



**CONSOLIDATED
SCHOOL DISTRICT
— OF —
NEW BRITAIN**

**NEW BRITAIN BOARD OF EDUCATION
POLICY COMMITTEE MEETING**

May 22, 2023– 6:00 PM | NEW BRITAIN EDUCATIONAL ADMINISTRATION CENTER



NOTICE OF MEETING

TO: New Britain Board of Education Members
Mayor Erin Stewart
Mr. Mark H. Bernacki, Town and City Clerk
New Britain Common Council Members

DATE: May 19, 2023

RE: New Britain Board of Education Committee Meetings

The following Board of Education committee meetings will be held:

- **The New Britain Board of Education Policy Committee** will hold a regular meeting on Monday, May 22, 2023 at 6:00 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.
- **The New Britain Board of Education Curriculum Committee** will hold a regular meeting on Monday, May 22, 2023 at 6:15 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.

Members of the public may attend meetings in person or view a live broadcast of the proceedings online via the livestream link:

<https://www.csdnb.org/board/>

The agendas and board packets in their entirety can be found on the Board of Education website:
<https://www.csdnb.org/board/BOE-2023-Meetings-Documents-Calendar.php>





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education | Policy Committee Regular Meeting

May 22, 2023 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:
<https://www.csdnb.org/board/>

1. Call to Order and Opening

- A. Meeting Called to Order

2. New Business

- A. Review and Approve Minutes from Policy Committee Meeting on March 20, 2023
Submitted by Ms. Aja Edwards | Page 5
- B. Review Multiple Board Policies
 - a. Review: Two New Policies with Possible Board Adoption
 - b. Review: Four Current Policies with Amendments and Possible Board Adoption
Submitted by Dr. Tony Gasper | Page 7

3. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment

New Britain Board of Education

Gayle Sanders-Connolly – President | Merrill Gay – Vice President | Joseph Listro – Secretary
Anthony Cane | Monica Dawkins | Anthony Kane | Matthew Marino | Annie S. Parker | Diana Reyes | Tina Santana



**CONSOLIDATED
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NEW BUSINESS



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education Policy Committee Meeting

March 20, 2023 – 6:00 PM | New Britain Educational Administration Center

Call to Order and Opening

Vice President Merrill Gay, called the meeting to order at 6:03 PM.

Board Members Present

Ms. Gayle Sanders-Connolly, Mr. Merrill Gay, Mr. Anthony Kane, Ms. Diana Reyes, and #Ms. Tina Santana.

#Online

CSDNB Staff Present

Ms. Amy Anderson, Ms. Lara Bohlke, Ms. Kristina DeNegre, Ms. Aja Edwards, Dr. Anthony Gasper, Ms. Wanda Lickwar, Ms. Maryellen Manning, Mr. Tyrone Richardson, Mr. Paul Salina, Dr. Nicole Sanders, Mr. Mark Spalding, and Ms. Ivelise Velazquez.

New Business

Review and Approve Minutes from Policy Committee Meeting on February 21, 2023

Submitted by Ms. Aja Edwards

Ms. Reyes motioned to approve minutes from the Policy Committee Meeting on February 21, 2023, seconded by Mr. Kane. Motion carried unanimously.

Discussion: Planned Policy Proposals and Revisions

Submitted by Dr. Anthony Gasper

- Policy 5131, Student Discipline Code: Minor change in the administrative regulations, it currently states the Board is the hearing panel for expulsions, but instead the Board should maintain neutrality by having a hearing officer.
- Policy 6153, Field Trips: Revisions were inconsistent, the policy states that overseas trip only require 90-day notices, Dr. Gasper stated that organizers should have preliminary consent from the Superintendent prior to the start of fundraisers for such field trips.
- Policy 3280.10, Raffles, Bazaars, Etc.: Dr. Gasper's request is to be in alignment with the law. Dr. Gasper sent out a memorandum to the Principals of the district for clarification purposes. The Board has already been made aware of the need for policy revisions.
- Topic - Flags in school: Shipman and Goodwin LLP responded with an assessment, the Board will table and discuss at a later meeting after reviewing the response.
- Topic - Student cell phones: Dr. Gasper asked that the Board creates a generic statement regarding the usage of phones. He asked if the Board would be open to creating a detailed level policy that administrators can reference at each grade level.

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- Topic - Student searches: The policy states reasonable suspicion allows for searches of students, but does not provide clarity on any type of canvas search. Dr. Gasper would like to create a policy for future reference the case that a safety emergency arises.
- Topic - Failure to pay tuition: Dr. Gasper asked for a policy to be created regarding unpaid tuition. He would like to put certain policies in place so parents as well as administrators know what to expect and how to implement proper protocol.

Dr. Gasper stated these policies were brought to the Board for informational purposes only, to be discussed and created at a later date. The Board received the statement from Shipman and Goodwin LLP regarding the Flag policy to review. The Board will create and/or review the policies and implement them for the upcoming year.

Closing and Adjournment

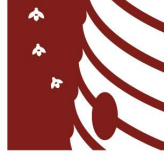
Mr. Kane motioned to adjourn, seconded by Ms. Reyes.

The meeting was adjourned at 6:18 PM.

New Britain Board of Education

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CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Tony Gasper () for approval at the Regular Board Meeting on June 5, 2023.
Senior Leadership Sponsor: Tony Gasper Staff Presenter: Tony Gasper

Type of Memorandum

Board Policy Review

Background and Purpose/Rationale

Multiple policies

Three policies for Committee review and possible Board adoption

Recommendations: Two new policies and several amendments

Financial Information

N/A

Committee Review

To be reviewed by the Curriculum Committee on May 22, 2023

[Field Trips Policy - 2023.05.15 - Anthony Gasper.pdf](#), [5145.12-Student-Search-Seizure - 2023.05.15 - Anthony Gasper.pdf](#), [Proposed Flag Policy P6115.3 - Anthony Gasper.pdf](#), [DEI Advisory Memo - Trips, Flags, Searches - Anthony Gasper.pdf](#), [Raffles, Bazaars, Etc. - 2023.05.16 - Anthony Gasper.pdf](#), [3320.00-Contract-Approvals - 2023.05.16 - Anthony Gasper.pdf](#), [5131.00-Student-Discipline-Code - 2023.05.15 - Anthony Gasper.pdf](#)

DRAFT

I. Field Trips

The Board of Education recognizes that field trips for students when properly planned, executed, evaluated, and used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of the District/school.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, cocurricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

II. Types of Field Trips

The District recognizes the following types of field trips. All trips are subject to final approval of the building principal, superintendent and Board of Education, if necessary (see Section III - Approval of Field Trips).

1. School Sponsored Educational Field Trips

School sponsored educational field trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip. This category of trips includes competitive/performance field trips by academic, athletic, (excluding regularly scheduled interscholastic athletic contests) and performing art groups participating in competition or performance.

2. School Sponsored Recreational Field Trips

School groups may plan trips for recreational purposes. They are subject to final approval of the Building Principal, ~~and Board of Education~~ Superintendent, and Board of Education (if deemed necessary in this policy). Participation may be limited to the members of the sponsoring organization. Such trips are offered on a voluntary basis and are designed as a social activity.

3. School Sponsored Cultural/Enrichment Field Trips

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the Building Principal and ~~Board of Education~~ Superintendent, if necessary (see Approval of Field Trips).

4. Trips Unrelated to the District

The Board of Education cannot accept responsibility for non-school sponsored trips/tours. Individuals who plan trips/tours that are not school sponsored must alert parents and students that the planned trip is not associated with the Consolidated School District of New Britain. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. No school materials may be used for letters to parents, directions or other communications.

III. Approvals of Field Trips

- All school sponsored field trips ~~require~~requires administrative approval.
- For all trips within the State of Connecticut, requests must be submitted a minimum of 10 school days in advance of the departure date to the building administrator. Field trips must be approved by the superintendent or designee.
- All out-of-state field trips require the approval of the Superintendent of Schools 60 days in advance of the departure date.
- All foreign travel field trips must be submitted a minimum of ~~90 days~~one calendar year in advance of the departure date for ~~initial Board Superintendent~~ approval and Board of Education for final approval. No fundraising or advertising activities related to the trip may be conducted prior to initial Superintendent approval. Between 90 and 120 days in advance of the departure date, the sponsoring staff member must request a meeting with the Superintendent to gain final approval. The purpose of this two-step process to ensure that conditions of safety and security in the destination country have not changed since the initial approval.
- Superintendent approval of all field trips shall be conditional. Approval for any field trip may be revoked at any time by the Superintendent or Building Principal if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students or staff.
- Parents/guardians are responsible for obtaining trip cancellation insurance. This is strongly recommended. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.
- Before funds are solicited or collected, all field trips must be approved by the appropriate designee, as described in this section.

