

BOE Policy Committee Agenda
Monday, June 10, 1:00 pm – 2:30 pm
Municipal Building, BOE Conference Room
3 Primrose St. Newtown, CT 06470

CALL TO ORDER
IN ATTENDANCE
PUBLIC PARTICIPATION
APPROVE MINUTES May 31 , 2024

OLD BUSINESS

Discussion and possible action:

| Item | Reports |
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| <p>Policy 6114 – Emergencies and Disaster Preparedness The committee will review the final edits from M. Pompano and A.Uberti.</p> | <ul style="list-style-type: none"> ● Discussion and Possible Action ● S. Connell will invite M. Pompano to this policy meeting. |
| <p>Policy 6114.7 – Safe Schools The committee will continue considering additional revisions to this policy.</p> | <ul style="list-style-type: none"> ● Discussion and Possible Action ● S. Connell will invite M. Pompano to this policy meeting. |

NEW BUSINESS

Discussion and possible action:

| Item | Reports |
|--|--|
| <p>Policy 3152 – Spending Public Funds for Advocacy The committee will review Newtown’s current policy.</p> | <ul style="list-style-type: none"> ● Discussion and Possible Action ● S. Connell will reach out to Newtown Registrar of Voters for their input |
| <p>Policy 5112 – Ages of Attendance The committee will discuss changes to this policy to be consistent with state statute.</p> | <ul style="list-style-type: none"> ● Discussion and Possible Action |

UPDATE FROM THE SUPERINTENDENT
PUBLIC PARTICIPATION
ADJOURNMENT

Instruction

Emergencies and Disaster Preparedness

The Board of Education shall establish a District Security and Safety Committee (“DSSC”) composed of the Superintendent, the Director of Security and other designated district personnel as the Superintendent may determine. The DSSC shall develop and maintain the District’s Emergency Operations Plans (“EOP”) including district-level and individual school-level security and safety plans.

The crisis management plan for each school shall be developed within the context of the four recognized phases of crisis management:

Mitigation/Prevention addresses what schools and the District can do to reduce or eliminate the risk to life and property

Preparedness focuses on the process of planning for the worst-case scenario

Response is devoted to the steps to take during a crisis.

Recovery pertains to how to restore the learning and teaching environment after a crisis.

Such security and safety plans shall utilize an all-hazards approach and utilize the School Security and Safety Plan standards made available by the Department of Emergency Services and Public Protection and the Department of Emergency Management and Homeland Security (DESPP/DEMHS). The district-level and individual school-level security and safety plans shall be in compliance with the National Incident Management System (NIMS), incorporate the National Incident Command System, and adhere to the requirements of state law.

The DSSC shall meet on a regular basis and will rely on community involvement, including but not limited to the chief executive officer of the municipality, law enforcement, fire, public health, and emergency medical services to develop and maintain the EOP. At least one Board of Education member shall serve as a Board liaison to the DSSC, and the Superintendent shall report to the full Board of Education on matters of security and safety promptly following each meeting of the DSSC.

Each school shall establish a school security and safety committee (“SSSC”), to meet at least annually, that will assist in the development and implementation of the school’s security and safety plan. In accordance with statutory requirements, each SSSC shall consist of a local police officer, a local first responder, a teacher, an administrative employee of the school, a mental health professional, a parent or guardian of a student enrolled at the school, and any other person the Board deems necessary. Similar to the DSSC, the SSSC should invite subject matter experts to participate in the committee as needed, including, for example, the public works director, the high school student council president, and/or the food services director. The Director of Security shall work closely with school principals and their respective SSSC to develop the district wide and individual school security and safety plans. Each individual school security and safety plan and any subsequent changes shall be approved in writing by the Superintendent. Each individual school security and safety plan shall be reviewed annually, and updated, as necessary.

Instruction

Emergencies and Disaster Preparedness

Each school security and safety plan shall include an overview of emergency response procedures and violence prevention training. Each school employee shall receive an orientation to such plan and shall receive such violence prevention training on an annual basis. The violence prevention training shall be conducted in cooperation with each school's SSSC. The Board of Education shall direct the Superintendent, or designee, to conduct a security and vulnerability assessment of each school every two years, the results of which shall be incorporated into the EOP, as may be necessary, including district-level and individual school security and safety plans, and reported to the DESPP/DEMHS Regional Coordinator. By November 1st of each year, the Board shall submit to the DESPP/DEMHS Coordinator a copy of its plan for that year.

A crisis management plan shall be developed and maintained as part of the EOP and included in each school's security and safety plan to ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. The crisis management plan shall be developed and maintained within the context of the four recognized plans for crisis management (1) Preparedness, (2) Response, (3) Recovery, and (4) Mitigation. In accordance with Policy 6114.1, district-level and school-level emergency response drill activities related to fire safety and other emergencies will be conducted by the District to ensure adherence to the EOP and individual school security and safety plan processes and procedures, incident command, internal and external communication, and the orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited, to the following:

- Severe weather
- Fire
- Flood
- Terrorism
- Missing student(s)
- Suicide
- Threatening person(s)
- Weapons/ explosives found on school site
- Any other situation the Safe Schools Committee deems appropriate

The Superintendent, or designee, is responsible for maintaining communication with other community agencies to share information on preparedness and planned emergency response procedures set forth in the EOP. The Superintendent shall also ensure that each school in the district works in cooperation with these other community agencies during such emergencies.

