

**BOARD OF EDUCATION  
NEWINGTON PUBLIC SCHOOLS  
NEWINGTON, CT 06111**

Newington Town Hall  
Helen Nelson Meeting Room  
Wednesday, January 29, 2020  
7:00 p.m.

**AGENDA**

A. Call to Order

Pledge of Allegiance

B. Presentations of Awards/Proclamations

Everyday Hero - Mercy Hetherington – Districtwide

C. Public Participation on Any Matter Related to Board Responsibilities

**(In Person/Via Telephone: 860-665-8736)**

D. Consent Agenda

1. Approval of Minutes – December 5, 2019 – Board Retreat
2. Approval of Minutes – December 11, 2019 – Regular Meeting
3. Approval of Minutes – January 15, 2020 – Informational Meeting

E. Superintendent of Schools' Report

- Educational Technology Coding (Jay Salerno)

F. New Business

1. Action – Adopt Board Priorities 2019-2021
2. Action – Revision Policy #0200 – School District Goals and Objectives
3. Action – Revision Policy #3010 – Business/Non-Instructional – Goals & Objective
4. Action – Revision Policy #3171.1 – Non-Lapsing Education Fund
5. Action – Revision Appendix #3171.1 – Memorandum of Agreement - Non-Lapsing Account
6. Action – Revision Policy #3516 – Safe and Secure School Facilities, Equipment & Grounds
7. Action – Revision Policy #4119 – Personnel –Certified/Non-Certified – Staff Conduct
8. Action – Revision Policy #4131 – Professional Learning / Development
9. Action – Revision Policy #4212.5 – Security Check and Fingerprint
10. Action – Revision Policy #5118.1 – Homeless Students
11. Action – Revision Policy #5141.21 – Administering Medications
12. Action – Revision Policy #5141.21 FORM A – Administering Medications
13. Action – Revision Policy #5141.21 FORM B – Administering Medications
14. Action – Revision Policy #5144 – Student Discipline
15. Action – Revision Policy #6171 – Special Education

G. Public Participation on Any Matter Related to Board Responsibilities

**(In Person/Via Telephone: 860-665-8736)**

H. Remarks by Board Members

I. Adjournment

JAN 29 2020

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BOARD OF EDUCATION  
NEWINGTON PUBLIC SCHOOLS  
NEWINGTON, CT 06111

Newington Town Hall  
Helen W. Nelson Meeting Room  
Thursday, December 5, 2019  
4:00 p.m.

**BOARD RETREAT**

PRESENT: Chairperson Paul Vessella, Michael Branda, Dr. Bruce Fletcher,  
Emily Guion, Beth Manke Hutvagner, Steven Silvia, Cindy Stamm,  
Robert Tofeldt, Jessica Weaver

ADMINISTRATION: Dr. Maureen Brummett, Stephen Foresi, Kristen Freeman

Ms. Jessica Ritter, Shipman & Goodwin, Attorney for Board of  
Education

A. Call to Order

Dr. Maureen Brummett called the Special Meeting of the Newington Board of Education to  
order at 4:14 p.m.

B. Public Participation

C. Old Business

D. New Business

1. Board of Education Retreat
  - a. Discussion of Legal Roles and Responsibilities

The meeting broke for dinner at 5:36 p.m.

Board member Robert Tofeldt left the meeting at 5:35 p.m. and returned at 7:02 p.m.

The meeting resumed at 6:04 p.m.

- b. Board Goal Setting

E. Public Participation

F. Remarks by Board Members

G. Adjournment

Special Meeting  
December 5, 2019  
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MOTION: Michael Branda motioned to adjourn the meeting. Bruce Fletcher seconded. The motion passed unanimously. The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

### **PUBLIC PARTICIPATION**

None

**BOARD OF EDUCATION  
NEWINGTON PUBLIC SCHOOLS  
NEWINGTON, CT 06111**

Newington Town Hall  
Helen W. Nelson Meeting Room  
Wednesday, December 11, 2019  
7:00 p.m.

**REGULAR SESSION**

**PRESENT:** Chairperson Paul Vessella, Michael Branda, Dr. Bruce Fletcher, Emily Guion, Beth Manke Hutvagner, Steven Silvia, Cindy Stamm, Jessica Weaver

**ABSENT:** Robert Tofeldt

**ADMINISTRATION:** Dr. Maureen Brummett, Wendy Crouse, Stephen Foresi, Lou Jachimowicz

**STUDENT REPRESENTATIVES:** Logan Dumas, Lindsay Forauer

A. Call to Order

Chairperson Paul Vessella called the Regular Session of the Newington Board of Education to order at 7:00 p.m.

Pledge of Allegiance

B. Presentation of Awards/Proclamations

- Presentation – Everyday Hero – Anna Reynolds
- Presentation – Team Conference Chaps (Boys’ Cross-Country, Girls Soccer, Girls Volleyball)

C. Public Participation on Any Matter Related to Board Responsibilities

D. Consent Agenda

1. Approval of Minutes – October 10, 2019 – Regular Meeting
2. Approval of Minutes – November 12, 2019 – Organizational Meeting

**MOTION:** Steven Silvia moved to approve the consent agenda as presented. Emily Guion seconded. Motion passed unanimously.

E. Superintendent of Schools’ Report

F. New Business

Report – Standing Committee Information Items

- Student Policy Committee
- Executive/Finance Committee
- Facilities Committee (November 26, 2019)
- Curriculum Committee
- Student Representatives

1. Report – Staff Allocation for 2019-2020

Board member Michael Branda left the meeting at 8:55 p.m. and returned at 8:58 p.m.

2. Discussion – Board Committee Assignments
3. Discussion/Action – Possible Calendar Change – September Conferences

MOTION: Michael Branda moved the Newington Board of Education amend the 2020-2021 school calendar and all calendars going forward by eliminating the Elementary and Middle School September conferences. Cindy Stamm seconded. The motion passed unanimously.

4. Discussion/Action – Possible Calendar Change – April 28, 2020 (Primary Elections)

MOTION: Cindy Stamm moved the Newington Board of Education adjust the 2019-2020 school calendar by making April 28, 2020 a Professional Development day for staff and a non-school day for students and making May 22, 2020 an early release day (orange schedule) for staff and students. Jessica Weaver seconded. The motion passed unanimously.

5. Discussion – Board Policies

Lou Jachimowicz left the meeting at 9:25 p.m. and returned at 9:28 p.m.

6. Discussion/Action – Establish Dates for review of Superintendent’s Proposed 2020-2021 Budget

MOTION: Jessica Weaver moved the Board of Education officially establish dates to review the Superintendent’s estimates for the 2020-2021 school budget to include February 5, 2020, February 11, 2020, February 12, 2020, February 19, 2020 and February 26, 2020 as outlined in the memo from the Superintendent of Schools. Emily Guion seconded. The motion passed 7-1.

7. Update – Veteran’s Day
8. Action – Textbooks Approval

MOTION: Steven Silvia moved the Board of Education approve textbook: *Building Citizenship: Civics & Economics* as recommended. Bruce Fletcher seconded. The motion passed unanimously.

9. Action – Capital Improvement Projects

MOTION: Emily Guion moved the Board of Education approve the Capital Improvement Projects for 2020-2025 to be funded through the Public School Capital Improvement Project Reserve Fund. Beth Manke Hutvagner seconded. The motion passed unanimously.

10. Action – Budget Transfers

MOTION: Emily Guion moved the Board of Education approve the reallocation of funds from one program line item to another as proposed by the Superintendent of Schools. Jessica Weaver seconded. The motion passed unanimously.

11. Action – Adopt Board Priorities 2019-2021

MOTION: Cindy Stamm moved the Newington Board of Education approve the Board Priorities for 2019-2021 provided by Dr. Brummett. Beth Manke Hutvagner seconded. The motion failed unanimously.

12. Action – Required 403(b) Plan Amendment

MOTION: Emily Guion moved that the Newington Board of Education approve the required hardship and Eligibility Amendments to the Newington Board of Education 403(b) Retirement Plan as outlined by the 3<sup>rd</sup> Party Administrator of the plan, U.S. OMNI. Bruce Fletcher seconded. The motion passed unanimously.

13. Action – Cancel January 15, 2020 Board Meeting

MOTION: Beth Manke Hutvagner moved the Board of Education cancel the Board of Education meeting scheduled for Wednesday, January 15, 2020. Emily Guion seconded. The motion failed 1-7.

G. Public Participation on Any Matter Related to Board Responsibilities

H. Remarks by Board Members

I. Adjournment

MOTION: Michael Branda moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 10:08 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

**PUBLIC PARTICIPATION**

Town Council Member John Donahue  
28 Maple Hill Avenue

Mr. Donahue congratulated all the Board members on their election to the Board. He is looking forward to working together on the budget.

JAN 29 2020

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**BOARD OF EDUCATION  
NEWINGTON PUBLIC SCHOOLS  
NEWINGTON, CT 06111**

Newington Town Hall  
Helen W. Nelson Meeting Room  
Wednesday, January 15, 2020  
7:00 p.m.

**INFORMATIONAL MEETING**

PRESENT: Chairperson Paul Vessella, Michael Branda, Dr. Bruce Fletcher,  
Emily Guion, Beth Manke Hutvagner, Steven Silvia, Cindy Stamm,  
Robert Tofeldt, Jessica Weaver

ADMINISTRATION: Dr. Maureen Brummett, Wendy Crouse, Stephen Foresi,  
Lou Jachimowicz

STUDENT REPRESENTATIVES: Logan Dumas, Lindsay Forauer

A. Call to Order

Chairperson Paul Vessella called the Regular Session of the Newington Board of Education to order at 7:00 p.m.