IV. Optional Considerations:

- Any trips involving swimming must receive special approval from the ~~S~~superintendent and must be signed off by the student's parent/guardian.
- Parents/guardians who feel their child should not participate may deny permission and arrangements will be made for the child to remain at school on the day of the trip.
- Use of privately-owned vehicles or leased vans to transport students to and from field trips is strictly prohibited, except in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the field trip leader if the Superintendent or Principal is not present or available or not possible to contact. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- Chaperones on school sponsored trips will be covered for liability purposes by the school district policies.

- The administration, with the Superintendent's approval, reserves the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

V. Costs of Field Trips

Students may be assessed for the cost of field trips which includes transportation, lodging, meals, and entry fees.

Fund raising activities (following District policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individuals experiencing a hardship.

VI. Additional Considerations

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy. The acceptance of any gratuities, discounts and/or gifts for personal use resulting from field trips is prohibited.

Any gifts, gratuities, or promotional items provided by travel companies will become the property of the District and will be used for the benefit of the trip or the school.

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. All reasonable steps are to be taken to ensure the safety of participants. Additionally, the procedures should require prior Building Principal approval of all field trips, and prior approval of the Superintendent. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised, all safety precautions are observed
- All trips contribute substantially to the educational program
- All trips are funded by the District (or funding is addressed in the planning)
- All safety precautions are observed
- For overnight trips and with advance notice to parents/guardians, students' luggage/baggage may be searched prior to or at any point during the trip to ensure safety and compliance with all Board of Education policies regarding prohibited items.
- For overnight trip room assignments: Students will be assigned roommates based on gender/gender identity, preference and/or best fit. If a student attending an overnight trip prefers an individual room for any reason, they may submit such request to the district [CHOOSE ONE: when filling out their room preference form OR by DATE]. Once requested, single rooms will be assigned based on availability. Depending on the costs charged by the lodging facility, the students' family may incur an additional cost for a single room. The district will provide each family with the names of students who have been assigned to room with their child, but additional information regarding other students will remain confidential, in accordance with state and federal law.

Legal References/Citations

Conn. Gen. Stat. Section 10-220 and 10-221

Administrative Procedure

6153.00 - Field Trips

Approved on October 16, 2017

All field trip requests are to be reviewed and approved in accordance with this policy and procedure. Approval for field trips must be obtained in writing, in advance, on the application for field trips as follows:

- Within State: Principal, Director of Instruction or Designee
- Outside of State: Principal, Superintendent
- Any overnight trip: Principal, Superintendent
- International trips: Superintendent, [Board of Education](#)

The following procedures must be followed by the teacher in conducting an approved field trip.

I. Pre-Planning

A. Notification

- a. The teacher/sponsor must check with the principal before involving students and/or parents in planning.
- b. Where students' contributions are requested, the teacher/sponsor shall present a proposal regarding what fund sources will be used or fund-raising activities planned to provide for students unable to meet costs.

B. Knowledge of Location to be visited

- a. The teacher/sponsor will visit or be familiar with the site of the trip before the trip is taken.
- b. If the teacher/sponsor is unable to comply with [\(a.\)#1](#) above, the teacher/sponsor will consult with other staff members who have been at the field trip location to obtain specific information as to the educational value and safety of the location for students of the grade level involved.

C. Statement of Purpose

A field trip application, indicating the objectives of the trip and its relationship to the curriculum, shall be submitted to the principal by the teacher/sponsor. This statement must clearly note that the trip is an integral part of the curriculum. The principal shall review the statement of purpose before recommending the trip for approval.

D. Safety Provisions

- a. Knowledge of Possible Hazards
 - i. The teacher/sponsor must make inquiry as to any potential hazards so that the safety and well-being of trip participants can be secured. The teacher/sponsor must inform the principal of such hazards.
 - ii. Potentially hazardous activities (including skiing, mountain climbing, scuba diving, air or sea travel, etc.) may require special insurance arrangements. Such activities shall be

pointed out to parents before the trip is taken. In case of doubt, the principal shall review planned activities with the Superintendent or designee.

- b. Knowledge of Students' Medical Problems
 - i. Prior to the trip, teachers shall contact the school nurse to determine special medical problems, allergies, handicaps, special prescriptions, etc., of students going on a field trip. It is the responsibility of the teacher to make any appropriate arrangements to accommodate a student's special medical condition.
 - ii. The teacher(s) should plan emergency measures which will be taken if a medical emergency arises.

E. Transportation

- a. Principals or the teacher/sponsor shall make travel arrangements when the regular school bus carrier is involved.
- b. School buses, charter or some other form of public carrier is the preferred form of travel. Bus trips sponsored and paid for by the School District are to be scheduled with the School District's contracted transportation company. All reservations must be made through the ~~Pupil Accounting~~ Transportation Office.
- ~~c.—The Board of Education discourages-prohibits teachers from using their own or other private vehicles to transport children.; however, if a situation arises in which it is suitable to use personal vehicles, use must be approved in advance by the principal. The staff member must be informed that the Board of Education insurance policy will not cover damage to their vehicle(s) no matter whether the automobile was owned by the teacher or another. Before authorizing such modes of transportation, assurance of adequate insurance coverage shall be provided by the staff member. While staff members cannot be forced to be insured beyond the legal limits, a minimum of \$100,000/\$300,000 is recommended when transporting students in privately owned vehicles.~~

F. Notification to Parent

- a. Before the student is allowed to participate, permission slips should be obtained from the parent or guardian of each student participant. Permission slips shall be taken on the trip by the teacher/sponsor and retained for at least a six-month period after completion of the trip by the building.
- b. Information given by the teacher on the permission slip should include: (a) the purpose of the trip, (b) the place to be visited, (c) the date and approximate times of the departure from and the arrival back at the school, (d) the type of transportation to be used, (e) the total cost, if any, (f) a release to seek emergency medical attention as needed, (g) any required apparel or equipment needed, (h) special medical conditions of the student, and (i) the possibility that a field trip may be cancelled without reimbursement and parents/guardians may wish to consider purchasing travel insurance.
- c. Standard permission slip guides will be available at each school office. Modifications may be made to accommodate special circumstances for particular trips.
- d. It should be noted that a parent or guardian does not waive any legal rights when signing a permission slip.
- e. A detailed and timely itinerary should be sent to parents for all trips out of New Britain.

G. Notification to Cafeteria Personnel

- a. If a trip will cause students to miss lunch at school, the teacher/sponsor shall notify cafeteria personnel at least five (5) school days in advance of the number of students that will be absent on the specific date.

H. Preparation of Students

- a. The teacher/sponsor shall acquaint the students with the purpose of the trip and related learning objectives.
- b. Where possible, the teacher/sponsor shall involve students in the actual planning for the trip.
- c. The teacher/sponsor shall inform the students as to what is expected of them in the way of behavior and dress and of what materials they may take with them.

II. Procedures on the Trip

A. Supervision

- a. Teachers, administrators and other adults acting as chaperones are expected to exercise supervisory responsibilities.
- b. Supervisory personnel must be continuously alert so as reasonably to anticipate possible hazards.
- c. Visitor guides should be used if available and suitable
- d. Adult chaperones (e.g. other staff personnel, parents, etc.) may accompany the group and should be briefed by the teacher/sponsor as to purpose of the trip, possible hazards, procedures, supervisory responsibilities, etc., shall receive a copy of these procedures.

B. Per Board policy, all overnight trips must be approved by the Superintendent of Schools prior to the trip.

- a. In those cases, the names and ages of all chaperones must accompany the request for approval submitted to the Superintendent of Schools.

