

# **Madison Public Schools Policy Committee Meeting**

Tuesday, January 24, 2023 6:30 PM

Town Campus Hammonasset Room, 10 Campus Drive, Madison, CT 06443

## **I. Policies Proposed for Rescission**

I.A. #4241 Absence of School Staff

I.B. #4300 Recognition of Service Awards

I.C. #5060.1.1 Travel and Exchange  
Programs/Admission of Exchange and Foreign  
Students

I.D. #5060.1.2 Nonresidents

I.E. #5060.3.1 Re-Entry to School

I.F. #5080.4 Exclusions and Exemptions from School  
Attendance

I.G. #5090 Student Rights and Responsibilities

## **II. Policies for Review**

II.A. #5120.3.3 Administration of Student  
Medication in the Schools

II.B. #5120.3.4 Management Plan and Guidelines  
for Students with Food Allergies, Glycogen  
Storage Disease, and/or Diabetes

II.C. #5144.4 Physical Activity, Undirected  
Play and Student Discipline

II.D. #5200 Section 504 of the Rehabilitation  
Act of 1973 and Title II of the Americans with  
Disabilities Act

II.E. #6080.1.1 Educating Students in the  
Gifted and Talented Program

II.F. #9220.4 Board Member Removal from Office

II.G. #9540.2 Agenda

II.H. #9540.3 Quorum

II.I. #9540.8 Voting Method

II.J. #9540.10 Meeting Conduct

II.K. #9540.9 Minutes

## **III. Public Comment**

**IV. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at**

least five (5) business days prior to the meeting.

#4241

**Absence of School Staff**

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The Madison Board of Education expects employees to be present and on time for the workday. The interaction between teachers and students is the most influential factor affecting student academic success. It is critical that teachers be available to provide continuous high-quality education. Excessive employee absenteeism results in a system that is ineffective, inefficient and not conducive to the teaching / learning process.

The purpose of this policy is to establish a uniform and consistent procedure for the review and control of excessive employee absenteeism. The intent of this policy is to promote good attendance and provide supervisors with guidelines defining acceptable and unacceptable attendance.

The Superintendent is charged with the management of all employees of the school district. In that regard, the Superintendent or designee shall review, on a quarterly basis, the pattern of staff absences. Absences that are considered excessive will be reported to the employee's supervisor who will conference with the employee and develop a plan of improvement if warranted.

Date of Adoption: June 4, 1973

Date of Revision: January 28, 2014

(c.f. Policy #2131 Superintendent of Schools)

**#4300**

**Recognition of Service Awards**

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It shall be the policy of the Board of Education to recognize the service of personnel in the Madison Public Schools and others contributing to a quality education for its students.

The Board of Education shall annually make awards recognizing such efforts at a regularly scheduled Board Meeting, the Opening of School Staff Orientation Meeting, or a special ceremonial event.

Recognition shall be for the following:

**Student Board Representative;** in June at the completion of tenure.

**Board Chair;** month following completion of service in this position.

**Retiring Board Member;** month following completion of tenure.

**Staff with Twenty-Years of Service in Madison;** at School Orientation Meeting following service achievement.

**Retiring Staff;** at a Board meeting following completion of service or at an appropriate ceremony of recognition.

**Special Service Award;** at completion of special service (i.e.: speaker).

Date of Adoption: 5/4/88

**#5060.1.1****Travel and Exchange Programs/  
Admission of Exchange and Foreign Students**

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**Foreign Exchange Students Attending Madison Public Schools**

The Madison Board of Education recognizes the value of foreign exchange programs for students. These unique opportunities to experience the culture of another country can be effective and memorable learning experiences for students.

To ensure that students entering the Madison Public Schools from another country as foreign exchange students have a positive experience, the following guidelines have been developed.