Emergency preparedness and response procedures should be periodically discussed with teachers, parents/guardians and students as deemed appropriate by the district and/or individual school-level administrators. All District personnel shall receive training on such school security plan and violence prevention training as prescribed in the school security plan. Each classroom

Instruction

Emergencies and Disaster Preparedness

shall have ready access to emergency response procedures, including, but not limited to fire, safe school mode, shelter in place, and evacuation (“Classroom Emergency Materials”) and such Classroom Emergency Materials shall be made readily accessible to parents/guardians at the start of each school year and thereafter at any time upon request. All District personnel shall make themselves familiar with these procedures.

Crisis management must be viewed as a continuous process in which all phases of the EOP are being reviewed and revised. The EOP must be continuously updated based upon experience, research and changing vulnerabilities.

(cf. 3516 – Safety)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency (Drills) /Crisis Response Drills/ Bus Safety Drills)

(cf. 6114.3 – Bomb Threats and Explosive Devices)

~~(cf. 6114.7 – School Security and Safety)~~

Legal References:

Connecticut General Statutes

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

10-222m – School security and safety plans. School security and safety committees

10-222n – School security and safety plan standards

State Standards:

Connecticut Department of Emergency Services and Public Protection, [*All Hazards School Security and Safety Plan Standards*](#).



Policy adopted: [New](#), 6/3/2014

Policy amended:

Instruction

School Security and Safety

The Board of Education is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff, or others. While committed to the protection of each person's constitutional rights, including due process rights, the Board does not condone lawlessness. Any individual committing violent acts on school property will be disciplined according to applicable Board policy and regulations.

Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

Each school's School Security and Safety Committee (**SSSC**) will review specific policies, regulations, plans and procedures in order to ensure a comprehensive and effective program to prevent and punish vandalism and violence occurring in the schools and on district property. Simultaneously with the work of the committee, the Superintendent of Schools and appropriate school administrators shall review the practices at each school and shall submit a separate report to the Board including any findings and recommendations on the implementation of committee suggestions on these and other policies, regulations, plans and procedures concerning safety.

The advisory committee shall examine the policies, regulations, plans and procedures concerning:

1. student conduct and discipline;
2. the maintenance of public order on school property;
3. the banning of weapons on school property with the exception of approved security personnel;
4. drug and alcohol abuse;
5. school emergency management;
6. coordination efforts with law enforcement agencies;
7. searches and seizures by school officials;
8. training for staff and students in conflict resolution and violence prevention; and
9. building security measures including procedures governing visitors to the schools and access to school buildings.

The Board shall **direct the Superintendent and/or his designee to** conduct a security and vulnerability assessment of each school ~~annually~~ **every two years** and use the results to maintain the District's Emergency Operations Plan and each school's security and safety plan.

Development of the District's Emergency Operations Plan and each school's security and safety plan will be the responsibility of the **Superintendent** ~~Director of Security~~ in partnership with the **Director of Security and the** District Security and Safety Committee (DSSC). The DSSC includes a variety of professionals with expertise in emergency management, (e.g., chief executive officer of the municipality, police, fire, district security, superintendent, and emergency medical services personnel), as well as community partners such as public and mental health professionals and school based staff. The DSSC shall work closely with school **Principals and their respective SSSC** ~~based crisis response teams~~ to develop ~~district-wide and~~ building-specific emergency ~~management~~ **response** plans. Such plans shall be compliant with the National Incident Management System (NIMS), ~~and~~ incorporate the Incident Command System (ICS), and remain compliant with the standards for such plans issued by the Department of Emergency Services and Public Protection (DESPP).

Instruction

School Security and Safety (continued)

The crisis management plan shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** - addresses what schools and the District can do to reduce or eliminate the risk to life and property.
- **Preparedness** - focuses on the process of planning for the worst-case scenario.
- **Response** - is devoted to the steps to take during a crisis.
- **Recovery** - pertains to how to restore the learning and teaching environment after a crisis.

Crisis management must be viewed as a continuous process in which all phases of the plan are being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities.

(cf. 5131 - Conduct at School and Activities)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Drugs/Alcohol and Tobacco)

(cf. 5131.8 - Out of School Misconduct)

(cf. 5131.9 - Gang Action by or Association)

(cf. 5141.6 – Crisis Management Plan)

(cf. 5146 - Child Abuse and Neglect)

(cf. 5142 - Student Safety)

(cf. 5147 - Suicide Prevention)

(cf. 5143 - Student Health Assessments and Immunizations)

(cf. 5144 - Administering Medications)

Instruction

School Security and Safety (continued)

(cf. 5145 - Communicable and Infectious Diseases)
(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)
(cf. 6114 - Emergencies)
(cf. 6161.11 - Drugs/Alcohol and Tobacco)

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-221 Boards of education to prescribe rules.
10-233a through 10-233f re in-school suspension, suspension, expulsion. (As amended by PA 95-304, An Act Concerning School Safety).
52-572 Parental liability for torts of minors. Damage defined.
53a-3 Firearms and deadly weapons.
53-206 Carrying and sale of dangerous weapons.
53a-217b Possession of firearms and deadly weapons on school grounds.
PA 94-221 An Act Concerning School Safety.
PA 95-304 An Act Concerning School Safety.
PA 97-290 An Act Enhancing Educational Choices and Opportunities.
GOALS 2000: Education America Act.
18 U.S.C. 921 Definitions.
Title III - Amendments to the Individuals with Disabilities Education Act.
Sec. 314 (Local Control Over Violence).
Elementary and Secondary Education Act of 1965 as amended by the Gun Free Schools Act of 1994.
New Jersey v. TLO., 469 U.S. 325; 1055. CT. 733.

