

Ashford Board of Education
Ashford, Connecticut

Meeting Agenda
February 1, 2018
7:00 pm
Ashford School
District Office Conference Room 14

1. Call To Order
2. Communications
3. Opportunity for Public Comment
4. Approval of Minutes: 01/18/2018
5. New Business
 - a. Authorization to Submit Primary Mental Health Program Grant Application
 - b. Approval of 2018-2019 Ashford School Calendar
 - c. **First Reading of Policies:** (Series 4000: Abuse or Neglect of Disabled Adults; Series 4000: Child Abuse, Neglect and Sexual Assault Reporting; Series 4000: Employment Checks)
6. Old Business
 - a. Friar & Associates Master Plan Update
 - b. FY 19 Budget Deliberations
7. BOE Subcommittee Worksessions (8:30 pm – 9:00 pm)
 - a. Cafeteria (S. Gamache, M. Matthews, K. Warren)
 - b. Personnel (L. Donegan, J. Urban, K. Warren)
8. Subcommittee Worksession Summaries to Board
9. Next Meeting Date/Agenda Items
10. Second Opportunity for Public Comment
11. Superintendent Evaluation (Executive Session Anticipated)
12. Adjournment

Ashford Board of Education Goals

The Ashford Board shall:

1. Initiate policies and practices, as well as devote appropriate resources towards the improvement of Ashford students on Connecticut standardized testing.
2. Promote instructional practices rooted in the individual skills, talents, needs and performance of the student.
3. Initiate mechanisms for improved and effective communication with the community as well as town leaders and other town boards and committees.
4. Develop a three-year school improvement plan that presents, and explains, an optimal path towards educational excellence in Ashford.

All meetings, conferences, programs and activities at Ashford School are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act. Individuals with disabilities requesting relocation of this meeting should call the Superintendent at 429-1927 or e-mail a request to jplongo@ashfordct.org not later than 2 working days prior to the meeting. Hearing impaired individuals may communicate their request for accommodations by using the e-mail address above, or calling the State of CT TDD relay service (800) 842-2880 or the national relay service number (800) 855-2880.

Enclosures: Minutes 01/18/2018; Grant Info; SY 18-19 Calendar Draft; Policies

Ashford Board of Education
Regular Meeting Minutes – January 18, 2018
7:00 p.m.
District Office Conference Room

Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call To Order

Chairperson J. Lippert called the meeting to order at 7:02 pm. Present were members K. Warren, L. Donegan, J. Calarese, J. Urban, S. Gamache and M. Matthews. Others present were Superintendent Dr. J. Longo, Principal T. Hopkins, Business Manager L. Dyer and recording secretary J. Barsaleau. Present in the audience were R. Haeger, G. Bean, M. Caye, S. Morytko. Also present were teachers J. Zotti, C. Imhoff and K. Craven.

German American Partnership Program (K. Craven, C. Imhoff)

Teachers Kate Craven and Carly Imhoff presented more information concerning the German Exchange partnership that was brought forward at the 12/21/17 meeting. They shared a powerpoint presentation of the Einstein Gymnasium, the school that Ashford would partner with. This would be a long-term collaborative exchange that consists of virtual classroom exchanges, group projects and ultimately travel to Germany for two weeks. This program aligns with our school's "Habits of Mind," global competencies and United Nations sustainable development goals. This exchange involves students in grades 6-8 and is sponsored by the United States State Department with much of the travel cost subsidized by the government. Grant funds will be sought to help defray any other costs. Travel is reciprocal and students will stay with host families and attend school approximately 10 days of the two weeks they are in the host country. At this time, two teachers and 11 students from Ashford School would be involved with the German American Partnership Program (GAPP).

Motion made by L. Donegan to authorize and endorse international travel for Ashford students with a plan for international travel, best practices, and a Board policy to be prepared by counsel. Motion seconded by K. Warren and carried unanimously.

Confidential employee-client privileged communication from counsel concerning international travel was distributed to each board member. Members are asked to review the documents before the next meeting.

Communication

- Chair J. Lippert received email communications from parent Christina Davis asking the BOE to consider Safe Stop, a bus route GPS tracking application. Mr. Lippert asked the administration to follow up.
- Chair J. Lippert received an email from the Region 19 superintendent concerning a recent 90 - minute delay called by the high school as a result of bus operations being affected by extreme cold. Mr. Lippert noted that Ashford's buses were on schedule when that delay was called and wished to thank our drivers and mechanic for their efforts in making sure our vehicles are prepared and ready to go.
- The board received a copy of an email sent to Dr. Longo and Mr. Hopkins from the Executive Board of the CT Council of Language Teachers naming Ashford teacher Rebecca Aubrey as its Language Teacher of the Year. Ms. Aubrey will be honored at the Northeast Conference on the Teaching of Foreign Language in New York, NY in March. The Board acknowledged Ms. Aubrey's accomplishments and contributions to our school and are very proud that an Ashford Teacher was recognized as a state Teacher of the Year. Ms. Aubrey will attend a future board meeting to discuss project-based learning. Information on PBL was distributed.

Opportunity for Public Comment

R. Haeger reminded the board of past suggestion to survey parents and recent graduates of Ashford School concerning their experiences at our school and preparedness for high school. She feels this feedback is an important tool to maintain and better our school. Mrs. Haeger suggested the board might consider audio visual recording of its meetings.

Approval of Minutes: 12/21/2017

Motion made by L. Donegan to approve the minutes of 12/21/2017 with the following corrections:

- *Page 1, Call to Order, second line, the word "as" should be "and";*
- *Page 1, Communications: the word "as" in the motion by J. Calarese should be "add";*
- *Page 1, District Reports, 3rd bullet, strike the word "that" in first line;*

- **Page 2, First Reading: Policies.....strike the word “by” in first line.**

Motion seconded by J. Urban and carried with two abstentions (S. Gamache, M. Matthews).

Superintendent Report – Regionalization

Dr. Longo reviewed his report. He has been meeting with Willington’s superintendent to discuss a wide range of ideas from sharing of programs to school construction and he will discuss it with the first selectman. Website updates will continue to be investigated, and financial software will be discussed with the Town.