C. The following ratios are suggested as to approximate proportion of adult chaperones inclusive of the teacher/sponsor, to students in terms of grade level:

- K-3: 1 Adult : 5 Students
- 4-6: 1 Adult : 8 Students
- 7-8: 1 Adult : 10 Students
- 9-12: 1 Adult : 15 Students

Names of chaperones shall be placed on record in the principal's office prior to the trip.

D. Chaperones shall be appraised of their responsibilities by the teacher/sponsor.

E. Students shall be informed of their obligation to adhere to the directions of the teacher/sponsor and chaperones.

F. Students shall demonstrate equal respect for the teacher in charge and for adults serving as chaperones.

Students engaging in objectionable deportment will be reported to the principal by the teacher in charge subsequent to return from the field trip. The principal will take disciplinary measures, as he/she deems appropriate. The regular school disciplinary policy (Board Policy ~~3-35~~131.00) is in effect on all field trips.

G. The teacher/sponsor must notify the building principal if students are to be delayed or if the itinerary is substantially changed for extended trips.

H. Should any accidents or medical emergencies occur, the teacher must seek medical assistance immediately and notify the principal. Parents will be contacted by the principal or by a designee assigned by the principal.

I. Groups and Individual Activities – On the Trip

- a. Adequate time should be allowed for ~~lunch (or dinner)~~meals, as appropriate, during the field trip.
- b. Time should be allowed for toilet and washroom purposes.
- c. While on a school-sponsored field trip students are under the authority and responsibility of the school until they return to the school. Each ~~students~~student shall remain with the group until return to school, provided, however, with the permission of teacher/sponsor in charge of the trip, a student may, if circumstances so warrant, or in the case of an emergency, be released to a parent, legal guardian, or an adult designated in writing by such parent or legal guardian.

J. Educational Activities

- a. Every effort shall be made to insure optimum learning by students on the trip.
- b. Activities should take place in the classroom before and after the field trip, which enhance the field experience.

K. Adult Behavior

- a. Adults, teachers, and chaperones shall, at all times, conduct themselves in such a way as to demonstrate the best example to students.
- b. Ordinarily, adults shall stay with the group at all times.
- c. Smoking, use of alcoholic beverages or any illicit substance is prohibited during the field trip. The prohibition extends to all students, teacher/sponsors and chaperones.

III. Follow-up Activities

A. Reports

- a. As soon as possible after the trip, the teacher/sponsor shall make a written report to the principal as to its success.
- b. If transportation or other details arranged by the principal have proven to be unsatisfactory, the teacher/sponsor shall so report to the principal for follow-up and correction for the next similar trip.
- c. If an accident or medical emergency has occurred during the trip, the teacher/sponsor shall immediately furnish the principal with complete written details as to apparent cause and effects and as to what actions were taken by teacher/sponsor.

B. Educational

- a. At the first opportunity, the teacher/sponsor shall review the stated purposes of the trip and observations made on the trip with the group.
- b. Appropriate communications expressing gratitude to those who hosted the group during the field trip are encouraged.

IV. Non-School Sponsored Trips

The Board of Education will not accept responsibility for trips, which are not properly approved in accordance with this Policy. Non-school sponsored trips planned for profit by staff members shall not occur on school time and therefore, are not to be planned in school time. ("Profit" is defined as monetary gain in excess of expenses). The facilities of the schools may not be used in planning such trips. Letters to parents, directions or other communications may not be duplicated on school equipment or distributed at schools.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement 5145.12 - Student Search and Seizure Approved on November 17, 2014

DRAFT

The Board of Education, while recognizing that students are entitled to the guarantees of the fourth amendment's freedom from unreasonable search and seizures, also recognizes the need for school officials to maintain security and order in schools.

A search of a student's person, personal property or school depositories (lockers, desk, etc.) may be conducted when there is reasonable suspicion to believe that student may be in possession of prohibited items. Those prohibited items as used in this policy statement shall include the following: firearms, knives or other weapons, explosives, poisons, alcoholic beverages, drugs, stolen property, and other materials, which endanger the physical safety of persons or property, or may be in violation of school policy or law.

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property.

The scope of the search conducted pursuant to this policy must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

In general, all searches require individualized suspicion. Group, mass or random searches generally lack particularized suspicion and will not be permitted.

Strip searches shall not be conducted by school authorities. All searches by the Principal or his/her designee shall be carried out in the presence of another adult witness.

Use of drug detection dogs and scanners/metal detectors may be used in the manner established by the Superintendent in the attached procedures. This may include general screenings of all students, adults, and visitors who enter a school building.

A metal detector or similar device can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, where feasible.

A school is authorized to conduct general searches of students and their personal effects with a metal detector



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement **5145.12 - Student Search and Seizure** Approved on November 17, 2014

or similar device before a student can gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the Superintendent or designee. Prior to initiating general searches, the school must:

- Receive written consent and directive from the Superintendent with the need for general searches based upon a pattern or expectation of violence or disruption.
- Provide written notice, if feasible, to students and parents/guardians of the school policy governing general searches, but not of specific times or places where searches will be conducted.

This policy shall be distributed annually to the parents/guardians of each student.

Legal References/Citations

Fourth Amendment, United States Constitution

Connecticut General Statutes:

Section 10-221, Boards of Education to Prescribe Rules

Section 54-33n, Searches

New Jersey v. T.L.O: 469 U.S. 325 (1985)



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement **5145.12 - Student Search and Seizure** Approved on November 17, 2014

ADMINISTRATIVE REGULATIONS:

I. Overview

In all cases where searches are conducted, the school principal, or his/her authorized designee, shall be present, with at least one witness other than the student.

All searches must be justified at their inception. A general suspicion that a student is “doing something wrong” may not justify a search nor can searches be initiated based upon speculation or conjecture. A search continues to be justified if it is reasonably related to the basis for the suspicion.

School officials can rely on tips from informants. While officials may use information received from anonymous sources, caution must be exercised. All information received from informants must, based upon a totality of the circumstances, be reliable and the administrator’s reliance on such must be reasonable. Factors to be considered in determining whether or not a tip is reliable include: relationship to a known or suspected problem at the school, the source (parent, citizen, student, etc.), detailed nature and accuracy of the information, basis in personal/first-hand knowledge, nature of the alleged infraction and clear identification of the student alleged to be involved in the misconduct.

If the school officials conclude that a more intrusive search is needed, they shall call the parents of the student involved and report their suspicion to the police, who shall be responsible for any such search. School officials shall not conduct such searches.

Prohibited items found during a search shall be held by the school principal if needed as evidence, unless the items are illegal or controlled substances.

II. Student Lockers, Desks and Other Depositories

The Board of Education provides lockers, desks, gym baskets and other depositories in which students may keep and store personal belongings and materials provided by the Board of Education.

No student shall keep or store personal belongings or materials provided by the Board of Education on any depository other than the one provided by the Board of Education and designated for the student’s use by the school administration.

Each student shall be responsible for maintaining any depository assigned to the student for the student’s use in an orderly and sanitary condition.

No student shall keep or store in such assigned depository any item the possession of which is illegal or in violation of school regulations or which endangers the health, safety or welfare of staff or others (such as matches, chemicals, ammunition, weapons, drugs, alcoholic beverages, etc.)

The use of depositories by pupils is a privilege. At all times they remain the property of the Board of Education and a student should not expect privacy regarding items placed in school property. The school administrator has the right to open and examine any depository at any time.

III. Scanners

When metal scanners are used to conduct searches under this policy, the following procedures will be followed:

A. Authorized Users

The only authorized users of scanners are the school Principal, Associate Principal, housemaster or assistant principal, and school security guards/Campus Safety Officers who have received training on the use of the scanner.

B. Protocol for Use

At least two persons representing the roles specified in III.A above will conduct the search using a scanner. ~~One person must be an administrator with a second person as a witness.~~ In all cases, one of the two persons must be of the same sex as the person being searched. If the beeper sounds during a scanning of the student, the student will be asked to identify the item(s). A small tray or basket will be available for this purpose. The Individual is then scanned again. If no beeping sound occurs, all acceptable items are returned to the individual. However, if the beeping continues when scanned a second time, a more intrusive search will be conducted as outlined in the general section of this administrative procedure.