Policy adopted: June 3, 2014
Policy revised: August 14, 2018

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Business and Non Instructional Operations

Spending Public Funds for Advocacy

The Board of Education recognizes that C.G.S. [9-369b](#) prohibits the expenditure of municipal funds to influence a vote on a pending referendum question. This includes the dissemination of printed materials and the preparation of video and website presentations. The Superintendent is directed to avoid violating this prohibition which applies to in-kind expenditures as well as direct expenditures of money. Individuals violating this prohibition are personally liable.

The Board recognizes that public funds may be expended concerning a referendum when the following conditions are met:

1. By vote of the legislative body, the town/city may authorize the preparation, printing and dissemination of concise explanatory texts or other printed material concerning referenda proposals. The Town Clerk is responsible for preparing the text which shall specify the intent and purpose of each proposal or question. Such explanatory text shall not advocate either the approval or disapproval of the proposal or question. The town's/city's legislative body may also authorize the preparation and printing of materials concerning any referendum proposal or question in addition to the explanatory text. Such materials are also subject to the approval of the town/city counsel and must be neutral, advocating neither approval nor disapproval of the proposal or referendum question.

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| Note: In a municipality that has a town meeting as its legislative body, the board of selectmen shall, be deemed to be the legislative body of such municipality. |
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Alternative language for a regional school district:

For any referendum called for by the Regional School District, the Regional School Board of Education shall authorize the preparation, printing and dissemination of concise explanatory texts or other printed material with respect to proposals or questions approved for submission to the electors of the municipalities included in the regional school district at a referendum. For any such referendum, only the Regional School Board of Education shall make any such authorization. Each such explanatory text shall be prepared by the Regional School Board of Education and shall specify the intent of each referendum proposal or question. Such explanatory text shall not advocate the approval or disapproval of the referendum proposal or question. Each such explanatory text is subject to the approval of the Regional School Board's attorney. The Regional Board's Secretary shall also undertake any other duty of a municipal clerk as described in this statute.

Any such other printed material shall be prepared by the person or persons so authorized by the Regional Board of Education. Such material shall not advocate either the approval or disapproval of the referendum proposal or question and is also subject to the approval of the attorney of the Regional Board of Education.

2. A public official may expend public funds to prepare a written, printed or typed summary of his/her view on a referendum issue and distribute that summary to the news media at a bona fide press conference. Such summary may express support or opposition to the referendum question. The summary may be provided upon request to members of the public. Public funds may not be used to provide for a general distribution of the summary.
3. The Superintendent or Board members may respond to a constituent request for information concerning the referendum, including personal views.
4. The town/city via public ordinance may provide for the preparation and printing of concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors of the town/city at a referendum. The ordinance must provide for a committee to prepare such summaries, with members representing the various viewpoints. The committee shall provide an opportunity for public comment on such summaries to the extent practicable. Such summaries must be approved by vote of the town's/city's legislative body or any other municipal body designated by the ordinance, and posted and distributed by the Town Clerk. Each summary shall contain language clearly stating that the printing of the summary does not constitute an endorsement by or represent the official position of the municipality.
5. The school District will not use its automated calling system, electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging parents/guardians and students about the time, date and place concerning referenda and encouraging them to vote. This prohibition shall not apply to a regularly published newsletter or similar publication.
6. The community notification system, maintained by the town/city/municipality, at the direction of the chief elected official of such town/city/municipality, or with respect to a referendum called by a regional school district, the request of the chairperson of the regional board of education having jurisdiction over such city/town/municipality involved in the regional school district, may be used to send or publish a notice informing all residents enrolled in the notification system of the time and location of the referenda, a statement of the question as it appears on the ballot or referendum and any other approved material. Such notice shall not advocate approval or disapproval of the proposal or attempt to influence the outcome of the referendum.
7. The website maintained by the town/city or the Regional School District is not a community notification system. Such website may contain notice pertaining to the referendum as described above in item #6.
8. Third party comments posted on social media or on websites maintained by the state, town/city or the Regional School District do not constitute an expenditure of state or municipal funds to influence the outcome of a referendum.

Note: Only a community notification system may be used for the limited purpose of reminding voters of the time and location of upcoming referenda, the ballot question itself, and any other previously authorized explanatory text describing the subject matter of the question. Any such notice shall not advocate the approval or disapproval of the proposal or question or attempt to influence or aid the success or defeat of the referendum.

Note: "Community notification systems" are defined as systems maintained by a municipality that are available to all residents of the municipality and permit any resident to opt to receive notifications of community events or news. Only the chief elected official of the municipality can authorize the use of such a system for this purpose. With respect to a referendum called by a regional school district, the chairperson of the regional school board may request the chief elected official of the municipality in which the regional school district resides to use such system.