Pledge of Allegiance

B. Presentation of Awards/Proclamations

- Presentation – Everyday Hero – Magie Alves – Anna Reynolds

C. Public Participation on Any Matter Related to Board Responsibilities

D. Standing Committee Information Items

1. Report – Finance Committee (January 13, 2020)
2. Report – Facilities Committee
3. Report – Student Policy Committee
4. Report – Curriculum Committee
5. Report – Executive Committee
6. Report – Student Representatives

E. Other Business Information Items

1. Update – Transportation Department
2. Discussion – Board Priorities 2019-2021
3. Discussion – Revision Policy #0200 – School District Goals and Objectives
4. Discussion – Revision Policy #3010 – Business/Non-Instructional – Goals & Objective



5. Discussion – Revision Policy #3171.1 – Non-Lapsing Education Fund
6. Discussion – Revision Appendix #3171.1 – Memorandum of Agreement – Non-Lapsing Account
7. Discussion – Revision Policy #3516 – Safe and Secure School Facilities, Equipment & Grounds
8. Discussion – Revision Policy #4119 – Personnel – Certified/Non-Certified – Staff Conduct
9. Discussion – Revision Policy #4131 – Professional Learning/Development

There were also discussions on three different policy revisions not on the agenda. The first one discussed was regarding students bringing to school sunscreen and applying it at school. The next policy revision was changes to the wording for Homeless Students to include unaccompanied youths. The last policy revision discussed was regarding security check and fingerprinting.

Wendy Crouse left the meeting at 8:51 p.m. and returned at 8:55 p.m.

10. Discussion – Education Specifications for Anna Reynolds School

MOTION: Steven Silvia moved the Newington Board of Education suspend the rules to amend the agenda to add Action to the discussion of the Education Specifications for Anna Reynolds School. Cindy Stamm seconded. The motion passed unanimously.

MOTION: Cindy Stamm moved the Newington Board of Education discuss and vote on moving the Education Specifications for Anna Reynolds School to the Town Council. Robert Tofeldt seconded. The motion passed unanimously.

MOTION: Dr. Bruce Fletcher moved the Newington Board of Education accept and move the Education Specifications for Anna Reynolds School as written to the Town Council. Emily Guion seconded. The motion passed unanimously.

F. Public Participation on Any Matter Related to Board Responsibilities

G. Remarks by Board Members

Board member Robert Tofeldt left the meeting at 9:12 p.m. and returned at 9:15 p.m.

H. Adjournment

MOTION: Michael Branda moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

## **PUBLIC PARTICIPATION**

Rose Lyons (via telephone)  
46 Elton Drive

Mrs. Lyons was happy to hear the transportation report. She appreciates that we have local bus drivers.

She would also like an explanation as to what happened at the meeting regarding the Education Specifications for Anna Reynolds School vote.

**DATE:** January 29, 2020

**January 29, 2020**

**E**

**TO:** Members of the Board of Education

**FROM:** Dr. Maureen L. Brummett, Superintendent of Schools

**SUBJECT: SUPERINTENDENT'S MONTHLY REPORT – JANUARY 2020**

## **ADMINISTRATION**

### **Dr. Maureen L. Brummett, Superintendent of Schools**

- **Educational Technology - Coding Our Way through NPS**  
Mr. Jay Salerno, Director of Educational Technology, and students will showcase their coding skills. As the District continues to transform the learning environment with the integration of technology, students at all levels will showcase all of the progress they have made becoming computational thinkers in the subject of coding. Students will showcase their work, activities, and classes that they have been exposed to in order to be prepared to be college, career, and citizenship ready.
- **Enrollment Summary:** The enrollment summary as of January 1, 2020 is attached.

The information that follows will highlight various activities in the different schools.

## **OFFICE OF HUMAN CAPITAL DEVELOPMENT**

**Stephen Foresi, Assistant Superintendent of Schools**

**Kim Davis, Director of Talent Management**

- Mrs. Davis and Mr. Foresi participated in budget meetings in December along with other Cabinet members in order to help support the Superintendent determine the 2020-2021 district needs.
- Mrs. Davis attended an Equity Conference on December 5, 2019. This was part of a three-day series that the Open Choice Program provided. She was joined by a few building principals, staff and a central office administrator.
- Mr. Foresi attended a walk-through of the Town Hall facility on December 5, 2019.
- The following interviews were held during the month of December: Special Education Teacher, Paraeducator, Substitute Teacher.
- A substitute orientation was held on December 6, 2019. Daily and permanent building substitutes must attend an orientation as a condition of employment.
- Mrs. Davis facilitated a TEAM Module 5 session for beginning teachers. This professional learning session focuses on ethical practices in education and the CT Code of Professional Responsibilities.
- Mrs. Davis and Mr. Foresi attended a meeting hosted by the Connecticut Association of School Personnel Administrators on December 13, 2019. The agenda consisted of legislative updates and a presentation by Nancy Pugliese at the CT Bureau of Investigations and Professional Practices on "The Mystery and Myths about Reporting Educator Misconduct."
- Mr. Foresi participated as a Judge for Mrs. Miller's Shark Tank project at NHS. This is a yearly event where students in her entrepreneurial class have to create an innovation and pitch their ideas and plan to a panel of judges from the Newington community.
- Mr. Foresi facilitated the mediation for the (085) Administrative Union negotiations. This was finalized on December 18, 2019.

- Enrollment projections for the 2020-2021 school year were received from NESDEC. These projections will be used to determine tentative staffing needs for the 2020-2021 school year.
- Mr. Foresi is beginning to work on staffing for the 2020-2021 school year.
- Initial preparations have begun to engage in negotiations with our school nurses.

### **CURRICULUM, INSTRUCTION AND ASSESSMENT**

**Wendy Crouse, Assistant Superintendent of Curriculum & Instruction**

**Kristen Freeman, Director of Curriculum & Instruction**

**Jay Salerno, Director of Educational Technology**

- Newington High School staff, under the leadership of math teacher Jamie McLaughlin, English teacher Lenny Rutigliano, and school counselor Jessica Slater, are planning for the New England Association of Schools and Colleges (NEASC) visit in fall 2020. This first visit will be a collaborative conference during which NEASC team reviews the self-reflection report completed by Newington High School staff, including evidence aligned to the NEASC standards. NEASC has recently revised the accreditation process to emphasize student outcomes, promote capacity building, and ensure a growth-oriented approach. A primary outcome of the fall collaborative conference will be a school improvement plan addressing area(s) of growth identified by the Newington High School staff.
- The Mastery-Based Learning Committee adopted Habits of Work expectations for students in grades 5-12. The expectations were developed from input of all staff at Newington High School, Martin Kellogg, and John Wallace over the last year and a half. The expectations have been refined based on feedback from CTE teachers, who have been piloting the use of the expectations with NHS students. Building principals and members of the MBL committee will provide professional learning to all staff in May 2020 so that staff can begin reporting Habits of Work to parents and students as report card comments beginning in the 2020-21 school year.
- Newington High School students in Jennifer Mehl's Writing Center - Theory And Practice class had a visit from Mr. Foresi and Dr. Brummett to showcase their progress in developing a student led writing center at the school. The students, along with Mrs. Mehl and Mr. Salerno, have been working on this project all semester and it will come to fruition and open for the 2nd semester. During this semester they have been learning about not only proper writing techniques, but also the characteristics and strategies on being a successful peer tutor, while also developing the plan and resources for the writing center.
- Students across the district at all levels participated in the Hour of Code during the month of December. The Hour of Code is a global movement by Computer Science Education Week and Code.org reaching tens of millions of students in 180+ countries through a one-hour introduction to computer science and computer programming. Each of the schools had a variety of events and activities to celebrate coding.

### **HEALTH SERVICES – Mercy Hetherington, Senior Nurse Administrator**

- Nurses in all the schools are working on acquiring the rest of the mandated physicals in 3<sup>rd</sup>, 6<sup>th</sup>, and 10<sup>th</sup> grade, as well as completing screenings. The high school nurses will be preparing for the spring sport season.
- Nurses have been checking files to determine which students do not have health insurance and sending letters as required by 10-206-c of the Connecticut General Statutes.
- According to the CDC, flu activity has been regional to widespread through most of the country. Connecticut activity has been listed as widespread. We have seen a handful of real flu symptoms with students and staff at this time. Since cold and flu season is upon us though, and since it is our goal to

keep students, teachers and staff healthy, it is a great time for staff to remind their students to wash their hands frequently, cover their cough and catch their sneeze.

## **STUDENT SERVICES – Marilena Gulioso, Director of Student Services**

### **Transition Academy - Submitted by Clare Salerno & Kelsey Rich**

#### **Functional Academics**

- Learned about unit price and how to calculate it
  - Took a field trip to Costco and completed a unit price activity while purchasing items for Hero Boxes
- Learned how to calculate the sale price of items
- Planned out a Thanksgiving dinner and used Peapod online to figure out how much money it would cost
- Watched CNN 10 and identified the main ideas and details of the news stories
- Learned about Internet and Social Media Safety
  - Went to a presentation at Rocky Hill High School by their SRO
- Completed a career interest inventory
  - Researched three jobs that are currently available in our community

#### **This Year's Internships Include:**

- Petco, CVS, VA Canteen Store, Omni Comic Store, TJ Maxx, Stew Leonard's
- Veteran's Hospital Front Desk, CT Canine Front Desk
- Hartford Hospital: Assessment Unit and Geriatrics Unit
- Indian Hill Golf Course Maintenance
- The Jefferson House
- Southfield Daycare
- John Wallace Middle School: Central Supply and the cafeteria
- Recycling

#### **Cooking**

- Pancakes
- French Toast
- Scrambled eggs, sausage, and hash browns

#### **Field Trips**

- Continue to connect with the South Windsor, Wethersfield, Rocky Hill, and Berlin Transition Academies
- CCSU Game Room
- Pumpkin picking and corn maze at Fair Weather Growers
- Bowling
- Thanksgiving Feast at Rocky Hill High School
  - Made potato casserole and cookies to participate in the cookie swap

#### **Special Activities**

- Participated in the Newington Parks and Rec scarecrow contest

**MAINTENANCE/CUSTODIAL SERVICES (Plant Operations) – Dick Vida – Supervisor**

- In the recent Lead Custodian meeting discussions were directed toward overtime management during staff absences, holiday breakdown strategy, and safety first practices.
- Our custodial staff continue to do yeomen's work in snow and ice removal from our walkways, entrances, exterior stairs during recent storms. Our ice melt totals for the month of December is 6000 pounds spread on walkways.