New Business

a. CABE/CAPSS Convention Report

Mr. Hopkins and Ms. Matthews attended the convention in November. Both attendees found it a very useful and beneficial experience. Ms. Matthews would like the board to concentrate on BOE responsibilities, vision, values, goals, mission and purpose. The board needs to prioritize its work, are we accomplishing goals? How do we get from good to great? Mr. Hopkins distributed materials from the sessions he attended, and spoke highly of the session, “Funding Innovation through a LEAN Mindset.”

b. Staff Appointment

Motion made by L. Donegan to accept the recommendation of the custodial interview committee and appoint Jason Link to the position of a 20-hour part-time custodian. Motion seconded by S. Gamache and carried unanimously.

c. MEUI Negotiations Planning

Dr. Longo has reached out to Theo Horesco, MEUI representative for non-certified union negotiations. It is hoped that negotiations will begin in February. Dr. Longo will forward a copy of the current collective bargaining agreement to BOE members for review and if there are ideas/input, they should be forwarded to him.

d. FY 18 Budget – Approval of Budget w/Revised Account Codes per Educational Finance System

Mrs. Dyer distributed the FY 18 approved budget with the restructured account codes as required by the state. Mrs. Dyer noted recent technical difficulties with our accounting program, which has been addressed by the vendor. Discussion followed concerning restructuring of account codes.

Motion made by J. Urban as follows: Due to new account structure that was required by the state for new EFS reporting, and creation of several additional special education benefit accounts for reporting compliance, and overall restructure of several accounts, the Ashford Board of Education approves the line adjustments as presented in the year to date budget report dated 1/23/18. Motion seconded by M. Matthews and carried unanimously.

e. Friar & Associates Capital Improvement/Master Plan Proposal

Friar & Associates Architects had provided a proposal in November to assist the Board in creating a capital improvement and master plan for Ashford School.

Motion made by M. Matthews to authorize the Superintendent to sign the proposal of Friar & Associates dated 11/2/17. Motion seconded by L. Donegan and carried unanimously.

New Business

a. FY 19 Budget

1. Review/Revise Capital Improvement Plans

2. Budget Calendar

Dr. Longo presented a draft of the five-year plan for capital improvement. Discussion followed concerning the zero interest energy loan. Friar & Associates will be reviewing their facility study and the 2016 energy assessment to help identify priorities. The board accepted the five year plan as presented. FY 19 capital requests with cost estimates must be ready for a capital projects committee meeting on 1/31. Dr. Longo will follow up with Eversource.

b. Second Reading: Policies Revised by Counsel

The policies that were distributed for review by for adoption are as follows:

- Series 1000: Non-Discrimination (Community)
- Series 4000: Non-Discrimination (Personnel)
- Series 5000: Non-Discrimination (Students)
- Series 5000: Student Records (FERPA) and FERPA Notification

Motion made by L. Donegan to approve the policies as presented and prepared by counsel. Motion seconded by M. Matthews and carried unanimously.

Next Meeting Date/Agenda Items

There will be a special meeting on 1/25/18 for FY 19 budget worksession.

The next regular meeting is 2/1/18. Agenda to include, international travel follow up, FY 19 budget, cafeteria and personnel committee break out sessions, board Mission/Goals.

Second Opportunity for Public Comment

M. Caye confirmed the special meeting date and asked about availability of the first draft of the FY 19 budget. She suggested there be short-term discussions about regionalization or sharing of services and expressed concern about student safety issues of GPS bus route application.

S. Morytko addressed Ashford students traveling to Germany, asking what was Ashford's obligation in terms of resources. Member L. Donegan responded that it has been her experience that there is more impact on the host families rather than the school.

Review of Superintendent Evaluation Instrument (Executive Session Anticipated)

Tabled by mutual consent.

Motion to adjourn the meeting (9:50 pm) made by M. Matthews, seconded by K. Warren and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Actual & Budgeted Expenses & Encumbrance

Report Sequence: Object
Account: First thru Last
Report Period: July 2017 thru June 2018
Level Of Detail: Account Number

Account Filter=01-####-###-####

Account Number	Account Description	Original Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
Administration							
01-1200-100-20000	Special Ed. Director	105,334.00	56,720.08	56,720.08	48,613.64	0.28	0.00
01-2320-100-10000	Superintendent	77,562.00	41,778.43	41,778.43	35,782.31	1.26	0.00
01-2400-100-10000	Principal	134,120.00	72,222.34	72,222.34	61,897.72	(0.06)	0.00
01-2400-100-10001	Assistant Principal	93,874.00	50,547.70	50,547.70	43,326.60	(0.30)	0.00
**TOTAL ** Administration		410,890.00	221,268.55	221,268.55	189,620.27	1.18	0.00
Non-Certified Staff							
01-1000-110-10000	Sub. Calling Stipend	3,000.00	0.00	0.00	3,000.00	0.00	0.00
01-1200-110-20000	Special Ed. Secretary	41,567.00	22,475.17	22,475.17	19,524.73	(432.90)	(1.04)
01-2130-110-10000	Nursing Staff	64,861.00	34,053.21	34,053.21	30,654.32	153.47	0.24
01-2310-110-10000	BOE Meeting Stipend	2,000.00	0.00	0.00	2,000.00	0.00	0.00
01-2320-110-10000	Superintendent's Secretary	61,327.00	32,711.89	32,711.89	28,288.41	326.70	0.53
01-2400-110-10000	Principal's Secretary	65,371.00	31,667.58	31,667.58	31,981.03	1,722.39	2.63
01-2500-110-10000	Accounting Clerks	119,339.00	64,005.59	64,005.59	55,044.83	288.58	0.24
01-2510-110-10000	Business Manager	41,325.00	22,969.12	22,969.12	18,355.88	0.00	0.00
01-2560-110-10000	Technology Assistant	28,156.00	13,874.38	13,874.38	15,566.20	(1,283.58)	(4.56)
01-2560-110-10001	Technology Consultant	84,872.00	45,519.64	45,519.64	39,146.42	205.94	0.24
01-2600-110-10000	Custodians	216,114.00	99,209.78	99,209.78	107,615.29	9,288.93	4.30
01-2600-110-10001	Summer Custodians	5,352.00	1,841.84	1,841.84	0.00	3,510.16	65.59
01-2600-110-10002	Custodian Substitutes	4,126.00	7,130.24	7,130.24	0.00	(3,004.24)	(72.81)
01-2600-110-10003	Emergency OT Custodians	1,000.00	0.00	0.00	1,000.00	0.00	0.00
01-2700-110-10000	Drivers	101,075.00	39,271.26	39,271.26	72,006.87	(10,203.13)	(10.09)
01-2700-110-10001	Transportation Coordinator	16,763.00	5,622.99	5,622.99	9,510.40	1,629.61	9.72
01-2700-110-10002	Driver Sick/Personal Leave	7,689.00	52.46	52.46	4,537.95	3,098.59	40.30
01-2730-110-10000	Bus Mechanic	46,220.00	19,431.64	19,431.64	26,647.91	140.45	0.30
01-2790-110-10000	Class Trip Transportation	11,743.00	2,050.15	2,050.15	6,848.89	2,843.96	24.22
01-2790-110-10001	Extracurricular Transportation	2,097.00	0.00	0.00	1,020.00	1,077.00	51.36
01-2790-110-10002	After Sch. Activities Trans.	2,889.00	3,048.07	3,048.07	1,598.30	(1,757.37)	(60.83)
01-2790-110-20000	Sp. Ed. Drivers	65,091.00	17,923.57	17,923.57	47,167.43	0.00	0.00
01-3300-110-10000	Community	500.00	0.00	0.00	0.00	500.00	100.00
**TOTAL ** Non-Certified Staff		992,477.00	462,858.58	462,858.58	521,513.86	8,104.56	0.82
Certified Staff							
01-1000-111-10000	Elementary Certified Staff	1,062,181.00	413,945.94	413,945.94	650,389.95	(2,154.89)	(0.20)
01-1000-111-10002	Music Certified Staff	105,323.00	40,512.70	40,512.70	64,820.32	(10.02)	(0.01)
01-1000-111-10003	World Language Certified Staff	155,226.00	58,712.30	58,712.30	93,939.68	2,574.02	1.66
01-1000-111-10004	Phys. Ed./Health Cert. Staff	97,563.00	35,648.90	35,648.90	57,668.24	4,245.86	4.35
01-1000-111-10001	Art Certified Staff	56,991.00	21,919.60	21,919.60	35,071.36	0.04	0.00
01-1001-111-10000	Middle School Certified Staff	635,242.00	240,601.40	240,601.40	382,950.05	11,690.55	1.84
01-1200-111-01120	Sp. Ed. Certified Staff	183,044.00	68,130.94	68,130.94	109,906.72	5,006.34	2.74
01-1200-111-02120	Remedial Certified Staff	139,459.00	53,133.50	53,133.50	85,013.60	1,311.90	0.94
01-2140-111-20000	Psychologist Certified Staff	91,609.00	17,202.34	17,202.34	29,357.65	45,049.01	49.18
01-2150-111-20000	Speech Certified Staff	63,602.00	24,462.30	24,462.30	39,139.68	0.02	0.00
01-2180-111-20000	Enrichment Staff	52,317.00	20,121.90	20,121.90	32,195.04	0.06	0.00

