



Avon Board of Education  
34 Simsbury Road, Avon, Connecticut

**Mission Statement**

*Our mission is to inspire in each student a joy and passion for learning and a commitment to excellence, personal integrity, and social responsibility.*

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**Tuesday, February 27, 2024 7:00 pm**

**Avon High School, Library**

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Avon High School  
510 West Avon Road  
Avon, CT 06001

**Agenda**

- I. Call to Order
  - A. Roll Call
  
- II. Pledge of Allegiance
  
- III. Mission Statement
  
- IV. Recognition
  - A. Avon High School Student Cameron Kraft - Designing and Creating the Central Office Signs
  
- V. Approval of Minutes
  - A. Board of Education Regular Monthly Meeting Minutes of January 16, 2024
  
- VI. Communication from Public

Communications are generally limited to 15 minutes as a total maximum for all speakers, with each speaker limited to 3 minutes in accordance with standing Board policy. The Board may waive these limits in exceptional circumstances.
  
- VII. Items of Information and Proposals
  - A. Student Representative Report – Lillian Peng and Nikolai Meltser
  - B. Financial Report – Susan Russo, Business Manager
  
- VIII. Committees & Liaison Reports
  - A. Committee Reports
    - Curriculum & Professional Practices – Lynn Katz - Minutes of 2/13/24, Next Meeting 5/21/24
    - Finance – Deb Chute - Minutes of 2/13/24, Next Meeting 3/12/24
    - Negotiations – Suzanne Szekeres-
    - Policy – Thej Singh - Policy Minutes of 1/30/24, Next Meeting 3/5/24
  
  - B. Liaison Report
    - Capital Region Education Council – Chris Campbell

**IX. Chair's Report –Ms. Debra Chute, Board Chair**

**A. Board Chair Update**

**X. Superintendent's Report– Dr. Bridget Heston Carnemolla**

**A. Hiring Report**

**B. Enrollment Report**

**C. Strategic Plan Update**

**D. Updates**

**XI. Consent Calendar**

**23-24/31 - Budget Transfers**

**23-24/32 - Donation - Avon High School PTO to AHS (\$4,597.99)**

**XII. Old Business**

**23-24/30 - Appointment of PACTAC Advisory Council Member**

**XIII. New Business**

**23-24/ 33 - 4118.51 - Employee Use of District Computer Systems and Electronic Communications**

**23-24/34 - 5112.1 - Admission to Public Schools at or Before age of 5**

**23-24/35 - 5112 - Eligibility to Attend Avon Public Schools**

**23-24/36 - 5131.71 - Student Use of Districts Computer Systems and Internet Safety**

**23-24/37 - 5144 - Student Discipline**

**23-24/38 - 5144.4 - Recess and Play Based Learning**

**23-24/39 - 6210 - Parental Access to Instructional Materials**

**23-24/40 - Approval of Primary Instructional Material - Social Studies 8th Grade Textbook**

**23-24/41 - Approval of Primary Instructional Material - Novel Rebecca**

**XIV. Communication from Public**

**Please remember communications are generally limited to 15 minutes as a total maximum for all speakers, with each speaker limited to 3 minutes in accordance with standing Board policy. The Board may waive these limits in exceptional circumstances.**

**XV. Communication from Avon Board of Education Members**

**XVI. Adjournment**



**Monthly Meeting**  
Avon Board of Education  
34 Simsbury Road, Avon, Connecticut

**Mission Statement**

*Our mission is to inspire in each student a joy and passion for learning and a commitment to excellence, personal integrity, and social responsibility.*

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Tuesday, January 16, 2024, 7:00 pm

Avon High School, Library

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Avon High School  
510 West Avon Road  
Avon, CT 06001

**Minutes**

**Attendance**

**Board Members Present:**; Christopher Campbell; Debra Chute, Board Chair; Jeffrey S. Fleischman, Board Secretary; Ramesh Kandipilli; Lynn Katz; Nicole Russo; Thej Singh, Board Vice-Chair; Suzanne Szekeres; Sarah Thompson

**Board Members Absent:** None

**Administration Present:** Dr. Bridget Heston Carnemolla, Superintendent of Schools; Jess Giannini, Assistant Superintendent; Roberto Medic, Assistant Superintendent; Susan Russo, Business Manager

I. **Call to Order**

*Dr. Carnemolla called the meeting to order at 7:01 p.m.*

A. **Roll Call**

By way of all Board members present on screen, roll call was waived.

II. **Election of Board Officers:**

Dr. Carnemolla began the meeting with a call for nominations for Board Chair. Lynn Katz nominated Deb Chute to be Board of Education Chair and Jeffrey Fleischman seconded the nomination. *The vote was unanimous for Deb Chute for Board Chair.*

At this point Dr. Carnemolla handed over the meeting to the Board Chair, Deb Chute.

Ms. Chute went on to ask for nominations for Board Vice Chair; Sarah Thompson nominated Thej Singh for Vice Chair, Nicole Russo seconded the nomination. *The vote was unanimous for Thej Singh for Vice Chair.* Finally Ms. Chute called for nominations for Board Secretary; Nicole Russo nominated Jeffrey Fleischman, Deb Chute seconded the nomination. *The vote was unanimous for Jeffrey Fleischman for Board Secretary.*

III. **Pledge of Allegiance**

IV. **Mission Statement**

Ms. Chute read the Board's Mission Statement.

V. Recognition/Presentations:

- A. Middle School Student Amulya Cheemarapati: Amulya’s poem about ‘how local government is cool’ won the 2023 #LoCoolGov scholarship given by the Connecticut Conference of Municipalities.

At this time, Ms. Chute recognized she had skipped over a portion of the elections, and spoke about the Board Committees. There are 4 committees; Policy, CPP, Finance and Negotiations and there will need to be 4 committee members on each committee. All members were asked to email their preferences to Ms. Chute and she would get back to the Board on her decision on the committees and the chairs of those committees.

Ms. Chute also mentioned that we are in need of a CREC liaison, to which Mr. Campbell mentioned he might be interested, but to please mention that in your email if another Board member was interested in that as well.

VI. Approval of Minutes

- A. Board of Education Special Budget Workshop Meeting minutes of December 19, 2023  
*Ms. Thompson made a motion to approve the Budget Workshop minutes of December 19, 2023, Mr. Fleischman seconded.  
Motion passed 9-0-0*
- B. Board of Education Regular Monthly Meeting minutes of December 19, 2023  
*Ms. Katz made a motion to approve the minutes of the Regular Monthly Meeting of December 19, 2023, with the edits discussed, Ms. Thompson seconded.  
Motion passed 9-0-0*
- C. Board of Education Special Budget Workshop minutes of January 10, 2024  
*Ms. Singh made a motion to approve the minutes of the Special Budget Workshop of January 10, 2024, Ms. Nicole Russo seconded the motion.  
Motion passed 9-0-0*

VII. Communication from Public

*No communication from the public*

VIII. Items of Information and Proposals

- A. Student Representatives Report - Lillian Peng and Nikolai Meltser, AHS Student Representatives. Nikolai was not present and Lillian had laryngitis, so Ms. Christine Sardinkas, Board Clerk, read the update:

**AHS:** Midterms start Wednesday, January 17, 2024; There are new couches in the lobby being used; Intramural basketball had their first game with a great turnout; Literary Arts Club is hosting an open mic night on January 26th.

**AMS:** Student Council PJ day was a huge success raising over \$630 for the CT Children's Foundation; Chapter of Steel City Codes has been established at AMS promoting inclusivity in Computer Science for grades 7-8.

**TBS:** Successful Pajama day; Winter Concerts coming up.

- B. Financial Report – Susan Russo, Business Manager

There is no financial report this evening, except the presentation of the budget.



**IX. Committees & Liaison Reports**

**C. Committee Reports-** There were no committee reports as the second half of the year committee meeting dates will be voted on further on in this meeting.

1. Curriculum & Professional Practices –
2. Finance –
3. Negotiations –
4. Policy –

**D. Liaison Report**

1. Capital Region Education Council –

**X. Chair’s Report – Debra Chute, Board Chair**

**E. Board Chair Update**

Ms. Chute welcomed the new Board members, congratulating them for winning and welcomed back Nicole Russo. Ms. Chute wanted to also express how impressed she is on how well the budget information is presented. It is known how hard the Administrators work on the budget and the effort put into the budget, and wanted to express her thanks to everyone.

**XI. Superintendent’s Report – Dr. Bridget Heston Carnemolla**

**A. Hiring Report**

Mr. Medic spoke to the hiring of staff members:

Continue to fill non certified vacancies, as well as two long term substitutes were hired to fill vacancies for two staff members out on medical leave.

**B. Enrollment Report**

Dr. Carnemolla stated we are up 8 students from this time last year, with no issues as a result of the net additional students in the district.

**C. Strategic Plan Update**

**D. Updates**

Kindergarten Entry Age presentation by Mr. Jess Giannini, and the work Avon has done to respond to the new legislation.

Mr. Giannini began by reiterating the new state legislation that kindergarten students must be age 5 by September 1st of the year they enter Kindergarten. Previously it had been a student who had to turn 5 by January 1st of the year they had started Kindergarten (starting in September at age 4, turning 5 by January 1st). The legislation also states that a parent can submit a written request for early entry into Kindergarten for their child if they were born between 9/2 and 12/31. At that point Avon will conduct an assessment of the student to determine if they are academically and socially ready for Kindergarten.

Mr. Giannini went on to explain the reason the state has made the change, which is the academic rigors of Kindergarten as well as the developmental differences between a 4 and 5 year old.

Board member inquired about a student attending PreK, would they be able to start if their birthday was later than September 1st and Mr. Giannini answered that regardless of the student attending PreK, they have to be 5 by September 1st to start kindergarten.

There was also a question regarding what a parent could do if they don’t agree with the assessment given to their child? Mr. Giannini responded that there will be meetings with those parents to figure out the best next steps for their child.

One member inquired about the PreK in Avon now is a 2 year program, would the child get to stay for a 3rd year if they are deemed not ready for kindergarten. Mr. Gianinni answered they are leaning towards that, but that will be ‘phased’ out in the next few years as the acceptance of the student will be based upon their birthday so the amount of time they will be in preschool will only be 2 years.

Mr. Giannini went on to say they conducted a survey of families with a potential kindergarten age student and received 145 responses. There are families looking for early entry into Kindergarten for their child.

The Assessment to determine if a child is ready for Kindergarten , will include the continuation of what we have done in the past which is ‘storytime’(students looking to enter Kindergarten come to the school for ‘Storytime’ and are observed for educational and emotional readiness to start Kindergarten. With the new legislation, the assessments will now also include family questionnaires as well as some standardized assessments for these early entry candidates. The three standardized assessments are:

1. DIAL- Developmental Indicator for Assessment in Learning
2. ESI- Early Screening Intervention
3. Ages and Stages

Board member asked if we have used these screening assessments before and who will be doing the screening? Mr. Giannini answered that ESI and Ages and Stages is something the staff is familiar with, but DIAL is new. Assessing the students will be a combination of certified teachers, psychologists and social workers.

It was also asked if this was going to be the plan every year for assessing students and Mr. Giannini answered that it is the plan going forward but they will also look at the process after this first year and edit the process where they feel it is needed.

Mr. Giannini continued that there will be information sessions at the end of January (1/24, 1/25, and 1/26) as well as information letters to families and an updated website on all of this information.

