY 2026-27

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2026**, for school year 2026-27.

1. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2026, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
2. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 3).
3. **May 2026:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. The CSDE will notify sponsors when the HFC application module and instructions are available.

For more information, visit the "[Annual HFC Application](#)" section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's video, [Completing the Application Process for Healthy Food Certification](#).

For HFC compliance resources, visit the "[Guidance and Resources](#)" section of the CSDE's HFC webpage. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

SKY:sff

Attachments: (1)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

Attachment 1

Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2026-27

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 03-26: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2026-27* and provides the required motion language for:

- the board of education or governing authority's (BOE) votes; and
- the final BOE-approved minutes.

The HFC Statement and final BOE minutes are due to the CSDE by July 1, 2026.

Use the **exact motion language** on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable).

Summary of BOE Votes

Step 1: HFC Participation

All BOEs of public schools that participate in the National School Lunch Program (NSLP) must use the language in this attachment to conduct the required vote on participation in the healthy food option of HFC.

Step 2: Food and Beverage Exemptions

Conduct the votes on food and beverage exemptions using the required language in this attachment.

- If BOE votes "yes" to HFC, complete either one of the two requirements below.
 1. Conduct the required vote for food exemptions and the optional vote for beverage exemptions using the required language in this attachment.
 2. Conduct one vote for combined food and beverage exemptions using the required language in this attachment.
- If BOE votes "no" to HFC, conduct the optional vote for beverage exemptions using the required language in this attachment.

Required Motion Language for the Healthy Food Certification (HFC) Statement

Required Language for BOE Votes and Minutes for HFC

The required motion language for each BOE vote is below. All BOEs must use this exact language for each vote to be eligible for participation in HFC.

Vote 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the *(insert name of 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, 2026, through June 30, 2027. 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.

Vote 2: Required vote for food exemptions for BOEs voting “yes” to the healthy food option of HFC

The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions.

The *(insert name of board of education or governing authority)* will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards 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 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 sales.

Note: If the BOE votes “no” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

Required Motion Language for the Healthy Food Certification (HFC) Statement

Required Language for BOE Vote and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC.

Vote 3: Optional vote for beverage exemptions for all BOEs

The (*insert name of board of education or governing authority*) will allow the sale to students of 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 beverages 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. The “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 beverage sales.

Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion. This combined option replaces votes 2 and 3 above.

Required motion language for combined food and beverage exemptions:

The (*insert name of 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.

Required Language for BOE Votes and Minutes for HFC

The required motion language for each BOE vote is below. All BOEs must use this exact language for each vote to be eligible for participation in HFC.

Vote 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the New Milford Board of Education 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, 2026, through June 30, 2027. 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.

Vote 2: Required motion language for Combined Food and Beverage exemptions for BOEs voting “yes” to the healthy food option of HFC

The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food and beverage exemptions.

The New Milford Board of Education 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.



Office of Fiscal Services & Operations
25 Sunny Valley Rd., Suite A
New Milford, Connecticut 06776

Item of Information 4-C
Operations Sub-Committee
April 2026

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 8, 2026
RE: Fiscal Year 24/25 Update

This memo is an update to my prior memo dated 3/3/26 titled "Fiscal Year 24/25 Audit Report" that was distributed last month.

- The unspent operating fund balance at the end of 24/25 for the Board of Education was \$1,831,617.
 - \$513,000 of this was transferred to the Town to satisfy the yearly BOE portion of the ESG bill for year four (December 2025).
 - \$100,000 of this was transferred into the account for Turf Field Replacement that now has a total balance of \$1,028,840.
 - \$1,218,617, was transferred into Board of Education Capital Reserve Account (this was incorrectly stated as \$1,318,617 due to a typo in the March 3rd memo) that now has a total balance of \$2,263,806.
 - The \$232,906 to reimburse the Town for the 2% Educational Cost Sharing (ECS) set aside that the Board of Education participated in was **not actioned** as part of the June 25, 2025 Board of Finance meeting so it will need to be handled at the end of Fiscal Year 25/26 (current year) as per the Town Finance Director. This does not negatively impact the BOE and is just a timing issue.

The continuation of successful audits for New Milford Public Schools is a noteworthy accomplishment that I want to congratulate the entire Business Office team on. This is a direct reflection of the dedication, attention to detail, and tireless efforts that align with the Board of Education goals under Fiscal Management. I am incredibly proud of the collaboration achieved to addresses district priorities and maximize available resources while consistently maintaining the high standards worthy of a clean audit.