C. Time of Use

~~During regular academic curricula session, scanners will be used based upon reasonable suspicion as specified in this policy.~~ Students may be subject to screening ~~via hand held metal detection wands~~ at school functions outside of the regular academic day, such as dances, sporting events, etc. A student who refuses to be searched will not be permitted to attend the extracurricular event.

D. Security of Scanners

~~The Portable~~ scanners will be kept in the administrative office(s) of the principal and Associate/Assistant principals/housemasters. The scanners will be secured at all times. The scanners presence and operation will be checked on a regular basis. Walk-through scanners will be properly and safely secured when not in use.

IV. Use of Dogs on School Property

The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs specially trained when necessary to protect the health and safety of students, employees or property, and for the purpose of detecting the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained detection dogs is subject to the following:

- A. The Superintendent shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
- B. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
- C. Dogs shall not be used in rooms occupied by persons except as part of a program designed to inform students/parents of the capabilities of the dogs. Individual(s) shall not be subjected to a search by dogs.

- D. Parents and students shall be notified of the Board's policy concerning search and seizure and this regulation, which shall be publicized to students. Specific dates of planned searches need not be released.
- E. When conducting a search of an individual or his/her effects based upon a dog's signal, the Principal or his/her designee shall conform to the requirements of the Board's policy and regulation pertaining to searches of a student, his/her effects and/or locker searches.
- F. The Administration of the District shall have sole authority for determining internal disciplinary action in regard to illegal substances or contraband on school property.
- G. Although detection dogs may be under the control of law enforcement agencies, the Superintendent shall have sole determination as to when a sweep of school property will be conducted.
- H. When detection dogs are employed, the school should follow standard protocol for a lockdown procedure prior to the dogs and their handlers entering the building.

V. Reporting

Where police intervention was is necessary, the Superintendent of Schools and the student's parents/guardians will be notified. If the student is receiving special education, the Director of Pupil Services will also be notified.

School Ceremonies and Observances DRAFT

Flag (Display) Policy (*Version #3*)

It is the policy of the Board of Education (Board) to correctly honor the flags of the United States, the State of Connecticut, the POW/MIA recognition, the City of New Britain, **Board approved school flags representing a school operated by the Board**, and the flags of other governmental entities and ensure a standard of flag display on District property. **The American flag should always be present when others are flying.**

The Board shall comply with national and state protocols for flag display and etiquette.

In addition to the above referenced flags, **United States territorial & state, sister City, and foreign national flags may also be displayed outside of a school building on the day of a visit from an elected official or delegation to that school. Inside of school buildings, United States territorial and state flags, sister City flags, as well as flags of foreign nations and ethnic flags (such as the Pan-African flag) may be displayed, on a permanent or temporary basis, in accordance with proper flag etiquette. These displays are to be educational in nature, as well as to recognize the diversity of our City's heritage, history, and student body. ~~These are the only flags approved for display. In accordance with the concept of viewpoint neutrality, no other flags, banners, emblems, or signage that could be deemed political or religious in nature shall be displayed inside or outside of school buildings or on school property.~~ other flags or banners may be displayed on a permanent or temporary basis outside or inside of District buildings. Other flags and banners may only be displayed upon the issuance of a federal or state proclamation or resolution or Mayoral proclamation. Examples include, but are not limited to, sister City flags, Heritage Month flags, (e.g. African American History, Asian/Pacific American History, National Hispanic Heritage, National American Indian/Alaska Native Heritage), flags received in recognition of awards, or flags designating an event or accomplishment. All such flags and banners will be displayed with the authorization by the Mayor as prescribed by the applicable proclamation or resolution.**

(cf. 0521 – Nondiscrimination)

~~(cf. 0521.1 – Commitment to Religious Neutrality)[1]~~

(cf. 0523 – Equity and Diversity)

~~(cf. 0524 – Hate Crimes and Bias Incidents in Schools)~~

~~(cf. 5145.2 – Freedom of Speech/Expression)~~

~~(cf. 6115.3 – Ceremonies and Observances)[2]~~

(cf. 6144 – Controversial Issues)

Legal Reference	Connecticut General Statutes
	10-230 Flags in classrooms and schools. Policy on the reciting of the “Pledge of Allegiance.”
	4 U.S.C. Title 4, Chapter 1, Section 5-9 (display of the flag)
	First Amendment-U.S. Constitution
	36 U.S.C.174
	Tinker v. Des Moines Independent Community School District, 393 U.S. 503

Instruction**R6115.3(a)****School Ceremonies and Observances****Flag (Display) Policy – Regulation**

A United States flag shall be displayed in front of every school building in the district every day that school is in session and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full-staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent, when it is desired to produce a patriotic effect, **given proper lighting**. In addition to days when school is in session, the flags will be displayed on the following days if school is open to the public: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day, **Juneteenth**, the Fourth of July, Labor Day, September 11th Remembrance Day, POW/MIA Recognition Day, Columbus/**Indigenous Peoples'** Day, Veterans Day, Thanksgiving Day, Pearl Harbor Day, and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of Connecticut as a day of general thanksgiving or for displaying the flag.

United States Flag at Half-Staff

Flags shall be flown at half-staff on Pearl Harbor Day, on September 11th Remembrance Day, on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

~~The Board has discretion in determining when the flag will fly at half-staff to commemorate the death of a local person, including a present or former Board of Education member, and a present employee or student. **Flags on individual buildings will be flown at half-staff for 30 days if a present employee or student in that building dies. The flag shall also be flown at half-staff the day of the funeral of any former employee well-known in the school. This will be at the discretion of the Superintendent.**~~

~~All flags in the district are to be flown at half-staff when a present Board member dies and are kept at half-staff for 30 days. All flags are put at half-staff on the day of the funeral of a former Board member. All flags in the district are flown at half-staff on the day of the funeral of a present employee or a present student.~~ The flag will not be displayed on days when the weather is inclement.

Hoisting of the Flag

The flag shall be hoisted briskly and lowered ceremoniously. In half-staffing the flag, it first should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak

before it is lowered for the day. The flag shall never be put at half-mast in the middle of the day. It must be put at half-mast in the morning only.

Instruction

School Ceremonies and Observances

Flag (Display) Policy–Regulation (continued)

Indoor Flags and Those Not on Movable Hoists

There shall be a United States flag in each assembly room of every school in the District. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.

Displaying the Flag with Other Flags

The American flag may be displayed with other flags as long as its display follows the rules specified by the Flag Code. These rules were set to make sure the American Flag is in a position of prominence over other flags. The flag represents the government of the United States, and on American soil, the government is the highest authority.

The Rules:

- When displayed with other flags, the size of the American Flag should be larger than the other flags or relatively equal to the size of the largest flag. Other flags should not overshadow the American Flag in any way.
- The American Flag should be flown higher than lesser flags. If the flags are displayed on the same level, the American Flag should be flown to the (flag's own) right of all other flags. The right is a position of prominence.
- If the flags of other nations are displayed with the American Flag, they should be of equal size and at equal heights on separate staffs at a time of peace. The American flag should be displayed to the (flag's own) right but not higher than other national flags.
- In a group of state, local and/or society flags, the American Flag should be flown highest and in the center.
- The American Flag should be hoisted first and lowered last, when flown with other flags on adjacent staffs.
- When the American flag is displayed against a wall with another flag, it should be on the (flag's own) right with its staff in front of the other flag.

- Another nation's flag should not be displayed on the same halyard as the American Flag.



May 15, 2023

Notes for the Policy Subcommittee from the Superintendent's DEI Advisory Council

Regarding the Search & Seizure Policy:

- Should the fourth paragraph have more specific guidelines on the word "intrusive"?
- Should required training on searches / scanning machines be spelled out in the policy?
- "Same sex of the person being searched..." Should this say "gender identity"?
- Does this perpetuate the school-to-prison pipeline?
- Should the Board require a vote to implement metal detectors / scanners in schools vs. the superintendent's discretion?

Regarding the Field Trip Policy:

- Is there a concern if a school trip travels overnight to a state that is not considered friendly to transgender persons?
- Regarding the assignment of overnight rooms by gender identity vs. birth gender: If a family does not request a single room assignment, what would be the consequences of their child of one gender being exposed to a naked roommate of a different birth gender? In some religions, this may have severe consequences.
- Is there anything inherently discriminatory about charging extra for a single room?