**MAINTENANCE/CUSTODIAL SERVICES (Maintenance Department) Dick Vida - Supervisor**

- Field house FOF concession stand water hut-off and winterized
- Plumbing repair requests have been completed at our schools, field house, and central office.
- Lighting retrofit project converting from T-8's to LED's continues in our high and both middle schools.
- Our HVAC Tech continues to work tirelessly on the maintenance and repairs as needed with our heating systems issues.
- Roofing repairs have been addressed as requested.
- Door and hardware repair continues throughout our school district.

**TRANSPORTATION – Dean Barnes, Director of Transportation**

- The CT DMV Disqualification List is checked weekly. There were no Newington drivers on the list.
- In the month of December transportation was provided to 50 field trips. Transportation was also provided to 45 athletic trips and trips scheduled for non-school days. There were 35 transportation changes approved in December, these include new students, withdrawals and requests for alternate stops for day care purposes.

**BUSINESS/NON-INSTRUCTIONAL OPERATIONS – Finance Office**

Monthly Expenditure Summary Report through December 31, 2019 follows.

Newington Board of Education

For 12/01/19 - 12/31/19

Expenditure Summary Report

FJEXS06A

Periods 06 - 06

Summary Expenditure Report

0 - Summary Format

Account No/Description	Original Budget	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
1002 Art	785,349.00	740,844.00	426,680.07	52,900.21	280,518.86	33,645.07	95.46
1006 Workforce Development	767,623.00	738,619.00	393,060.28	52,336.11	292,450.74	53,107.98	92.81
1008 Education Technology	1,676,942.00	1,661,825.00	668,290.73	102,996.35	723,417.07	270,117.20	83.75
1012 English/Language Arts	4,219,892.00	4,194,626.00	2,214,710.11	316,973.44	1,624,456.22	355,459.67	91.53
1014 World Language	1,327,883.00	1,356,687.00	796,404.63	106,879.40	539,216.24	21,066.13	98.45
1020 Mathematics	4,405,877.00	4,380,611.00	2,432,482.58	325,432.29	1,636,291.20	311,837.22	92.88
1022 Music	1,204,568.00	1,207,168.00	686,645.94	97,142.30	459,463.73	61,058.33	94.94
1024 Wellness	1,540,249.00	1,540,399.00	904,692.58	115,786.10	599,455.04	36,251.38	97.65
1026 Reading	3,969,574.00	4,015,020.00	2,264,206.43	316,767.62	1,598,218.58	152,594.99	96.20
1028 Science	3,463,739.00	3,462,300.00	2,007,452.02	266,283.00	1,332,267.59	122,580.39	96.46
1029 STEM	636,253.00	603,645.00	341,211.07	42,890.36	227,093.92	35,340.01	94.15
1030 Social Studies	3,510,703.00	3,516,575.00	2,046,474.61	266,420.47	1,369,779.97	100,320.42	97.15
1190 Other Salaries	1,114,872.00	1,055,719.00	42,176.60	33,859.15	167,954.57	845,587.83	19.90
1200 Special Education	10,098,767.00	10,096,334.00	5,004,567.71	919,812.41	4,431,597.62	660,168.67	93.46
1205 Homebound K-12	79,200.00	79,200.00	.00	7,719.00	27,355.75	51,844.25	34.54
1300 Continuing/Adult Education	104,461.00	104,461.00	13,798.80	11,985.40	40,192.05	50,470.15	51.69
2120 School Counseling Services	1,168,692.00	1,170,920.00	682,859.02	87,753.76	486,990.46	1,070.52	99.91
2130 Health/Nursing Services	679,969.00	659,206.00	297,008.70	46,422.04	225,098.21	137,099.09	79.20
2140 Psychological Services	1,126,964.00	1,257,029.00	702,186.35	90,138.36	433,613.41	121,229.24	90.36
2150 Speech/Hearing	686,713.00	690,636.00	390,853.37	51,582.28	264,519.27	35,263.36	94.89
2210 Curriculum & Staff Development	415,036.00	345,379.00	70,795.81	17,801.41	97,929.24	176,653.95	48.85
2220 Media/Library Services	828,765.00	828,765.00	462,221.31	60,367.04	326,882.33	39,661.36	95.21
2310 Board of Education	528,284.00	528,284.00	35,041.05	3,882.57	39,069.08	454,173.87	14.03
2320 Central Direction	1,766,776.00	1,834,997.00	757,284.23	123,192.93	817,901.60	259,811.17	85.84
2410 Building Direction	3,886,310.00	3,893,527.00	1,645,224.52	288,080.90	1,752,924.15	495,378.33	87.28
2590 General Supplies	269,367.00	269,357.00	127,206.70	17,762.41	73,109.81	69,040.49	74.37
2610 Maintenance	2,215,422.00	2,215,045.00	546,427.14	107,806.83	776,764.22	891,853.64	59.74
2620 Plant Operation	4,831,912.00	4,829,811.00	1,443,436.09	362,524.85	2,040,477.21	1,345,897.70	72.13
2700 Transportation	3,238,539.00	3,271,712.00	1,109,706.46	292,212.79	1,154,184.71	1,007,820.83	69.20
2810 Evaluation, Planning & Dev	94,210.00	94,210.00	15,105.11	660.00	39,110.58	39,994.31	57.55
2900 Insurance	811,910.00	811,910.00	.00	153,234.81	459,706.20	352,203.80	56.62
2950 Employee Benefits	12,449,188.00	12,449,188.00	271,857.27	480,889.19	6,237,740.30	5,939,590.43	52.29
3210 Student Activities-Non-Athletics	169,571.00	169,571.00	632.73	56,722.07	57,822.06	111,116.21	34.47
3220 Student Activities-Athletics	596,670.00	596,670.00	110,524.46	23,365.52	210,614.26	275,531.28	53.82
3300 Community Services	97,761.00	97,761.00	.00	7,024.86	30,619.38	67,141.62	31.32
10 General Fund	74,768,011.00	74,768,011.00	28,911,224.48	5,307,608.23	30,874,805.63	14,981,980.89	79.96

### Newington Public Schools Total Enrollment For 1/2/2020

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 1/2/20	Total 12/2/19	Change	Part Time *	Open Choice **
Elizabeth Green	5	2	48	55	58	68	54									290	287	3	0	22
Anna Reynolds	8	16	75	73	67	77	87									403	403	0	5	0
Ruth Chaffee	0	3	63	62	59	75	59									321	320	1	2	2
John Paterson	15	17	83	80	64	66	71									396	399	-3	5	26
Martin Kellogg								142	158	163	165					628	630	-2	0	10
John Wallace								160	160	171	175					666	663	3	0	16
High School												340	322	314	332	1308	1309	-1	6	20
<b>IN DISTRICT TOTAL</b>	<b>28</b>	<b>38</b>	<b>269</b>	<b>270</b>	<b>248</b>	<b>286</b>	<b>271</b>	<b>302</b>	<b>318</b>	<b>334</b>	<b>340</b>	<b>340</b>	<b>322</b>	<b>314</b>	<b>332</b>	<b>4012</b>	<b>4011</b>	<b>1</b>	<b>18</b>	<b>96</b>

### Outplacement and Special Ed Magnet Student Enrollment For 1/2/2020

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 1/2/20	Total 12/2/19	Change	Part Time *	Open Choice **
SE Out of District DCF/DDS/Court Placement	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	3	3	0	0	0
SE Out of District LEA Placement	1	0	0	4	0	2	1	2	0	2	5	4	2	3	9	35	33	2	1	1
SE Out of District Parent (Magnet) Placement	1	2	3	2	1	1	0	4	2	2	3	1	0	0	0	22	23	-1	0	0
<b>SE OOD TOTAL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>10</b>	<b>60</b>	<b>59</b>	<b>1</b>	<b>1</b>	<b>1</b>

\* Included in totals. Part Time students do not attend the listed school for the full school day. This includes Pre-K Speech Only and Greater Hartford Academy of the Arts Part-Time students.

\*\* Included in totals. Currently 2.4% of students are Open Choice

### Regular Ed Magnet and Other Out of District Student Totals (As of Oct. 2019 PSIS reporting)

School	PK3 †	PK4 †	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 10/1/19
CREC Magnet	3	13	6	8	6	7	4	4	5	2	1	4	1	4	11	79
LEARN Magnet	0	2	1	0	0	1	1	0	0	0	0	0	0	1	0	6
Other LEA Magnet	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	3
Hartford Reg. Magnet †	5	9	3	16	5	7	6	3	5	0	6	9	2	8	4	88
Technical School †	0	0	0	0	0	0	0	0	0	0	0	3	5	3	2	13
Home Schooled † ‡	0	0	0	0	0	0	0	1	1	2	1	2	1	0	0	8
<b>RE OOD TOTAL</b>	<b>8</b>	<b>25</b>	<b>10</b>	<b>24</b>	<b>11</b>	<b>15</b>	<b>11</b>	<b>8</b>	<b>11</b>	<b>4</b>	<b>8</b>	<b>18</b>	<b>11</b>	<b>16</b>	<b>17</b>	<b>197</b>

† No billing for HREM, Technical School, or Home Schooled Students. No billing for all PK3 or PK4 students

‡ Only Home Schooled students who have confirmed with the district this year are included.