Sincerely,
Anthony J. Giovannone
Director of Fiscal Services and Operations



TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 8, 2026
RE: ESG Payment Schedule and Credits

This memo is an update to my prior memo dated 2/1/26 titled "ESG / NV5 - Year 1 Energy Performance Results". The measurement and verification report issued by ESG prompted many questions and it is my goal via this memo to update the Board of Education (BOE) with this important information.

Credits

The below chart has been revised to include a new column with my notes outlining how these credits are/were utilized:

| AMOUNT | DESCRIPTION | USE |
|--------------------|---|--|
| \$1,040,000 | ITC Direct Pay Grant funds from the US Federal Treasury | NOT PART OF THE CASH FLOW FOR THE PROJECT. RECEIVED BY THE TOWN IN 25/26 (CURRENT YEAR). RECORDED AS REVENUE AND IS BEING HELD. |
| \$970,000 | Utility Incentives from Eversource Energy | PARTIALLY BUILT INTO THE CASH FLOW. PARTIALLY USED TO SATISFY THE 2022 BILL FOR YEAR ONE. |
| \$910,000 | LREC/ZREC Program Revenue, enabled by the State of CT | BUILT INTO CASH FLOW FOR PROJECT. ANY ADDITIONAL CREDITS ABOVE THE AMOUNT SHOWN ARE CURRENTLY BEING USED BY THE TOWN TO PAY ESG CONSULTING CONTRACT. |
| \$160,000 | Demand Response Program Revenue through ISO New England | BUILT INTO CASH FLOW FOR PROJECT. |
| \$490,000 | REC Revenue brokered through the voluntary REC market | BUILT INTO CASH FLOW FOR PROJECT. |
| \$590,000 | Interest Rate Buydown through CT PURA | PARTIALLY BUILT INTO THE CASH FLOW. PARTIALLY USED TO SATISFY THE 2022 BILL FOR YEAR ONE. |
| \$4,160,000 | | |

Outside of the above credits, the BOE does receive a separate credit as part of our energy curtailment efforts during high demand time periods. This credit is the sole credit received directly by the BOE and is currently being used each year to pay for approximately 1/4th of the preventative maintenance contract for the Co-Gen at the high school. The amounts received are shown below:

| Year | Credit Amount |
|-------|---------------|
| 24/25 | \$5,928.70 |
| 25/26 | \$7,261.84 |



Office of Fiscal Services & Operations
 25 Sunny Valley Rd., Suite A
 New Milford, Connecticut 06776

Item of Information 4-D
Operations Sub-Committee
April 2026

Payment Schedule

The below chart has been revised to include a new column with my notes outlining how prior payments were made and the plan for future payments:

| Payment # | Year | Payment Amount | TOWN | BOE | NOTE |
|-----------|------|------------------------|-----------------------|------------------------|---|
| 1 | 2022 | \$758,045.06 | \$252,732.22 | \$505,312.84 | TOWN PAID ENTIRE BILL BY USING: 1.) ADDITIONAL UTILITY INCENTIVES FROM EVERSOURCE ENERGY THAT WERE NOT BUILT INTO THE ORIGINAL CASH FLOW FOR THE PROJECT. 2.) INTEREST RATE BUYDOWN THROUGH PURA. |
| 2 | 2023 | \$666,084.09 | \$222,072.44 | \$444,011.65 | TOWN INITIALLY PAID THE BOE AMOUNT AND THEN THE BOE REIMBURSED IN FULL. |
| 3 | 2024 | \$670,398.09 | \$223,510.72 | \$446,887.37 | BOE PAID THEIR PORTION AT THE SAME TIME THE 2023 PAYMENT WAS GIVEN. |
| 4 | 2025 | \$770,216.09 | \$256,790.04 | \$513,426.05 | BOE PAID THEIR PORTION FROM FISCAL YEAR END BALANCE OF 24/25. |
| 5 | 2026 | \$754,522.09 | \$251,557.66 | \$502,964.43 | BOE WILL PAY THEIR SHARE FROM THE RELEVANT FISCAL YEAR END BALANCE. |
| 6 | 2027 | \$779,769.09 | \$259,975.01 | \$519,794.08 | |
| 7 | 2028 | \$805,912.09 | \$268,691.09 | \$537,221.00 | |
| 8 | 2029 | \$832,982.09 | \$277,716.23 | \$555,265.86 | |
| 9 | 2030 | \$861,011.09 | \$287,061.10 | \$573,949.99 | |
| 10 | 2031 | \$890,033.09 | \$296,737.03 | \$593,296.06 | |
| 11 | 2032 | \$978,540.00 | \$326,245.24 | \$652,294.76 | |
| 12 | 2033 | \$1,009,652.00 | \$336,617.98 | \$673,034.02 | |
| 13 | 2034 | \$1,041,864.00 | \$347,357.46 | \$694,506.54 | |
| 14 | 2035 | \$1,075,214.00 | \$358,476.35 | \$716,737.65 | |
| 15 | 2036 | \$1,109,742.00 | \$369,987.98 | \$739,754.02 | |
| 16 | 2037 | \$1,093,277.00 | \$364,498.55 | \$728,778.45 | |
| 17 | 2038 | \$1,130,650.00 | \$376,958.71 | \$753,691.29 | |
| 18 | 2039 | \$1,169,325.00 | \$389,852.96 | \$779,472.05 | |
| 19 | 2040 | \$1,209,349.00 | \$403,196.96 | \$806,152.04 | |
| 20 | 2041 | \$605,467.65 | \$201,862.91 | \$403,604.74 | |
| | | \$18,212,053.52 | \$6,071,898.64 | \$12,140,154.88 | |