Actual & Budgeted Expenses & Encumbrance

Account Number	Account Description	Original Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
TOTAL Certified Staff 2,642,557.00			994,391.82	994,391.82	1,580,452.29	67,712.89	2.56
Non-Certified Staff Para's							
01-1000-112-10000	Reg. Ed. Paraprofessional	117,366.00	60,940.82	60,940.82	86,762.59	(30,337.41)	(25.85)
01-1200-112-20000	Sp. Ed. Paraprofessional	421,664.00	165,346.90	165,346.90	253,212.36	3,104.74	0.74
TOTAL Non-Certified Staff Para's 539,030.00			226,287.72	226,287.72	339,974.95	(27,232.67)	(5.05)
Substitutes							
01-1000-113-10000	Sub Teachers/Paras Reg/ Ed	57,200.00	17,222.50	17,222.50	38,977.50	1,000.00	1.75
01-1000-113-10002	Workshop Sub Pay	2,500.00	765.00	765.00	0.00	1,735.00	69.40
01-1200-113-20000	Substitute Teach/Paras. Sp. Ed	20,400.00	6,395.00	6,395.00	14,005.00	0.00	0.00
TOTAL Substitutes 80,100.00			24,382.50	24,382.50	52,982.50	2,735.00	3.41
Additional Compensation							
01-1000-151-10000	CT TEAM Mentor	2,800.00	0.00	0.00	0.00	2,800.00	100.00
01-2210-151-10000	Curriculum Development	10,000.00	0.00	0.00	0.00	10,000.00	100.00
01-2290-151-10000	Program Advisors	15,296.00	2,828.00	2,828.00	0.00	12,468.00	81.51
01-2290-151-10001	Prog. Directors & Coordinators	16,806.00	1,010.00	1,010.00	0.00	15,796.00	93.99
01-2900-151-10000	Coaches	20,600.00	7,000.00	7,000.00	0.00	13,600.00	66.02
01-2900-151-10001	Event Chaparones	2,520.00	648.00	648.00	780.00	1,092.00	43.33
TOTAL Additional Compensation 68,022.00			11,486.00	11,486.00	780.00	55,756.00	81.97
Employee Insurance							
01-1000-210-10000	Medical/Dental Ins. Reg. Ed.	710,421.00	452,397.91	452,397.91	104,490.27	153,532.82	21.61
01-1000-210-10001	H.S.A. ER Contrib Reg Ed.	76,000.00	73,357.72	73,357.72	0.00	1,642.28	2.19
01-1000-210-10002	Group Life Ins. Reg. Ed.	7,987.00	4,667.26	4,667.26	0.00	3,319.74	41.56
01-1000-210-10003	Workers Comp. Ins. Reg. Ed.	56,084.00	61,036.35	61,036.35	20,345.45	(25,297.80)	(45.11)
01-1000-210-10004	Healthcare Waiver Reg Ed	45,668.00	20,500.00	20,500.00	19,500.00	5,668.00	12.41
01-1200-210-20001	Medical/Dental Ins. Sp. Ed.	282,767.00	204,764.49	204,764.49	88,436.31	(10,433.80)	(3.69)
01-1200-210-20002	H.S.A. ER Contrib. SpEd.	24,000.00	25,750.00	25,750.00	0.00	(1,750.00)	(7.29)
01-1200-210-20003	Group Life Ins. Sp. Ed.	1,997.00	1,055.48	1,055.48	0.00	941.52	47.15
01-1200-210-20004	Workers Comp. Ins. Sp. Ed.	6,231.00	8,323.14	8,323.14	2,774.38	(4,866.52)	(78.10)
	Healthcare Waiver Sp Ed	6,000.00	4,000.00	4,000.00	6,000.00	(4,000.00)	(66.67)
TOTAL Employee Insurance 1,216,165.00			855,852.35	855,852.35	241,546.41	118,756.24	9.76
Social Security/Medicare ER							
01-1000-220-10000	SS/Medicare Costs Reg. Ed.	143,455.00	59,277.54	59,277.54	0.00	84,177.46	58.68
01-1200-220-20000	SS/Medicare Cost Sp. Ed.	35,864.00	21,276.77	21,276.77	0.00	14,587.23	40.67
TOTAL Social Security/Medicare ER 179,319.00			80,554.31	80,554.31	0.00	98,764.69	55.08
Retirement Benefit							
01-1000-230-10000	Non-Cert. Ret./Other Reg. Ed.	62,614.00	32,694.19	32,694.19	0.00	29,919.81	47.78
01-1000-230-20000	Cert. Retirement Insurance	40,205.00	21,682.16	21,682.16	10,203.74	8,319.10	20.69
01-1200-230-20000	Non-Cert. Ret./Other Sp. Ed.	29,179.00	9,464.41	9,464.41	0.00	19,714.59	67.56
01-1200-230-20001	Certified/Other Sp. Ed.	2,095.00	0.00	0.00	0.00	2,095.00	100.00
01-2400-230-10000	Certified Rel./Other Reg. Ed.	11,072.00	0.00	0.00	0.00	11,072.00	100.00
TOTAL Retirement Benefit 145,165.00			63,840.76	63,840.76	10,203.74	71,120.50	48.99
Tuition Reimbursement							
01-1000-251-10000	AEA Tuition Reimbursement	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00
01-2400-251-10000	Admin. Tuition Reimbursement	4,000.00	0.00	0.00	4,000.00	0.00	0.00
01-1000-252-10000	MEU Tuition Reimbursement	5,000.00	0.00	0.00	0.00	5,000.00	100.00
TOTAL Tuition Reimbursement 19,000.00			10,000.00	10,000.00	4,000.00	5,000.00	26.32
Unemployment							
01-1000-260-10000	Unemp. Comp. Reg. Ed.	10,001.00	18,425.00	18,425.00	9,895.00	(18,319.00)	(183.17)
01-1200-260-20000	Unemp. Comp. Sp. Ed.	(1.00)	0.00	0.00	0.00	(1.00)	100.00