A few more questions regarding Open Choice students and assessments were asked, and Mr. Giannini answered that they will find an opportune time to assess the Open Choice students including possibly going to Hartford to assess the student for early entry into Kindergarten.

A Board member asked if this new legislation would have an impact on the PreK and Mr. Giannini answered that according to the data our 4 year olds are quite ready for PreK, as well as the fact that we can control the seats that open up in PreK, so that we avoid a large impact on the PreK program.

**XII. Consent Calendar**

***There was nothing in the consent calendar for this meeting***

**XIII. Old Business- There was no Old Business for this meeting**

**XIV. New Business**

**A. 23-24/27 Approval of 2nd half of year BOE Committee Meeting Dates**

***Ms. Szekeres made a motion to accept the 2nd half of the 23-24 BOE Committee Meeting Dates, Ms. Katz seconded the motion.***

***Motion passed 9-0-0***

**B. 23-24/28 Approve 2024-2025 APS School Year Calendar**

***Ms. Singh made a motion to approve the 2024-2025 school year calendar, Mr. Fleischman seconded the motion***

***Motion passed 9-0-0***

**C. 23-24/29 Approval of the 2024-2025 APS Budget**

Dr. Carnemolla started by saying that the budget is revamped after each time the Board meets, to take into consideration the conversations and requests by the Board.

The Mission Statement is where our budget always starts, and each line of the budget is measured against our Blueprint for Excellence.

The 'Big Picture' is as follows:

2023/2024 Gross Budget - \$66,743,809  
less non-tax revenue- \$ 4,267,161  
2023/2024 Net Budget - \$62,476,648

Proposed 2024/2025 Gross Budget - \$70,122,089  
Gross % Increase - 5.06%  
less non-tax revenue - \$4,439,019  
less 2022/2023 funds - \$ 100,588  
Net Budget = \$65,582,482 or 4.97%

Dr. Carnemolla went on to say that many hours were spent going line by line to make sure they were being as efficient as possible.

Fixed costs including Health Insurance, transportation, and software and Special Education are drivers of the budget that alone amount to a 2.74% increase for the budget.

**Focus Area I: Student Learning General Budget Funded-Salaries**

- 1.0 FTE Pre School Teacher
- 2.0 FTE Paraeducators- to maintain additional section of PreK
- 5.0 FTE Paraeducators- maintain support of IEP requirements
- 7.0 FTE Teaching Assistants  
(accounting for 0.73% of the budget)

**Focus Area I: Student Learning General Budget Funded**

- Special Education Tuition
- Special Education Contracted Services  
(accounting for 0.26% of the budget)

**Focus Area I: Student Learning IDEA Grant Funded**

- 1.0 FTE PreK Teacher
- 2.0 FTE PreK Para Educators  
(no impact on general fund)

Question was posed by a Board member regarding what other things can be paid for by this grant and Dr. Carnemolla, with the help of Ms. Susan Russo answered that it could be for something we needed to add that is new this year, whether it be equipment, a position, contracted services, professional development and it can also pay for a portion of the SPED salaries

**Focus Area I: Student Learning - Enhancements**

- Library Books, Music Equipment, Reading Materials, Math Program Materials, Tech Ed Programs  
(no impact on general fund)

**Focus Area II: Personal Growth and Relationships General Budget Funded**

- 1.0 FTE PGS & RBS Social Worker (0.14 % of budget)

**Focus Area II: Personal Growth and Relationships General Budget Funded (from Esser Grant)**

- 1.0 FTE AHS Social Worker (0.14% of budget)

**Focus Area III: Communications and Partnerships**

- Unified Sports program extension (Track and Field)(0.01% of budget)

**Focus Area IV: Systems**

- Utilities
- 1.0 FTE Custodian  
(Net decrease of 0.10% to budget)

**Focus Area IV: Systems**

- Health Insurance/Pension and OPEB and other Benefits (Net increase of 1.56%)
- Transportation (Net increase of 0.55%)

**Budget Distribution - Total Gross Budget \$70,122,089**

- Salaries & Benefits - \$59,193,166 or 80.14%
- Tuition - \$4,002,333 or 5.71%
- Transportation - \$3,807,301 or 5.43%
- Contracted Services - \$2,177,809 or 3.11%
- Supplies and Equipment - \$2,063,737 or 2.94%
- Utilities - \$1,406,222 or 2.01%
- All other - 471,520 or 0.67%

**2024-2025 Budget Drivers - Total Gross Budget Increase \$3,378,280 or 5.06%**

- Salaries & Benefits 86.93%
- Utilities (3.79%)
- Transportation 10.82%
- Tuition 2.87%
- Supplies (1.15%)
- Contracted Services 3.55%
- All other 0.77%

***Lynn Katz made a motion to approve the Superintendent's Proposed 2024-2025 Budget in the amount of \$70,122,089 which is a gross increase of 5.06% over the prior fiscal year, Jeffrey S. Fleischman seconded.***

***The motion passed 9-0-0***

**D. 23-24/30 Appointment of PACTAC Advisory Council Member**

***Motion was made by Ms. Chute to table the appointment of the PACTAC Advisory Council Member, Mr. Fleischman seconded the motion***

***Motion Passed 9-0-0***

XV. Communication from Public

There was no communication from the public.

XVI. Communication from Avon Board of Education Members

Ms. Deb Chute neglected to mention that she wanted to congratulate Sarah Thompson on winning her seat on the Board; being able to continue the great work she has been doing for Avon Students. Everyone on the Board is a part of the team and it is how they move forward. Ms. Katz wanted to welcome the new Board members, who she can tell are fully engaged and she is looking forward to working with you.

Ms. Nicole Russo went to the AMS chorus concert in December and was amazed at the talent there, and can't wait for the spring performances. She also thanked the Administrators for all the hard work on the budget. Ms. Russo would like to see the addition of an SRO and hopes we can get more state funding going forward.

Ms. Szekeres was very impressed with all the hard work and process with the budget, she felt that the budget reflects our values and vision.

XVII. Adjournment

***At 8:43 p.m. Mr. Campbell made a motion to adjourn the meeting, Ms. Thompson seconded. Motion passed 9-0-0***

Minutes prepared by Christine Sardinkas, Board Recording Secretary

Minutes respectfully submitted by Jeffrey S. Fleischman, Board Secretary

# Financial Highlights Memo

February 2024

FY23-24 – January 2024

- Salaries
  - Administrative salaries
    - Variances due to TBS Principal salary & RBS Interim Principal personnel change
  - Certified Salaries Teachers
    - Positive balances due to unfilled stipend positions not yet encumbered and FMLA leaves
    - Deficit in Teacher Sub instruction due to Long term subs for leaves
    - Other variances due to encumbrance timing or transfers
  - Non-Certified Salaries
    - Nurses – variances due to additional hours worked (field trips)
    - Custodian/Maintainers – variance due to staff movement; interim positions to cover leaves
    - Paraeducators – additional FTEs needed for Preschool & 1:1 student need
  - Budget transfer #2024-038
    - To offset deficits from lines with savings
- Other Expenses
  - Repairs/Maintenance & HVAC Repairs
    - Deficit due to rise in unanticipated repairs
    - HVAC Maintainer duties now outsourced to contractor
  - Tuition
    - Actual cost of Magnet School tuition & Adult Ed program higher than budgeted
  - Safety Supplies
    - Replacement batteries for radios and visitor management hardware for central office
  - Budget transfer # 2024-039
    - To offset deficits from lines with savings
- Nutrition Services
  - Current balance of unpaid lunches as of 2/8/24 - \$19,784
- Special Education
  - Contracted Services/Evaluations
    - Increased student needs for Audiological Services, Behavior Tech Services and independent evaluations
- General Fund unencumbered balance
  - 01/31/24 - \$3,567,259.33 – 5.34%
  - 01/31/23 - \$4,013,934.03 – 6.24%

# Avon Public Schools

## BM - Financial Report by Object Summary

From Date: 1/1/2024

To Date: 1/31/2024

Fiscal Year: 2023-2024

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.0.0000.100	SALARIES	\$42,313,169.43	\$3,290,656.45	\$19,616,733.84	\$22,696,435.59	\$22,221,674.39	\$474,761.20	1.12%
01.0.0000.200	EMPLOYEE BENEFITS	\$11,100,533.18	\$450,176.62	\$9,926,123.90	\$1,174,409.28	\$440,107.53	\$734,301.75	6.62%
01.0.0000.300	PURCHASED PROF & TECH SVCS	\$1,331,551.21	\$147,857.69	\$703,151.39	\$628,399.82	\$467,113.39	\$161,286.43	12.11%
01.0.0000.400	PROPERTY SVCS	\$862,775.80	\$105,673.99	\$566,633.10	\$296,142.70	\$278,661.19	\$17,481.51	2.03%
01.0.0000.500	OTHER PURCHASED SVCS	\$7,850,543.72	\$846,035.44	\$3,809,803.78	\$4,040,639.94	\$3,153,348.76	\$887,291.18	11.30%
01.0.0000.600	General Supplies & Utilities	\$2,577,954.84	\$206,834.77	\$1,198,976.54	\$1,378,978.30	\$561,766.87	\$817,211.43	31.70%
01.0.0000.700	EQUIPMENT	\$556,247.77	\$76,621.73	\$123,440.42	\$432,807.35	\$31,701.06	\$401,106.29	72.11%
01.0.0000.800	FEES & MEMBERSHIPS	\$151,033.00	\$6,755.86	\$60,229.91	\$90,803.09	\$16,983.55	\$73,819.54	48.88%
	Fund: General Fund - 01	\$66,743,808.95	\$5,130,612.55	\$36,005,192.88	\$30,738,616.07	\$27,171,356.74	\$3,567,259.33	5.34%
<b>Grand Total:</b>		\$66,743,808.95	\$5,130,612.55	\$36,005,192.88	\$30,738,616.07	\$27,171,356.74	\$3,567,259.33	5.34%

End of Report

**Minutes**

**Curriculum & Professional Practices**

**Avon Board of Education**

**34 Simsbury, Avon, Connecticut 06001**

**Tuesday, February 13, 2023 – 6:00 p.m.**

**Attendance**

**Members Present:** Lynn Katz, Committee Chair; Ramesh Kandipilli; Thej Singh, Sarah Thompson

**Member(s) Absent:** None

**Administration Present:** Dr. Bridget H. Carnemolla, Superintendent; Jess Giannini, Assistant Superintendent; Roberto Medic, Assistant Superintendent; Jodi Kryzanski, Director of Curriculum, Instruction and Assessment

**Others Present:** Deb Chute, Board Chair;

- I. Call to order  
*The meeting was called to order by Ms. Lynn Katz, at 6:00 pm.*
  
- II. Approval of October 24, 2023 minutes-  
*Ms. Thej Singh moved to approve the minutes of October 24, 2023, Ms. Sarah Thompson seconded*  
*Motion passed 4-0-0*
  
- III. Comments from the Public No comments from the Public
  
- IV. Old Business- N/A
  
- IV. New Business-
  - A. Primary Instructional Material Recommendations  
Dr. Carnemolla stated that Primary Instructional Materials are for courses that are required, not electives.  
Mr. Giannini continued; the CPDC committee met on February 1st and 2 Primary Material recommendations came out of that meeting; Rebecca, the novel and an 8th grade Social Studies Textbook.  
  