The Board recognizes that school officials and Board members retain their First Amendment rights to express their position on the proposed school budget or other referendum questions. The prohibition contained in this policy only pertains to the expenditure of public funds.

It is further recognized that individuals, individually or collectively, can spend private funds to advocate for a referendum result, as they see fit, as permitted by the regulations of the State Elections Enforcement Commission.

The Board further recognizes the statutory right of any community member to bring a complaint if such individual claims to have been aggrieved in connection with a referendum by (1) an election official's ruling, (2) a mistake in the vote count, or (3) a violation of prohibited acts concerning absentee voting. A person may file a complaint with any judge of the Superior Court.

Legal Reference: Connecticut General Statutes

[9-355 Official neglect or fraud](#)

[9-357 Fraudulent registration](#)

[9-358 False swearing before registrar, moderator or board](#)

[9-359 Absentee ballots](#)

[9-359a False statement in absentee balloting. Class D felony](#)

[9-360 Fraudulent voting](#)

[9-361 Primary or enrollment violations](#)

[9-369b Local questions and proposals. Explanatory text. Use of community notification systems. Expenditures of state and municipal funds to influence vote prohibited. Preparation and printing of certain materials permitted. Civil penalty. Summaries of arguments for, against local questions \(as amended by PA 00-92, PA 04-117, PA 13-247 and PA 15-173\)](#)

Policy adopted:

3152

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

1. Spending Public Funds to Inform Citizens Regarding Referenda

Section [9-369b\(a\)](#), Connecticut General Statutes is the exclusive method by which a municipality or regional school district could expend public funds for printing and distribution of information concerning a referendum question. It sets forth the following conditions for such expenditure:

- a. A vote of the municipality's legislative body is needed to authorize the preparation, printing and dissemination of concise "explanatory text" or other printed material with respect to a referendum;
- b. The preparation of the explanatory text must be made by the municipal clerk and approved by the municipal attorney;
- c. The explanatory text shall specify the intent and purpose of each referendum or question; and
- d. Such explanatory text shall not advocate either the approval or the disapproval of the referendum proposal or question.

Materials in addition to the explanatory text may now be prepared and printed with public funds if they (1) do not advocate either the approval or disapproval of the referendum; (2) are authorized by vote of the local legislative body; and (3) are approved by the municipal attorney. The notices may also include other neutral printed material approved for submission to electors on a municipal or regional school district referendum.

In a municipality that has a town meeting as its legislative body, the Board of Selectmen shall be deemed to be the legislative body of such municipality.

Pursuant to C.G.S. [9-369b\(b\)](#), for any referendum called for by a regional school district, the Regional Board of Education shall authorize the preparation and printing of concise explanatory texts of proposals or questions approved for submission to the electors of a municipality at a referendum. The Secretary of the Regional School Board shall prepare such explanatory text which is subject to the approval of the school Board's counsel. The Regional Board's Secretary shall also undertake any other duty of a municipal clerk as described in this statute.

Regional district school boards are authorized (P.A. 15-173) to print and disseminate neutral printed material, in addition to explanatory texts, about regional school district referenda. Such material must be approved by the board's attorney. The material must be prepared by a person authorized by the regional school board or municipal legislative body, whichever applies.

2. Expenditure of Public Funds for Advocacy Prohibited When a Referendum is Pending

With two exceptions discussed below, no expenditure of state, municipal or regional school district funds can be made to influence any person to vote for approval or disapproval of any referendum question. The ban applies when a referendum is pending.

A referendum question is pending when the necessary legal conditions have been satisfied to require the publication of the warning (notice) of the referendum. For example, a referendum is pending when a sufficient number of signatures have been certified by the Town Clerk under C.G.S. 7-7 or when the selectmen, or other authorized government official, have determined that a referendum will be conducted.

3. Pro-Con Summaries

By ordinance, a municipality may provide for the preparation and printing of concise summaries of arguments in favor of and opposed to a referendum question for which an explanatory test is prepared under Section 9-369b(a) or (b). The ordinance must provide for a committee to prepare these summaries. Other conditions for this exception are specified in Section 9-369b(d).

4. Press Releases and Constituent Responses Permitted

The other exception is that an official can express his/her views on pending referendum at a bona fide news conference, and may use public funds, facilities, and supplies to prepare a press release to be disseminated at the conference. Also, an official may use public funds, facilities and supplies to respond to a constituent request for information concerning the referendum, including the official's views. The exception is lost however, if the official responds to the citizen's request with the knowledge that the response will be disseminated to others in the community.

In addition, the maintenance of a third-party comment posted on social media or on an Internet website maintained by the state, a municipality or a regional school district permitting such third-party comments shall not constitute an expenditure of state or municipal funds.

5. Children in School as Couriers

Children in school may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via children in school.

6. Use of School Teachers, Administrators, Facilities, Supplies, and Equipment Prohibited

The prohibition on state and municipal funds also applies to the use of school facilities, supplies, and equipment and postal permits to advocate a position on a referendum. For example, parent teacher organizations and school administrators may not use school equipment to prepare or copy advocacy material even if the town, regional district or school system is reimbursed for such use. This prohibition also extends to the use of a school's public address system to advocate a result of a referendum.