Regarding the Flag Policy:

- Does "heritage" mean nation of origin?
- Does "heritage" include the Pride flag?
- Is an approach of neutrality to this policy accidentally not fully supportive of marginalized peoples?
- The current draft of the policy is a solid foundation and "in the center".

In partnership,

Tony Gasper, Ed.D.
Superintendent of Schools
Consolidated School District of New Britain
272 Main Street, New Britain, CT



RECOMMENDED POLICY NUMBER: 3280.10 (an addendum to 3280.00)

RECOMMENDED NEW POLICY:

The Board of Education strongly believes in partnering with parent groups, community groups, and booster clubs in the shared goal of supporting educational experiences for students. Part of this partnership may, at times, involve fundraising activities. If the fundraising is to involve a raffle or bazaar of any kind, great care must be taken to ensure that the activities are lawful and proper financial accounting is ensured.

As per Board policy number 3280.00, the principal's and/or superintendent's approval shall be required for any fundraising. Additionally, the following shall be guidelines for any fundraising activity that involves a raffle or bazaar of any kind:

- A. Any group wishing to hold a bazaar or raffle is responsible for obtaining the proper permit from the New Britain Police Department.
 - a. Parent groups, community groups, and booster clubs who hold the bazaar or raffle on school groups may be asked by the principal or superintendent to produce a copy of the permit before ticket sales can begin.
- B. It is strongly recommended that the entity conducting the bazaar or raffle be a wholly separate entity from the school district and that such group be a registered not-for-profit. Parent groups, community groups, and booster clubs are better positioned to conduct these activities than the District itself or its employees.
- C. No member of or volunteer for the organization conducting the bazaar or raffle may receive remuneration in any form for the time or effort devoted to the fundraiser.
- D. No person under the age of eighteen years may promote, conduct, operate, or work at a bazaar or raffle.
- E. No person under the age of sixteen years may sell or promote the sale of raffle tickets.
- F. Acceptable forms of payment for tickets are: credit card, debit card, check, or cash.

Legal reference: CGS Sec. 7-172



Sec. 7-172. Qualifications for sponsorship of or participation in bazaar or raffle. Ticket sale. No bazaar or raffle may be promoted, operated or conducted in any municipality after the adoption of the provisions of sections 7-170 to 7-186, inclusive, unless it is sponsored and conducted exclusively by (1) an officially recognized organization or association of veterans of any war in which the United States has been engaged, (2) a church or religious organization, (3) a civic, service or social club, (4) a fraternal or fraternal benefit society, (5) an educational or charitable organization, (6) an officially recognized volunteer fire company, (7) a political party or town committee thereof, or (8) a municipality acting through a committee designated to conduct a celebration of the municipality's founding on its hundredth anniversary or any multiple thereof. Any such sponsoring organization, except a committee designated pursuant to subdivision (8) of this section, shall have been organized in good faith and actively functioning as a nonprofit organization within the municipality that is to issue the permit for a period of not less than six months prior to its application for a permit under the provisions of said sections. The promotion and operation of a bazaar or raffle shall be confined solely to the qualified members of the sponsoring organization, provided a committee designated pursuant to subdivision (8) of this section may promote or operate through its members and any officially appointed volunteers. No such member or officially appointed volunteer in the case of a raffle held pursuant to subdivision (8) of this section may receive remuneration in any form for time or effort devoted to the promotion or operation of the bazaar or raffle. No person under the age of eighteen years may promote, conduct, operate or work at a bazaar or raffle and no person under the age of sixteen years may sell or promote the sale of any raffle tickets, nor shall any sponsoring organization permit any person under the age of eighteen to so promote, conduct or operate any bazaar or raffle or any person under the age of sixteen to sell or promote the sale of such tickets. Any sponsoring organization having received a permit from any municipality may (A) sell or promote the sale of such raffle tickets in that municipality and in any other town, city or borough which has adopted the provisions of sections 7-170 to 7-186, inclusive, or (B) mail such raffle tickets to any resident of that municipality or of any other town, city or borough which has adopted the provisions of sections 7-170 to 7-186, inclusive, provided any such mailed raffle ticket is printed with the words "no purchase necessary to enter the raffle". Any such sponsoring organization may promote its raffle by offering coupons to any person who purchases a raffle ticket. Such sponsoring organization may accept a credit card, debit card, check or cash as payment for a raffle ticket. Any such sponsoring organization, except a committee designated pursuant to subdivision (8) of this section, may sell or promote the sale of such raffle tickets on such sponsoring organization's Internet web site. In no event shall any sponsoring organization conduct or operate an online raffle. All funds derived from any bazaar or raffle shall be used exclusively for the purpose stated in the application of the sponsoring organization as provided in section 7-173.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

3320.00 – Contract Approvals

Approved on December 6, 2010

All contracts for goods or services in the amount of \$7,500 or greater shall~~which~~ require Board approval shall require the signature of the Board president in order for the execution of the contract to be valid. The Board may, by Board action, delegate signature authority to the Superintendent of Schools, or designee of the Superintendent, as appropriate.

This requirement applies to all contracts for supplies, materials, equipment and contractual services as indicated in Board Policy Statement 9-33324.00. This policy also applies to any collective bargaining agreement, individual employment contract and/or legal settlement, unless delegated as indicated above.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement **5131.00 – Student Discipline Code** Approved on October 7, 2013

All students have a fundamental right to attend school in a safe and orderly environment in which they can learn and be free from fear. All students have a responsibility to foster a positive educational environment.

Good student behavior in a school is extremely important in creating the kind of educational environment in which pupils will be able to realize their greatest opportunities for growth. Good discipline habits include respect for the rights and privileges of others, cooperation with all personnel in the school community and basic respect for one's own self as well as respect for real and personal property.

The development of good discipline practices is the concern of all persons involved in the education of youth. To this end, thoughtful and patient effort is required to help students and guide them in achieving self-discipline.

Students whose conduct violates the school district's rules and regulations shall be subject to appropriate discipline by school authorities in a manner which reflects consideration of both the Board's commitment to maintaining a safe, orderly and productive educational environment and the human qualities of all individuals involved. Students whose conduct disrupts the educational process pursuant to the student discipline code, as detailed in administrative procedures for Policy 3-3, may be subject to removal or suspension, in the reasonable discretion of the building administrator or designee, or expulsion by the Board in a hearing as provided below. Whatever measure is employed must always be fair, dignified and appropriate. Corporal punishment is not allowed as part of the disciplinary procedure.

No student shall be suspended, excluded, or otherwise disciplined on account of age, gender, race, color, ancestry, national origin, citizenship status, mental or physical disability, religion, marital status, sexual orientation, financial status, pregnancy, parental status or any other proscribed reason.

Legal References/Citations

Conn. Gen. Stat. 10-233a through 10-233g and 10-184

Conn. Gen. Stat. 53a-3; 53a-217b

Conn. Gen. Stat. 53a-217b

Goals 2000: Educate America Act, P. L. 103-227

18 U.S.C. 921

Title III - Amendments to the IDEA sec. 314

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

Connecticut's Uniform Administrative Procedure Act, Conn. Gen. Stat.

4-166 et seq



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure **5131.00 – Student Discipline Code** Approved on October 7, 2013

The following procedures are available to school authorities in order to maintain a desirable educational atmosphere under Board Policy 5131.00:

I. Definitions

- A. "Exclusion" means any denial of public school privileges to a pupil for disciplinary purposes.
- B. "Removal" means an exclusion from a classroom for all or part of a single class period, provided such exclusion should not extend beyond ninety minutes.
- C. Suspension may be "in-school", "out-of-school" and "from transportation." "In-school" suspension means an exclusion from regular classroom activity for no more than five consecutive days, but not exclusion from school, provided such exclusion should not extend beyond the end of the school year in which such in-school suspension was imposed. "Out-of-school" suspension means an exclusion from school privileges for no more than ten consecutive school days, provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed. "From transportation" means an exclusion from transportation services for no more than ten consecutive school days, provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed.
- D. "Expulsion" means an exclusion from school privileges (including transportation) for more than ten consecutive school days, provided such exclusion should 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. An expulsion period may not extend beyond one calendar year.
- E. "School-sponsored activity" means any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
- F. "Emergency" means a situation under which the Superintendent or designee finds that the continued presence of the pupil 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 a pupil is possible.
- G. "Weapon" means any instrument, article or substance which is capable of causing death or physical injury and includes, but is not limited to the following: a pistol, gun, facsimile firearm or other weapon, knife, blackjack, metal knuckles, or any instrument which will or is designed to or may readily be converted to

expel a projectile by the action of an explosive and as defined in Section 921 of Title 18 of the United States Code.