To start with the novel, Rebecca, it is used for 12th graders taking the ECE True Crime Then and Now elective English Course. ECE stands for Early College Experience and is based out of UCONN where a student can see what a college curriculum and assessment look like as well as possibly earning credits towards their college coursework.  
Ms. Katz questioned if the college chose the book or if we chose the book and Mr. Giannini answered that we chose the book to coincide with the course. Dr. Carnemolla added that there are some required materials the college mandates to be used for their courses, but there is some latitude with some instructional materials.  
Ms. Thompson asked if this was a pilot program or if it will be used from here on out and Dr. Carnemolla said it is approved to be used from here on out, but it doesn't mean they may not pick another one that fits well with the course in a few years.  
Mr. Kandipilli asked what the process was on how they chose the books for the courses and Dr. Carnemolla answered that the process begins with the teachers and the CPDC team



bringing together books to choose from that align with the curriculum and meet the standards for the course. Discussions are held and then there is a vote on the books to bring forward to the CPP Committee, and then onto the full Board. Dr. Carnemolla stated that textbooks work the same way, use the same process.

***Ms. Thej Singh motioned to have the new material/book Rebecca moved to the full board for approval, as well as open the 30 day review of the material, Mr. Kandipilli seconded. Motion passed 4-0-0***

The second Primary Instructional Material up tonight is the 8th grade Social Studies textbook, American History; Beginnings to 1877 (My World Interactive). Mr. Giannini began by saying that last year the 7-12 Social Studies curriculum was revised and the committee realized a great new option was available for 8th grade social studies textbooks and decided after discussion and a vote that this textbook was the best option to move forward. This textbook is an updated version of the one the students have now, but is more interactive, more multimedia experiences and a larger library for online platforms.

Ms. Katz questioned the copyright date and Mr. Giannini and Ms. Jodi Kryzanski had confirmed this was the latest edition available.

***Ms. Thej Singh motioned to have the new textbook American History; Beginnings to 1877 moved to the full board for approval, as well as open the 30 day review of the material, Mr. Kandipilli seconded. Motion passed 4-0-0***

- V. Professional Development Overview- This is just an FYI for the Board  
Mr. Giannini began by saying Avon has one more full day of Professional Development in March and then one more half day in May. It is an important part of the work we do, and thus have moved from the term 'Professional Development' to '*Professional Learning*' which leads to more self directed learning, collaboration and reflection for all staff.

Mr. Giannini continued with how Professional Learning supports the goals and focus areas that are in line with the Blueprint for Excellence, as well as to improve student learning and grow the professional capacity of Avon's staff. It also ensures we can retain and grow the district's highly skilled workforce. Professional Learning is offered at different levels (district level, school, department, by certification and by specialty area etc.). It is the goal to encompass differentiated types of learning, i.e. small group, individualized, workshops, lab based experiences to name a few.

Mr. Giannini then went on to show the Board how all the Professional Learning that is done is connected to the 4 components of our Blueprint for Excellence. Some questions that arose during this discussion were if some of the Professional Learning was required, and Dr. Carnemolla answered that yes, some of the sessions are required (Title IX, Cultural Competency, Sexual Harassment etc.) and they are offered to make sure we are all in compliance. Mr. Ramesh Kandipilli inquired about the minimum hours a certified staff needs to have in Professional Development and Mr. Giannini replied that certified teachers are required to have 18 hours of PD a year, and here at Avon we offer many more hours/opportunities to exceed that 18 hour mark.

Mr. Giannini wanted to thank the people that make Professional Learning possible, as the vast majority is organized, planned and facilitated by our talented staff, in particular Jodi Kryzanski, Elizabeth Ferry and Tiffany Fox as well as our Curriculum Specialists. Many hours go into the planning of these sessions for all staff.

VI. Adjournment

***Ms. Thej Singh motioned to adjourn meeting at 6:46 p.m., Mr. Ramesh Kandipilli seconded motion passed 4-0-0***

Minutes prepared by Christine Sardinskas, Recording Secretary

Minutes respectfully submitted by Lynn Katz, C&PP Committee Chair

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary

*Minutes are approved at the next Curriculum and Professional Practices Committee meeting, and any corrections to the minutes, if needed, will be made at that time.*

**Minutes**  
**FINANCE COMMITTEE**  
**Avon Board of Education**  
**34 Simsbury, Avon, Connecticut 06001**  
**Via Zoom**  
**Tuesday, February 13, 2024 – 5:00 p.m.**

**Attendance**

**Committee Members Present:** Deb Chute, Committee Chair; Chris Campbell; Jeffrey S. Fleischman; Suzanne Szekeres

**Other Member(s) Present:** Thej Singh; Ramesh Kandipilli

**Administration Present:** Dr. Bridget H. Carnemolla, Superintendent; Jess Giannini, Assistant Superintendent; Roberto Medic, Assistant Superintendent; Susan Russo, Business Manager

- I. Call to order  
*The meeting was called to order by Deb Chute, at 5:01 pm.*
  
- II. Approval of December 13, 2022 Minutes  
*Jeffrey Fleischman moved to approve the minutes of the December 12, 2023 Finance Committee meeting, Suzanne Szekeres seconded.*  
*The motion passed 4-0-0.*
  
- III. Financial Report February 2024
  - Certified salaries were discussed re: Variances due to Administrative/Principal changes; still have balances due to unfilled stipend positions; Need for subs due to long term leaves.
  - Non-Certified salaries had variances due to overtime and student need, as well as FMLA leaves and workers compensation leaves.
  - Repairs continue to be a major issue. We have instituted a budget freeze to make sure there is enough money in the budget to pay for the HVAC repairs that are coming in. Ms. Russo stated that we have been unable to fill the HVAC Maintenance position, so at this time we are outsourcing to a contractor for repairs.  
Mr. Fleischman asked if the repairs were chronic or big issues that can be addressed in the Capital improvement? Ms. Russo answered that as buildings get older these repairs creep up, and some of the work, for example electrical and plumbing needs to be done and can't wait for the capital funds, but plans are in place for all needed repairs in all buildings.
  - Tuition for Magnet schools and Adult Ed programs is higher than anticipated.
  - Variance in safety supplies with the School Manager installed in the Central Office.
  - Nutrition Services has a deficit from unpaid meals which will have to be covered if it does not get paid by June 30, 2024. Invoices and information on how to get help to pay the unpaid meal bill has been sent to the families involved.  
Ms. Szekeres asked if the students were made aware that they had a negative balance in their lunch account and Dr. Carnemolla answered that the new policy is that we are not allowed to tell the student they have a negative balance, we have to send a note or alert the parent/guardian.

Mr. Fleischman asked if the student had a negative balance were they denied activities (field trips/clubs/athletics) and Ms. Russo answered no, they will never be denied anything due to financial reasons.

Mr. Campbell asked if the PTO's could fundraise for this and Ms. Russo answered that the names of the families can not be released so fundraising for this is not applicable.

- Special Education has increased student needs and outplaced students increasing that budget line.
- Ms. Russo explained that we ended the month at little over 3.5 million unencumbered, approximately \$500,000 off from this time last year where we were at just over 4 million. There has been a pause on spending, which maintains the balance to move forward for the rest of the year.

#### IV. Transfers

Ms. Russo provided information on the following transfers:

- 2024-033 - \$48.16 Computer Privacy Screens
- 2024-034 - \$95.00 Fees and Memberships
- 2024-035 - \$3,500 AHS Athletics (State Championships)
- 2024-036 - \$55.00 Fees and Memberships AMS
- 2024-037 - \$683.03 Music Equipment
- 2024-038 - \$148,839.56 Salary Transfers
- 2024-039 - \$143,475.34 Repairs and Maintenance
- 2024-040 - \$101.97 Software Licenses

Ms. Chute commented on one transfer, AHS Athletics (State Championships) and how great it was that Avon teams were making it to the State Championships.

***Suzanne Szekeres moved to approve and move to the full Board the budget transfers as presented, Chris Campbell seconded.***

***Motion passed 4-0-0.***

#### V. New Business

##### A. Donation Letters:

- Donation of \$4,597.99 to Avon High School from Avon High PTO for various items for the students.

Ms. Chute wanted to state how grateful she was for the PTO generosity.

***Jeffrey Fleischman moved to approve and move to the full Board the donations as presented, Suzanne Szekeres seconded.***

***Motion passed 4-0-0.***

##### B. Student Activity Funds

Ms. Chute started by saying that the goal for the activity funds is to spend them down for the students to enjoy, so with that she turned it over for Ms. Russo who gave a brief synopsis of each school and where they were at with their activity funds.

#### VI. Old Business

There was no Old Business to discuss.

#### VII. Comments from the Public

There were no comments from the public.

VIII. Adjournment

*Jeffrey Fleischman made a motion to adjourn, Chris Campbell seconded the motion, all in favor to adjourn the meeting at 5:33 p.m.*

Minutes prepared by Christine Sardinkas, Recording Secretary

Minutes respectfully submitted by Deb Chute, Finance Committee Chair

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary

*Minutes are approved at the next Finance Committee meeting, and any corrections to the minutes, if needed, will be made at that time.*





**Minutes**

**POLICY COMMITTEE MEETING  
Avon Board of Education  
34 Simsbury, Avon, Connecticut 06001  
Via Zoom  
Tuesday, January 30, 2024 – 6:00 p.m.**

**Attendance**

**Members Present:** Ms. Thej Singh, Chair; Ms. Nicole Russo; Ms. Lynn Katz; Ms. Sarah Thompson

**Member(s) Absent:** None

**Administration Present:** Dr. Bridget Heston Carnemolla, Superintendent of Schools; Mr. Jess Giannini, Assistant Superintendent; Mr. Roberto Medic, Assistant Superintendent

**Others Present:** Ms. Deb Chute, Board Chair; Mr. Christopher Campbell

**I. Call to Order**

The meeting was called to order at 6:00 pm by Committee Chair, Ms. Thej Singh.

**II. Approval of November 28, 2023 Minutes**

*Ms. Lynn Katz motioned to approve the minutes of November 28, 2023 Policy meeting,*

*Ms. Nicole Russo seconded*

*The motion passed 4-0-0*

**I. Communication from Public**

There was no communication from the public.

**IV. New Business-Items for Review and Discussion**

**A. Policy 4118.51- Employee use of District Computer Systems and**

Dr. Carnemolla began by stating that this policy only has a few simple revisions which was to update some technology terms like Tik Tok and Twitter/X and technology devices like Smartwatches. The statute governs the use of computers in the schools (or any electronic device) and the notice of privacy when using our network. Ms. Katz questioned whether the paragraph in the Employee policy:

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

should be also put into the Student Policy on Computer use and that discussion was tabled until the committee reviewed the Student Use of Computer policy later in the meeting.

***Ms. Russo motioned to bring revised policy 4118.51 Employee Use of District Computer Systems and Electronic Communications to the full board, as presented, for approval. Ms. Katz seconded.  
Motion passed 4-0-0***

**B. Policy 5112- Admission to the Public Schools at or Before the Age of Five**

Dr. Carnemolla stated that this was discussed at the January Board meeting; and with the change in the statute, a new policy was needed. Dr. Carnemolla touched upon the residency issue where the Hartford Open Choice students are considered within our Avon jurisdiction, so therefore will follow the same guidelines as Avon residents entering Kindergarten.