Actual & Budgeted Expenses & Encumbrance

Account Number	Account Description	Original Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
TOTAL Unemployment		10,000.00	18,425.00	18,425.00	9,895.00	(18,320.00)	(183.20)
Purchased Services							
01-1000-330-10000	Teachers Workshops Reg. Ed.	7,000.00	75.00	75.00	732.00	6,193.00	88.47
01-1000-330-10001	Prof. Dev. Reg. Ed.	6,000.00	532.50	532.50	0.00	5,467.50	91.13
01-1200-330-20000	Teachers Workshops Sp. Ed.	1,000.00	125.00	125.00	0.00	875.00	87.50
01-1200-330-20001	Prof. Dev. Sp. Ed.	650.00	1,399.00	1,399.00	225.00	(974.00)	(149.85)
01-2320-330-10000	Professional Development Admin	3,808.00	639.79	639.79	1,752.62	1,415.59	37.17
01-1000-340-10000	Legal Expense Reg. Ed.	16,000.00	1,429.00	1,429.00	0.00	14,571.00	91.07
01-1000-340-10001	Auditor	22,250.00	15,050.00	15,050.00	0.00	7,200.00	32.36
01-1000-340-10002	Data Processing Payroll	12,664.00	3,654.66	3,654.66	4,580.64	4,428.70	34.97
01-1000-340-10003	Consultant OPEB	7,500.00	4,437.50	4,437.50	1,500.00	1,562.50	20.83
01-1000-340-10004	Volunteer Screening	480.00	0.00	0.00	0.00	480.00	100.00
01-1000-340-10005	Medical/Screenings	1,275.00	(215.00)	(215.00)	965.00	525.00	41.18
01-1200-340-20000	Legal Expense Sp. Ed.	4,000.00	0.00	0.00	0.00	4,000.00	100.00
01-2140-340-20000	Evaluations Outsourced	12,240.00	10,332.20	10,332.20	3,750.00	(1,842.20)	(15.05)
01-2150-340-20000	Speech Outsourced	73,000.00	12,642.00	12,642.00	0.00	60,358.00	82.68
01-2160-340-20000	OT Outsourced	65,000.00	24,582.00	24,582.00	0.00	40,418.00	62.18
01-2170-340-20000	PT Outsourced	43,000.00	17,236.80	17,236.80	0.00	25,763.20	59.91
01-2190-340-20000	Behavior Therapy Outsourced	54,000.00	20,737.79	20,737.79	1,957.56	31,304.65	57.97
01-2900-340-10000	Athletic Officials	4,880.00	1,261.31	1,261.31	4,076.39	(457.70)	(9.38)
TOTAL Purchased Services		334,747.00	113,919.55	113,919.55	19,539.21	201,288.24	60.13
01-1101-410-05001	Middle School Science Supplies	0.00	19.65	19.65	0.00	(19.65)	0.00
Maintenance							
01-2600-430-10000	Rubbish Removal	7,393.00	4,273.99	4,273.99	3,052.85	66.16	0.89
01-2600-430-10001	Asbestos Monitoring	1,657.00	300.00	300.00	1,357.00	0.00	0.00
01-2600-430-10002	Water Monitoring	16,845.00	5,017.00	5,017.00	10,256.70	1,568.30	9.31
01-2600-430-10003	General Maint. & Repairs	20,000.00	3,095.49	3,095.49	904.84	15,999.67	80.00
01-2600-430-10004	Sanitary System	3,686.00	3,140.00	3,140.00	0.00	546.00	14.81
01-2600-430-10005	Painting	1,606.00	237.84	237.84	0.00	1,368.16	85.19
01-2600-430-10007	Radon Testing	280.00	280.00	280.00	0.00	0.00	0.00
01-2600-430-10006	Flooring	6,232.00	3,060.00	3,060.00	2,060.00	1,112.00	17.84
01-2610-430-10000	Generator Maintenance	3,351.00	414.00	414.00	755.00	2,182.00	65.11
01-2610-430-10001	Boiler Repairs	13,376.00	10,593.79	10,593.79	8,686.21	(5,904.00)	(44.14)
01-2610-430-10002	HVAC Maintenance	8,215.00	10,449.00	10,449.00	2,128.00	(4,362.00)	(53.10)
01-2620-430-10000	Roof Maintenance	3,819.00	0.00	0.00	2,640.00	1,179.00	30.87
01-2630-430-10000	Grounds Upkeep	7,382.00	1,500.00	1,500.00	374.70	5,507.30	74.60
01-2670-430-10000	Fire Equipment	5,080.00	5,179.22	5,179.22	482.00	(581.22)	(11.44)
TOTAL Maintenance		98,922.00	47,559.98	47,559.98	32,700.30	18,661.72	18.87
Equipment Maintenance							
01-2640-431-10000	Sp. Ed. Equip. Maint.	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2640-431-10001	Admin. Equip. Maint.	500.00	0.00	0.00	0.00	500.00	100.00
01-2640-431-10002	Music Instrument Maint.	680.00	0.00	0.00	280.00	400.00	58.82
01-2580-432-10000	Tech. Equip. Maint.	905.00	0.00	0.00	0.00	905.00	100.00
TOTAL Equipment Maintenance		3,085.00	0.00	0.00	280.00	2,805.00	90.92
Rental							
01-2730-440-10000	Bus Facility Usage	3,600.00	(2,400.00)	(2,400.00)	6,000.00	0.00	0.00
TOTAL Rental		3,600.00	(2,400.00)	(2,400.00)	6,000.00	0.00	0.00
Student Transportation							
01-2710-510-10000	Class Trip Tolls & Parking	82.00	(327.60)	(327.60)	97.60	312.00	380.49

