

Code of Conduct for Board Members

It is the policy of the Madison Board of Education (the “Board”) that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

Procedures for Censure or Other Disciplinary Action

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause. Such review must be added to a regular meeting agenda prior to its formal posting.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board, after being authorized by a two-thirds vote of those Board members present and voting, shall provide the Board member with:
 - a) reasonable written notice of the Board’s intent to consider censure or other disciplinary action, including the factual basis for the claimed “cause” for the censure or disciplinary action against the member, ~~with such notice to be provided after being authorized by majority vote of those Board members present and voting;~~ and
 - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the right to be represented by counsel at the Board member’s own expense

47 and to present relevant evidence to the Board. The informal opportunity
48 to be heard shall take place in open or executive session (as determined by
49 the Board and the Board member in accordance with the Freedom of
50 Information Act) at a regular or special meeting of the Board.

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52 3) Any action to censure or take other disciplinary action regarding a Board
53 member for cause following such informal hearing shall require an affirmative
54 vote by ~~a majority~~ two-thirds of all members of the Board.

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57 Legal References:

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59 Connecticut General Statutes

60 10-220 Duties of boards of education.

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62 First Reading: May 7, 2024

63 Second Reading: May 21, 2024

#9300**Ethical Standards for Board Members**

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards.

Members of the Madison Board of Education will strive to improve public education, and to that end they will . . .

- render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- strive to avoid being placed in a position of conflict of interest, and refrain from using a Board position for personal or partisan gain;
- take no private actions that will compromise the Board of Education or the administration, and respect the confidentiality of information that is privileged under applicable law; and
- remember always that the first and greatest concern of a Board member must be the educational welfare of the students attending the public schools.

In carrying out his / her fiduciary duties, a Board member will not:

- disclose or use confidential information acquired in the course of his / her official duties to further substantially his or her personal financial interests;
- accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his or her position or which he or she knows or should know is primarily for the purpose of rewarding him / her for official action taken;

9300 (Continued)

- engage in a substantial financial transaction for his or her private business purposes with a person whom he or she supervises in the course of official duties;
- perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which he / she has a substantial financial interest, or in which he / she is engaged as a counsel, consultant, representative, agent or public speaker.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a Board member to receive:

- an occasional non-pecuniary gift which is insignificant in value;
- non-pecuniary award publicly presented by a nonprofit organization in recognition of public service;
- payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he / she is scheduled to participate;
- reimbursement for or acceptance of any opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his / her position; and
- tickets to school-sponsored sporting, recreational, educational, or cultural events.

Date of Adoption: 4/4/95

Conflict of Interest

1. No member of the Madison Board of Education (the “Board”) shall be employed for compensation by the Board in any position in the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which the Board member was elected or appointed shall become vacant.
3. In such instances where a Board member may have or appear to have a pecuniary interest in a contract with the District, the Board member shall declare it in open session and shall take such conflict into consideration prior to voting.

Legal Reference:

Connecticut General Statutes

10-232 Restrictions on employment of members of board of education

First Reading: May 7, 2024

Second Reading: May 21, 2024

#9310**Board Member Conflict of Interest**

The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be alert to situations which have the appearance of a conflict of interest and to avoid actions that might embarrass themselves or the Board.

Two areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing and hiring of personnel. Therefore,

- no member of the Board will have any direct pecuniary interest in a contract with the school district, nor furnish directly any labor, equipment, or supplies to the district. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances, the member may be expected to declare an association with the firm and refrain from debating or voting on the question; and
- no member of the immediate family or any member of the Board will be employed in any continuing capacity by the school system. This will not be construed as necessitating the resignation of any employee should a member of his or her immediate family be elected to the Board.

For the purpose of this Bylaw the term immediate family shall mean the following relatives of the Board member: father, mother, spouse and / or domestic partner, siblings, children, or the spouse and / or domestic partners of those individuals.

The closeness with which the Board works with other agencies of the Town may also give rise to situations in which the Board may be subject to charges of favoritism and / or involve itself in interagency disputes.

9310 (Continued)

Therefore,

- the Board will not engage the services of persons in the paid employ of other Town agencies on a continuing basis, except for employees who are hired on a joint basis. However, police, fire, and part-time clerical personnel may be employed on a noncontinuing basis when the employment of such persons is deemed to be in the best interest of the school system and the Town, as approved by the Board; and
- the Board will not make purchase from companies in which paid Town employees have a major financial interest, nor from companies by which they are employed.