7. Use of School Facilities by Outside Political Committees and Organizations for Meetings or Rallies

School facilities may not be used by political committees or other groups for the purpose of advocating a position on a referendum unless such facilities are accessible to all such

committees or groups on a non discriminatory basis. A charge can be made for the use of school facilities for this purpose and all groups or committees must be charged the same.

8. What Constitutes Advocacy?

A communication advocates a position on a referendum when in part, or taken as a whole, it urges the listener or reader to vote in a particular manner. The style, tenor, and timing of a communication are factors which are considered by the Commission when reviewing alleged improprieties of Section [9-369b](#).

9. Civil Penalties for Violations

The State Elections Enforcement Commission may impose a civil penalty against any official who violates Section [9-369b\(a\)](#), in an amount not exceeding twice the amount of the improper expenditure or \$1,000, whichever is greater. The official is personally liable for the penalty and cannot be reimbursed or indemnified by the state, regional school district or municipality for payment of a civil penalty.

10. Political Committees to Promote Referenda

Under Chapter 150 of the General Statutes, public officials and citizens alike may join together to advocate their views on a referendum by registering a political committee with the clerk of the municipality in which the referendum is to be held. Upon its registration, the political committee is permitted to solicit, receive and expend private funds to promote the success or defeat to a referendum question. If less than \$1,000 is expected to be collected or spent, a group may file a certification of exemption in lieu of a political committee registration form.

11. Independent Personal Expenditures

Any citizen or public official may independently (acting alone) make expenditures of his/her own funds to promote the success or defeat of a referendum question without forming a political committee in conformance with Chapter 155, Connecticut General Statutes. However, once such individual spends more than \$1,000 to promote the success or defeat of a referendum question, he/she must file statements according to the same schedule and in the same manner as is required of a campaign treasurer of a political committee under Section [9-608](#).

12. Use of Automated Calling Systems

The school district is not allowed to use its automated calling system, electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging parents/guardians and students about the time, date and place concerning referenda and encouraging them to vote. This prohibition shall not apply to a regularly published newsletter or similar publication.

The Board of Education of a regional school district, through its chairperson, may request that their member municipalities use their community notification systems to notify enrolled residents of an upcoming regional school district referendum.

Note: *Only a community notification system may be used for the limited purpose of reminding voters of the time and location of upcoming referenda, the ballot question itself, and any other previously authorized explanatory text describing the subject matter of the question. Any such notice shall not advocate the approval or disapproval of the proposal or question or attempt to influence or aid the success or defeat of the referendum.*

An Internet website maintained by a municipality or regional school district shall not be deemed a community notification system and may contain a notice of an upcoming municipal or regional school district referendum.

Note: "Community notification systems" are defined as communication systems maintained by a municipality that are available to all residents of the municipality and permit any resident to opt to receive notifications of community events or news from such municipality via electronic mail, text, telephone or other electronic automated means. Only the chief elected official of the municipality can authorize the use of such a system for this purpose.

Legal Reference: Connecticut General Statutes

[9-333j](#) Statements to be filed by campaign treasurers. Treatment of surplus or deficit. Filing dates.

[9-369](#) Procedure for holding referendum.

[9-369a](#) Submission of local questions at election.

[9-369b](#) Local questions and proposals. Explanatory text. Use of community notification systems. Expenditures of state and municipal funds to influence vote prohibited. Preparation and printing of certain materials permitted. Civil penalty. Summaries of arguments for, against local questions (as amended by PA 00-92, PA 04-117, PA 13-247 and PA 15-173)

Regulation approved:

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

The Board of Education recognizes that C.G.S. 9-369b prohibits the expenditure of municipal funds to influence a vote on a pending referendum question. This includes the dissemination of printed materials and the preparation of video and website presentations. The Superintendent is directed to avoid violating this prohibition which applies to in-kind expenditures as well as direct expenditures of money. Individuals violating this prohibition are personally liable.

The Board recognizes that public funds may be expended concerning a referendum when the following conditions are met:

1. By vote of the legislative body, the town may authorize the preparation and printing of concise explanatory texts concerning referenda proposals. The Town Clerk is responsible for preparing the text subject to the approval of the town attorney who shall assure that such text does not advocate either the approval or disapproval of the proposal or question. The town's legislative body may also authorize the preparation and printing of materials concerning any referendum proposal or question in addition to the explanatory text. Such materials are also subject to the approval of the town council and must be neutral, advocating neither approval nor disapproval of the referendum question.
2. A public official may expend public funds to prepare a written, printed or typed summary of his/her view on a referendum issue and distribute that summary to the news media at a bona fide press conference. Such summary may express support or opposition to the referendum question. The summary may be provided upon request to members of the public. Public funds may not be used to provide for a general distribution of the summary.
3. The Superintendent or Board members may respond to a constituent request for information concerning the referendum, including personal views.
4. The town via public ordinance may provide for the preparation and printing of concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors of the town at a referendum. The ordinance must provide for a committee to prepare such summaries, with members representing the various viewpoints. The committee shall provide an opportunity for public comment on such summaries to the extent practicable. Such summaries must be approved by vote of the town's legislative body or any other municipal body designated by the ordinance, and posted and distributed by the Town Clerk. Each summary shall contain language clearly stating that the printing of the summary does not constitute an endorsement by or represent the official position of the municipality.
5. The school District will not use its automated calling system, electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging parents/guardians and students about the time, date and place concerning referenda and encouraging them to vote. This prohibition shall not apply to a regularly published newsletter or similar publication.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy (continued)

The Board recognizes that school officials and Board members retain their First Amendment rights to express their position on the proposed school budget or other referendum questions. The prohibition contained in this policy only pertains to the expenditure of public funds.