Ms. Katz questioned if a parent of a child who is not 5 years old by September 1, 2024, and petitions for their child to be assessed for their readiness for Kindergarten, is the Principal's decision final on that assessment? What if the parent disagrees with the decision?

Dr. Carnemolla answered that 2 certified staff members will be assessing all students with the same assessment materials. The process will be fair and consistent so there will be no question or appeal process of the decision.

***Ms. Thompson made a motion to bring revised policy 5112, Admission to the Public Schools at or Before Age of 5, to the full board, as presented, for approval. Ms. Katz seconded.  
Motion passed 4-0-0***

**C. Policy 5131.71- Student Use of the District's Computer Systems and Internet Safety**

Dr. Carnemolla stated that this policy is like the employee policy we did first, adding in SmartWatches as a device that a student should have no expectation of privacy on, if on our Avon network. Dr. Carnemolla discussed with Attorney Sarah Gleason about the paragraph at the end of the employees policy regarding no expectations of privacy when on the schools network, and Attorney Gleason saw no reason we could not add that verbiage to the student policy as well. Ms. Katz and Ms. Russo thought it would be a good idea to add the wording, all of the policy committee agreed.

***Ms. Russo made a motion to bring revised policy 5131.71, Student Use of the District's Computer Systems and Internet Safety, with the changes suggested by the committee on language at the end of the policy, to the full board, as presented, for approval. Ms. Thompson seconded.  
Motion passed 4-0-0***

**D. Policy 5144- Student Discipline**

Dr. Carnemolla stated that the primary change to this policy is the addition of the definition of AI (Artificial Intelligence) and the possible misuse of it. There are also some revisions regarding discipline; continuing to teach, encourage and reinforce student behaviors. Dr. Carnemolla mentioned that there is a piece of the guidelines that came from the Federal level on racial discrimination, from the office of Civil Rights that ties into reaffirming the restorative practices.

Ms. Russo asked what is the general process of when you move from restorative practices to discipline and Dr. Carnemolla answered that they are not mutually

exclusive and many times there is a consequence to one's actions as well as an educational piece being taught. When appropriate, restorative practices and positive reinforcement will always be used, but in some cases, there is not choice as some offenses come with automatic expulsion (weapons possession for example), as well as sometimes the parent does not aid in the restorative practice, and the school has to move to discipline.

***Ms. Katz made a motion to bring revised policy, 5144 Student Discipline, to the full board, as presented, for approval. Ms. Russo seconded.  
Motion passed 4-0-0***

**E. Policy 5144.4- Recess and Play Based Learning**

Dr. Carnemolla referred to the new public act on Play Based Learning, and this is what is causing the policy to be revised. Dr. Carnemolla asked if there were any questions on the policy and Ms. Katz mentioned the paragraph where it says "devoted to a physical exercise not less than 20 minutes". She questioned about indoor recess, sometimes children just go out and talk during recess...is it mandatory that the children actually run around and be physical? Dr. Carnemolla answered no, it is not required, because yes, sometimes there is indoor recess where they play board games, etc. It is more of an *opportunity* for children to get physical exercise, they are not mandated to do the physical activity. A conversation ensued regarding reasons that a child may be 'pulled out' of recess. Certain exceptions may be to receive OT, PT, Speech, or a service where there is no other time to give it. Guidelines in the policy reflect the exceptions. Ms. Russo questioned if the higher grades can receive recess and Dr. Carnemolla answered that after 6th grade, for scheduling reasons, it is hard to carve out that time, but many times the flex period that 7th and 8th graders have is an opportunity for the students to go outside.

A final question posed by Ms. Thompson regarding taking recess away from the student as discipline, hoping that tactic wasn't used very often. Dr. Carnemolla assured her that it is only used if the child has done something dangerous or happened in that moment, directly before going out to recess.

***Ms. Thompson made a motion to bring revised policy 5144.4 Recess and Play Based Learning to the full board, as presented, for approval. Ms. Katz seconded.***

***Motion passed 4-0-0***

**F. Policy 6210 - Parental Access to Instructional Materials**

Dr. Carnemolla stated that we had to update the policy to stay in compliance with the state statute, although this has been Avon's practice anyway, so we are ahead of the game on this policy as most of our curriculum is online already.

Legislation now states that parents can request to see instructional materials. Ms. Russo asked what 'Reasonable time after the request is made' meant in the policy and Dr. Carnemolla answered that it was dependent on the form the material comes in (paper, electronic etc.) so getting the information to the parent could be immediate, or take some time. Ms. Singh asked if this was the same for parents requesting materials from their SPED student's teachers and Dr.

Carnemolla mentioned that, yes, it refers to SPED students as well, as long as it can be produced again to show the parent, and it is not an assessment or test.



***Ms. Thompson made a motion to bring revised policy 6210 Parental Access to Instructional Materials to the full board, as presented, for approval. Ms. Katz seconded.***

***Motion passed 4-0-0***

VI. Future Items for Review

Ms. Singh stated that there are no items for review at this time.

VI. Adjournment

***Ms. Katz motioned to adjourn the meeting at 6:55 pm, Ms. Russo seconded  
Motion passed 4-0-0***

Minutes prepared by Christine Sardinkas, Recording Secretary  
Minutes respectfully submitted by Thej Singh, Policy Committee Chair

Minutes approved by Jeffrey S. Fleischman, Board Secretary

***Minutes are approved at the next Policy meeting, and any corrections to the minutes, if needed, will be made at that time.***



## FEBRUARY 2024

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### NEW HIRES- CERTIFIED

2/26/2024 DeVito, Margaret AMS Long-Term Sub Social Studies

### NEW HIRES-NON CERTIFIED

1/17/2024 Raymond, Elaina AMS ParaEducator  
1/16/2024 Velauthapillai, Avenash RBS Para Educator  
1/29/2024 Cobbledick, Evan PGS Interim Custodian  
1/29/2024 Aeschliman, Claire RBS Teaching Assistant  
2/1/2024 Poddar, Sarita RBS PreK ParaEducator  
2/1/2024 Dridi, Haroun PGS Interim Custodian  
2/7/2024 Peck, Kai TBS Para Educator  
2/26/2024 Vega-Hayes, Darleen AHS Para Educator  
2/21/2024 Alvord, Christina AMS Para Educator  
2/21/2024 Dileone, Alexis RBS Teaching Assistant

### RESIGNATIONS

1/12/2024 Cabral, Jade RBS Para Educator  
1/12/2024 Rajkumar, Nithya TBS Cook/Manager  
1/26/2024 Guzallis, Laura RBS Teaching Assistant  
1/19/2024 Machlus, Rebecca TBS Food Service Worker  
2/2/2024 Schwoerke, Karl AHS/AMS Intervention Tutor

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OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Dr. B. Heston Carnemolla • Superintendent

34 SIMSBURY ROAD • AVON • CONNECTICUT • 06001

TEL (860) 404-4700 • FAX (860) 404-4704

bhcarnemolla@avon.k12.ct.us

Enrollment Report February 27, 2024

School	Grade	February 2023	# Sect	Average Class Size	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	# Sect	Average Class Size
APS Pre-K	Pre-K	71	5	14.2	71	73	72	73	74	75	78	6	13.00
PGS	K	113	7	16.14	119	126	126	126	126	126	127	6	21.17
PGS	1	131	6	21.83	114	115	114	117	117	117	116	6	19.33
PGS	2	137	6	22.83	137	136	134	135	136	137	139	7	19.86
PGS	3	150	7	21.43	143	142	142	142	142	142	142	7	20.29
PGS	4	117	5	23.40	146	148	148	146	146	146	147	7	21.00
Total in School		<b>648</b>			<b>659</b>	<b>667</b>	<b>664</b>	<b>666</b>	<b>667</b>	<b>668</b>	<b>671</b>		
RBS	K	90	5	18.00	105	104	105	104	104	105	105	5	21.00
RBS	1	85	4	21.25	89	88	88	88	88	88	88	5	17.60
RBS	2	92	5	18.40	85	85	85	85	85	85	85	4	21.25
RBS	3	99	5	19.80	93	96	96	96	96	95	95	5	19.00
RBS	4	118	6	19.67	98	98	99	99	99	99	99	5	19.80
Total in School		<b>484</b>			<b>470</b>	<b>471</b>	<b>473</b>	<b>472</b>	<b>472</b>	<b>472</b>	<b>472</b>		
TBS	5	203	11	18.45	235	235	236	236	237	237	237	11	21.55
TBS	6	255	12	21.25	201	205	205	206	207	209	209	10	20.90
Total in School		<b>458</b>			<b>436</b>	<b>440</b>	<b>441</b>	<b>442</b>	<b>444</b>	<b>446</b>	<b>446</b>		
AMS	7	249			261	260	259	259	258	258	259		
AMS	8	278			249	251	253	253	253	254	254		
Total in School		<b>527</b>			<b>510</b>	<b>511</b>	<b>512</b>	<b>512</b>	<b>511</b>	<b>512</b>	<b>513</b>		
AHS	9	225			259	254	254	254	253	254	256		
AHS	10	238			220	219	219	218	218	219	220		
AHS	11	225			241	241	241	240	241	241	240		
AHS	12	233			231	226	225	224	223	221	221		
Total in School		<b>921</b>			<b>951</b>	<b>940</b>	<b>939</b>	<b>936</b>	<b>935</b>	<b>935</b>	<b>937</b>		Difference from 2023
<b>Grand Total</b>		<b>3109</b>			<b>3097</b>	<b>3102</b>	<b>3101</b>	<b>3101</b>	<b>3103</b>	<b>3108</b>	<b>3117</b>		<b>8</b>

121 Choice students are included in enrollment, projection and average class size figures.

27 Outplaced students were not included in enrollment counts.

AVON PUBLIC SCHOOLS  
BUDGET TRANSFER REQUEST  
2023 - 2024

TRANSFER #

2024- 033

	ACCOUNT NUMBER	DESCRIPTION	AMOUNT
FROM	01.2.1100.600	Instructional Supplies / Instruction / A/C/S	\$48.16
TOTAL			\$48.16

	ACCOUNT NUMBER	DESCRIPTION	AMOUNT
TO	01.2.2400.430	Repairs / Schools / A/C/S	\$48.16
TOTAL			\$48.16

EXPLAIN THE REASON FOR THE TRANSFER:

to cover increased cost. on Amazon for computer privacy screens

\*\*\*NET BALANCE "TO" AND "FROM" SHOULD EQUAL ZERO.\*\*\*

PRINCIPAL/DIRECTOR APPROVAL      DATE 12/8/23      BOARD OF EDUCATION APPROVAL      DATE

BUSINESS MANAGER APPROVAL      DATE 12/20/23

SUPERINTENDENT APPROVAL      DATE 1/7/24



AVON PUBLIC SCHOOLS  
BUDGET TRANSFER REQUEST  
2023 - 2024

TRANSFER #

2024- 034

FROM

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01.5.1308.600	Gen Supplies//Student Activities/TBS	\$95.00
<b>TOTAL</b>		<b>\$95.00</b>

✓ 11/3/24

TO

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01.5.2210.890	Fees & Memberships/Pro Memberships/TBS	\$95.00
<b>TOTAL</b>		<b>\$95.00</b>

**EXPLAIN THE REASON FOR THE TRANSFER:**

Funds are needed for a membership fee (Association for Supervision and Curriculum Development).