Actual & Budgeted Expenses & Encumbrance

Account Number	Account Description	Original Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
01-2710-510-10002	Regular Transportation	22,500.00	0.00	0.00	0.00	22,500.00	100.00
01-2730-510-10000	Fleet Maintenance	17,013.00	(5,722.93)	(5,722.93)	13,297.56	9,438.37	55.48
TOTAL Student Transportation		39,595.00	(6,050.53)	(6,050.53)	13,395.16	32,250.37	81.45
Insurance Other							
01-2680-520-10000	Student Accident Ins.	1,117.00	1,035.00	1,035.00	0.00	82.00	7.34
01-2680-520-10001	Plant Insurance	21,290.00	19,117.40	19,117.40	5,966.48	(3,793.88)	(17.82)
01-2680-520-10002	Transportation Ins.	16,898.00	6,628.68	6,628.68	5,966.51	4,302.81	25.46
TOTAL Insurance Other		39,305.00	26,781.08	26,781.08	11,932.99	590.93	1.50
Communications							
01-2490-530-10000	Telephone	10,129.00	6,699.14	6,699.14	4,160.83	(730.97)	(7.22)
01-2490-530-10001	Postage	4,798.00	2,206.96	2,206.96	2,138.64	452.40	9.43
01-2490-530-10002	Internet	5,400.00	2,700.00	2,700.00	2,700.00	0.00	0.00
01-2490-540-10000	Advertising	500.00	0.00	0.00	0.00	500.00	100.00
TOTAL Communications		20,827.00	11,606.10	11,606.10	8,999.47	221.43	1.06
Printing							
01-2530-550-10001	Printing	1,016.00	0.00	0.00	0.00	1,016.00	100.00
TOTAL Printing		1,016.00	0.00	0.00	0.00	1,016.00	100.00
Tuition Other							
01-1001-561-10000	MS Out of District Tuition	19,200.00	0.00	0.00	0.00	19,200.00	100.00
01-1200-561-20000	Outplacement Tuition	91,600.00	123,267.25	123,267.25	109,927.50	(141,594.75)	(154.58)
01-1200-561-20001	Extended School Year	33,000.00	33,623.42	33,623.42	0.00	(623.42)	(1.89)
TOTAL Tuition Other		143,800.00	156,890.67	156,890.67	109,927.50	(123,018.17)	(85.55)
Mileage							
01-1000-580-10000	Contracted Mileage Reg. Ed.	1,256.00	623.26	623.26	0.00	632.74	50.38
01-1200-580-20000	Contracted Mileage Sp. Ed.	314.00	47.90	47.90	0.00	266.10	84.75
TOTAL Mileage		1,570.00	671.16	671.16	0.00	898.84	57.25
Supplies Other							
01-1200-600-20000	Sp. Ed. Office Supplies	500.00	0.00	0.00	0.00	500.00	100.00
01-2310-600-10000	BOE Expenses	2,724.00	158.00	158.00	0.00	2,566.00	94.20
01-2400-600-10000	Administrative Office Supplies	2,300.00	711.47	711.47	163.80	1,424.73	61.94
01-2410-600-10001	Principal's Discretionary Fund	1,050.00	0.00	0.00	0.00	1,050.00	100.00
01-2510-600-10000	Central Office Supplies	1,000.00	352.14	352.14	647.31	0.55	0.06
01-2600-600-10000	Plant Floor Supplies	6,451.00	560.22	560.22	5,997.38	(106.60)	(1.65)
01-2600-600-10001	Plant Cleaning Supplies	1,773.00	532.49	532.49	1,354.12	(113.61)	(6.41)
01-2600-600-10002	Plant General Supplies	2,910.00	2,227.92	2,227.92	2,526.15	(1,844.07)	(63.37)
01-2600-600-10003	Plant Paper Supplies	9,022.00	5,571.39	5,571.39	6,471.23	(3,020.62)	(33.48)
01-2600-600-10005	Plant Tools	1,165.00	0.00	0.00	0.00	1,165.00	100.00
01-2600-600-10004	Plant Lighting	1,566.00	127.95	127.95	0.00	1,438.05	91.83
01-2730-600-10000	Trans. Cleaning Supplies	12.00	0.00	0.00	0.00	12.00	100.00
01-2730-600-10001	Trans. Paper Supplies	474.00	0.00	0.00	0.00	474.00	100.00
01-2730-600-10002	Fleet Maint. Supplies	21,164.00	(4,620.45)	(4,620.45)	11,926.21	13,858.24	65.48
TOTAL Supplies Other		52,111.00	5,621.13	5,621.13	29,086.20	17,403.67	33.40
Instructional Supplies							
01-1000-610-10000	EM Instr./General Supplies	11,691.00	313.55	313.55	0.00	11,377.45	97.32
01-1000-610-10001	EM Art Supplies	1,513.00	1,424.09	1,424.09	88.25	0.66	0.04
01-1000-610-10002	EM Remedial Supplies	873.00	0.00	0.00	0.00	873.00	100.00
01-1000-610-10003	EM General Music Supplies	560.00	290.00	290.00	0.00	260.00	47.27
01-1000-610-10006	EM World Language Supplies	194.00	10.76	10.76	0.00	183.24	94.45
01-1000-610-10007	EM ELL Supplies	194.00	0.00	0.00	0.00	194.00	100.00