- H. "Gang" means a group of juveniles or youth who, acting in concert with each other, or with adults, engage in illegal activities.
- I. "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.
- J. "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 motor vehicle and a dog that has been commanded to attack.
- K. "Firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition, "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
- L. "Martial arts weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

II. Procedures Governing Removal from the Classroom

- A. Students may be removed from a classroom by a teacher whenever they deliberately cause a serious disruption of the educational process. Teachers are encouraged to try classroom interventions prior to removing a student to the office.
- B. Teachers shall send any student removed to the building principal or his/her designee for further disciplinary action. The teacher shall inform the principal or his/her designee, in writing, of the name of the pupil against whom such disciplinary action should be taken and the reason therefore. Students who exhibit violent or unusual behavior should be escorted to the office by an adult.
- C. Each principal shall determine the location of an alternative educational setting within his/her building.
- D. Each period of removal should not extend beyond 90 minutes.
- E. Prior to removal from class more than six times in any year or more than twice in any week, such pupil shall be referred to the school principal and be granted an informal hearing.
- F. The principal or his/her designee shall notify the parents or guardian of any such removal within 24 hours and document all such attempts to notify.
- G. Teachers should schedule student and parental conferences to address the problem(s) that led to the removal. In addition, teachers should consult with the principal to consider other measures such as:
 - a. Referrals to guidance or other pupil services personnel.
 - b. Extended day detentions.

- c. School service project.
- d. Exclusion from privileges to participate in activities.

III. Disciplinary Violations that May Lead to Suspension or Expulsion

- A. The following individual or group conduct may lead to suspension or expulsion:
 - B. Conduct on school grounds or at a school-sponsored activity that (a) is in violation of a publicized policy of the Board; (b) is seriously disruptive of the educational process; or (c) endangers persons or property.
 - C. Conduct off school grounds that is in violation of a Board Policy and is seriously disruptive of the educational process.
- D. In making a determination as to whether conduct is seriously disruptive of the educational process, the Board or impartial hearing officer may consider, but such consideration shall not be limited to: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Conn. Gen. Stat. §29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. Students who engage in gang-related conduct may be held individually accountable for acts of gang members which violate this policy.
- E. The following types of conduct are considered to be seriously disruptive of the educational process, and/or endangering of persons or property:
 - a. Willfully striking or assaulting another student, any school employee, or school transportation personnel. See Section VI.
 - b. Theft or knowingly possessing stolen goods.
 - c. The use of obscene, profane or abusive language or gestures to another student, any school employee, or school transportation personnel.
 - d. Refusal to obey, or identify oneself to, a school employee or school transportation personnel.
 - e. Threatening, intimidating or harassing another student, any school employee, or school transportation personnel. See Section VI.
 - f. Possessing any kind of weapon, firearm (as defined in 18 U.S.C. § 921), or a deadly weapon, dangerous instrument or martial arts weapon (as defined in Conn. Gen. Stat. § 53a-3). See Section D below.
 - g. Unauthorized possession, selling or consumption of dangerous drugs, narcotics or alcoholic beverages as defined in Board Policy 3-22, or in violation of federal or state law or; the conspiracy to sell dangerous drugs, narcotics or alcoholic beverages as defined in Board Policy 3-22, or in violation of federal or state law. See Section D below.
 - h. Defacing or destroying school property, or the property of another student, any school employee, or school transportation personnel. Note: Under Board Policy 11-3, parents/guardians of the student are responsible for the cost of repair or replacement.

- i. Smoking
- j. Blackmail, extortion, or coercion to obtain money, goods or favors from another student, any school employee, or school transportation personnel.
- k. Tampering with fire-related equipment.
- l. Illegal gambling or betting.
- m. Appearing on school grounds or school transportation, or at a school-sponsored activity while on suspension or during a period of expulsion.
- n. Aiding or abetting unauthorized entrance into any school.
- o. Violating any school rules
- p. Commission of a felony or other serious crime or misdemeanor.
- q. Repeated misconduct.

Note: The above list is not exhaustive with regard to conduct that may lead to suspension or expulsion.

- F. Expulsion proceedings shall be required whenever there is reason to believe that any student: (1) was in 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) on school grounds or at a school-sponsored activity; (2) off-school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) on or off-school grounds, offered for sale or distribution, a controlled substance as defined in Connecticut General Statutes § 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Connecticut General Statutes § 21a-277 and 21a-278. A student shall be expelled if the Board of Education or duly appointed hearing officer finds that the student did so possess or so possess and use, as appropriate, such a firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance for a period of one calendar year, provided that the period of expulsion may be modified on a case-by-case basis. Nothing herein shall be deemed to eliminate the discretionary authority of the school to suspend or expel students for conduct that is not described in this section, i.e., possession of a weapon that does not meet the definition of firearm, dangerous instrument, deadly weapon or martial arts weapon.

IV. Procedures Governing Suspensions

A. In-School Suspensions

- a. When it is believed a student's behavior may warrant in-house suspension, the student shall be brought to the principal's office by an adult. The principal (or designee) shall make the determination whether suspension is warranted and the duration. Prior to placing a student on in-house suspension, the student is entitled to an informal hearing before the principal at which the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

- b. Each period of in-house suspension from classroom activity shall be for no more than five consecutive school days and may not extend beyond the school year. In any event, a student cannot be placed on in-house suspension for more than fifteen times or a total of fifty days in accordance with state law. Any student approaching or exceeding ten suspensions or a total of thirty days in one school year shall be referred to the building planning and placement team.
- c. The principal or designee shall attempt to notify the parents or guardian of any such in-house suspension within 24 hours and document all such attempts to notify. In any event, a follow-up letter will be sent.

B. Out-of-School Suspensions

Except in cases where a student is to be suspended more than ten times during one school year or for a period which will make the total time of the student's suspension for one school year exceed fifty school days, the principal or his/her designee shall observe the procedures below. Note: When such exception exists, a student cannot be suspended further without being afforded hearing rights in accordance with procedures which are in effect for expulsions.

- a. Unless an emergency situation requiring the pupil's immediate suspension exists, no student shall be suspended prior to having an informal hearing before the principal or his/her designee at which time the student is informed as to the charges and given the opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
- b. By telephone, the principal or designee shall attempt to notify promptly the parents or guardian of the student about the suspension and state the cause leading to the suspension and document all such attempts to notify.
- c. Whether or not telephone contact is made with the parent or guardian, the principal or designee shall forward a letter to such parent or guardian to the last address reported on school records (or to a new address if known by the principal or designee) within one school day of the suspension action and offering the parent or guardian an opportunity for a conference to discuss same.
- d. Notice of the original out-of-school suspension shall be sent by the principal or designee to the Superintendent of Schools within 24 hours. Such notice shall include the name of the pupil against whom such disciplinary action was taken and the reason therefore.
- e. Any pupil who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such pupil missed during the period of suspension.
- f. The principal or designee may review previous disciplinary problems of removal, suspension or expulsion which the school has had with the student in determining the length of suspension.
- g. Any student suspended for the second time may be reviewed by the building support teams for the purpose of addressing the issues leading to suspension. Any student suspended for three or more times should be referred to the early intervention or pass team (New Britain High School). Students suspended for the tenth time or for a total of 30 days (whichever comes first) will be referred to the building's planning and placement team. Special education students cannot be suspended beyond ten days successively or during one school year without convening a Planning and Placement Team (PPT). Any special education student suspended for a period of ten days will

be referred to the building planning and placement team in accordance with Section 10 of these procedures.

- h. If a student is eighteen years of age or older, any notice required by this policy shall be given to the student.