\*\*\*NET BALANCE "TO" AND "FROM" SHOULD EQUAL ZERO.\*\*\*

*[Signature]*  
ADMINISTRATOR/DIRECTOR APPROVAL      12/21/2023      DATE

BOARD OF EDUCATION APPROVAL      DATE

BUSINESS MANAGER APPROVAL

*1/3/24*  
DATE

SUPERINTENDENT APPROVAL

*1/7/24*  
DATE

AVON PUBLIC SCHOOLS  
 BUDGET TRANSFER REQUEST  
 2023 - 2024

TRANSFER #

2024 - 035

	ACCOUNT NUMBER	DESCRIPTION	AMOUNT
FROM	01 1 1302 670	Uniforms / Athletics / AHS	\$3,500.00
	TOTAL		

✓  
12/24

	ACCOUNT NUMBER	DESCRIPTION	AMOUNT
TO	01 1 1302 890	Fees/Memberships / Athletics / AHS	\$3,500.00
	TOTAL		

EXPLAIN THE REASON FOR THE TRANSFER:

Coaches and participants going to State Championships

\*\*\*NET BALANCE "TO" AND "FROM" SHOULD EQUAL ZERO.\*\*\*

\_\_\_\_\_  
 ADMINISTRATOR/DIRECTOR APPROVAL      1/2/24  
 DATE

\_\_\_\_\_  
 BOARD OF EDUCATION APPROVAL      \_\_\_\_\_  
 DATE

\_\_\_\_\_  
 BUSINESS MANAGER APPROVAL      2/6/24  
 DATE

\_\_\_\_\_  
 SUPERINTENDENT APPROVAL      2/8/24  
 DATE

AVON PUBLIC SCHOOLS  
 BUDGET TRANSFER REQUEST  
 2023 - 2024

TRANSFER # 2024- 0310

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
FROM	01.2.1100.611	Instr Supplies/Instruction/AMS	\$55.00
	<b>TOTAL</b>		\$55.00

✓  
*BB*  
 1/24/24

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	01.2.2210.890	Fees & Memberships/Prof Memb/AMS	\$55.00
	<b>TOTAL</b>		\$55.00

**EXPLAIN THE REASON FOR THE TRANSFER:**  
 AATF membership renewal for teacher's students to participate in the national french exam

\*\*\*NET BALANCE "TO" AND "FROM" SHOULD EQUAL ZERO.\*\*\*

*[Signature]*      1/23/24      \_\_\_\_\_      \_\_\_\_\_  
 ADMINISTRATOR/DIRECTOR APPROVAL      DATE      BOARD OF EDUCATION APPROVAL      DATE  
  
*[Signature]*      1/23/24  
 BUSINESS MANAGER APPROVAL      DATE  
  
*[Signature]*      1/31/24  
 SUPERINTENDENT APPROVAL      DATE



**AVON PUBLIC SCHOOLS**  
**BUDGET TRANSFER REQUEST**  
 2023 - 2024

TRANSFER # 2024- 037

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01.1.1100.611	Instructional Supplies/ Instruction	683.03
<b>TOTAL</b>		<b>\$683.03</b>

FROM

✓  
 BO  
 2/1/24

683.03

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01.1.1106.430	Equipment / Music / AHS	683.03
<b>TOTAL</b>		<b>683.03</b>

TO

683.03

**EXPLAIN THE REASON FOR THE TRANSFER:**

Keyboard and Stand needed for Music Department  
Insufficient Funds in the Music / Equipment Budget.

\*\*\*NET BALANCE "TO" AND "FROM" SHOULD EQUAL ZERO.\*\*\*

[Signature] \_\_\_\_\_ 2/1/24  
 PRINCIPAL/DIRECTOR APPROVAL      DATE

\_\_\_\_\_ \_\_\_\_\_  
 BOARD OF EDUCATION APPROVAL      DATE

[Signature] \_\_\_\_\_ 2/1/24  
 BUSINESS MANAGER APPROVAL      DATE

[Signature] \_\_\_\_\_ 2/1/24  
 SUPERINTENDENT APPROVAL      DATE



Transfer 2024-038

Transfer To			Transfer From		
Account #	Description	Amount	Account #	Description	Amount
01.3.2400.110	Cert Salaries/Admin/RBS	\$ 117.72	01.5.2400.110	Cert Salaries/Admin/TBS	\$ 70,173.07
01.1.1200.111	Cert Salaries/Teachers/Special Ed/AHS	\$ 4,182.60	01.1.1241.111	Cert Salaries/Teachers/ASARP/AHS	\$ 18,988.80
01.3.1100.111	Cert Salaries/Teachers/Elem/RBS	\$ 930.00	01.6.1100.111	Cert Salaries/Teachers/Elem/PGS	\$ 27,396.34
01.6.1308.111	Cert Salaries/Teachers/Student Act/PGS	\$ 237.60			
01.8.1187.111	Cert Salaries/Teachers/ELL/DW	\$ 146.61			
01.8.1100.121	Teacher subs/instruction	\$ 44,616.43			
01.1.2130.112	Non Cert/Nurse/AHS	\$ 2,468.83			
01.2.2130.112	Non Cert/Nurse/AMS	\$ 165.38			
01.5.2130.112	Non Cert/Nurse/TBS	\$ 200.81			
01.1.2220.112	Non Cert/LMTA/AHS	\$ 199.43			
01.2.2400.112	Non Cert/Sec/AMS	\$ 11,030.65			
01.5.2400.112	Non Cert/Sec/TBS	\$ 500.00			
01.5.2600.112	Non Cert/Plant/TBS	\$ 24,292.40	01.1.2600.112	Non Cert/Plant/AHS	\$ 10,000.00
			01.6.2600.112	Non Cert/Plant/PGS	\$ 10,000.00
01.8.1200.114	Tutor/Sped Homebound	\$ 5,000.00	01.8.2580.112	Non Cert/Info Tech/DW	\$ 12,281.35
01.6.1200.115	Non Cert/Para/PGS	\$ 15,000.00			
01.8.1220.115	Non Cert/Para/PreK/RBS	\$ 8,368.27			
01.2.1200.115	Non Cert/Para/AMS	\$ 7,000.00			
01.5.1200.115	Non Cert/Para/TBS	\$ 21,882.83			
01.8.2700.117	Non Cert/Bus driver/DW	\$ 2,500.00			
		\$ 148,839.56			\$ 148,839.56

Difference \$ -

Business Manager

Superintendent

Board of Education

Transfer 2024-039

Transfer To			Transfer From		
Account #	Description	Amount	Account #	Description	Amount
01.8.2140.340	Contracted Svc/Evaluations/DW	\$ 34,208.75			
01.7.2600.421	Disposal Svc/Plant Operations/CO	\$ 53.82	01.1.2600.421	Disposal Svc/Plant Operations/AHS	\$ 53.82
01.1.2600.430	Repairs & Svcs/Main/Plant Operations/AHS	\$ 2,500.00	01.6.2600.614	Maintenance Supplies/Plant Ops/PGS	\$ 6,000.00
01.2.2600.430	Repairs & Svcs/Main/Plant Operations/AMS	\$ 35,000.00	01.1.2600.622	Electric/Plant Operations/AHS	\$ 20,663.82
01.6.2600.430	Repairs & Svcs/Main/Plant Operations/PGS	\$ 1,985.46	01.5.2600.622	Electric/Plant Operations/TBS	\$ 5,000.00
01.8.2600.430	Repairs & Svcs/Main/Plant Operations/DW	\$ 18,023.55	01.2.2600.614	Maintenance Supplies/Plant Ops/AMS	\$ 10,500.00
			01.1.2600.614	Maintenance Supplies/Plant Ops/AHS	\$ 15,000.00
			01.5.2600.430	Repairs & Svc/Maint/Plant Ops/TBS	\$ 4,500.00
			01.7.2600.614	Maintenance Supplies/Plant Ops/CO	\$ 5,000.00
			01.5.2600.614	Maintenance Supplies/Plant Ops/TBS	\$ 4,000.00
			01.3.2600.614	Maintenance Supplies/Plant Ops/RBS	\$ 4,000.00
01.5.1100.442	Copier Leases/Instruction/TBS	\$ 427.45	01.3.1100.442	Copier Leases/Instruction/RBS	\$ 541.03
01.6.1100.442	Copier Leases/Instruction/PGS	\$ 113.58			
01.8.1200.516	Transportation/Field Trips/Special Ed	\$ 132.41	01.8.1200.512	Transportation/Sped Out of District/DW	\$ 42,000.00
01.7.1405.560	Tuition/Adult Ed/CO	\$ 5,457.00	01.8.1200.512	Transportation/Sped Summer/DW	\$ 17,491.41
01.8.1196.560	Tuition/Magnet School/DW	\$ 29,807.79	01.8.2500.521	Prof/Umbrella Liab/Ins	\$ 4,841.18
01.2.2600.613	Custodial Supplies/Plant Operations/AMS	\$ 3,461.69			
01.6.2600.613	Custodial Supplies/Plant Operations/PGS	\$ 4,000.00			
01.8.2600.615	Safety Supplies/Plant Operations/DW	\$ 1,201.00			
01.8.1200.730	Equipment/Special Ed/DW	\$ 4,419.75			
01.8.2730.732	School Bus Maintenance/DW	\$ 939.08	01.8.2600.626	Gas/Oil/Plant Operations/DW	\$ 939.08
01.8.2660.730	Equipment/Safety & Security/DW	\$ 1,744.01	01.7.2600.430	Repairs & Svc./Maint/Plant Ops/CO	\$ 2,945.00
		\$ 143,475.34			\$ 143,475.34
				Difference	\$ -

Business Manager

AVON PUBLIC SCHOOLS  
BUDGET TRANSFER REQUEST

2023 - 2024

TRANSFER #

2024- 040

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01.5.2220.611	Instr Suplies/Library/Multimedia	\$91.41
01.5.2400.550	Printing/Schools/TBS	\$10.56
<b>TOTAL</b>		<b>\$101.97</b>

✓  
2/6/24

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01.8.2510.650	DW Software Licenses	\$101.97
<b>TOTAL</b>		<b>\$101.97</b>

EXPLAIN THE REASON FOR THE TRANSFER:

To cover Cricut Software for the library to use.

\*\*\*NET BALANCE "TO" AND "FROM" SHOULD EQUAL ZERO.\*\*\*

A      RB  
2/5/2024  
 ADMINISTRATOR/DIRECTOR APPROVAL      DATE      BOARD OF EDUCATION APPROVAL      DATE

2/6/24  
 BUSINESS MANAGER APPROVAL      DATE

2/5/27  
 SUPERINTENDENT APPROVAL      DATE



Dr. Stephanie Lockhart, *Principal*  
Dr. Diana DeVivo, *Assistant Principal*  
Jamaal Lee, *Assistant Principal*  
Todd Dyer, *Director of School Counseling*  
Timothy P. Filon, *Coordinator of Athletics and Student Activities*

To: Dr. Bridget Carnemolla, Superintendent  
From: Dr. Stephanie Lockhart  
Date: 1/17/2024

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The Avon High School PTO presented several teachers and staff with funds and donations totalling \$4,597.99.