Account Number	Account Description	Original Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
01-1000-610-10008	EM Physical Ed. Supplies	695.00	498.02	498.02	0.00	196.98	28.34
01-1000-610-10009	EM Health Supplies	500.00	0.00	0.00	0.00	500.00	100.00
01-1000-610-10012	After School Activ. Supplies	2,000.00	0.00	0.00	167.82	1,832.18	91.61
01-1000-610-10014	District Prof. Dev. Supplies	2,800.00	250.65	250.65	500.00	2,049.35	73.19
01-1001-610-10000	MS Insu./General Supplies	14,700.00	599.10	599.10	250.14	13,850.76	94.22
01-1001-610-10001	MS Art Supplies	2,500.00	1,240.00	1,240.00	0.00	1,260.00	50.40
01-1001-610-10002	MS Remedial Supplies	807.00	0.00	0.00	0.00	807.00	100.00
01-1001-610-10003	MS General Music Supplies	550.00	0.00	0.00	0.00	550.00	100.00
01-1001-610-10006	MS World Language Supplies	500.00	0.00	0.00	0.00	500.00	100.00
01-1001-610-10007	MS Physical Ed. Supplies	500.00	0.00	0.00	0.00	500.00	100.00
01-1001-610-10008	MS Health Supplies	500.00	0.00	0.00	0.00	500.00	100.00
01-1001-610-10009	MS Athletic Supplies	2,522.00	0.00	0.00	0.00	2,522.00	100.00
01-1001-610-10010	MS Graduation Supplies	388.00	0.00	0.00	0.00	388.00	100.00
01-1200-610-20000	CORR Life Skills Supplies	500.00	0.00	0.00	0.00	500.00	100.00
01-1200-610-20001	Inst./General Supplies Sp. Ed.	1,455.00	944.93	944.93	93.00	417.07	28.66
01-1200-610-20002	Behavior Supt. Supplies Sp. Ed	1,430.00	0.00	0.00	0.00	1,430.00	100.00
01-1200-610-20004	Pre-K Screening	0.00	(93.00)	(93.00)	0.00	93.00	0.00
01-2130-610-10000	Health Room Supplies	6,771.00	0.00	0.00	880.40	5,890.60	87.00
01-2220-610-10000	Library Supplies	1,248.00	26.93	26.93	150.00	1,071.07	85.82
01-2230-610-10001	Technology Elem. Supplies	156.00	0.00	0.00	0.00	156.00	100.00
01-2230-610-10003	Technology MS Supplies	5,064.00	107.98	107.98	0.00	4,956.02	97.87
01-2230-610-10004	Computer Tech. Supplies	59.00	28.90	28.90	12.78	17.32	29.36
01-2230-610-10005	Technology Admin. Supplies	1,000.00	16.98	16.98	258.02	725.00	72.50
01-2230-610-10005	Technology Subscriptions	7,421.00	4,220.90	4,220.90	29.95	3,170.15	42.72
01-2230-610-20001	Sp. Ed. Software/Supplies	2,405.00	6,232.50	6,232.50	0.00	(3,827.50)	(159.15)
01-2240-610-10000	Assessments Reg. Ed.	8,730.00	0.00	0.00	0.00	8,730.00	100.00
01-2240-610-20000	Assessment Supplies Sp.Ed.	2,239.00	248.75	248.75	0.00	1,990.25	88.89
01-2530-610-10000	Copier Paper	7,289.00	1,756.00	1,756.00	0.00	5,533.00	75.91
TOTAL Instructional Supplies		89,744.00	18,117.04	18,117.04	2,430.36	69,196.60	77.10
Utilities							
01-2600-620-10000	Plant Utilities	61,574.00	26,015.12	26,015.12	38,486.83	(2,927.95)	(4.76)
TOTAL Utilities		61,574.00	26,015.12	26,015.12	38,486.83	(2,927.95)	(4.76)
Fuel							
01-2610-624-10000	Plant Fuel	68,499.00	46,532.00	46,532.00	19,908.00	2,059.00	3.01
01-2730-626-10000	Diesel Fuel	24,167.00	22,636.86	22,636.86	21,364.87	(19,834.73)	(82.07)
01-2730-626-10001	Gasoline	8,484.00	3,559.27	3,559.27	3,882.79	1,041.94	12.28
TOTAL Fuel		101,150.00	72,728.13	72,728.13	45,155.66	(16,733.79)	(16.54)
Books							
01-1000-640-10000	EM Texts	1,613.00	0.00	0.00	0.00	1,613.00	100.00
01-1000-640-10001	EM Periodicals	1,560.00	0.00	0.00	0.00	1,560.00	100.00
01-1000-640-10002	EM World Lang. Texts.	500.00	0.00	0.00	0.00	500.00	100.00
01-1000-640-10003	EM Workbooks	2,046.00	0.00	0.00	0.00	2,046.00	100.00
01-1000-640-10004	Phys. Ed./Health Textbooks	250.00	0.00	0.00	0.00	250.00	100.00
01-1001-640-10000	MS Texts	475.00	0.00	0.00	0.00	475.00	100.00
01-1001-640-10001	MS Periodicals	500.00	0.00	0.00	0.00	500.00	100.00
01-1001-640-10002	MS Workbooks	1,569.00	0.00	0.00	0.00	1,569.00	100.00
01-1001-640-10003	MS World Language Texts	250.00	0.00	0.00	0.00	250.00	100.00
01-1200-640-20000	Specialized Text (NIMAS)	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2220-640-10000	Library Books Grades K-4	1,080.00	8.35	8.35	0.00	1,071.65	99.23
01-2220-640-10001	Library Books Grades 5-8	500.00	0.00	0.00	0.00	500.00	100.00

Actual & Budgeted Expenses & Encumbrance

Account Number	Account Description	Original Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
01-2220-640-10002	Library Periodicals	796.00	0.00	0.00	0.00	796.00	100.00
	**TOTAL ** Books	12,139.00	8.35	8.35	0.00	12,130.65	99.93
Equipment							
01-1000-730-10000	EM Equipment	944.00	0.00	0.00	0.00	944.00	100.00
01-1000-730-10003	Copier Equipment Lease	21,497.00	10,832.42	10,832.42	9,823.56	841.00	3.91
01-1000-730-10002	Art Equipment	2,000.00	0.00	0.00	0.00	2,000.00	100.00
01-1000-730-10010	Middle School Equipment	1,457.00	0.00	0.00	0.00	1,457.00	100.00
01-1001-730-10001	MS Equipment	1,200.00	0.00	0.00	0.00	1,200.00	100.00
01-1200-730-20000	AT Equipment Rental	8,653.00	3,664.00	3,664.00	5,016.00	(27.00)	(0.31)
01-1200-730-20001	Adaptive Equipment	4,850.00	0.00	0.00	0.00	4,850.00	100.00
01-1200-730-20002	Sp. Ed. Equipment	970.00	759.00	759.00	0.00	211.00	21.75
01-2230-730-10000	Elementary Technology Equip.	8,500.00	0.00	0.00	0.00	8,500.00	100.00
01-2230-730-10001	MS Technology Equipment	20,000.00	0.00	0.00	0.00	20,000.00	100.00
01-2230-730-10002	Technology Network Equip.	8,000.00	0.00	0.00	0.00	8,000.00	100.00
01-2600-730-10000	Non. Inst. Equip./Furniture	750.00	0.00	0.00	0.00	750.00	100.00
01-2600-730-10001	Plant Equipment	1,959.00	3,287.19	3,287.19	0.00	(1,328.19)	(67.80)
01-2600-730-10003	Plant Rentals	0.00	1,417.00	1,417.00	0.00	(1,417.00)	0.00
01-2900-730-10000	Athletic Equipment	1,600.00	0.00	0.00	0.00	1,600.00	100.00
	**TOTAL ** Equipment	82,380.00	19,959.61	19,959.61	14,839.58	47,580.81	57.76
Dues and Fees							
01-1000-810-10000	Dues and Fees	3,180.00	0.00	0.00	0.00	3,180.00	100.00
01-1000-810-10001	Dues and Fees District	4,555.00	1,295.00	1,295.00	0.00	3,260.00	71.57
01-1200-810-10000	SPEd Dues and Fees	2,200.00	360.00	360.00	0.00	1,840.00	83.64
01-2310-810-10000	Dues and Fees BOE	2,600.00	175.95	175.95	0.00	2,424.05	93.23
01-2510-810-10000	Dues and Fees Central Office	4,825.00	3,043.00	3,043.00	100.00	1,682.00	34.86
	**TOTAL ** Dues and Fees	17,360.00	4,873.95	4,873.95	100.00	12,386.05	71.35
Misc.							
01-3100-900-10000	Operating Transfers Cafe	500.00	0.00	0.00	0.00	500.00	100.00
	**TOTAL ** Misc.	500.00	0.00	0.00	0.00	500.00	100.00
General Fund (01) Totals		7,406,140.00	3,465,648.93	3,465,648.93	3,283,842.28	656,648.79	8.87
Totals Consolidated Funds		7,406,140.00	3,465,648.93	3,465,648.93	3,283,842.28	656,648.79	8.87