Date of Adoption: 1/3/95

Student Representatives

The Madison Board of Education (the “Board”) shall ~~seat~~ appoint two students from Daniel Hand High School, to serve as student representatives. The student representatives will report to the student body on the deliberations of the Board of Education.

Student representatives shall attend all public Board of Education meetings in a non-voting capacity. ~~in a non-voting capacity, at all public Board of Education meetings. The Board reserves the right to dismiss a student representative by an affirmative vote of 2/3 of the whole Board and call for the selection of a new member.~~

The two student representatives will not attend executive sessions of the Board of Education, - nor will they have access to- associated backup material.

The following guidelines will be followed for selection of the student representatives:

- Students interested in the role of Student Representative will submit an application to the high school principal.
- A committee comprised of relevant stakeholders including a member of the Board shall review all applications and select a candidate.
- It is understood that one student should be a member of the senior class and one student should be a member of the junior class.

Date of Adoption: 9/15/87 [as 9022 (a)]

1st Revision: 3/7/95

First Reading: May 7, 2024

Second Reading: May 21, 2024

#8201

Student Representation on the Board of Education

It will be the policy of the Madison Board of Education to seat two students from Daniel Hand High School, in a non-voting capacity, at all public Board of Education meetings. Student opinion will be solicited to give an added dimension to the Board's decision-making process.

The two student representatives will not attend executive sessions of the Board of Education nor will they have access to associated backup material.

The following procedures will be followed for the seating of the student representatives:

1. The members will be recommended by the Student Council, subject to the approval of the principal, the superintendent, and the Board of Education. It is understood that one student should be a member of the senior class and one student should be a member of the junior class.
2. Such students seated will be given an orientation session by the Superintendent of Schools after the students have been approved.
3. Student representatives may be removed from their position of nonvoting members of the Board of Education by an affirmative vote of 2/3 of the Board of Education.
4. At least one student representative must be present at each regular meeting of the Board of Education. If this is not possible, the representatives must advise the principal and the superintendent's office in advance of the meeting.
5. The Board of Education reserves the right to dismiss a student representative due to poor attendance and call for the selection of a new member.
6. The student representatives will report to the student body, through their student council representatives, on the deliberations of the Board of Education.
7. The student representative should be available for attendance at Board of Education meetings beginning with the start of the school year.

Date of Adoption: 9/15/87 [as 9200 (a)]

Adopted as 8201: 2/21/89

#4400

Gifts to Employees

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Employees of the Madison Board of Education (the “Board”) shall refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of their duties as a Board employee.

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The Board recognizes that employees may receive gifts from students and their families. This policy is not intended to prevent employees from accepting reasonable and customary gifts typically associated with holidays, the end of the year or other special occasions.

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No student or family shall be compelled to contribute, financially or otherwise, to a collective gift to an employee of the Board.

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Any gift thought to be inappropriate or monetarily exorbitant shall not be automatically accepted by the employee, ~~as determined by~~ the employee’s responsible administrator or administrator’s designee shall make the final determination on acceptance in such cases .

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First Reading: May 7, 2024

18

Second Reading: May 21, 2024

#5120.3.3.2

Pediculosis (Head Lice)

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4 The Madison Public Schools (the District) maintains procedures concerning pediculosis or head
5 lice. ~~Superintendent shall work with the Coordinator of Health Services and School District~~
6 ~~Medical Advisor to develop and implement regulations concerning pediculosis or head lice.~~ The
7 regulations ~~are to~~ include identification and, treatment procedures, and notification process, ~~which~~
8 ~~will ensure prompt and medically accurate action for students having pediculosis.~~ The regulations
9 shall be regularly reviewed by the Coordinator of Health Services and School District Medical
10 Advisor ~~include~~, at a minimum, the following:

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12 1. ~~The Madison Public Schools shall provide information regarding pediculosis in each school so that~~
13 ~~all staff members will be knowledgeable in the identification of head lice and nits.~~
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15 2. ~~The principal shall designate qualified staff members, school nurses and health paraprofessionals to~~
16 ~~conduct head lice screening on suspected or referred students.~~
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18 3. ~~Children suspected of having active infestation of head lice shall be identified by the school nurse~~
19 ~~who will then notify the child's parent/legal guardian. The student will be excluded from school,~~
20 ~~per nursing assessment, upon identification or at the end of the day. The child, the parent / legal~~
21 ~~guardian shall be referred to their health care provider for directions in the treatment of pediculosis~~
22 ~~and the care of personal effects.~~
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24 4. ~~The parent / legal guardian shall be required to communicate with the school nurse regarding~~
25 ~~treatment. The child shall be free from active head lice before returning to school. Parental~~
26 ~~monitoring of the child's head is recommended for a period of at least two (2) weeks.~~
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28 5. ~~The school nurse or principal's designee shall examine the child to verify that the child is free of~~
29 ~~active head lice before permitting the child to return.~~
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31 6. ~~Control measures will be based on current data from the American Academy of Pediatrics.~~

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33 Date of Adoption: April 2, 1996
34 Date of Revision: November 3, 1998
35 Date of Revision: April 6, 2004
36 Date of Revision: March 1, 2011
37 First Reading: May 7, 2024
38 Second Reading: May 21, 2024
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Madison Public Schools Health Services

Clinical Protocol

HEAD LICE (Pediculosis Capitis)

DEFINITION: Very small reddish-brown parasites that live on the blood they draw from the human scalp. They deposit (“glue”) tiny pale eggs (nits) on the hair shaft very close to the scalp. Nits hatch within 6-10 days. *It takes 7 to 21 days for the louse to grow into a mature adult that can reproduce.* Once hatched, lice can only crawl; they cannot fly or jump. They cannot live away from the scalp for more than 1 day. They cannot transmit disease. Sensitivity to their saliva can cause itching and the scratching can cause a secondary skin infection.

HISTORY:

- The most common presenting symptom is scratching, especially behind the ears and at or near the nape of the neck.
- Since transmission requires direct contact with hair or something the hair has touched (especially combs, brushes, hats, helmets and fabric) within 24 hours, a careful history of exposure to a likely infestation is helpful. Sleepovers are a very common place of transmission. *Classroom transmission, in general, is negligible.*
- Previous infestation and treatment, especially if recent, can be important information in making an assessment.

ASSESSMENT:

- Have the student lean head forward.
- Examine the hair close to the scalp at the back of the neck, around the ears, and along the crown. It may be helpful to use a disposable applicator stick (without cotton tip) to partition long or thick hair.
- Lice may move quickly when exposed to light; each adult louse will lay 6 eggs/day.
- Unhatched nits will be 3-5mm from the scalp; egg casings or killed nits can stay on the hair as it grows.
- Examine scalp for irritation or signs of infection from excessive scratching.

MANAGEMENT:

Confirmed cases

- o Students identified with live organisms are excluded from school at the end of the day until treatment is performed.
- o Avoid activities that involve head to head contact and sharing of high-risk items.
- Notify parent/guardian and discuss possible sources of infestation
 - o Over the counter treatment should be attempted prior to contacting health care providers. Pharmacy staff can direct parents with choices.
 - o Send written Head Lice notification and information sheet home (see attached).
 - o Emphasize the importance of manually removing all lice and nits with an appropriate lice-comb that needs to be long-toothed with each tooth touching each other, metal, and able to be boiled e.g. the LiceMeister comb.
 - o Combing should be performed daily for 2 weeks for each active case.
- Examine all other students who are at risk for transmission based on nursing judgment.

- o Students should only be screened if symptomatic

Documentation: All results of head lice examinations and notifications.

Follow-Up: Recheck all confirmed students before returning to class.

- o Manage as a confirmed case if any live lice found within 1 cm of the scalp.
- o For students who have been treated and pass the initial recheck, a follow-up recheck in 1-2 weeks is only appropriate if the student remains symptomatic.
 - If those students are found to have a recurring case of head lice, follow the same exclusion criteria as a newly detected case.
 - Consider educational references and health care provider coordination to address unresolved infestation.

_____ Date: _____

Jonathan Stein, M.D.
School Medical Advisor

_____ Date: _____

Stephanie Lesnik BSN, RN
MPS Health Services Coordinator

Madison Public Schools Health Services

Date: _____

Dear Parent/Guardian:

As you may be aware, a case of head lice has been identified in your child's class. Head lice are not a source of infection or disease; they are simply a public health nuisance. They are a problem in many communities, and do not reflect poor hygiene or social status. Anyone can get head lice. They are spread mostly through direct head-to-head contact with someone who has lice, or possibly from sharing brushes, combs, hats, helmets, and other personal items. Social encounters and sleepovers are very common points of transmission. Research has shown that only a small percentage of cases have been transmitted in the school setting.