The recipients were Matthew Dadona, Dr. Stephanie Lockhart, Natalie Caso, Scott Tinker and Jeff Lombardo.

The cash donations will be used to purchase accessories for a Milling Machine for the Engineering Program, materials to build a set for the Theatre Department's Spring production of Beauty and the Beast, and incentives for the "Falcon of the Week" program facilitated by the AHS Climate Committee. The PTO will also provide funding for CT State Poet Laureate, Antionette Brim-Bell, to be a guest speaker at an Open Mic program hosted by the Literary Club. Additionally, the PTO donated gallery furniture valued at \$1000.00 to Dr. Lockhart, on behalf of the school, as a part of this disbursement.

I submit this letter for board approval.

Please let me know if there is any additional information you require.

Sincerely

Stephanie Lockhart, Principal  
Avon High School

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510 West Avon Road • Avon, CT 06001 • 860-404-4740 • [www.avon.k12.ct.us](http://www.avon.k12.ct.us)

Avon High School is a student centered community that empowers each member to engage in authentic and substantive learning, develop effective leadership, and demonstrate humane character.



## Personnel -- Certified/Non-Certified

### Employee Use of the District's Computer Systems and Electronic Communications

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

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

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

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

**Personnel -- Certified/Non-Certified**

**Employee Use of the District's Computer Systems and Electronic Communications (con't)**

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

Legal References:

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-48b

Conn. Gen. Stat. § 31-48d

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

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

Policy adopted: April 27, 2021

Policy revised:

AVON PUBLIC SCHOOLS

Avon, Connecticut

**Students****Admission to the Public Schools at or Before Age Five**

The Avon Board of Education (the “Board”) complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board’s jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184.

Effective July 1, 2024, the Avon Public Schools (the “District”) shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child’s parent or guardian may submit a written request to the principal of the school seeking early admission to the District. Upon receipt of such a written request, the principal and an appropriate certified staff member shall assess such a child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate.

**Legal Reference:****Connecticut General Statutes**

10-15c	Discrimination by public schools is prohibited. School attendance for five-year-olds
10-220	Duties of boards of education
10-221	Board of education to prescribe rules, policies, and procedures
10-184	Duties of parents. School attendance age requirements

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

**Policy Adopted:**

**AVON PUBLIC SCHOOLS**  
AVON, CONNECTICUT



## Students

### Eligibility to Attend Avon Public Schools

In accordance with Connecticut General Statutes § 10-186, the Avon Board of Education (the “Board”) shall provide education for all persons five (5) years of age and older, having attained age five (5) on or before the first day of **January September** of any school year\*, and under twenty-one (21) years of age who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes §§ 10-233c and 10-233d, who reside in the Town of Avon. Additionally, special education will be provided for children who reside in the Town of Avon who have attained the age of three (3) and who have been identified as needing special education, and whose educational potential will be irreparably diminished without special education.

A child will be allowed to enroll in or attend the Avon Public Schools only if the child is a resident of the Town of Avon or meets the nonresident guidelines established in Section II of this policy.

A foreign exchange student may attend the Avon Public Schools only if the student meets the guidelines established in Section III of this policy.

Board policy 5118.1 will be followed as to the enrollment of homeless students. If the application of this policy conflicts with the Board’s obligations under the McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., the Board shall act in a manner consistent with its obligations thereunder.

#### **I. Resident Children**

- a. Children of school age, as defined in Section IV of the policy, who are bona fide residents of Avon are entitled to school accommodations provided by the Board without payment of tuition.
- b. Students residing with parents/guardians and students with emancipated minor status are considered a bona fide resident for purposes of this policy if:
  1. The child is residing with his or her parents or parent who is a bona fide resident of Avon; or
  2. The child is residing with a legally appointed guardian who is a bona fide resident of Avon; or
  3. The child is a legally emancipated minor or child eighteen (18) years of age or older who is residing in Avon with the intent to reside on a permanent basis.
- c. Students residing with other adult relatives or nonrelatives who are bona fide residents of Avon may be entitled to school accommodations provided by the Board without payment of tuition, provided the conditions set forth in Connecticut General Statutes § 10-253 are met:



## Students

### Eligibility to Attend Avon Public Schools

1. The Avon housing is to be permanent. For the purpose of this policy, the term “permanent” shall be defined as the intent by the non-resident student, the Avon relative or non-relative, and the student’s parent or guardian, that said student intends to reside in Avon indefinitely;
2. The Avon housing is provided by the Avon relative or non-relative without payment or compensation by the child’s parent or legal guardian; and
3. The Avon housing is not for the sole purpose of attending Avon Public Schools.

### II. Non-Resident Children

- a. A child who does not reside in the Town of Avon will be allowed to enroll in or attend Avon Public School if the student meets one of the following criteria:
  1. A student will be allowed to enroll in or to attend the Avon Public Schools on a tuition-free basis if at the time the student applies for enrollment the Superintendent of Schools or his/her designee determines that the student can reasonably establish residency in the Town of Avon within 60 calendar days of the date of enrollment. The Superintendent of Schools or his/her designee reserves the right to require documentation to establish that the student will be able to meet the residency requirement.
  2. A student may be allowed to continue to attend the Avon Public Schools on a tuition-free basis if the student is in the 12th grade (senior class) and has been enrolled continuously in the Avon Public Schools since the beginning of the prior school year. A student will be considered as being in the 12th grade if the student has successfully completed the 11th grade in Avon.
  3. A student will be allowed to continue to attend the Avon Public Schools for the remainder of a school year on a tuition-free basis if the student’s parents or legal guardians have moved from Avon, provided that the move takes place no more than 60 calendar days before the end of the school year. No student will be allowed to remain enrolled in or continue to attend the Avon Public Schools beyond that 60 calendar-day period unless the student’s continued enrollment and attendance is specifically approved by the Board.
  4. A student who is enrolled in or attends the Avon Public Schools through a bona fide student exchange program will be allowed to do so on a tuition-free basis.
- b. The Superintendent of Schools or his/her designee is authorized to accept non-resident students into Avon Public Schools on a tuition basis pursuant to Board policy 3240.

## Students

### Eligibility to Attend Avon Public Schools

- c. The parents or guardians of a student or an emancipated minor or student eighteen (18) years of age or older will be liable for any tuition charges under this policy. The tuition charge will be assessed for each school day during which the student did not comply with the requirements of this policy. In the case of a student entering the Avon Public Schools, the tuition charge will begin to accrue from the first school day after enrollment and will continue to accrue until the student complies with this policy or leaves the Avon Public Schools.
- d. The per diem tuition rate will be calculated, for purposes of this policy, according to the following formula: annual per pupil cost ÷ 180 school days.
- e. The parent or guardian will be responsible for transportation of any non-resident student allowed to attend the Avon Public Schools.
- f. Except as specifically noted in this policy, the Superintendent of Schools or his/her designee has the authority to decide whether a non-resident student may attend the Avon Public Schools. Anyone aggrieved by a decision of the Superintendent will have the right to appeal to the Board as outlined in Section V of this policy.

### III. Foreign Exchange Students

The Board encourages international studies. Students are encouraged to participate in international exchange programs and other activities that advance cultural awareness and promote mutual understanding and respect for the citizens of other countries. To that end, the Board allows foreign exchange students at the secondary level on one-year J-I visas, who are residing with host families in the town of Avon, who are not relatives, to enroll on a non tuition basis in Avon Public Schools. Students who apply must not have finished more than eleven (11) years of primary and secondary school, not including kindergarten, and must be at least fifteen (15) years of age but not more than eighteen (18) years and six (6) months of age as of the start of their foreign exchange program. Students who apply must not have the equivalent of a high school diploma from a foreign school system. Students who are accepted and placed in grade 12 will only receive an honorary diploma. Further, prospective students must meet those criteria established by the administration in the areas of language competency, residency, and deportment. Only foreign exchange students sponsored by organizations screened and approved by the administration will be accepted. The Board reserves the right to limit the number of exchange students in a given year. Exchange students must comply with immunization requirements set forth in state law. Once admitted, exchange students become subject to all District policies and regulations governing students.

In order for a foreign exchange student to be eligible for enrollment in the Avon Public Schools, the following criteria must be met:

## Students

### Eligibility to Attend Avon Public Schools (continued)

- a. The student may not be a graduate of the school system in the country in which he/she is a native.
- b. The student must be sufficiently fluent in English.
- c. The application for admission must be reviewed by the appropriate school administrator.
- d. The school must ascertain that the living situation that the student would be living in the Town of Avon is appropriate.
- e. The school must have room for the student and be able to accommodate him/her without incurring additional costs or burden.
- f. The student is not eligible to receive a diploma but can receive an honorary diploma.
- g. The student may be eligible to play interscholastic sports if he/she meets the CIAC criteria.
- h. If the student is not participating in and attending the school program or is disruptive to the smooth and efficient operation of the school, the student may be dis-enrolled.
- i. This program is designed for foreign students who enter the country on one-year J-I visas through established exchange programs designated by the United States Information Agency and the Department of State and officially recognized by the Board, such as Youth for Understanding, American Field Service and Rotary.
- j. The student or sponsoring organization will provide all dues and fees.
- k. All international exchange students shall meet state and District immunization requirements.

### IV. Ages of Attendance and Admission

- a. Parents and those who have the control of children five (5) years of age and over and under eighteen (18) years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.
- b. Children reaching the age of five (5) on or before **September 1** ~~January 1~~ of any year, as verified by a birth certificate, will be eligible for Kindergarten. ~~in the preceding September. Children~~

## Students

### Eligibility to Attend Avon Public Schools (continued)

~~reaching the age of six (6) on or before January 1 of any year, as verified by a birth certificate, who have completed Kindergarten will be eligible for Grade 1 in the preceding September. Children who do not meet the age requirements will not be eligible for enrollment.~~

- c. The parent or person having control of a child five (5) years of age shall have the option of not sending the child to school until the child is six (6) years of age. The parent or person having control of a child six (6) years of age shall have the option of not sending the child to school until the child is seven (7) years of age.

The parent or person shall exercise such an option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

- d. The parent or person having control of a child seventeen (17) years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community.
- e. A child who has attained the age of seventeen (17) and who has voluntarily terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety (90) school days from the date of such termination unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three (3) school days after such child seeks readmission.
- f. A child who has attained the age of nineteen (19) or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one (21).

### V. Review and Hearing Procedures

The Superintendent of Schools or his/her designee shall be responsible for determining the eligibility of children to attend the Avon Public Schools.

If the Superintendent or his/he designee denies enrollment in the Avon Public Schools, including a denial based on an issue of residency, the Superintendent or his/he designee will inform the parent/guardian of the child, or the child if the child is an emancipated minor or a pupil eighteen (18) years of age or older, of the right to request a hearing by the Board. The parent/guardian of the child, or an emancipated minor or a pupil eighteen (18) years of age or older who is denied schooling, or an agent or officer charged with the enforcement of the laws concerning attendance

## Students

### Eligibility to Attend Avon Public Schools (continued)

at school, may, in writing, request a hearing by the Board within thirty (30) calendar days of the Superintendent or his/he designee's decision.

The Board may choose one of the following: (a) conduct the hearing, (b) designate a subcommittee of the board composed of three board members to conduct the hearing, or (c) establish a local impartial hearing board of one or more persons not members of the Board to conduct the hearing.