It is further recognized that individuals, individually or collectively, can spend private funds to advocate for a referendum result, as they see fit, as permitted by the regulations of the State Elections Enforcement Commission.

The Board further recognizes the statutory right of any community member to bring a complaint if such individual claims to have been aggrieved in connection with a referendum by (1) an election official's ruling, (2) a mistake in the vote count, or (3) a violation of prohibited acts concerning absentee voting. A person may file a complaint with any judge of the Superior Court.

Legal Reference: Connecticut General Statutes
 9-355 Official neglect or fraud
 9-357 Fraudulent registration
 9-358 False swearing before registrar, moderator or board
 9-359 Absentee ballots
 9-359a False statement in absentee balloting. Class D felony
 9-360 Fraudulent voting
 9-361 Primary or enrollment violations
 9-369b Explanatory text related to lead question. Expenditures of state and
 municipal funds to influence vote prohibited. Exception. Civil penalty. (as
 amended by PA 00-92, PA 04-117 and PA 13-247)

Policy adopted: April 4, 2016

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

1. Spending Public Funds to Inform Citizens Regarding Referenda

Section 9-369b, Connecticut General Statutes is the exclusive method by which a municipality or regional school district could expend public funds for printing and distribution of information concerning a referendum question. It sets forth the following conditions for such expenditure:

- a. A vote of the municipality's legislative body is needed to authorize the "explanatory text";
- b. The preparation of the text must be made by the municipal clerk and approved by the municipal attorney;
- c. The text shall specify the intent and purpose of each referendum or question; and
- d. Such text shall not advocate either the approval or the disapproval of the referendum proposal or question.

Materials in addition to the explanatory text may now be prepared and printed with public funds if they (1) do not advocate either the approval or disapproval of the referendum; (2) are authorized by vote of the local legislative body; and (3) are approved by the municipal attorney.

2. Expenditure of Public Funds for Advocacy Prohibited When a Referendum is Pending

With two exceptions discussed below, no expenditure of state, municipal or regional school district funds can be made to influence any person to vote for approval or disapproval of any referendum question. The ban applies when a referendum is pending.

A referendum question is pending when the necessary legal conditions have been satisfied to require the publication of the warning (notice) of the referendum. For example, a referendum is pending when a sufficient number of signatures have been certified by the Town Clerk under C.G.S. 7-7 or when the selectmen, or other authorized government official, have determined that a referendum will be conducted.

3. Pro-Con Summaries

By ordinance, a municipality may provide for the preparation and printing of concise summaries of arguments in favor of and opposed to a referendum question for which an explanatory text is prepared under Section 9-369b(a) or (b). The ordinance must provide for a committee to prepare these summaries. Other conditions for this exception are specified in Section 9-369b(d).

Business/Non-Instructional Operations

Spending Public Funds for Advocacy (continued)

4. Press Releases and Constituent Responses Permitted

The other exception is that an official can express his/her views on pending referendum at a bona fide news conference, and may use public funds, facilities, and supplies to prepare a press release to be disseminated at the conference. Also, an official may use public funds, facilities and supplies to respond to a constituent request for information concerning the referendum, including the official's views. The exception is lost however, if the official responds to the citizen's request with the knowledge that the response will be disseminated to others in the community.

5. Children in School as Couriers

Children in school may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via children in school.

6. Use of School Teachers, Administrators, Facilities, Supplies, and Equipment Prohibited

The prohibition on state and municipal funds also applies to the use of school facilities, supplies, and equipment and postal permits to advocate a position on a referendum. For example, parent teacher organizations and school administrators may not use school equipment to prepare or copy advocacy material even if the town, regional district or school system is reimbursed for such use. This prohibition also extends to the use of a school's public address system to advocate a result of a referendum.

7. Use of School Facilities by Outside Political Committees and Organizations for Meetings or Rallies

School facilities may not be used by political committees or other groups for the purpose of advocating a position on a referendum unless such facilities are accessible to all such committees or groups on a non-discriminatory basis. A charge can be made for the use of school facilities for this purpose and all groups or committees must be charged the same.

8. What Constitutes Advocacy?

A communication advocates a position on a referendum when in part, or taken as a whole, it urges the listener or reader to vote in a particular manner. The style, tenor, and timing of a communication are factors which are considered by the Commission when reviewing alleged improprieties of Section 9-369b.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy (continued)

9. Civil Penalties for Violations

The State Elections Enforcement Commission may impose a civil penalty against any official who violates Section 9-369b(a), in an amount not exceeding twice the amount of the improper expenditure or \$1,000, whichever is greater. The official is personally liable for the penalty and cannot be reimbursed or indemnified by the state, regional school district or municipality for payment of a civil penalty.

10. Political Committees to Promote Referenda

Under Chapter 150 of the General Statutes, public officials and citizens alike may join together to advocate their views on a referendum by registering a political committee with the clerk of the municipality in which the referendum is to be held. Upon its registration, the political committee is permitted to solicit, receive and expend private funds to promote the success or defeat to a referendum question. If less than \$500 is expected to be collected or spent, a group may file a certification of exemption in lieu of a political committee registration form.