2018-2019

Approved by the Ashford BOE:

August 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Session Days 3

November 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Session Days 20

February 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Session Days: 17

May 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Session Days 21

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Session Days 19

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	20	20	21	22
23	24	25	26	27	28	30
30	31					

Session Days 15

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Session Days 21

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Session Days 5

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Session Days 21

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Session Days 21

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Session Days 17

Grades Close:

- T1
- T2
- T3

© 2011 Vertex42 LLC

Date	Event
Aug. 22-24	Professional Development Days
Aug. 27	Professional Development Day
Aug. 28	All Staff Preparation Day
Aug. 29	First Day - Students
Sep. 3	Labor Day - NO SCHOOL
Sep.	OPEN HOUSE - Grades 5-8 (6:30-7:30 p.m.)
Sep.	OPEN HOUSE - Grades 1-4 (6:30-7:30 p.m.)
Oct. 8	Columbus Day - NO SCHOOL
Oct. 9	Professional Development Day - NO SCHOOL
Nov. 12	Veteran's Day of Honor
Nov. 19	Parent Teacher Conferences - Early Dismissal
Nov. 20	Parent Teacher Conferences - Early Dismissal
Nov. 21	Thanksgiving Recess - Early Dismissal
Nov. 22-23	Thanksgiving Break - NO SCHOOL
Dec. 21	Winter Recess Begins - Early Dismissal
Dec. 24-Jan. 1	Winter Recess - NO SCHOOL
Jan. 21	Martin Luther King Day - NO SCHOOL
Feb. 15	Professional Development Day - NO SCHOOL
Feb. 18-19	President's Day/Winter Recess- NO SCHOOL
Apr. 15 -Apr. 19	Spring Recess - NO SCHOOL
May 27	Memorial Day - NO SCHOOL
June 7	Last Day of School - Early Dismissal

June 10- Reserved for Make Up Days

Early Dismissal Time is 12:25 PM including PK students.

Any days required to be made up due to school closure will be added in June.

Emergency Closing and Dismissals will be announced on WTIC and WILI radio, K-12 Campus Alerts, and Channels 3,30 and 61 and posted on the Ashford School website. Delayed openings will be 90 min in duration.

TOPIC AREA

The focus of this grant is on the implementation of the general education, school-based early detection and intervention program, Primary Project, that serves children primarily in kindergarten through Grade 3. Primary Project participants have been identified as being at risk of developing behavior issues or school adjustment difficulties. Continuing districts are encouraged to implement complementary mental health components to enhance the impact of Primary Project.

APPLICATION PRIORITIES

Preference will be granted according to the following criteria:

1. Applicants who have never before been awarded funding to support PMHP activities will receive a bonus of five points in the proposal scoring.
2. Districts that indicate in their proposal how Primary Project will create opportunities for parent involvement and support components that exceed the minimum requirements will receive up to a bonus of five points in the proposal scoring.
3. Districts that provide evidence of future stability of the program and its personnel through a continuation plan that includes explicit school board support for the continued implementation of Primary Project will receive a bonus of five points in the proposal scoring.
4. Priority school districts that apply will be awarded a five-point bonus in the proposal scoring.
5. Alliance school districts that apply will be awarded a five-point bonus in the proposal scoring.

PRIORITY AND ALLIANCE SCHOOL DISTRICTS

In 1984, the Priority School District Grant Program was initiated by section 10-266p of the C.G.S. In 2012, the Alliance District program pursuant to C.G.S. 10-262u established a unique and targeted funding program for Connecticut's 33 lowest-performing districts.

The goal of these programs is to assist Connecticut school districts with the greatest demonstrated academic need to improve student achievement and enhance educational opportunities.

Therefore, districts identified pursuant to Sections 10-266p and 10-262u of the C.G.S. are particularly encouraged to apply for the grant included in this request for proposals.

APPLICATION REQUIREMENTS

To be considered for funding, all applicants must submit an **original plus four copies** of the application. The original must bear an original signature of the official legally authorized to apply on behalf of the board of education. This official must sign both the cover page of the application and statement of assurances. Applications must follow the format prescribed in this document.

**Series 4000
Personnel**

**REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN
INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER**

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Social Services' ("DSS") Division of Autism Spectrum Disorder Services. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from DSS' Division of Autism Spectrum Disorder Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of adults with intellectual disabilities, but also to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abuse" means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person's health or safety.

"Neglect" means a situation where a person with an intellectual disability either is living alone and is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health, or is not receiving such necessary services from the caretaker.

"Statutory Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of adults with intellectual disabilities. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, registered or licensed practical nurses, psychologists, social

workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists, and licensed professional counselors.

3. Reporting Procedures for Statutory Mandated Reporters

If a statutory mandated reporter has reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report to ~~the Director of the Office of Protection and Advocacy for Persons with Disabilities.~~

Abuse Investigation Division

Department of Developmental Services ("DDS")

460 Capitol Avenue

Hartford, Connecticut 06106

Telephone: 1-844-878-8923

The statutory mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the ~~Director of the Office of Protection and Advocacy for Persons with Disabilities~~ Abuse Investigation Division of DDS not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as set forth above.

- a) If an employee who is not a statutory mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.

- (1) The employee shall as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed

by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.

b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, directly to the ~~Office of Protection and Advocacy for Persons with Disabilities~~ [Abuse Investigation Division of DDS](#).