The Board, subcommittee or local impartial hearing board shall give such a person a hearing within ten days after receipt of the written request, make a stenographic record or tape recording of the hearing and make a finding within ten days after the hearing.

Hearings shall be conducted in accordance with Connecticut General Statutes §§ 4-176e to 4-180a, inclusive, and § 4-181a. Any child, emancipated minor or pupil eighteen (18) years of age or older who is denied accommodations on the basis of residency may continue in attendance in the Avon Public Schools at the request of the parent/guardian or emancipated minor or pupil eighteen (18) years of age or older, pending a hearing pursuant to this section.

(cf. 3240 - Non-Resident Tuition)  
 (cf. 5113 - Attendance/Excuses/Dismissal)  
 (cf. 5118.1 - Homeless Students)  
 (cf. 6146 - Graduation Requirements)

Legal References:

*Connecticut General Statutes:*

- § 10-15 Towns to maintain schools.
- § 10-15c Discrimination in public schools prohibited. School attendance by five-year-olds.
- § 10-27 International studies, exchange programs.
- §§ 10-76a through 10-76g, inclusive re: special education.
- § 10-184 Duties of parents. School attendance age requirements.
- § 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission.  
**Transfers.**
- § 10-220 – Duties of Boards of Education
- § 10-221 – Board of Education to prescribe rules, policies and procedures
- § 10-233c Suspension of pupils.
- § 10-233d Expulsion of pupils.

**Students**

**Eligibility to Attend Avon Public Schools (continued)**

§ 10-253 School privileges for children in certain placements.  
Public Act 23-208, “An Act Making Certain Revisions to the Education Statues”

Policy adopted:           October 20, 2020  
Policy revised:

AVON PUBLIC SCHOOLS  
Avon, Connecticut



## Students

### Student Use of the District's Computer Systems and Internet Safety

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

These computer systems are business and educational tools. As such, they are made available to students in the District for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The District will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the District will implement a technology protection measure to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child pornography, and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board- provided Internet access.

As the owner of the computer systems, the District reserves the right to monitor the use of the district's computers and computer systems.

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

#### Legal References:

Conn. Gen. Stat. § 10-221

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

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520 2523

Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h) No Child

Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)



Policy adopted: April 27, 2021  
Policy Revised: May 16, 2023  
Policy revised:

**AVON PUBLIC SCHOOLS**  
Avon, Connecticut

## Students

### STUDENT DISCIPLINE

It is the policy of the Avon Board of Education (the "Board") to create a school environment that promotes respect of self, others, and property within the Avon Public Schools (the "District"). Compliance with this policy will enhance the Board and the District's ability to maintain discipline and reduce interference with the educational process that can result from student misconduct. Pursuant to this policy, the District shall promote the utilization of consistent discipline practices, both within and across schools in the District, while also promoting the consideration of individual circumstances arising in each student disciplinary matter. Where appropriate, the District implements strategies that teach, encourage and reinforce positive student behavior that do not require engagement with the discipline system.

#### I. Definitions

- A. **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.
- B. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- C. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (e.g., spring v. CO2 cartridge) and potential for serious bodily harm or death.
- D. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- E. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- F. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.

## Students

### STUDENT DISCIPLINE

#### Definitions (cont'd)

- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- H. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- I. **Generative Artificial Intelligence ("AI")** refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.
- J. **Protected Class Harassment** is a form of discrimination on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class"). Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment does not have to include intent to

**Students****STUDENT DISCIPLINE****Definitions (cont'd)**

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.

**J-K. In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

**K. L. Martial Arts Weapon** means a nunchaku, kama, kusari-fundo, octagon sai, tonfa or Chinese star.

**L-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.

**M-N. School Days** shall mean days when school is in session for students.

**N-O. School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Avon Board of Education (the "Board") and includes activities conducted on or off school property.

**O-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.

**P-Q. Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

**Q-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 edge 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.

## Students

### STUDENT DISCIPLINE

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

#### II. Scope of the Student Discipline Policy

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

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

##### B. *Conduct off School Grounds:*

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

##### C. *Seriously Disruptive of the Educational Process:*

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board 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



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Administration and/or the Board may also consider (5) **whether the off-campus conduct involved the illegal use of drugs.**

- D. A student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

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

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, member of the school staff or other person(s).
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking/vaping, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of Protected Class Harassment or reprisal or retaliation against any individual for reporting in good faith incidents of Protected Class Harassment, or who participate in the investigation of such reports.
7. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school officials **staff members** or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.

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9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke), **including the use of AI to engage in such conduct.**
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in Paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For purposes of Paragraph 15, the term “electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.



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For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph 15 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, employees and/or other persons.

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

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## Definitions (cont'd)

32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:
- a. causes physical or emotional harm to an individual;
  - b. places an individual in reasonable fear of physical or emotional harm; or
  - c. infringes on the rights or opportunities of an individual at school; or
- Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for employees, 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.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication (other than to school officials).
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication (other than to school officials).
37. Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

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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.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

- A. 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

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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 VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in possession of a firearm as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds, on school transportation, or at a preschool program-sponsored event. The term “firearm” is defined above in Section I.**
- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or designee determines that a student should or must be expelled, the Superintendent or designee shall forward such recommendation to the Board so that the Board can consider and act upon this recommendation.

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

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed by a teacher, the teacher must send the student to a designated area and notify the responsible administrator or the administrator’s designee at once.



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- 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.

#### VI. 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 ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the responsible administrator or the administrator's designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
  2. If suspended, such suspension shall be an in-school suspension, except the responsible administrator or the administrator's designee may impose an out-of-school suspension on any pupil:
    - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the responsible administrator 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 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

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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 determines that an out-of-school suspension is appropriate for such student based on evidence that such student's conduct on school grounds or on school transportation is of a violent or sexual nature that endangers persons.
3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the responsible administrator or the administrator's designee, but only considered in the determination of the length of suspensions.
4. By telephone, the 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.
5. 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 in an email and a mailed letter 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.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the responsible administrator or the administrator or designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.

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9. 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 programs shall not require the student and/or the student's parents to pay for participation in the program. **The Superintendent may delegate this authority to building or program level administrators.**
10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration. **The Superintendent may delegate this authority to building or program level administrators.**
11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
12. The decision of the responsible administrator or the administrator or designee with regard to disciplinary actions up to and including suspensions shall be final.
13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the responsible administrator or the administrator specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The responsible administrator or the administrator's designee shall

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report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

**VII. Procedures Governing In-School Suspension**

- A. The responsible administrator or the administrator' 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 designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building 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.

**VIII. Procedures Governing Expulsion Hearing****A. *Emergency Exception:***

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

Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

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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 a panel.

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

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to the student's parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to the student's parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the Administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.



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- e. The student may cross-examine witnesses called by the **Superintendent or designee** Administration.
- f. The student may be represented by an attorney or other advocate of the student's choice at the student's expense or at the expense of the student's parent(s) or guardian(s).
- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or the student's parent(s) or guardian(s) requires the services of an interpreter because they do not speak the English language or are disabled.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
- j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. *Hearing Procedures:*

1. 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 ~~Administration~~ **Superintendent or 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 ~~Administration~~ **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.

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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 impartial board) will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or designee.
7. Each witness for the Administration Superintendent or designee will be called and sworn. After a witness has finished testifying, the witness will be subject to cross-examination by the opposite party or the witness' legal counsel, by the Presiding Officer and by Board members (or the impartial board).
8. The student shall not be compelled to testify at the hearing.
9. After the Administration Superintendent or designee has presented its-the Administration's case, the student will be asked if the student has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Superintendent or designee, the Presiding Officer and/or by the Board (or the impartial board).. The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Superintendent or designee, the Presiding Officer and/or by the Board (or the impartial board). Concluding statements will be made by the Administration 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 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.

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12. When considering the length and conditions of expulsion, the Board(or the impartial board) may review the student's attendance, academic and past disciplinary records. The Board(or the impartial board) may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board (or the impartial board) may ask the Superintendent or designee for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board(or the impartial board) is considering length of expulsion and nature of alternative educational opportunity to be offered.
14. Where administrators present the case in support of the charges against the student,neither such administrative staff nor the Superintendent or designee shall not be present during the deliberations of the Board (or the impartial board) either on questions of evidence or on the final discipline to be imposed. The Superintendent or designee may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board (or the impartial board)as to the appropriate discipline to be applied.
15. The Board (or the impartial board)shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board(or the impartial board) may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
17. The Board (or the impartial board) shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.



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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 emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

E. ***Presence on School Grounds, on School Transportation, and Participation in School-Sponsored Activities During Expulsion:***

During the period of expulsion, the student shall not be permitted to be on school property or on school transportation, and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the District in accordance with this policy, unless the Superintendent 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.

F ***Stipulated Agreements:***

In lieu of the procedures used in this Section, the Administration 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.

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## STUDENT DISCIPLINE

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

IX. Alternative Educational Opportunities for Expelled StudentsA. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

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

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if the student requests it and if the student agrees to the conditions set by the Board (or the impartial board). Such alternative educational opportunities may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to participate in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.
3. The Board of Education shall count the expulsion of a 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 of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

**Students****STUDENT DISCIPLINE****D. Content of Alternative Educational Opportunity**

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

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

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the 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.



## Students

### STUDENT DISCIPLINE

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

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

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

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

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

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

##### A. *Student moving into District:*

1. If a student enrolls in the District while an expulsion hearing is pending in another public school, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing. **The procedures outlined above in Section VIII and consistent with the requirements of Conn. Gen. Stat. §10-233d or Conn. Gen. Stat. § 10-233i, if applicable, as well**

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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 action.

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

B. *Student moving out of District:*

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

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

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration 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 Administration 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

**Students**  
**STUDENT DISCIPLINE**

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.

**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



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### STUDENT DISCIPLINE

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 XII.C.:
  - a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
  - b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
  - c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

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

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

- A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the District that applies to all students, the following procedures shall apply:
1. The parents of the student must be notified of the decision to recommend the student for expulsion.
  2. The District shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of the student’s disability.
  3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
  4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student’s disability and the behavior that led to the recommendation for expulsion.

**XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center**

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may



**Students****STUDENT DISCIPLINE**

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 expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

**XV. Early Readmission to School**

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

**XVI. Dissemination of Policy**

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

**XVII. Compliance with Documentation and Reporting Requirements**

- A. The 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

**Students****STUDENT DISCIPLINE****Legal References:****Connecticut General Statutes:**

- § 10-16 Length of school year
- § 10-74j Alternative education
- §§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act
- § 10-222d Safe school climate plans. Definitions. Safe school climate assessments
- §§ 10-233a through 10-233f Suspension and expulsion of students
- § 10-233l Expulsion and suspension of children in preschool programs
- § 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § 19a-342a Use of electronic nicotine delivery systems or vapor products is prohibited. Exceptions. Signage required. Penalties
- § 21a-240 Definitions
- § 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- § 21a-278 Penalty for illegal manufacture, distribution, sale, prescription, or administration by non-drug-dependent person
- §§ 21a-408a through 408p Palliative Use of Marijuana
- § 29-35 Carrying of pistol or revolver without permit prohibited. Exceptions
- § 29-38 Weapons in vehicles
- § 53a-3 Definitions
- § 53-206 Carrying of dangerous weapons prohibited
- § 53-344 Sale or delivery of cigarettes or tobacco products to persons under twenty-one.
- § 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to persons under twenty-one years or age

Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety and Education of Children.”