JAN 29 2020

FI

DATE: January 24, 2020  
TO: Members of the Board of Education  
FROM: Dr. Maureen L. Brummett, Superintendent of Schools  
SUBJECT: **BOARD OF EDUCATION PRIORITIES 2019-2021**

The Board of Education discussed the 2019-2021 priorities at the December 11<sup>th</sup> and January 15<sup>th</sup> Board of Education meetings. The Board of Education will officially vote to adopt the 2019-2021 priorities at the January 29<sup>th</sup> Board of Education meeting

**Recommended Motion:**

Move the Board of Education adopt the 2019-2021 Board of Education priorities discussed at the December 11, 2019 and January 15, 2020 Board of Education meetings.

## **NEWINGTON BOARD OF EDUCATION PRIORITIES 2019-21**

**(draft developed at Board Retreat on December 5, 2019)**

**(revised to include special education as discussed on December 11, 2019 )**

- Improve Student Achievement through the expansion of equitable and challenging learning opportunities.
- Ensure All Students Are College, Career, and Citizenship ready through the expansion of diverse learning opportunities that include the trades
- Optimize the Integration of Technology and Coding into Instruction
- Increase Access to high quality Early Childhood Education at all four elementary schools
- Provide a culturally responsive, social and emotionally healthy learning environment along with appropriate training for all staff
- Increase the Number of Students Who Are Proficient in Two Or More Languages
- Attract, Develop, Support, And Retain Professional Talent that reflect our increasingly diverse community
- Continue Support for The Arts, Athletics, And Student Activities
- Continue to expand the Mastery Based Learning practices districtwide
- Ensure continuity between the Middle and High School Academies
- Support the continuous improvement of all aspects of school safety and security
- Support the continuous improvement of special education services in light of the increasingly complex needs of our students

JAN 29 2020

F2

DATE: January 24, 2020

TO: Members of the Board of Education

FROM: Stephen J. Foresi, Assistant Superintendent of Schools

SUBJECT: **REVISIONS TO POLICY #0200 – SCHOOL DISTRICT GOALS AND OBJECTIVES**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #0200 – School District Goals and Objectives. Attached is the revised policy #0200.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #0200 - School District Goals and Objectives as recommended.

**Mission-Goals-Objectives**

**School District Goals and Objectives**

The overall purpose of public education in Newington is to help its children develop their capabilities and talents to their fullest potential. The Newington Board of Education believes that this educational purpose will best be accomplished if the staff, together with their students and their families, jointly pursue the goals identified below.

Substantial progress toward these goals should result in healthy individuals who have purpose and self-respect and whose lives are rewarding to themselves and to society.

**Statewide Goals**

**Newington Goals**

**1. Motivation to Learn**

1. Students develop a desire for learning now and in the future.

To realize their potential to learn, students must be highly motivated.

2. Students are motivated to achieve according to their ability.

**2. Mastery of the Basic Skills**

3. Students develop skills in reading.

Proficiency in the basic skills is essential for acquiring knowledge and for success in our society.

4. Students learn to communicate effectively in writing and speaking.

**3. Acquisition of Knowledge**

5. Students develop skills in mathematics and science.

Acquiring knowledge leads to fuller realization of individual potential and contributes to responsible citizenship.

6. Students are aware of the dangers of using alcohol, tobacco and drugs.

**4. Competence in Life Skills**

7. Students acquire good habits and attitudes for their own physical and emotional health.

Students are challenged to function successfully in multiple roles: as citizen, family member, producer and consumer.

8. Students develop pride in their work and a feeling of self-worth.

To be responsible citizens and contribute to positive change, students must understand and respect the underlying values of this society

9. Students learn how to examine and use information.

10. Students develop the skills necessary for career placement or advanced education immediately following graduation.

11. Students develop the skills, knowledge and values necessary to adapt and adjust to living in society.

12. Students acquire the skills necessary to adapt and adjust to living in society.

13. Students acquire the information needed to make job selections.

14. Students understand and practice the skills of family living.

15. Students acquire an understanding of how people depend on one another.

16. Students develop respect for all individuals, races, religions and cultures.

17. Students learn to express their own point of view and to respect the right of others to express theirs.

18. Students understand and practice democratic ideas and ideals.

19. Students develop respect for living things and the environment.

The above goals shall be pursued with respect for tradition and stability as well as with a spirit of open-minded inquiry and adaptability to change. The Newington Board of Education will devote itself to securing the resources needed for those programs it judges will contribute to the attainment of these goals. The pursuit of these goals shall only be constrained by limitations of the students, the time available, and the extent to which resources sought by the Board are provided by the community.

**19-58 An Act Promoting Careers In Manufacturing To Public School Students And Establishing A Task Force To Study The Demand For Career And Technical Education Teachers.**

**Policy adopted: September 23, 1998**

**Policy revised: TBD**

JAN 29 2020  
F3

DATE: January 24, 2020  
TO: Members of the Board of Education  
FROM: Stephen J. Foresi, Assistant Superintendent of Schools  
SUBJECT: **REVISIONS TO POLICY #3010 – BUSINESS-NON-INSTRUCTIONAL – GOALS & OBJECTIVES**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #3010 – Business – Non-Instructional – Goals & Objectives. Attached is the revised policy #3010.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #3010 – Business – Non-Instructional – Goals & Objectives as recommended.

**Business/Non-Instructional Operations****Goals and Objectives**

The Board of Education recognizes excellent fiscal planning as a key factor in attaining the district's educational goals and priorities. Money and its management constitute the fundamental support of the school program.

To make that support as effective as possible, the Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all appropriate sources of revenue.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Expect the highest standards in accounting and reporting procedures.
5. Maintain the highest level of unit expenditure needed to provide high quality education within the ability of the community to pay.
6. Post quarterly current and projected fiscal year expenditures and revenues on the Board's website - and submit a copy of such information to the Town Manager.

Budget planning is a cooperative process and should involve the administrative staff and professional staff, employee associations, community organizations and the Board.

**19-117 An Act Concerning The State Budget For The Biennium Ending June 30, 2021, And Making Appropriations Therefor, And Provisions Related To Revenue And Other Items To Implement The State Budget**

**Policy adopted: May 23, 2001**

**Policy revised: TBD**

JAN 29 2020

F4

DATE: January 24, 2020

TO: Members of the Board of Education

FROM: Stephen J. Foresi, Assistant Superintendent of Schools

SUBJECT: **REVISIONS TO POLICY #3171.1 – NON-LAPSING EDUCATION FUND**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #3171.1 – Non-Lapsing Education Fund. Attached is the revised policy #3171.1.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #3171.1 Non-Lapsing Education Fund as recommended.



**Business and Non-Instructional Operations****Non-Lapsing Education Fund**

The Newington Board of Education (Board) may request the town's Finance Director deposit into a non-lapsing account any unexpended funds from the Board's prior fiscal year general operating budget, provided such amount does not exceed **two one** percent (~~2% +1%~~) of the total budgeted appropriation for education for such prior fiscal year pursuant to C.G.S. [10-248a](#).

Any expenditure from the Non-Lapsing Education Fund shall be authorized solely by the Board of Education.

The Board of Education may designate these funds for a specific purpose or for other extraordinary or emergency expenditures which may be necessary, but not otherwise budgeted.

The Finance Director for the Town of Newington shall create the non-lapsing account and be responsible for the accounting of the funds in accordance with Governmental Accounting Standards and Generally Accepted Accounting Principles (GAAP). The account shall be subject to the annual audit as required by State statute. The Board of Education shall review the fund balance on an annual basis.

**Legal Reference: Connecticut General Statutes**

[10-222 Appropriations and budget](#)

[10-248a Unexpended education funds account](#)

[19-117 An Act Concerning The State Budget For The Biennium Ending June 30, 2021, And Making Appropriations Therefor, And Provisions Related To Revenue And Other Items To Implement The State Budget](#)

Policy adopted: June 15, 2016

Policy revised: TBD

NEWINGTON PUBLIC SCHOOLS

Newington, Connecticut

JAN 29 2020

F 5

DATE: January 24, 2020

TO: Members of the Board of Education

FROM: Stephen J. Foresi, Assistant Superintendent of Schools

SUBJECT: **REVISIONS TO POLICY #3171.1 – APPENDIX - MEMORANDUM OF AGREEMENT-NON LAPSING ACCOUNT**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #3171.1 – Appendix - Memorandum of Agreement-Non Lapsing Account. Attached is the revised policy #3171.1.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #3171.1- Appendix - Memorandum of Agreement-Non Lapsing Account as recommended.

3171.1 Appendix

MEMORANDUM OF AGREEMENT

This Agreement, made and entered into this TBD 16th day of June, 2016 by and between the Newington Board of Education (hereinafter referred to as "Board of Education") and the Newington Town Council (hereafter referred to as "Town Council").