However, we can take steps to minimize transmission.

1. Parents should check their child(ren) daily for the next few weeks and on a regular basis thereafter. Lice infestation is much easier to treat if caught early.
2. If your child has long hair, please pull it back into a ponytail, braids, etc. before sending them to school.
3. Please read the attached Head Lice Fact Sheet. It contains information about head lice, and the most current advice for management.

If you discover lice or nits on your child's hair:

1. Contact your Health Care Provider for treatment recommendations.
2. Notify your child's school nurse.
3. Notify the parents of your child's playmates. This step is critical in preventing further transmission, and re-infestation of your own child.
4. After treatment, it is essential that you use a long-toothed metal lice comb everyday for at least 2 weeks to remove the nits that may have survived after treatment. It only takes 2 live nits to hatch & start the spread all over again.
5. After treatment, upon return to school, your child will need to be cleared by the school nurse before returning to class.

Parents are the first, middle and last line of defense against head lice. Routine screening at home – by all parents – is far more effective in terms of prevention and early identification than mass screenings in school can ever be.

Thank you for your cooperation. If you have further questions, please contact the school nurse.

Sincerely,
Valerie Alberti, RN, BSN
Brown Intermediate School

Sig. _____ Phone: _____

#4050

Electronic Monitoring

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The Madison Board of Education (the “Board”) reserves the right to engage in electronic monitoring including but not limited to the monitoring of email and other components of the Board’s computer systems, video and/or audio surveillance on school property and on school buses, and the school district’s telephone systems.

Pursuant to Section 31-48d of the Connecticut General Statutes requiring employers to provide notice to its employees if it intends to engage in any electronic monitoring, the Board shall provide such notice by posting a statement concerning the types of electronic monitoring which it may engage in, in a conspicuous place readily available for viewing by its employees.

Regulations shall be adopted concerning the notification and use of electronic monitoring.

First Reading: May 7, 2024

Second Reading: May 21, 2024

#4050 Regulation
Electronic Monitoring

NOTICE REGARDING ELECTRONIC MONITORING

[To be posted in a conspicuous place readily available for viewing by employees]

In accordance with the provisions of Connecticut General Statutes Section 31-48d, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

“Electronic monitoring,” as defined by Connecticut General Statutes Section 31-48d, means the collection of information on the Board's premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board's premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the Board in its workplaces:

- Monitoring of e-mail and other components of the Board's computer systems, including monitoring of electronic devices such as PDAs, Smartphones, mobile or handheld devices that access the computer systems, for compliance with the Board's policies and regulations concerning use of such systems.
- Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of employee usage of the school district's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the Board may use electronic monitoring without any prior notice when the Board has reasonable grounds to believe employees are engaged in conduct that: (i) violates the law, (ii) violates the legal rights of the Board or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Superintendent.

47 Legal References:

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49 Conn. Gen. Stat. § 31-48b

50 Conn. Gen. Stat. § 31-48d

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#5090.3.3.1**Electronic Surveillance**

The Board of Education recognizes the district's responsibility to maintain order, discipline, safety and security on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline, control building access, and that a certain amount of restraint upon the activities of students and building visitors is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order, discipline, safety and security finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students and staff that electronic surveillance may/will occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook;
2. The District authorizes the use of electronic surveillance on school grounds and school transportation. Only authorized persons, as determined by the Superintendent of Schools or his / her designee, are allowed to view the recordings. Included among those authorized are: Superintendent, Branch Manager or District Manager of the bus company, principal, teacher, driver, coach, parent of student involved, if the student is the subject of disciplinary action, and the Police Department, if reasonably warranted by the circumstances. Recordings of a student's actions may be used to support disciplinary action;
3. The use of recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;

#5090.3.3.1 (cont.)

4. Electronic surveillance shall only be used to promote the order, safety and security of students, staff and property.

Regulations shall be adopted concerning notification of the use of electronic surveillance in its transportation vehicles and on school grounds, the maintenance of recordings and limiting viewing of recordings.

Legal Reference: Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)
Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988)
Connecticut General Statutes
[10-221](#) Boards of Education to prescribe rules

Date of Adoption: October 17, 1995
Date of Revision: April 6, 1999
Date of Revision: April 4, 2014 (Previously Use of Video Cameras on School Buses)