V. Procedures Governing Suspensions

- A. A principal may request expulsion of a student in a case where the principal has cause to believe that a student's conduct on school grounds or at a school sponsored activity is in violation of this policy or any other publicized Board Policy.
- B. The principal must inform the Superintendent in writing and commence an investigation within two school days of the conduct that gave rise to the requested expulsion.
 - a. The investigator should interview persons (staff, students, visitors, etc.) who may have witnessed, been involved with, or are able to provide information about the incident underlying the expulsion request. All evidence should be gathered and stored for safekeeping (see below special rules for weapons and drugs). Please also see Board Policy 5-2 for more details concerning searches of students and seizure of property.
 - b. This investigation should include an interview with the student and his/her parent/guardian or if such an interview did not take place, documentation of all attempts to reach the student and parent/guardian. In addition, signed witness statements may be obtained.
 - c. Upon conclusion of the investigation, the administrator charged with responsibility for the expulsion matter should submit a written report to the Superintendent detailing the findings and conclusions of the investigation. The memo should note any social service agency or police activity associated with the expulsion request. This report should also include a recommendation for or against expulsion, and if an expulsion is recommended, the length of the expulsion and whether an alternative educational program is recommended.
- C. If, after the inquiry, the Superintendent or designee determines that a student ought to be expelled, the Superintendent should forward such request to the Board of Education or duly appointed hearing officer within five days of the request from the principal.
- D. Except in an emergency situation requiring the student's immediate removal, the Board of Education or an impartial hearing panel officer should, prior to expelling the student, conduct a hearing to be governed by the following procedures:
 - a. The student and parent(s) or guardian(s) shall be given written notice (via certified mail, registered mail or verified personal delivery), at least three calendar days prior to the date of the hearing. The notice shall contain:
 - i. The date, time and place of the scheduled hearing.
 - ii. A statement of the issue to be determined at the hearing as well as the Board's jurisdiction to hear the matter.

- iii. A short and plain statement of the matters asserted, with reference to the particular sections of the General Statutes or Board policies that have been violated; upon request from the student, a more definite and detailed statement of the issues will be furnished.
 1. A copy of Policy 5131.00 (Student Discipline Code) and accompanying procedures.
 2. A statement, where applicable, that the board is not responsible to provide an alternative education opportunity if the student is expelled for the acts alleged.
- E. An expulsion hearing is conducted in accordance with applicable provisions of Connecticut's Uniform Administrative Procedure Act and Connecticut statutes governing student discipline. At the hearing the student should have the right to testify, to produce witnesses and other evidence and to cross-examine the Board's witnesses in his or her defense. The student should have the right to demand that any witnesses against him or her appear in person to answer his or her questions, subject to the provisions below.
- F. Where deemed appropriate by the Superintendent or designee, because of reasonable concern regarding danger to or retaliation against a student, the identity of student witnesses may be withheld. In such case, the determination concerning the admissibility of anonymous testimony or statements should be made by the Board panel at the expulsion hearing. In camera testimony and evidence may be taken in making this determination. A witness' unsubstantiated desire to remain anonymous will not justify a refusal to testify.
- G. A student may be represented by any third party of the student's, his or her parents', or guardian's choice, including an attorney. Such representation shall be at the student's or parents' expense.
- H. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his or her parent(s) or guardian(s) cannot speak the English language. The student or parent/guardian must make a request to the Superintendent for a translator at least 24 hours prior to the hearing.
- I. The Board or panel should keep a verbatim record (tape or script) of the hearing, and the student or such student's parent(s) or guardian(s) should be entitled to a copy of that record at his or her own expense.
- J. The Board of Education, at a meeting in which three or more members of such Board are present, or an impartial hearing panel-officer as described below, may expel any pupil consistent with this policy, provided that a majority of the Board members sitting in the expulsion hearing votes to expel and that at least three affirmative votes for expulsion are cast. Unless an emergency exists, no pupil may be expelled without a formal hearing.
- K. For purposes of conducting expulsion hearings, the Board of Education may establish an impartial hearing board of one or more persons or may duly appoint a hearing officer. No members of any such Board should be a member of the hearing board. The hearing board shall have the authority to conduct the expulsion hearing and render a final decision in accordance with the law.
- L. The Board or panel shall report its final decision in writing to the student and parent/guardian, stating the reasons on which the decision is based, the alternative educational program and the penalty to be imposed within twenty-four hours after reaching its decision. Said decision shall be based solely on evidence produced at the hearing. The Board shall issue its written decision within 30 days of the close of the hearing.

- M. In determining the length of the expulsion and nature of alternative education, if any, the Board or the panel officer may receive and consider evidence of the student's past disciplinary problems which have led to removal from classroom, suspension or expulsion.

- N. "Expelled" status and the nature of conduct for which the student is expelled will be noted on the student's cumulative record. Such notice shall be expunged from the cumulative educational record by the Board of Education if a pupil graduates from high school unless the expulsion notice is based on possession of a firearm or deadly weapon.

VI. Alternative Educational Opportunity

Any pupil under sixteen years of age who is expelled shall be offered an alternative educational opportunity during the period of expulsion, provided any parent or guardian of such pupil who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of Section 10-184. Any pupil expelled for the first time who is between the ages of sixteen and eighteen and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by his or her local or regional board of education. Such alternative may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program pursuant to Section 10-69. The Board of Education shall count the expulsion of a pupil when he or she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he or she is between the ages of sixteen and eighteen. The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required pursuant to this section. The age limitation for the provision of alternate educational opportunity does not apply to pupils requiring special education.

The Board of Education is not required to offer an alternative educational opportunity to any pupil between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons if it is determined at the expulsion hearing that the conduct for which the pupil is expelled involved (1) possession of a firearm, as defined in 18 U.S.C. 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Section 53a-3, on school property or at a school-sponsored activity or (2) offering for sale or distribution on school property or at a school-sponsored activity a controlled substance, as defined in subdivision (9) of Section 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under Sections 21a-277 and 21a-278. If a pupil is expelled pursuant to this section for possession of a firearm or deadly weapon, the Board of Education shall report the violation to the local Police Department. If a pupil is expelled pursuant to this section for the sale or distribution of such a controlled substance, the Board of Education shall refer the pupil to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. The notice of the hearing to the student and parent should state that the Board is not required to offer an educational opportunity under these circumstances.

Note: This section does not apply to special education students.

If the Board expels a student for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department. The Board shall give the name of the student and a summary of the Board's action, in so referring the student, to the Commissioner of Education within thirty days after the student is arrested. In addition, the Board of Education shall submit to the Commissioner of Education such information on the expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. § 8921 et seq. The Board shall notify the Commissioner of Education within thirty days of any expulsion from school when it is determined that a student over sixteen years of age was involved in the sale or distribution of a controlled substance. The Board should refer the pupil to an appropriate state or local agency for

rehabilitation, intervention, or job training, or any combination thereof, and inform the Department of Education that the student has been so referred. In its notice, the Board should give the name of the pupil and a summary of the Board's action in so referring a pupil to a service. It is not required that notice be sent to the Commissioner when students are expelled for other reasons.

The Board may adopt the decision of a student expulsion hearing conducted by another school district provided the Board of Education shall first hold a hearing pursuant to the provisions of Connecticut law to determine whether the conduct which was the basis for the expulsion in the other district would also warrant expulsion here. The pupil may be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with this policy and the law.

Each school year, the Pupil Services Department should prepare a report for the Superintendent listing the names of all expelled students, the reasons for their expulsion, the length of the expulsion, the alternative education offered (if any) and the current status of the students.

An expelled pupil may apply for readmission. Readmission may be granted at the discretion of the Board and may be conditioned upon specified criteria including but not limited to, rehabilitation activities, special conduct rules, and restitution undertaken at the student's expense. The Board may delegate to the Superintendent the authority to make readmission decisions at his discretion.

VII. Assaults/Threats

It is the responsibility of all employees to promote the health and safety of all students. Staff should make all reasonable efforts to diffuse a situation prior to any physical confrontation and to prevent escalation of a confrontation which has already commenced. If a situation arises in which a staff member reasonably believes physical force is appropriate, such force should be utilized in accordance with Board Policy 3-23. All assaults on staff are to be reported immediately by the building principal or designee on the official threat and assault form to the police for prosecution with a copy of the report to the Superintendent if the perpetrator is a pupil. All staff members, both certified and non-certified, should cooperate with police and prosecution authorities in prosecuting the perpetrator to the full extent of the law. Whenever an emergency exists, the hearing provided above should be held as soon possible after the expulsion.