WHEREAS, C.G.S. 10-248a, specifically authorizes the Town Council to establish a non-lapsing account to deposit unexpended funds from the prior fiscal year's budgeted appropriation for educational purposes capped at one percent (2+%) of the Board of Education operating budget for that year; and

WHEREAS, the Board of Education is desirous of establishing a non-lapsing account in accordance with the statutes; and

WHEREAS, the Town Council is desirous of doing so to provide the Board of Education with an incentive to reduce costs, pursuant to the terms and conditions set forth herein, and

NOW THEREFORE, in consideration of the Town Council establishing a non-lapsing account in accordance with C.G.S. 10-248a, the parties hereby agree as follows:

1. The Town Council shall vote to establish a non-lapsing account to be used by the Board of Education in accordance with C.G.S. 10-248a., and direct the Town Finance Director deposit any unexpended Board of Education funds at the end of each fiscal year into this account up to the 2+% allowable annual cap.
2. The Board of Education agrees that the use of such funds from this account shall be for a specifically designated purpose or for other extraordinary or emergency expenditures which may be necessary, but not otherwise budgeted.
3. The Town Council agrees to deposit into this account any reimbursement of funds received for state-approved capital projects funded through this account.
4. This Agreement shall become effective and binding upon the parties hereto upon the approval hereof by the affirmative vote of the Town Council of each respective part and the subsequent execution hereof.
5. This Agreement may not be modified orally but only by written agreement between the parties hereto upon affirmative vote of the respective bodies.
6. This Agreement shall terminate upon the following events (i) by agreement of the parties hereto; (ii) upon the non-lapsing account established herein having a zero (0) balance.

In Witness whereof, the parties hereto subscribe their names on the date and year first above written.

BOARD OF EDUCATION

TOWN COUNCIL

Dr. Maureen Brummett, ~~Dr. William C. Collins~~, ~~Tanya Lane~~, Town Manager  
Superintendent of Schools

TBD

Date

TBD

Date

JAN 29 2020

FL

DATE: January 24, 2020

TO: Members of the Board of Education

FROM: Stephen J. Foresi, Assistant Superintendent of Schools

SUBJECT: **REVISIONS TO POLICY #3516 – SAFE AND SECURE SCHOOL FACILITIES, EQUIPMNET AND GROUNDS**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #3516 – Safe and Secure School Facilities, Equipment and Grounds. Attached is the revised policy #3516.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #3516 – Safe and Secure School Facilities, Equipment and Grounds as recommended.

## Business/Non-Instructional Operations

### Safety

#### Safe and Secure School Facilities, Equipment and Grounds

**Goal:** It is Board's goal to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use and maintenance.

**Safety and Hazard Assessments:** Schools/District shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school safety and security plan shall be an all hazards approach to emergencies at schools and shall include, but limited to:

1. Involvement of local officials, including member from public safety (police, fire, EMS) as well as public health and emergency management in the emergency plan's development.
2. A command center organization structure based upon the federal National Incident Management System (NIMS) and a description of the responsibilities of each position.
3. The establishment of a school security and safety committee for each school.
4. The development of an Emergency and Crisis Management Plan for each school, including procedures for alerting a child of an emergency situation and ensuring that the specific needs of the child are met during the emergency situation, as outlined in PA#19-184.
5. Local law enforcement and fire department involvement in fire and emergency drills for evaluating and scoring and providing feedback.
6. The annual submission of fire drills and emergency response drills to the Department of Emergency Services and Public Protection as prescribed by law.
7. Procedures for managing various types of emergencies.
8. A bi-annual security and vulnerability assessment for each school in the district and the development of a school security and safety plan for each school based upon the school security and safety standards developed by the Department of Emergency Services and Public Protections (DESPP)
9. A requirement that the Safe School Climate Committee of each school collect and evaluate information relating to instance of disturbing or threatening behavior that may not meet the statutory definition of bullying.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school and safety plan.

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection.

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to those affected.

**Maintenance:** A maintenance plan shall be developed for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedule of maintenance activities, and communication of details to appropriate staff, students and family members. Maintenance files shall be kept on file for 10 years.

**Supervision of Students:** All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds.

Safety during school or schools sponsored events in order to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

**Staff Training:** All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in ongoing professional development activities relating to the preventing and responding appropriately to unintentional injuries and acts of violence. The professional development program shall include at a minimum the following topics:

- Emergency response procedures, including the use of fire extinguishers;
- Proper use of protective gear by students and staff when appropriate;
- Identifying students in need of medical attentions and referring them for appropriate services;
- Administering first aid and CPR;
- Methods of responding to bullying, sexual harassment, and threats of violence;
- Identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- Maintaining student confidentiality.

### **School Security and Safety Committee**

Effective July 1, 2014 and each school year thereafter, each district school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a school mental health professional, a parent/guardian of an enrolled student and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening behavior reported to the committee, as such access may compromise student confidentiality.

**Policy Evaluation:** The Building Principal, school health coordinator/other shall regularly monitor, evaluate and submit an annual report to the School Health Advisory Council/Board of Education/other on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

(cf. [3517](#) - Security of Buildings and Grounds)

(cf. [4148.1/4248.1](#) - School Security and Safety Committee)

**Legal Reference: Connecticut General Statutes**

[10-221](#) Boards of education to prescribe rules

[10-203](#) Sanitation

[10-207](#) Duties of medical advisors

[10-231](#) Fire Drills

[29-389](#) Stairways and fire escapes on certain buildings

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Section 86, 87, 88)

**P.A. 19-184 An Act Concerning The Provision Of Special Education**

**Policy adopted: March 26, 2014**

**Policy revised: TBD**

**NEWINGTON PUBLIC SCHOOLS**

**Newington, Connecticut**

JAN 29 2020

F7

DATE: January 24, 2020

TO: Members of the Board of Education

FROM: Stephen J. Foresi, Assistant Superintendent of Schools

SUBJECT: **REVISIONS TO POLICY #4119 – PERSONNEL – CERTIFIED -  
NON-CERTIFIED – STAFF CONDUCT**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #4119 – Personnel – Certified- Non-Certified – Staff Conduct. Attached is the revised policy #4119.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #4119 – Personnel – Certified- Non-Certified – Staff Conduct as recommended.



**Personnel -- Certified/Non-Certified****Staff Conduct**

The Board reaffirms one of the oldest beliefs in education: One of the best methods of instruction is that of setting a good example.

The Board expects that the staff of the district will strive to set the kind of example for students that will serve them well in their own conduct and behavior which will contribute toward an appropriate school atmosphere.

To that end, in dress, conduct, language and interpersonal relationships all staff should recognize that they are being continuously observed by students while on duty or attending school functions and that their actions and demeanor will be reflected in the conduct of the students.

The personal life of an employee will not be the concern nor warrant the attention of the Board unless it directly prevents the employee from effectively performing assigned functions during duty hours, or as it violates local, state, or national law or contractual agreements.

All staff members have the responsibility to become familiar with, and abide by, the laws of the State of Connecticut as they may affect their work, the policies of the Board, and the administrative regulations designed to implement them. All staff members shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversee students and contribute to the education and development of the District's students.

No local or regional board of education shall discipline, suspend, terminate or otherwise punish any member of a planning and placement team employed by such board who discusses or makes recommendations concerning the provision of special education and related services for a child during a planning and placement team meeting for such child.

The Superintendent and building Principals shall assume the major responsibility for interpreting this policy.

**19-184 An Act Concerning The Provision Of Special Education.**

**Policy adopted: December 10, 2008**

**Policy revised: TBD**

JAN 29 2020

F 8

DATE: January 24, 2020

TO: Members of the Board of Education

FROM: Stephen J. Foresi, Assistant Superintendent of Schools

SUBJECT: **REVISIONS TO POLICY #4131 – PROFESSIONAL LEARNING / DEVELOPMENT**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #4131 – Professional Learning / Development. Attached is the revised policy #4131.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #4131 – Professional Learning/Development as recommended.

## Personnel -- Certified

### Professional Learning/Development

"Professional Learning/Development" is viewed by the Board of Education (Board) as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

Each certified employee, beginning July 1, 2013, shall annually participate in a program of professional development, of not fewer than eighteen hours in length, of which a preponderance is in a small group or individual group settings. The professional development program shall:

1. be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
2. focus on refining and improving various effective teaching methods that are shared between and among educators;
3. foster collective responsibility for improved student performance,
4. be comprised of professional learning that is aligned with state student academic achievement standards, conducted at the school among educators and facilitated by principals, coaches, mentors and distinguished educators or other appropriate teachers, occurs frequently on an individual basis or among groups of teachers and includes a repository or best practices for teaching methods developed by educators within each school,
5. provide certified employees training in culturally responsive pedagogy and practices;
6. provide all employees with two hours of sexual harassment training; and
7. includes training in (A) the nature and the relationship of alcohol and drugs, as defined in subdivision (17) of section 21a-240, to health and personality development, and procedures for discouraging their abuse, (B) health and mental health risk reduction education that includes, but need not be limited to, the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, as defined in section 19a-581, violence, teen dating violence, domestic violence and child abuse, (C) school violence prevention, conflict resolution, the prevention of and response to youth suicide and the Substitute Senate Bill No. 1020 Public Act No. 19-100 3 of 5 identification and prevention of and response to bullying, as defined in subsection (a) of section 10-222d, except that those boards of education that implement any evidence-based model approach that is approved by the Department of Education and is consistent with subsection (c) of section 10-145a, sections 10-222d, 10-222g and 10-222h, subsection (g) of section 10-233c and sections 1 and 3 of public act 08-160, shall not be required to provide in-service training on the identification and prevention of and response to bullying, (D) cardiopulmonary resuscitation and other emergency life saving procedures, (E) the requirements and obligations of a mandated reporter, [and] (F) the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia, as defined in section 10-3d, and (G) culturally responsive pedagogy and practice

Professional Learning/Development experiences made available by the Board directly, or through a RESC, with another Board of Education or through a provider approved by the Commissioner, shall be guided by activities designed to:

- improve the integration of reading instruction, literacy and numeracy enhancement and cultural awareness into instructional practice,
- include strategies to improve English language learner instruction into instructional practice,
- improve teacher and administrator practice based on general results and findings from teacher evaluations reported by the Superintendent or his/her designee,
- be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance,
- be aligned with state student academic achievement standards,
- foster collective responsibility for improved student performance.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education to enhance the capabilities of educators to improve student learning. The Board of Education recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and teachers' organizations support the principle of continuing training of teachers and the improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

The Board, in order to determine its professional development program seeking the advice and assistance of teachers, shall establish a professional development committee, consisting of certified employees, including their union representatives, and other school personnel the Board deems appropriate. The duties of the committee shall include, but not be limited to, the development, evaluation and annual updating of a comprehensive local professional development plan, in fulfillment of the statutes, for certified employees of the District. Such plan shall (1) be directly related to the educational goals proposed by the Board pursuant to C.G.S. 10-220(b), and (2) on or after July 1, 2012, be developed in full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

Professional Learning/Development activities should respond directly to the educational needs of the student body, including, (a) content areas such as language arts, including reading, writing, speaking, listening, viewing and enacting; math, social studies and science; (b) methodological areas such as motivation, teaching techniques, including the use of computers in the classroom and classroom management; and second language acquisition and (c) affective areas of interpersonal relations of students and faculty, student growth and development and staff communication, problem solving, and decision making. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in CGS 10-220a.