*Packer v. Board of Educ. of the Town of Thomaston*, 717 A.2d 117 (Conn. 1998).  
*State v. Hardy*, 896 A.2d 755 (Conn. 2006).  
*State v. Guzman*, 955 A.2d 72 (Conn. App. Ct. 2008).

**Students**

**STUDENT DISCIPLINE**

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

**Federal law:**

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

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

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

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

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

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

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

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

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

**ADOPTED:** February 26, 2019

**Revised:** March 21, 2023

**Revised:** September 26, 2023

**Revised:**

**AVON PUBLIC SCHOOLS**  
Avon, Connecticut

[BOE LETTERHEAD]

(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 an Attorney [Name], 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 of Education 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, this notice must be given to the student/parent/guardian at least five (5) business days before the 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 arguments 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 Principal at school that student attends)*  
*(Name of Board of Education Attorney, where applicable)*  
*(Name of Administration's Attorney, where applicable)*

11/10/202111/10/2021

## Students

### ~~Physical Activity, Undirected Play~~ **Recess** and ~~Student Discipline~~ **Play-Based Learning**

It is the policy of the Avon Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles **and mental health wellness**, including promoting physical exercise, activity **and play** as part of the school day **within the Avon Public Schools (“District”).**

For purposes of this policy, a “school employee” is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

**For purposes of this policy, “recess” means the time during the regular school day for each student enrolled in elementary school that is devoted to a physical exercise of not less than twenty minutes in total pursuant to Conn. Gen. Stat§10-221o.**

#### **I. ~~Deprivation of Physical Exercise Period~~ **Recess** or Undirected Play Period as a Form of Discipline**

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

The administration may include additional time, beyond the twenty (20) minutes required for ~~physical exercise~~ **recess**, devoted to undirected play during the regular school day for elementary school students.

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

##### **A. ~~Physical Exercise~~ **Recess** Period**

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

## Students

### ~~Physical Activity, Undirected Play~~ Recess and Student Discipline ~~Play-Based Learning~~

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

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

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

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

#### B. Undirected Play Period

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



## Students

### ~~Physical Activity, Undirected Play~~ **Recess** and ~~Student Discipline~~ **Play-Based Learning**

#### **II. Play-Based Learning Requirements for Pre-Kindergarten to Grade Five**

Effective July 1, 2024, the Board directs the dDistrict administration to 1) provide for play-based learning during the instructional time of each regular school day for all students in kindergarten and any preschool program operated by the Board; and 2) permit a teacher to utilize play-based learning during the instructional time of the regular school day for all students in grades one to five, inclusive.

##### A. Definitions for Section II

1. "Free Play" means unstructured, voluntary, child-initiated activities that are performed by a child for self-amusement and have behavioral, social and psychomotor rewards, except free play may be structured to promote activities that are child-directed, joyful and spontaneous.
2. "Guided Play" means learning experiences that combine that child-directed nature of free play with a focus on learning outcomes and adult guidance.
3. "Play-based learning" means pedagogical approach that emphasizes play in promoting learning and includes developmentally appropriate strategies that can be integrated with existing learning standards. Play-based learning does not mean time spent in recess or as part of a physical education course or instruction.
4. "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which a digital images are taken or transmitted.
5. "Instructional time" means the time of actual school work during a regular school day.

##### B. Play-Based Learning Requirements for Pre-Kindergarten and Kindergarten

Play-based learning shall be provided during the instructional time of each regular school day for all students in kindergarten and any preschool program operated by the Board. Such play-based learning shall:

1. be incorporated and integrated into daily practice;
2. allow for the needs of such students to be met through free play, guided play and games; and
3. be predominantly free from the use of mobile electronic devices.

##### C. Play-Based Learning Requirements for Grades one to Five, Inclusive

The Board permits teachers to utilize play-based learning during the instructional time of a regular school day for all students in grades one to five, inclusive. Such play-based learning:

1. may be incorporated and integrated into daily practice;



## Students

### ~~Physical Activity, Undirected Play~~ **Recess** and ~~Student Discipline~~ **Play-Based Learning**

1. shall allow for the needs of such students to be met through free play, guided play and games; and
2. shall be predominantly free from the use of mobile electronic devices.

#### D. Play-Based learning for Students with IEP's or Section 504 Plans

Any play-based learning utilized shall comply with a student's individualized education program ("IEP") or Section 504 plan.

#### E. Deprivation of Play-Based learning as a Form of Discipline

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

### III. Prohibition on Compulsion of Physical Activity as a Form of Discipline

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

### IV. Disciplinary Action for Failure to Follow Policy

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

#### Legal References:

Connecticut General Statutes:

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

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

**Public Act No. 23-159 "An Act Concerning Teachers and Paraeducators"**

Public Act No. 22-81 23-101, "An Act Expanding Preschool and Mental and Behavioral Services for **Concerning the Mental, Physical and Emotional Wellness** of Children"

ADOPTED: December 20, 2022

Policy Revised:

AVON PUBLIC SCHOOLS  
Avon, Connecticut



## PARENTAL ACCESS TO SUPPLEMENTAL INSTRUCTIONAL MATERIALS

In accordance with federal law, state law and Avon 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.

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

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: P.L. 107-110 Sec 1061 – Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors;~~  
~~34CFR99 – Family Educational Rights and Privacy~~

Federal Law:  
 Elementary and Secondary Education Act of 1965, 20 U.S.C. 1232, 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 23-160, "An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes."

Policy adopted: May 17, 2016

Policy revised:

Avon Public Schools  
 Avon, CT

**Avon Public Schools**  
**Proposal for Textbooks and Instructional Materials**

**Proposed by:** G. Macy, J. Post, E. Sanborn  
**Grade Level(s):** 8

**Department:** Social Studies  
**Date:** January 29, 2024

Check one:  New textbook/Instructional materials     Change in textbook/Instructional materials

1. **Title:** American History; Beginnings to 1877 (My World Interactive)
2. **Author(s):** James West Davidson, Michael B. Stoff, Jennifer L. Bertolet
3. **Publication Date:** 2019    **Publisher:** Savvas Learning Company

**4. Correlation to District Blueprint for Excellence:**

This new textbook improves on the existing text by being supported with a totally revised and enhanced online learning experience and resources that increase more challenging student learning pathways. The new text and online resources will provide a variety of tools to provide feedback to students (activities, assessments) and include a suite of tools for teachers to assess student learning and data.

**5. Correlation to approved district curriculum:**

Both the current and new proposed textbooks follow the same structure based on approved district curriculum, thus providing access to the appropriate historical content identified in Avon's grade 8 American History curriculum.

**6. List of other textbooks or instructional materials considered:**

*America: History of Our Nation* (Prentice Hall) (current textbook)

**7. Short description or synopsis of textbook or instructional materials:**

Survey textbook of American History - Beginnings to 1877. It is a significant revision of our current textbook to be more aligned with the web-based platform developed by Savvas that supports it. For example, multimedia learning opportunities for the students to engage with are embedded to extended learning and enrichment. Structurally, the text shifts from Chapters and Sections to Topics and Lessons. However, it follows the same chronological structure of the older edition, from the Early Americas to the Reconstruction Era.

**8. List of other CT school districts using recommended textbooks or instructional materials:**

**Southington Public Schools** - JFK MS and Depaolo MS ( Depaolo - Robert Lasbury, Assistant Principal - rlasbury@southingtonschools.org and JFK - Marc DiDominzio, [mdidominzio@southingtonschools.org](mailto:mdidominzio@southingtonschools.org), **Newington Public Schools** - Wallace MS (Marco Tirillo, Assistant Principal - [mtirillo@npsct.org](mailto:mtirillo@npsct.org)), **East Windsor Public Schools** - East Windsor MS (Darryl Rouillard, Assistant Superintendent- [drouillard@ewct.org](mailto:drouillard@ewct.org))

**9. Confirmation that the recommended textbooks have online/internet support or other such supports:**

This text was revised and redesigned to be supported by the new SAVVAS online textbook and resources. Below is the link sent to us by Jason Macfarland, the SAVVAS sales representative for CT.

[www.savvasrealize.com](http://www.savvasrealize.com)

username: avonpublicschools

password: Savvas2024

**Curriculum Professional**

**Development Council Recommendation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board of Education Notification:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**30 Day Review Period: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Board of Education Approval:**

**Date:**

Avon Public Schools

Proposal for Textbooks and Instructional Materials

Proposed by: Jenna Aylsworth

Department: ELA

Grade Level(s): 12

Date: 2/1/23

Check one:  New textbook/Instructional materials  Change in textbook/Instructional materials

- 1. Title: *Rebecca*
- 2. Author(s): Daphne Du Maurier
- 3. Publication Date: reprint 2006                      Publisher: Harper

4. Correlation to District Blueprint for Excellence: Focus Area 1: Student Learning. We will create multiple student learning pathways to challenge students to think critically and creatively, persist in solving challenging problems, work collaboratively, and communicate effectively.

5. Correlation to approved district curriculum: This novel is for the ECE True Crime Then & Now course. It will be a part of the second unit of study, when students will move from nonfiction readings to a study of how societal concerns around crime/criminals manifest in the fiction of the time periods under consideration (early 20th century to contemporary works). Existing nonfiction will be excerpted to make space for this introduction to fictional narratives. As an important early example of the Gothic/mystery genre, *Rebecca* will serve as a seminal work and foundation for the students' later, self-selected readings of fictional thrillers. The Gothic precursors to modern mysteries directly influence modern writers; the students will benefit from discussions that juxtapose the earlier form with the modern. This additional fictional work will enable deeper, richer application of the course tropes and use of the critical lenses as students transition from nonfiction to fictional narratives.

6. List of other textbooks or instructional materials considered: The book selected to support the ELA units was selected based on extensive book searches (school and local libraries, teacher resource websites) and teacher recommendation. The book has been read and in some cases used in the past.

7. Short description or synopsis of textbook or instructional materials: From Amazon.com: "This novel ushers the reader into an isolated gray stone mansion on the windswept Cornish coast, as the second Mrs. Maxim de Winter recalls the chilling events that transpired as she began her new life as the young bride of a husband she barely knew. For in every corner of every room were phantoms of a time dead but not forgotten—a past devotedly preserved by the sinister housekeeper, Mrs. Danvers: a suite immaculate and untouched, clothing laid out and ready to be worn, but not by any of the great house's current occupants. With an eerie presentiment of evil tightening her heart, the second Mrs. de Winter walked in the shadow of her mysterious predecessor, determined to uncover the darkest secrets and shattering truths about Maxim's first wife—the late and hauntingly beautiful *Rebecca*."

8. List of other CT school districts using recommended textbooks or instructional materials: As these are non-traditional textbooks, the process of identifying these materials included a review of the current resources recommended and used by colleagues, the CSDE, renowned educational leaders, and publishers of educational materials.

9. Confirmation that the recommended textbooks have online/internet support or other such supports: n/a

Curriculum Professional

Development Council Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Education Notification: \_\_\_\_\_ Date: \_\_\_\_\_

30 Day Review Period:                      From: \_\_\_\_\_ To: \_\_\_\_\_

Board of Education Approval: \_\_\_\_\_ 085 \_\_\_\_\_ Date: \_\_\_\_\_