11. Independent Personal Expenditures

Any citizen or public official may independently (acting alone) make expenditures of his/her own funds to promote the success or defeat of a referendum question without forming a political committee in conformance with Chapter 150, Connecticut General Statutes. However, once such individual spends more than \$1,000 to promote the success or defeat of a referendum question, he/she must file statements according to the same schedule and in the same manner as is required of a campaign treasurer of a political committee under Section 9-333j.

12. Use of Automated Calling Systems

The school district is not allowed to use its automated calling system, electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging parents/guardians and students about the time, date and place concerning referenda and encouraging them to vote. This prohibition shall not apply to a regularly published newsletter or similar publication.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy (continued)

Legal Reference: Connecticut General Statutes

9-333j Statements to be filed by campaign treasurers. Treatment of surplus or deficit. Filing dates.

9-369b Explanatory text related to lead question. Expenditures of state and municipal funds to influence vote prohibited. Exception. Civil penalty. (as amended by PA 00-92, PA 04-117 and PA 13-247)

Regulation approved: April 4, 2017

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Students

Ages of Attendance

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons five years of age and older, having attained age five on or before the first day of January of any school year, and under twenty-one years of age who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. Children who have not attained the age of five on or before the first day of January will not be admitted to kindergarten unless the student meets the requirements of Policy 5111. Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age must consent to such child's withdrawal from school. For the school year commencing July 1, 2011 and each school year thereafter, the parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

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

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to the District not later than ten (10) schooldays after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

Students

Ages of Attendance (continued)

(cf. 5111 - Admission/Placement)
(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157 and PA 09-6 (September Special Session)

10-186 Duties of local and regional boards of education re school attendance. Hearings.

Appeals to State Board. Establishment of hearing board

10-233a - 10-233f Inclusive; re: suspend, expel, removal of students

10-233c Suspension of students

10-233d Expulsion of pupils

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

A mandated policy to consider.

Students

Ages of Attendance/Admissions/Placement

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons, residing in the District, five years of age and over, who reach age five on or before the first day of January (**September, effective July 1, 2024**) of any school year, and under twenty-one (age twenty-two for special education students) who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d.

Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

In order to determine a child's eligibility for ELL programs, parents/guardians of all new students enrolling for the first time and all re-enrolling students who have not previously attended a Connecticut public school must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.

Note: *When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.*

Children who apply for initial admission to the District's schools by transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Parents and those who have the control of children five years of age and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the District in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form.

Students

Ages of Attendance/Admissions/Placement (continued)

Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that this District has provided the parent or person with information on the educational opportunities options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.

Enrollment

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

Each child entering the District schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, earlier school records, state-issued identification document, driver's license or passport, parent's affidavit or unsworn statement as to a child's age, physician's certificate verifying a child's age, or immunization records.

If the parents or guardians of any children are unable to pay for such immunizations and/or physicals, the expense of such immunizations and/or physicals shall on the recommendation of the Board, be paid by the Town. Proof of domicile may also be requested by the Building Principal.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age by December 31st of any school year. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age by December 31st of any school year.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

Students

Ages of Attendance/Admissions/Placement (continued)

Residency

The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency.

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, home owners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in C.G.S. 27-103, and who is seeking enrollment in a district school, in which such child is not yet a resident, the Board shall accept the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut as proof of residency in the District.

The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation. The District shall immediately enroll a homeless student and allow such student to attend school even if the student is unable to produce records normally required for enrollment.

The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

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

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the District's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

Students

Ages of Attendance/Admissions/Placement

Residency (continued)

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

In summary:

- ❖ A parent with a child 5 and **under 18** is obligated to have that child attend school.
 - Unless the child graduated High School
 - Unless the parent demonstrates the child is receiving equivalent instruction elsewhere.
- ❖ Students **under 18** are subject to mandatory attendance laws
 - Unless they are at least 17 and the parent consents to the child's removal from school having demonstrated the child is receiving equivalent instruction elsewhere.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(18 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(17 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
 - The parent or guardian must attest that the 17 year old withdrawing student has enrolled in an adult education program
- ❖ The parent with a five year old has the option of not sending a child until 6.
- ❖ The parent with a six year old has the option of not sending a child until 7.

(cf. 5118.1 - Homeless Students)

(cf. 5118.3 - Children in Foster Care)

(cf. 6146 - Graduation Requirements)

Students

Ages of Attendance

Legal Reference: Connecticut General Statutes
4-176e to 4-180a Agency hearings
4-181a Contested cases. Reconsideration. Modifications.
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year-olds
10-76a - 10-76g re special education
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15
10-186 Duties of local and regional boards of education re school attendance. Hearings. (as amended by P.A. 19-179)
P.A. 19-179 An Act concerning Homeless Students; Access to education Appeals to State Board. Establishment of hearing board
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations
10-76a-1 General definitions (c) (d) (q) (t)
P.A. 19-179 An Act Concerning Homeless Students' Access to Education "Guidance for Connecticut School Districts: Enrollment Process and Practice," State Department of Education, December 2019.
P.A. 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools and the Establishment of a Purple Star School Program
McKinney-Vento Homeless Assistance Act (PL 107-110 Sec. 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95
Federal Register: McKinney-Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016

Policy adopted:
rev 7/23
rev 2/24

**DECLARATION OF LEGAL RESIDENCY
Family Members Living with Relatives or Family Friends**

To be completed by property owner

Property Owner: _____
Name of Property Owner – Please print

If the living arrangement of the student should change from what is stated on this form, it is the responsibility of the property owner to notify the Office of the Superintendent within five (5) business days in writing.