The Board will allow any noncertified employee of the District to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per C.G.S. 10-220a, subsection (a).

The District, as required, will participate in compliance audits of the professional development program, as required and conducted to the State Department of Education.

#### Professional Development Pertaining to Teacher Evaluation and Support Program

The Board, prior to implementing the teacher evaluation and support program contained within P.A. 12-116, An Act Concerning Educational Reform, but not later than July 1, 2014, shall provide training for all evaluators and orientation to all certified District employees relating to the provisions of such teacher evaluation and support program. Such training shall provide instruction to evaluators in how to conduct proper performance evaluations prior to the use of the new evaluation and support program. Such orientation shall be completed by all certified personnel, below the rank of Superintendent, before the certified employee receives an evaluation under the teacher evaluation and support program.

(cf. [4115](#) - Evaluation)

#### Legal Reference: Connecticut General Statutes

10-27 Exchange of professional personnel and students.

10-220a In-service training. (amended by PA 04-227, PA 08-160, June 19 Special Session, Public Act No. 09-1 and PA 10-91 and PA 12-116, An Act Concerning Educational Reform)

10-153b Selection of teachers' representatives

10-226f Coordinator of intergroup relations.

10-226g Intergroup relations training for teachers.

10-145b Teaching certificates (as amended by PA 01-173)

10-151(b) Employment of teachers. Definitions. Tenure, etc. (as amended by P.A. 12-116, An Act Concerning Educational Reform)

**19-16 An Act Combatting Sexual Assault And Sexual Harassment**

**19-100 An Act Concerning The Inclusion Of Instruction In Culturally Responsive Pedagogy And Practice In The Preservice Training, Professional Development And In-service Training Provided To Teachers**

Policy adopted: December 12, 2012

Policy revised: TBD

JAN 29 2020

F 9

DATE: January 24, 2020  
TO: Members of the Board of Education  
FROM: Stephen J. Foresi, Assistant Superintendent of Schools  
SUBJECT: **REVISIONS TO POLICY #4212.5 – SECURITY CHECK /  
FINGERPRINTING**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #4212.5 – Security Check/Fingerprinting. Attached is the revised policy #4212.5.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #4212.5 – Security Check/Fingerprinting as recommended.

## Personnel - Certified/Non-Certified

### Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment, or work involving direct contact with students, will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Note: Applicants for positions requiring a state certificate, authorization or permit must submit to a check of DCF's abuse and neglect registry, effective July 1, 2011. Applicants for positions not requiring state certification are required to submit to the DCF abuse and neglect registry beginning July 1, 2012.

Additionally, applicants are required to make disclosures containing:

- (1) current and past employers' contact information;
- (2) authorization allowing contact with such employers
- (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations; and
- (4) written notice of conviction of a crime or any pending criminal charges at the time of application (if charge is pending, the applicant must state the charge(s) and the court in which such charges are pending).

The District, before hiring such applicants, will:

- (1) ensure that applicants complete the above stated three requirements;
- (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and
- (3) request any available information about applicants from SDE.

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. [29-17a](#) and 16-67.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, shall also be required to undergo the same criminal background checks already required for school employees.

Substitute teachers, part-time and seasonal employees placed in District schools shall also submit to a criminal history check pursuant C.G.S. [29-17a](#) and 16-67.

**Legal Reference: Connecticut General Statutes**

**[10 221d](#) Criminal history records check of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181, June 19 Special Session, Public Act 09-1 and PA 11-93)**

**[29-17a](#) Criminal history checks. Procedure. Fees.**

**PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records.**

**PA 19-91 An Act Concerning Various Revisions And Additions To The Education Statutes**

**Policy adopted: May 26, 2010**

**Policy revised: December 12, 2012**

**Policy revised: September 28, 2016**

**Policy revised: TBD**

**NEWINGTON PUBLIC SCHOOLS**

**Newington, Connecticut**



JAN 29 2020

F 10

DATE: January 24, 2020  
TO: Members of the Board of Education  
FROM: Stephen J. Foresi, Assistant Superintendent of Schools  
SUBJECT: **REVISIONS TO POLICY #5118.1 – HOMELESS STUDENTS**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #5118.1 – Homeless Students. Attached is the revised policy #5118.1.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #5118.1 – Homeless Students as recommended.

## Students

### Homeless Students

When a student has no permanent residence in a school district, he/she remains entitled to educational services under state and federal law. Additionally, "homelessness" at 42 U.S.C. §11434 broadly means "individuals who lack a fixed, regular, and adequate nighttime residence," including:

- children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- children who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- children who are living in emergency or transitional shelters, or who are abandoned in hospitals, or are awaiting foster care placement;
- children who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because they are living in circumstances described above.

The Board shall make reasonable efforts to identify homeless children and unaccompanied youths within the district, encourage their enrollment in school and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students shall not be separated from the mainstream school environment on the basis of their homelessness. Such students shall have access to education and other services they need to meet the same challenging State academic standards to which all students are held.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
2. provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian. If placement in the school of origin is not feasible, the homeless student must be placed in the school that is attended by other students living in the same attendance area in which the homeless child lives.

The District will provide a written explanation, including the right to appeal, whenever the District sends a homeless student to a school other than the school of origin, a school requested by the parent/guardian or unaccompanied youth.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs, and preschools operated by the District, if they meet the established criteria for these services.

The Superintendent of Schools shall refer identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families.

The District administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations. If the school of origin is in a different school district from where the homeless child or youth is currently living, both school districts shall agree on a method for sharing the responsibility and costs, or share the costs equally.
5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The District shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
7. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.
8. The District will treat information about a homeless child or youth's living situation as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA). Such information shall not be deemed to be directory information.

The Newington Public School's educational liaison for homeless children is the Director of Student Services. The liaison must assist homeless children and youth, as described within the administrative regulations, in the placement/enrollment decisions, considering the youth's wishes and provide notice of appeal under the Act's enrollment disputes provisions. The liaison shall also participate in State provided professional development programs for local liaisons.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may continue to either:

1. including transportation between the temporary shelter and the school in the home district; or
2. pay tuition to the district in which the temporary shelter is located.

The Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy.

(cf. 5143 - Student Health Assessments and Immunizations)

(cf. 5146 - Child Abuse and Neglect)

Legal Reference: Connecticut General Statutes

[10-253\(e\)](#) School privileges for children in certain placements, non-resident children and children in temporary shelters.

[17a-101](#) Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.

[17a-102](#) Report of danger of abuse.

[17a-103](#) Reports by others.

[17a-106](#) Cooperation in relation to prevention, identification and treatment of child abuse and neglect.

[46b-120](#) Definitions.

McKinney-Vento Homeless Assistance Act, (PL 107-110-Sec 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95.

Federal Register: McKinney-Vento Education for Homeless Children and Youths Program, Vol. 81, No. 52, 3/17/2016.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.)

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011.

[19-179](#) Definitions

“Unaccompanied youth” is defined as, “a homeless child or youth not in the physical custody of a parent or guardian.”

JAN 29 2020

Burden of Proof - when the party denied access to school accommodations is claiming that he or she is a homeless child or youth, the board will have the burden of proving by a preponderance of evidence that the child is not a homeless child or youth.

A homeless child or youth appealing a denial of school accommodations on the basis of residency be entitled to continue to attend school in the school district during the pendency of all available appeals.

**Policy adopted: December 10, 2003**

**Policy revised: January 25, 2017**

**Policy revised: TBD**

NEWINGTON PUBLIC SCHOOLS

Newington, Connecticut

JAN 29 2020

F 11

DATE: January 24, 2020  
TO: Members of the Board of Education  
FROM: Stephen J. Foresi, Assistant Superintendent of Schools  
SUBJECT: **REVISIONS TO POLICY #5141.21 – ADMINISTERING MEDICATIONS**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #5141.21 – Administering Medications. Attached is the revised policy #5141.21.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #5141.21 – Administering Medications as recommended.

**Students****Administering Medication**

The purpose of this policy is for the Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools.. The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

**Definitions**

**Administration of medication** means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

**Authorized prescriber** means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant.

**Board of Education** means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

**Cartridge injector** means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

**Controlled drugs** means those drugs as defined in Connecticut General Statutes Section 21a-240.

**Cumulative health record** means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

**Director** means the person responsible for the operation and administration of any school readiness program or before-and after-school program.