Sincerely,
Anthony J. Giovannone
 Director of Fiscal Services and Operations



Office of Fiscal Services & Operations
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776

Item of Information 4-E
Operations Sub-Committee

April 2026

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 14, 2026
RE: Excess Cost

The Special Education Excess Cost grant reimburses school districts for the reasonable costs of special education for a student who lives in the district that exceed 4.5 times the district's average per pupil expenditures for the preceding year.

The first of two payments was received during the month of March 2026 in the amount of \$1,610,925. The first of two payments usually constitutes roughly 75% of the total we receive in any given fiscal year. With that said, this first payment on its own is short of what we expected by approximately \$244,070. We also anticipate the second payment to be short as well. The total projected shortfall that is currently estimated for the entire fiscal year is in the amount of \$539,904.

Last year additional funding for the Special Education Excess Cost grant, state-wide, was provided to help close the budget gap via a third payment. Even with that additional payment last year we received \$321,895 less than budget in 24/25. We have no indication at this time that additional funds will be provided this year so the total shortfall that we are projecting for 25/26 (current year) is \$539,904.

This is not currently a cause for alarm. Within our current expenses for out of district placement tuition and transportation, there are unspent funds due to less costly placements that should bring us close to even for the current fiscal year when combining expenses and the (lower than expected) revenues provided via excess cost reimbursements. This is visible on the budget position listing attachment for April 2026 wherein the:

- 55110 line has \$374,965 in special education transportation costs not expended
- 55630 line has \$205,552 in special education tuition costs not expended

Typically the second and final payment is usually received during the first half of the month of May. Once all payments have been received I will provide a revised memo that captures the entire year of reimbursements related to Special Education Excess Cost.

More information by district is available from the School and State Finance Project website that has provided an impact update and analysis using districts' December 1, 2025 filings. The link below contains that report:

[2025-26 Excess Cost Impact Update & Analysis](#)

NEW MILFORD PUBLIC SCHOOLS



Facilities Subcommittee Report

April 21, 2026

Items for Information and Discussion

A. NMHS Sidewalks

B. Central Offices

C. NMHS Culinary

D. NES Roof

E. SMS UST



NEW MILFORD PUBLIC SCHOOLS
EMPLOYMENT REPORT
 Regular Meeting of the Board of Education
 New Milford, Connecticut
 April 28, 2026 BOE Meeting

CERTIFIED STAFF APPOINTMENTS

| | |
|--|---|
| <p>Christopher Pepin -1.0 Technology Education Teacher at NMHS -Effective Date: March 11, 2026 -Salary \$74,594 (BA/Step 11) with 10 years of experience. -Replacing D.Mirto who resigned (\$79,052).</p> | <p>Josefina Sabillon -1.0 Special Education Teacher at SMS -Effective Date: April 20, 2026 -Salary \$67,562 (BA/Step 9) with over 7 years of experience. -Replacing M.Burns who resigned (\$97,681).</p> |
|--|---|

NON CERTIFIED STAFF APPOINTMENTS

| | | |
|---|---|---|
| <p>Caitlin Cannavaro** -1.0 Special Education Paraeducator at SMS -Effective Date: April 20, 2026 -Candidate No Longer Taking Position with District</p> | <p>Kenneth Durniak -.5 General Worker at NMHS -Effective Date: April 20, 2026 -Salary \$16.94 per hour. -Replacing J.Della Gatta (\$17.50 per hour).</p> | <p>Michelle Soifer -1.0 Special Education Paraeducator at SMS -Effective Date: March 24, 2026 -Salary \$19.18 per hour. -Replacing S.Rubino who resigned (\$18.35 per hour).</p> |
|---|---|---|