5. Contents of Report

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

- a) the name and address of the allegedly abused or neglected person;
- b) a statement from the reporter indicating a belief that the person is intellectually disabled or receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- c) information concerning the nature and extent of the abuse or neglect; and,
- d) any additional information that the reporter believes would be helpful in investigating the report or in protecting the person with an intellectual disability or who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services.

6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any

such investigation with the investigation conducted by the ~~Office of Protection and Advocacy for Persons with Disabilities~~ Abuse Investigation Division of DDS.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the ~~Office of Protection and Advocacy~~ Abuse Investigation Division of DDS produces evidence that a person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

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

8. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

9. Non-discrimination Policy

The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

**Series 4000
Personnel**

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

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

1. Scope of Policy

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

2. Definitions

For the purposes of this policy:

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

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

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

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

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

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
 - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in first degree;

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

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

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutory Mandated Reporters

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

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.
- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a

student, then the employee shall notify the Superintendent or his/her designee directly.

- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.
- (5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

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

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or is a victim of sexual assault by school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

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

- a) The names and addresses of the child* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and

- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

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

7. Investigation of the Report

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

respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the _____ Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the _____ Public Schools, pending the outcome of the investigation.

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

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

and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

- e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
- f) The _____ Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.

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

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

10. Delegation of Authority by Superintendent

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

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant

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

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section ~~12~~14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

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

14. Non-Discrimination Policy/Prohibition Against Retaliation

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

15. Distribution of Policy and Posting of Careline Information

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section ~~14~~16, below. The Board shall post the Internet web site address and telephone number for the Department of Children and Families' Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

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

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

The [] Board of Education has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program, as outlined in Board Policy [#], **Child Sexual Abuse and/or Sexual Assault Response**

Policy and Reporting Procedure. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with his/her obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-101q, Statewide Sexual Abuse and Assault Awareness and Prevention Program

Section 17a-103

Section 46b-120

Section 53a-65

Public Act 16-67, “An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor’s Name from Summary Process Complaints”

Public Act 16-188, “An Act Concerning Education Issues”

ADOPTED: _____

REVISED: _____

~~9/20/16~~[10/27/17](#)

Series 4000

Personnel

EMPLOYMENT CHECKS

As set forth below, each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). *[Optional language: If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state].* * Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

~~In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.~~

*[*Note: This language is optional, as out-of-state registry checks are not required under Connecticut law. However, given that the intent of state law is to ensure access to all relevant background information, we have included this provision should districts wish to require this additional information.]*

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“Sexual misconduct means” any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

- A. The district shall not offer employment to an ~~application~~ applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:
1. Requiring the applicant:
- a. to list the name, address, and telephone number of each current employer or former employer ~~of the applicant, if~~ (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) during any of the previous twenty years), if:
- (i) such current or former employer is/was a local or regional board of education, council ~~or operator or if such employment otherwise of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or~~
- (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children~~;~~ .
- b. to submit a written authorization that
- (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
- (ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and
- (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
- c. to submit a written statement of whether the applicant
- (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
- (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an

allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

- (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

- a. the dates employment of the applicant, and
- b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or
 - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department of Education concerning:
 - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
 - b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
 - c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.
- C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) [calendar](#) days, pending the district's review of information received under this section, provided:
 1. The applicant complied with paragraph I.A.1 of this policy;
 2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
 3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
 1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or

3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a- and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b- of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council, ~~or operator or if such~~ of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.
- H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include
1. denial of employment, or
 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.

- I. If the district provides information in accordance with paragraph I.A.~~2~~² or I.G~~7~~ of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school~~-or,~~ interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G~~7~~ of this policy or to the Commissioner of Education pursuant to paragraph I.B~~7~~ of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. ~~For the purposes of this policy:~~
 - ~~1. "Sexual misconduct means" any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student~~
 - ~~2. "Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree). L.~~
 Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer (please note the definition of "former employer" employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school~~-or,~~ interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if ~~such~~^{the applicant's} employment ~~otherwise~~with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.
- ~~M~~^L. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, ~~governing~~ council of a state or local charter school~~-or,~~ interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the district, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

[Optional: For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.]

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

III. Criminal Records Check Procedure

- A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each ~~worker~~person otherwise placed within a school under ~~a~~any public assistance employment program, employed

by a provider of supplemental services pursuant to ~~the No-Child-Left-Behind Act~~[federal law](#) or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) [calendar](#) days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:*

1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the _____ **[insert name of applicable law enforcement agency]**. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the _____ **[insert name of applicable law enforcement agency]**. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee. Registration as a sexual offender constitutes grounds for denial of employment opportunities.

V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments,

collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to take an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) [calendar](#) days.

VI. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by (1) a person holding a certificate, authorization or permit issued by the State Board of Education, or (2) a person employed by a provider of supplemental services, the Board shall send such notice to the State Board of Education.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the Board.

A. During the course of an employment check, the Board may not:

1. request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;

2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or
 3. require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.
- B. The Board may request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing:
1. any account or service provided by Board or by virtue of the applicant's employment relationship with the Board or that the applicant uses for the Board's business purposes, or
 2. any electronic communications device supplied or paid for, in whole or in part, by the Board.
- C. In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
 2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the Board's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Students Employed by the School District

- A. This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

X. Falsification of Records.

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

[* Note: This is a sample policy designed to provide compliance with the provisions of Connecticut General Statutes §§ 10-221d and 10-222c. Individual boards of education may wish to treat certain aspects of this

policy differently. For example, a board of education may wish to do the required fingerprinting on-site, using board personnel. Also, a board of education may request a regional educational service center to arrange the taking and forwarding of the fingerprints, with the direction to provide the board of education with the results of the criminal history records checks.]

Legal References: Conn. Gen. Stat. § 10-~~212~~212

Conn. Gen. Stat. § 10-221d-

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act ~~1617-67~~, “~~An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Education Settings and the Exclusion of a Minor’s Name from Summary Process Complaints.~~” 68, “An Act Concerning Various Revisions and Additions to the Education Statutes.”

Public Act 17-220, “An Act Concerning Education Mandate Relief.”

~~No Child Left Behind Act of 2001, Public Law 107-110~~Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 et seq.

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

ADOPTED: _____

REVISED: _____

~~11/7/2016~~

10/2017

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.²

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
--	--

If you need additional information or assistance, contact:

¹ Written notification includes electronic notification, but excludes oral notification.

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification³ by _____ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.⁴
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁵
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Connecticut Records:
Department of Emergency Services and Public Protection
State Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, CT 06457
860-685-8480

Out-of-State Records:
Agency of Record
OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

- If you need additional information or assistance, please contact:

³ Written notification includes electronic notification, but excludes oral notification.

⁴ See 28 CFR 50.12(b).

⁵ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).