**Error means:**

- (1) the failure to do any of the following as ordered:
  - (a) administer a medication to a student;
  - (b) administer medication within the time designated by the prescribing physician;

- (c) administer the specific medication prescribed for a student;
  - (d) administer the correct dosage of medication;
  - (e) administer medication by the proper route; and/or
  - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

**Extracurricular activities means** activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs.

**Guardian means** one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

**Intramural athletic events means** tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

**Interscholastic athletic events means** events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

**Investigational drug means** any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

**Medication means** any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

**Medication plan means** a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

**Medication order means** the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

**Nurse means** an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.



Occupational therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

**Paraprofessional means** a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

**Physical therapist means** a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

**Physician means** a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

**Principal means** the administrator in the school.

**Qualified personnel for schools means** (a) a full-time employee who meets the local or regional Board of Education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of the State regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of the State regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of the State regulations. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

**Research or study medications means** FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

**School means** any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

**School nurse means** a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

**School nurse supervisor means** the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

**School readiness program means** a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

**Self-application of an over-the-counter sunscreen means** the control of the over-the-counter sunscreen by the student at all times and is self-managed by the student in accordance with written authorization signed by the student's parent or guardian and submitted to the school nurse.

**Self-administration of medication means** the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

**Teacher means** a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Advisor and school nurse to be

designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

### **General Policies on Administration of Medication**

A child with diabetes may test his/her own blood glucose level per the written order of a physician stating the need and the capacity of such child to conduct self-testing along with written authorization of the parent/guardian. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education. The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician licensed in Connecticut.

The school nurse or school principal shall select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, the school nurse and school medical advisor must attest that the qualified school employee has completed such training and the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes.

A child diagnosed with asthma or an allergic condition, pursuant to State Board of Education regulations, may carry an inhaler or an Epipen or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or Epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor and the school nurse may administer medication to any student in the school following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

Any student who is six years of age or older may possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity in accordance with the procedures outlined by the school. The student must have written authorization signed by a parent or guardian to have and apply sunscreen. The written authorization must be submitted and on record with the school nurse. The use or sharing of sunscreen is not permitted.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

#### **Administration of Medication by Paraprofessionals**

A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

#### **Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events**

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

(cf. [4112.5/4212.5](#) - Security Check/Fingerprinting)

(cf. [5141](#) - Student Health Services)

(cf. [5141.23](#) - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155 and PA 12-198)

10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198)

19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.

21a-240 Definitions

29-17a Criminal history checks. Procedure. Fees.

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive

Code of Federal Regulations: Title 21 Part 1307.2

20-12d Medical functions performed by physician assistants. Prescription authority.

20-94a Licensure as advanced practice registered nurse.

PA 07-241 An Act Concerning Minor Changes to the Education Statutes

29-17a Criminal history checks. Procedure. Fees.

**PA 19-60 An Act Allowing Students To Apply Sunscreen Prior To Engaging In Outdoor Activities.**

Policy adopted: December 12, 2012

**Policy revised: TBD**

**Students****Administration of Medication by School Personnel**

In order that the limited immunity afforded to school personnel who administer medication shall apply, a copy of this regulation shall be sent to the State Department of Health, in accordance with regulations Section 10 212a 1 to 10 212a 7.

**Special Medical Problems**

When the nurse has received notification that a student has a specific medical problem; i.e., diabetes, seizure disorder, asthma and/or receives daily medication in school, the nurse will inform the Building Principal or designee. The Principal will determine who is to presume the responsibility for the health care of the student when the nurse is unavailable.

**I. Administration of Medicinal Preparations Pursuant to a Physician's Order**

A. A student who is required to receive medication during school hours must produce:

1. A yearly renewable written order completed by a physician, dentist, A.P.R.N. or P.A. on Newington Public School Health Department Authorization Form denoting the following:

- a. student's name
- b. condition for which drug is being administered
- c. name of drug and method of administration
- d. dosage of drug
- e. time of administration
- f. duration of the order
- g. side effects to be observed, if any, and management of same
- h. student allergies to food and/or medicine

2. A written authorization of a parent or guardian concerning the administration of the medicine by school personnel. Authorization shall be renewed yearly and shall include parental consent for school personnel to destroy said medication if not repossessed by the parent or guardian within 30 days after notification by school authorities. At the end of the school year, all medication must be picked up by June 30.

3. The medication, with its original correct label, from the pharmacy or manufacturer.

B. A school nurse, or in his/her absence, the Principal; or any designated teacher of a school, licensed athletic trainers, licensed physical or occupational therapists and coaches of intramural and/or interscholastic athletics may administer medication and they shall not be held liable for any personal injuries which may result from acts or omissions constituting ordinary negligence. The process of medication administration shall be under the general supervision of a qualified school nurse.

1. The school nurse may administer prescribed medication.
  2. The school nurse will develop a medication administration plan for each student before medication may be administered by any staff member.
  3. Medication may be administered by a principal or a designated teacher in the absence of a nurse. The school nurse, acting as designee and under the direction of the School Medical Advisor, will annually instruct such staff members in the administration of medication. The training will include:
    - a. Review of state statute and school department regulations regarding administration of medication by school personnel.
    - b. Procedure for administering the medication.
    - c. Medication needs of specific students, medication idiosyncrasies, desired effects, potential side effects, untoward reactions and other observations.
  4. A list of principals and teachers and other individuals trained in medication administration along with documentation of the annual update shall be submitted to the Superintendent on December 1st by the Senior School Nurse each year. All such individuals including school nurses and nurse practitioners, must have also satisfactorily passed the criminal background check.
  5. A current list of those authorized to give medication shall be maintained in the school.
  6. A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.
  7. A child diagnosed with asthma or an allergic condition may carry an inhaler or an epipen or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.
  8. A student may transport and self administer his/her own medication only when all four of the criteria below are met:
    - a. If self administering would improve the student's health, safety or educational status.
    - b. The prescriber and parent completed the same authorization form as for other prescribed medications in school.
    - c. The child's prescriber, parent and nurse agree that the student is responsible and capable of self administration in a safe and accurate manner.
    - d. The student and school nurse have developed a plan for reporting the supervision of self administration and notification of teachers.
- C. All medications will be delivered to the school nurse by a responsible adult.

1. The school nurse will examine the new medication to insure that it shall be properly labeled with dates, name of student, medication name, dosage and prescriber's name and that the medication order and permission form are completed and appropriate
2. Date medication is delivered and the amount of medication delivered is to be recorded on the student's individual medication record. Controlled medication must be counted together by nurse and parent.
3. Not more than 45 school day's supply of a prescribed medication shall be stored in school.
4. Medication requiring refrigeration shall be stored at 36°F - 46°F.
5. Prescribed medicinal preparations shall be stored in a securely locked storage compartment. Controlled substances shall be contained in a separate compartment and locked at all times.
6. The school principal or designated representative (who have been trained to administer medication) shall be responsible for the key(s) to the locked cabinet(s).

D. Record of the medication administration shall be entered in ink on the Individual Student's Medication Record Form which, along with authorization form, shall become part of the student's permanent record. If the student is absent, it shall be so recorded. If an error is made in recording, a single line shall be run through the error and initialed.

1. An error in the administration of medication shall be reported to the school nurse who will initiate appropriate action and documentation in a student incident report and on his/her cumulative record.
2. Untoward reactions to medication shall be reported to the school nurse, the parent, and the student's physician.
3. Records of controlled substances shall be entered in the same manner as other medications with the following additions:
  - a. The amount of controlled drug shall be counted and recorded on the Individual Student Medication Record Form after each dose given.
  - b. A true copy of the forms shall be retained by the school for three years.
  - c. Loss, theft or destruction of controlled substances shall immediately, upon delivery, be reported to the Senior School Nurse who will contact the Commissioner.

## **II. Administration of Medication in Emergency Situation**

In case of an anaphylactic reaction or the risk of such reaction, a school nurse may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building or at a school function according to the standing order of the school Medical Advisor or the student's private prescriber. Record of the medication administered shall be entered in ink on an Individual Student Medication Record Form and filed in the student's cumulative health folder.

## **III. Destruction of Medication**

At the end of the school year or whenever a student's medication is discontinued by the prescriber, the parent or guardian is to be contacted and requested to repossess the unused medication within 30 days. At the end of the school year, all surplus medication must be repossessed by June 30. In the event the parent does not comply with this request, all

medication is to be destroyed by the school nurse in the presence of a witness (school physician, principal, teacher) according to the following procedures:

1. Medication is to be destroyed in a non recoverable manner:
  - a. Liquid medication should be poured into a sink or water closet.
  - b. Any medication in pill or tablet form should be crushed and poured into a sink or water closet
2. The following information is to be charted on the student's health folder and signed by the school nurse and the witness:
  - a. Date of destruction.
  - b. Time of destruction.
  - c. Name, strength, form and quantity of medication destroyed.
  - d. Manner of destruction.
3. Controlled substances shall not be destroyed by the school nurse. In the event that any controlled substance remains unclaimed, the Senior School Nurse shall contact the Commissioner of Consumer Protection to arrange for proper disposition.

#### **IV. Supervision**

The school nurse is responsible for general supervision of administration of medications in the school to which (s)he is assigned. (S)he will:

1. Receive all medications, review orders and formulate administration of plans and schedules.
2. Provide training for teachers and principals and periodic review of student medications and needs.
3. Provide support and consultation to those administering medication in her absence.
4. Provide on site supervision and observation for newly trained principals and teachers.

**Regulation approved: May 23, 2001**

**Regulation revised: November 10, 2009**



JAN 29 2020

F 12

DATE: January 24, 2020  
TO: Members of the Board of Education  
FROM: Stephen J. Foresi, Assistant Superintendent of Schools  
SUBJECT: **REVISIONS TO POLICY #5141.21 – FORM A - ADMINISTERING MEDICATIONS**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #5141.21 – FORM A - Administering Medications. Attached is the revised policy form #5141.21 – Form A –Administering Medications.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #5141.21 – FORM A - Administering Medications as recommended.

**AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES**

**BY SCHOOL PERSONNEL**

The Connecticut State Law and regulations require a physician's written order and parent or guardian's authorization for a nurse to administer medicinal preparations, exclusive of hallucinogens or narcotics, or, in her absence, the principal or teacher to administer oral medications.