CERTIFIED STAFF RETIREMENTS**

| |
|--|
| <p>Kerri Adakonis** -1.0 Assistant Principal at HPS -Effective Date: June 30, 2026 -Salary \$145,217. Retiring after 14 years with the district.</p> |
|--|

NON CERTIFIED STAFF RESIGNATIONS/ RETIREMENTS

| | | | | |
|---|---|--|--|--|
| <p>Lauren Dunkel -.5 Special Education Paraeducator at SNIS -Effective Date: March 20, 2026 -Salary \$18.99 per hour. Resigned due to personal reasons.</p> | <p>Judy Graboski -1.0 Special Education Paraeducator at SNIS -Effective Date: April 15, 2026 -Salary \$19.58 per hour. Retired after 19 years with the district.</p> | <p>Mark Juliano -1.0 Computer Tech II at CO -Effective Date: April 9, 2026. -Salary \$28.33 per hour. Resigned due to personal reasons.</p> | <p>Lillian Storms -1.0 Special Education Paraeducator at NMHS -Effective Date: March 31, 2026 -Salary \$19.18 per hour. Relocating to another state.</p> | <p>Michael Viserto** -.5 Day Custodian at NMHS -Effective Date: May 29, 2026 -Salary \$27.80 per hour. Resigned due to relocation.</p> |
|---|---|--|--|--|

COACHING STAFF APPOINTMENTS

| | |
|---|---|
| <p>Christopher Dugan -1.0 JV Boys Lacrosse Coach -Effective Date: 3/21/2026 -Stipend for Assignment: \$3151. Replacing L.Alhage who will no longer be coaching Lacrosse (Last Stipend: \$3151).</p> | <p>Aaron Johnson -1.0 JV Boys Baseball Coach -Effective Date: 3/14/2026 -Stipend for Assignment: \$3214. Replacing M.Grant who resigned (Last Stipend: \$3214).</p> |
|---|---|

INTERNAL TRANSFERS

Amanda Scriber

-1.0 Program Facilitator for Adult Education at NMHS transferring to 1.0 Interim Adult Education Director.

-Effective Date: April 1, 2026. Replacing C.Martin who retired.



New Milford Enrollment Matrix By School

April 1, 2026

| NES | Actual 06/03/24 | Proj 25-26 | Actual 04/01/26 | Variance from the Projection |
|---------------|--------------------|---------------|--------------------|------------------------------------|
| PK | 53 | 58 | 68 | 10 |
| K | 134 | 112 | 95 | -17 |
| 1 | 136 | 106 | 106 | 0 |
| 2 | 136 | 131 | 138 | 7 |
| TOTALS | 459 | 407 | 407 | 0 |

| HPS | Actual 06/03/24 | Proj 25-26 | Actual 04/01/26 | Variance from the Projection |
|---------------|--------------------|---------------|--------------------|---------------------------------|
| PK | 40 | 45 | 67 | 22 |
| K | 124 | 98 | 90 | -8 |
| 1 | 120 | 92 | 93 | 1 |
| 2 | 117 | 116 | 122 | 6 |
| TOTALS | 401 | 351 | 372 | 21 |

| PK - 2 | Actual 06/03/24 | Total Proj 25-26 | Actual 04/01/26 | Variance from the Projection |
|--------------|--------------------|---------------------|--------------------|---------------------------------|
| TOTAL | 860 | 758 | 779 | 21 |
| PK | 93 | 103 | 135 | 32 |
| K | 258 | 210 | 185 | -25 |
| 1 | 256 | 198 | 199 | 1 |
| 2 | 253 | 247 | 260 | 13 |

| SNIS | Actual 06/03/24 | Proj 25-26 | Actual 04/01/26 | Variance from the Projection |
|---------------|--------------------|---------------|--------------------|------------------------------------|
| 3 | 234 | 247 | 268 | 21 |
| 4 | 260 | 259 | 259 | 0 |
| 5 | 263 | 235 | 242 | 7 |
| TOTALS | 757 | 741 | 769 | 28 |

| SMS | Actual 06/03/24 | Proj 25-26 | Actual 04/01/26 | Variance from the Projection |
|---------------|--------------------|---------------|--------------------|---------------------------------|
| 6 | 241 | 269 | 264 | -5 |
| 7 | 278 | 269 | 266 | -3 |
| 8 | 255 | 246 | 246 | 0 |
| TOTALS | 774 | 784 | 776 | -8 |