Signature of Property Owner – Sign in the Presence of Notary Public

Property Address: _____
Phone Number: _____ Email: _____

The Property Owner must accompany the parents to the meeting with the Superintendent of Schools to present this document.

Children and Family Member living with Property Owner

Adult #1 _____ Adult # 2 _____
Child #1 _____ Child # 2 _____
Child #3 _____ Child # 4 _____

I am making the above statements as a true and bona fide representations, I fully understand that if I make a statement that is false and which is intended to mislead a public servant in the performance of his/her function, I will be in violation of Section 53-157b of the Connecticut General Statutes. The section of the law refers to making a fraudulent statement is a **Class A misdemeanor** and is punishable by a fine, not to exceed \$1,000 and/or up to one year of incarceration.

I further understand that I may be required to update this information at any time and agree to do so upon request from the _____ Board of Education. I may be made to pay for services received if such services were delivered under fraudulent statements and/or circumstances.

NOTARIZED SECTION

On this date _____ appeared before me personally
Month/Day/Year Print Name of Property Owner

To be known as the individual described herein, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement, before me.

Signature of Notary Public Commission Expiration Date

SEAL

5112
Form #1
(continued)

This form is to be completed by the custodial parent, guardian and student (where applicable). Once the forms are completed and notarized, a meeting with the Superintendent should be scheduled. Call _____.

PLEASE FILL IN ALL BLANKS

School: _____ Grade: _____

Student's Name: _____ Address: _____

Home telephone number: _____ Name under which number is listed: _____

Name of student's father: _____ Father's address: _____
Street, town, zip

Name of student's mother: _____ Mother's address: _____
Street, town, zip

Please answer the following questions:

- Is remuneration to be received for housing the student, i.e., room, board, travel, medical? Yes (please specify) No
- List major reasons for the child residing in _____ :

- Name of person(s) having direct and primary responsibility/authority of the student's daily affairs:

- Name of person(s) authorized to act in child's behalf concerning any medical, disciplinary, or administrative matters: _____ -

Signature (Parent/Legal Guardian) _____ Date : _____

I hereby declare under the penalties of perjury that all of the information supplied on this form is correct to the best of my knowledge. I understand that if any of the information is incorrect, and the student is not entitled to enroll tuition-free as a _____ resident, the student shall be discharged from enrollment in the _____ Public Schools according to the Connecticut General Statutes, Section 10-186, and 10-253, and the prevailing tuition charge for such student will be assessed against me and/or us for each day the student was so enrolled.

NOTARIZED SECTION

On this date _____ appeared before me personally
Month/Day/Year Print Name of Property Owner

To be known as the individual described herein, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement, before me.

Signature of Notary Public Commission Expiration Date

SEAL

Once this document is completed and notarized, a meeting with the superintendent must be scheduled before enrollment is completed.

Superintendent's Approval: _____ **Date:** _____

_____ PUBLIC SCHOOLS
_____, Connecticut

**ACKNOWLEDGMENT OF OPTION TO EXEMPT ATTENDANCE OF
CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____ who was
Name of Child *Address*

born on _____ do hereby choose not to send my child to public
Date

school during the _____.
School Year

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational opportunities and school accommodations available in the school system.

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other

Date

_____ PUBLIC SCHOOLS
_____, Connecticut

**ACKNOWLEDGMENT OF OPTION TO WITHDRAW CHILD
SEVENTEEN YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____
Name Child *Address*

born on _____ do hereby elect to withdraw from public school.
Date of birth

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational options available in the school system and the community.

ATTESTMENT BY:

Signature of School Counselor

Date

OR

Signature of School Administrator

Date

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other

Date

A child seventeen years of age or older who voluntarily terminates enrollment in a school district and subsequently seeks readmission, the local or regional board of education for the school district may deny school accommodations to the child for up to ninety school days from the date of such termination. Unless the child seeks readmission to the school district not later than ten school days after the termination in which case the board shall provide school accommodations to the child not later than three school days after the child seeks readmission.

_____ PUBLIC SCHOOLS
_____, Connecticut

Request for a Waiver

**To Request an Exemption to Public Act 23-208
Establishing an Age 5 Kindergarten Cutoff Date of September 1**

Pursuant to Public Act 23-208 of the Connecticut General Statutes,

I, _____, of _____
Name of Parent or Guardian *Address*

the parent, guardian, or other person charged with the care of the following child,

_____, of _____ who was born
Name of Child *Address*

on _____ request that my child attend kindergarten prior to reaching five
Date of Birth

(5) years of age on September 1st. I understand that my child will be subject to an assessment by the principal and a certified staff member, who will determine whether admitting my child is “developmentally appropriate.”

Acknowledged by:

Signature of Parent or Guardian

Date