**PHYSICIAN'S ORDER**

Name of Child \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Condition for which drug is being administered \_\_\_\_\_

\_\_\_\_\_

Name of drug \_\_\_\_\_

Amount of drug \_\_\_\_\_

Time of administration \_\_\_\_\_

Relevant side effects to be observed, if any \_\_\_\_\_

\_\_\_\_\_

Other suggestions \_\_\_\_\_

Length of time during which medication shall be administered:

From \_\_\_\_\_ to \_\_\_\_\_

(Dates)

\_\_\_\_\_ M.D. \_\_\_\_\_

(Signature)

(Address)

Telephone \_\_\_\_\_

**AUTHORIZATION OF A PARENT OR GUARDIAN CONCERNING THE**

**ADMINISTRATION OF ABOVE MEDICINES BY SCHOOL PERSONNEL**

To \_\_\_\_\_ Date \_\_\_\_\_

JAN 29 2020

(Name of School)

I hereby request that school personnel give my child \_\_\_\_\_

(Name of Child)

the medication ordered above by the physician.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Street)

\_\_\_\_\_

(Town or City)

Telephone \_\_\_\_\_

JAN 29 2020

F 13

DATE: January 24, 2020

TO: Members of the Board of Education

FROM: Stephen J. Foresi, Assistant Superintendent of Schools

SUBJECT: **REVISIONS TO POLICY #5141.21 – FORM B - ADMINISTERING MEDICATIONS – AUTHORIZATION FOR THE APPLICATION OF SUNSCREEN**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #5141.21 – FORM B - Administering Medications – Authorization for the Application of Sunscreen. Attached is the revised policy form #5141.21 – Form B – Administering Medications – Authorization for the Application of Sunscreen.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #5141.21 – FORM B - Administering Medications – Authorization for the Application of Sunscreen as recommended.

**AUTHORIZATION FOR THE APPLICATION OF SUNSCREEN**

The Connecticut State Law and regulations require a parent or guardian's written authorization for their child to self-apply an over-the-counter sunscreen product prior to engaging in any outdoor activity, as outlined by the school (PA. 19-60).

**AUTHORIZATION OF A PARENT OR GUARDIAN CONCERNING THE SELF-APPLICATION OF SUNSCREEN**

To \_\_\_\_\_ Date \_\_\_\_\_  
(Name of School)

I hereby request that school personnel give my child \_\_\_\_\_  
(Full Name of Child)

permission to self-apply sunscreen prior to outdoor activities. Child's Date of Birth \_\_\_\_\_

**PARENT OR GUARDIAN INFORMATION**

Your Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

JAN 29 2020

F 14

DATE: January 24, 2020  
TO: Members of the Board of Education  
FROM: Stephen J. Foresi, Assistant Superintendent of Schools  
SUBJECT: **REVISIONS TO POLICY #5144 – STUDENT DISCIPLINE**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #5144 – Student Discipline. Attached is the revised policy #5144.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #5144 – Student Discipline as recommended.

**Students****Student Discipline****I. Definitions**

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than 1/2" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school

year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

I. Martial Arts Weapon means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

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

K. School Days shall mean days when school is in session for students.

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

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

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

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

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

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

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

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

For expulsion, students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, **and** violates a publicized policy of the Board.

B. Conduct off School Grounds:

1. Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred



within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § [29-38](#), and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the illegal use of drugs.

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

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. **To consider expulsion, the conduct must also violate a school board policy.** Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.

13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Unauthorized possession, sale, distribution, use, or consumption of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Unauthorized possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
28. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
29. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
30. Hazing.
31. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
- a. causes physical or emotional harm to such student or damage to such student's property;
  - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - c. creates a hostile environment at school for such student;
  - d. infringes on the rights of such student at school; or
  - e. substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

32. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
33. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
34. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
35. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
36. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
37. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

38. Any action prohibited by any Federal or State law.

39. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### **IV. Discretionary and Mandatory Expulsions**

A. A Principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.

B. A Principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:

1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or

2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § [29-35](#), or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or

3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § [21a-240\(9\)](#)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§[21a-277](#) and [21a-278](#).

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

C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

D. In keeping with Connecticut General Statutes § [10-233d](#) and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for: the conduct described in Section IV(B)(1), (2) and (3) of this policy. For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

#### **V. Procedures Governing Removal from Class, Including Recess**

A. A student may be removed from class, or any school day activity, by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.

B. Preventing students from participating in recess or undirected play may not be used as a form of discipline. A student may be prevented from participating in recess or undirected play only when the school principal/ or his/her designee deems that the student infraction causes such a serious disruption to the educational process that said student is unsafe to engage in recess or undirected play.

C. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

D. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

## VI. Procedures Governing Suspension

A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. If suspended, such suspension shall be an in-school suspension unless, during the informal hearing, the principal or designee determines that the student: (a) poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (b) the administration determines that an out-of-school suspension is appropriate based on evidence of (i) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (ii) previous efforts by the administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.
3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
9. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets

any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.

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

12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

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

A. The Principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.

B. In-school suspension may not be imposed on a student without an informal hearing by the building Principal or designee.

C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.

D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

## **VIII. Procedures Governing Expulsion Hearing**

**A. Emergency Exception:**

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

**B. Hearing Panel:**

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

**C. Hearing Notice:**

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.
  - f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
  - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
  - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
  - i. Information about free or reduced-rate legal services and how to access such services.

#### **D. Hearing Procedures:**

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline



to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.

13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

14. The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.

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

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

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

#### **F. Stipulated Agreements:**

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

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

#### **IX. Alternative Educational Opportunities for Expelled Students**

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

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

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

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.
3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

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

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

**D. Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):**

Notwithstanding Sections IX.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

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

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required as described in this policy.

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

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

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

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

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

### **A. Student moving into the school district:**

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

### **B. Student moving out of the school district:**

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

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

### **A. Suspension of IDEA students:**

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

### **B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:**

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in

this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.
2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

### **C. Transfer of IDEA students for Certain Offenses:**

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection XII.C.:

1. Dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
2. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

3. Illegal drug means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
4. Serious bodily injury means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

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

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
3. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

### **XIV. Procedures Governing Expulsions for Students Committed to a Juvenile Detention Center**

A. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

B. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

### **XV. Early Readmission to School**

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

### **XVI. Dissemination of Policy**

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

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

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

Legal Reference: Connecticut General Statutes

§§ [4-176e](#) through [4-180a](#) and § [4-181a](#) Uniform Administrative Procedures Act)

§§ [10-233a](#) through [10-233e](#) Suspension and expulsion of students.

§ [10-233f](#) In-school suspension of students.

§ [21a-408a](#) through 408p Palliative Use of Marijuana

§ [29-38](#) Weapons in vehicles

§ [53a-3](#) Definitions

§ [53a-206](#) (definition of "weapon")

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).

State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

Federal law:

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

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

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

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

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

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

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

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

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

[19-91 An Act Concerning Various Revisions And Additions To The Education Statutes \(Expulsion\)](#)

[19-173 An Act Concerning The Inclusion Of Additional Time Devoted To Undirected Play To The Regular School Day](#)

**Policy adopted: March 26, 2014**

**Policy revised: TBD**

NEWINGTON PUBLIC SCHOOLS

Newington, Connecticut

JAN 29 2020

F 15

DATE: January 24, 2020  
TO: Members of the Board of Education  
FROM: Stephen J. Foresi, Assistant Superintendent of Schools  
SUBJECT: **REVISIONS TO POLICY #6171 – SPECIAL EDUCATION**

The Board of Education at the January 15, 2020 Board of Education meeting reviewed a proposed revision to Policy #6171 – Special Education. Attached is the revised policy #6171.

The Board of Education procedure for adoption of Board of Education policies requires the proposal to be discussed at two successive Board of Education meetings. There were no additional comments or recommended changes based on discussion at the last Board of Education meeting; therefore, this policy can be adopted at the January 29, 2020 meeting.

**Recommended Motion:**

Move the Board of Education approve the revisions to Policy #6171 – Special Education as recommended.



## Instruction

### Special Education

The Board of Education accepts its legal duties and responsibilities for providing special education programs for the students of the school district.

(cf. 3231 - Medicaid Reimbursement for Special Education Students)

(cf. 5145.71 - Surrogate Parent Program)

Legal Reference: Connecticut General Statutes

[10-76a](#) Definitions. (as amended by PA 00-48)

[10-76b](#) State supervision of special education programs and services.

[10-76c](#) Receipt and use of money and personal property.

[10-76d](#) Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114 and PA 00-48)

[10-76e](#) School construction grant for cooperative regional special education facilities.

[10-76f](#) Definition of terms used in formula for state aid for special education.

[10-76g](#) State aid for special education.

[10-76h](#) Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)

[10-76i](#) Advisory council for special education.

[10-76j](#) Five-year plan for special education.

[10-76k](#) Development of experimental educational programs.

State Board of Education Regulations.

[10-76m](#) Auditing claims for special education assistance.

[10-76a-1](#) et seq. Definitions. (as amended by PA 00-48)

[10-76b-1](#) through [10-76b-4](#) Supervision and administration.

[10-76d-1](#) through [10-76d-19](#) Conditions of instruction.

[10-76h-1](#) through [10-76h-2](#) Due process.

[10-761-1](#) Program Evaluation.

[10-145a-24](#) through [10-145a-31](#) Special Education (re teacher certification).

[10-264l](#) Grants for the operation of interdistrict magnet school programs.

[19-49](#) Transitional Services For Children With Autism Spectrum Disorder

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.

American with Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.

Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

**Policy adopted: May 23, 2001**

**Policy revised: TBD**