| NMHS | Actual 06/03/24 | Proj 25-26 | Actual 04/01/26 | Variance from the Projection |
|---------------|--------------------|---------------|--------------------|---------------------------------|
| 9 | 306 | 288 | 263 | -25 |
| 10 | 299 | 248 | 255 | 7 |
| 11 | 310 | 301 | 293 | -8 |
| 12 | 291 | 284 | 286 | 2 |
| TOTALS | 1206 | 1121 | 1097 | -24 |

| | Actual 06/03/24 | Actual 04/01/25 | Proj 25-26 | Actual 04/01/26 | 25-26 Variance from the Projection | Comparison of 1/2025 to 1/2026 |
|---------------|--------------------|--------------------|---------------|--------------------|---|-----------------------------------|
| PK-2 | 860 | 831 | 758 | 779 | 21 | -52 |
| SNIS | 757 | 749 | 741 | 769 | 28 | 20 |
| SMS | 774 | 794 | 784 | 776 | -8 | -18 |
| NMHS | 1206 | 1150 | 1121 | 1097 | -24 | -53 |
| TOTALS | 3597 | 3524 | 3404 | 3421 | 17 | -103 |

LHTC total = 19

APRIL 2026 FUNDRAISING REPORT

| DEPT | EVENT | FUNDS USE |
|-----------------------|--|---|
| <u>NMHS</u> | | |
| Key Club | St. Baldricks Brave the Shave | Donation to St. Baldricks |
| DECA | Sponsorship of ICDC Competition | Offset ICDC Registration Fees |
| Key Club | Hiding of Easter Eggs | Fund Future Service Events/Field Trips |
| DECA | SnapRaise | Raise Funds for Competitions |
| Class of 2028 | Gold Coins for "Pot of Gold" Competition | Fund Prom, Senior Trip & Banquet |
| NHS | Sale of Flowers at All School Musical | Fund Senior Scholarship |
| DECA | Breakfast with the Easter Bunny | Raise Funds for Competitions |
| MHS | Tape-a-Teacher | Fund MHS Scholarship |
| Key Club | Kiss a Senior Goodbye | Fund Future Service Events/Field Trips |
| Class of 2029 | Car Wash | Offset prices for Senior Activities |
| GSA | SnapRaise | Offset Transportation Fee to Uconn for Conference |
| Class of 2029 | Chipotle Fundraiser | Offset Costs of Senior Activities |
| FHS | Backoff Competition | Fund Senior Scholarship |
| Science Honor Society | Bake Sale | Fund Senior Scholarship |
| Asian Students Assoc. | School Supply Drive for Africa | Donation |
| Science Honor Society | Sale of AP Exam Survival Kits | Scholarship Fund for SNHS |
| Boys Volleyball | Cheddarup Crowdfunding | Team Apparel & Team Banquet |
| Baseball | Pasta Dinner | Team Apparel & Team Banquet |
| Boys Lacrosse | SnapRaise | Team Apparel & Team Banquet |

Approved Field Trips April 2026

| School | Grade/Dept. | Trip Date | Day(s) of the Week | # of Students | # of Adults | Destination | Subs | Student Cost |
|---------------|--------------------|------------------|---------------------------|----------------------|--------------------|--------------------|-------------|---------------------|
| NES | 1 | 6/3/26 | Wednesday | 115 | 19 | Pratt Nature Cen | No | N/A |
| HPS | K | 6/4/26 | Thursday | 91 | 12 | Pratt Nature Cen | 1 | \$5.00 |
| NMHS | 11-12 | 4/21/26 | Tuesday | 35 | 2 | Industrial Manag | No | N/A |
| NMHS | 11-12 | 4/28/26 | Tuesday | 35 | 2 | Porter and Chest | N/A | N/A |
| SMS | 6-8 | 6/9/26 | Tuesday | 38 | 2 | SNIS/HPS/NES | 2 | \$0.00 |
| NMHS | 11-12 | 5/21/26 | Thursday | 25 | 2 | Garner Correctio | N/A | N/A |
| NMHS | 11-12 | 5/28/26 | Tuesday | 25 | 2 | Garner Correctio | N/A | N/A |
| NMHS | 11-12 | 5/1/26 | Friday | 25 | 1 | New Milford Dep | No | N/A |
| NMHS | 11-12 | 5/14/26 | Thursday | 40-45 | 2 | Ready CT Manuf | 2 | N/A |
| NMHS | 11-12 | 5/6/26 | Wednesday | 38 | 2 | In School Field T | no | \$0.00 |