In the event that a student has issued a threat against another student, any school employee, or school transportation personnel, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of the schools, students and employees.

VIII. Weapons/Drug Incidents

Any employee who has reason to suspect that a student possesses a weapon or is in possession of drugs in violation of Board policy 3-22 or the law shall immediately communicate that suspicion to an administrator or to another adult who immediately contacts an administrator. All searches of a student's person or property shall be done in accordance with Policy 5-2, Search and Seizure. However, the Board shall not disclose any professional communications regarding drug or alcohol abuse, consistent with Connecticut General Statutes §10-154a. Principals should immediately report all weapons/drug incidents to the Superintendent.

The principal shall obtain written statements from any person who provided information on the weapon or drugs. Documentation regarding the chain of custody of the evidence must be provided. The administrator will contact the police, submit the weapon/drugs to police and request a signed affidavit from police for its receipt.

IX. Transportation

Pupils who are out of school due to suspension or expulsion may not utilize school transportation services, as provided in Board Policy 3-12.

X. Discipline Policy for Pupils with Disabilities

Except as otherwise provided in a student's Individualized Education Plan (IEP), the school district should apply the same standards of conduct to special education students as are applied to regular education students as outlined in Section 2 of these procedures, consistent with state and federal law.

A. Suspensions Up to Ten School Days

- a. In general, the school district may suspend a special education student for up to ten days (a single event or a series of events) as a disciplinary measure without resorting to the PPT process regardless of whether or not the student's misconduct was related to his/her disability. Such discipline does not amount to a change in the student's placement and therefore there is no need for a PPT team meeting or evaluation under these circumstances. Teachers may use time out rooms, study carrels, in-house or outside suspension, etc.
- b. However, any serious incident, pattern of misbehavior or unusual behavior may raise concern as to whether the student's placement continues to be appropriate. In such cases, the special education teacher should recommend that a PPT be held.

B. Suspensions Over Ten Days or Expulsions

- a. Exclusion from school in excess of ten days in succession or a series of suspensions resulting in excess of ten days in the aggregate without an intervening PPT does constitute a significant change of placement for students eligible for services under the Individuals With Disabilities Education Act (I.D.E.A.) or Section 504. Where such an action is considered, the school district is required to comply with all applicable requirements under I.D.E.A., particularly with regard to convening a PPT.
- b. Administrators are to look at the length of each suspension, the proximity of the suspensions to each other, the nature of the behavior and the total amount of time the student has been out of school in determining whether or not a series of suspensions warrants a significant change in the student's placement.
- c. A PPT should be held and the student's program should be re-evaluated to determine whether or not the misconduct was caused by the student's disability or the result of an inappropriate placement. This re-evaluation should include a review of past disciplinary action, the reasons for those actions and the total number of suspension days. The student's academic record and any changes in the student's family situation should be reviewed as well. This PPT may, where recommended by the team, request additional formal or informal assessments.
- d. Determining whether or not a student's conduct is related to his/her disability is a complex issue. For this reason, the Director of Pupil Services (or designee) should be notified of any PPT's held for this purpose.

C. Conduct Related to the Student's Disability

- a. If the student's misconduct is caused by a disability or is the result of an inappropriate placement, the student may not be suspended in excess of ten consecutive school days or expelled and the IEP should be adjusted to help control the student's behavior. Unless specifically stated otherwise

by the student's PPT, it should be expressly noted in the IEP that the student will be expected to adhere to the school's disciplinary code (Policy 3-3 and procedures) as well as other pertinent school rules.

- b. It may be appropriate to include a behavior management program (including specific consequences up to and including suspension) in the IEP. Once an IEP contains such a plan, the district is to implement the disciplinary measures under the behavior management plan in the IEP in accordance with the state law and these procedures.
- c. If a student engages in dangerous behavior posing a threat to the safety of others and the school district desires to immediately remove the student from the schools, the district may change the student's placement as permitted by law. The student may have the right to stay in his/her current placement pending resolution of all proceedings.

D. Conduct Not Related to the Student's Disability

- a. If the student's misconduct was not caused by a disability as determined by a PPT, the student may be suspended or expelled from school in the same manner as similarly situated regular education children. However, special education services are to be continued during the period of expulsion.
- b. As stated above, it should be expressly noted in the IEP records that the student will be expected to adhere to the school's disciplinary code (Policy 3-3 and procedures) as well as other pertinent school rules.
- c. If a parent or guardian disagrees with the determination regarding the relatedness of the misconduct to the student's handicapping condition or with a subsequent placement, they may request a due process hearing

E. Drugs and Alcohol

- a. There is one major exception to the rules stated above for special education students. If a student is handicapped solely by virtue of an addiction to drugs or alcohol, and the student violates the district's policies or the law regarding alcohol and drugs, the student may be disciplined (up to and including expulsion) in the same manner as regular education students. If however, the student has handicapping conditions in addition to the addiction, the due process rights normally accorded special education students are to be followed.

F. Record Keeping

- a. All disciplinary action taken against a special education student should be recorded in the student's folder and be available for the next subsequent PPT to review.

XI. Dissemination

Policy 5131.00 and these procedures shall be distributed annually to parents of New Britain students and to school staff.

Appendix A - Suspension Code

The following violations may subject the student to suspension up to ten days or possible expulsion.

01	*Assault Adm	Assaulting an administrator
02	*Assault Staff	Assaulting a staff member
03	*Assault Stu	Assaulting a student
04	Dan Weap-Ins	Assault with a dangerous weapon or 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 physical injury.
05	Fighting	Physical altercation with another student
06	Alcohol	Possession or consumption of
07	Drugs	Possession/Consumption/Selling
(06 and 07 administer in accordance with Board Policy 3-22)		
08	Weapon Poss	Possession of a dangerous weapon
09	Threat Staff	Expresses an intent to cause harm
10	Threat Stu	Expresses an intent to cause harm
11	Dis Behav	Disruption of the educational process
12	Def of Auth	Refusal to obey a reasonable request of staff member
13	Cutting	Not attending an assigned class/classes
14	Pro Lan/Gest	Use of obscene/profane gestures to a staff member
15	Smoking	Repeated smoking/in hall/lavatory, classroom/grounds
16	Theft	Stealing of school, staff, student property
17	Fail Fol Rul	Continues to disobey school rules after warning/detentions
18	Prop Dam	Destruction/defacing of property on school grounds
19	Lv School	Leaving school without permission
20	Other	Rules & regulations not listed

21	Com Viol	Community behavior off campus which evokes or may evoke retaliatory responses on school property or threatens welfare of employees or students or disrupts or may disrupt the educational process.
22	Extortion	Extorting money or goods/favors blackmailing or intimidating staff or students.
23		Tampering with fire related equipment
24		Gambling
25		Trespassing on school grounds while on suspension
26		Aiding or abetting unauthorized entrance into any N.B. school
27		Behavior that poses a risk of danger or harm to the student or others.
28		Behavior that seriously disrupts or threatens to seriously disrupt the educational process.

*Assault means any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent ability to do so, and any intentional display of force such as would give the victim reason to fear or expect bodily harm.

Appendix B – Preparation of File for Expulsion Hearing

STUDENT NAME: _____

CASE # _____

ALLEGED OFFENSE: _____

SCHOOL: _____

DATE OF BIRTH: _____

	<u>Check</u>	<u>Date</u>
1. Suspension report	_____	
2. Emergency suspension letter to parent with notice of suspension	_____	
3. Principal's Case Incident Report (including principal's letter to Superintendent recommending expulsion proceedings)	_____	
4. Central administrators Case Incident Report (including letter recommending expulsion proceedings)	_____	
5. Statement from witnesses (typed and signed)	_____	
6. Evidence (knife, gun, photograph, etc.)	_____	
7. Police report(s) (legible)	_____	
8. Police receipt for weapon/drugs, etc.	_____	
9. Student Progress Reports	_____	
10. Student Profile and prior discipline records	_____	
11. Grades	_____	
12. Superintendent's letter to Board <u>or hearing officer</u> recommending expulsion	_____	
13. Superintendent's letter to parent and student - send certified and registered mail (with all attachments)	_____	

REMINDER: All copies should be sharp and capable of being duplicated.