1. The Superintendent will determine, on an individual basis, if a foreign exchange student may or may not attend public school in Madison. Factors that may be considered include, but are not limited to, space, appropriateness of placement, etc.
2. Advance notice must be provided to the Madison Public Schools prior to the finalization of arrangements to accept an exchange student. Exchange organizations sponsoring students must be approved by the administration and may include but are not limited to the Council on Standards for International Educational Travel, Center for Cultural Interchange, American Institute for Foreign Study (AIFS) Foundation, and American Field Service.
3. Exchange students must meet all district and State entrance requirements, including, but not limited to, age, place of residence, and immunizations.
4. Agencies, groups and/or families sponsoring foreign exchange students in Madison shall submit to the Office of the Superintendent all required District

**#5060.1.1 (cont.)**

- registration materials, including health and educational records. These records will be a factor in the decision regarding attendance.
5. All living arrangements for foreign exchange students are the responsibility of the sponsoring agency and families. This includes changes in living arrangements after the student has arrived and throughout his/her stay. Neither the Madison Board of Education nor any of its employees will assume responsibility in this area. If the student ceases to live within the boundaries of Madison, it is within the discretion of the Madison Public Schools to disenroll the student.
  6. Foreign exchange students are subject to the same academic and behavioral standards as all other students while enrolled in Madison schools.
  7. The district will provide the most appropriate program available for each foreign exchange student, but should not be expected to offer English As A Second Language services or to make special accommodations that would cause the school to exceed class sizes or teacher loads.
  8. It is understood that foreign exchange students shall not be eligible for a Daniel Hand High School diploma, but may be given a certificate of attendance for the period of time in Madison and may participate in graduation ceremonies if appropriate.
  9. A certificate of attendance will include the student's name and dates of attendance, and will be signed by the Superintendent of Schools and the building principal. A record of the academic course of study will be completed and issued with the certificate. The record will include courses taken, grades, units of credit, length of class periods, number of periods per week, and the student's performance as evaluated by each teacher. This dated record will also include an explanation of the grading system and carry the official seal of the Madison Public Schools.

**#5060.1.1 (cont.)****Madison Students Participating in Foreign Exchange Programs**

Just as the Board of Education recognizes the value of hosting exchange students in Madison, it also recognizes that students from Madison may benefit from opportunities to experience education in another country.

Any Madison student considering attending a program as an exchange student should consult as soon as possible with school administration and guidance. Arrangements and evaluation of programs can take many months. At least six months prior to leaving, any student seeking to attend school in a foreign country as an exchange student, shall request permission from the school Principal to have course work to be completed in the foreign country approved for transfer of credit. The student must work closely with his/her guidance counselor to determine which courses from the exchange school are eligible for credit in the Madison Public Schools, and how the student will fulfill requirements for graduation from the Madison Public Schools. The Principal of the school in Madison will make the final decision concerning credit transfers and the weight (if any) of such courses in determining the student's grade point average and class rank. Nothing in this policy, however, is intended to diminish or waive any requirements for high school graduation for students who have studied abroad.

Students who do not bring an official transcript with them at the time they register for their courses upon their return to Madison will resume their education at the same grade level and with the same remaining graduation requirements to be fulfilled as existed before their departure.

Date of Adoption: February 27, 1996

Date of Revision: October 7, 2008

**Nonresident Student Definition**

A nonresident student is a student who . . .

1. resides outside of the school district; or
2. resides within the school district on a temporary basis; or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. resides within the school district for the sole purpose of obtaining school accommodations; or is
5. a student placed by the Commissioner of Children and Family Services or by other agencies in a private residential facility. However, under this circumstance, students may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. Students not requiring special education who live in town as a result of placement by a public agency (other than another Board and except as provided otherwise in this paragraph) are resident students. Those students requiring special education services may attend Madison schools (with special education cost reimbursements in accordance with statutes) unless the required special education services make attendance in Madison schools inappropriate.

**Nonresident Attendance Without Tuition**

Upon written parental request, nonresident students may be allowed by the Superintendent to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district on or prior to February 1st of the school year and the parents request that a student complete the marking period;

**5060.1.2 (Continued)**

2. A family moves from the district after February 1st of the school year;
3. A family residing outside of the district has firm plans to move into the school district before February 1st as evidenced by a contract to buy, build, rent, or lease a residential dwelling;
4. A twelfth-grade student wishes to complete his/her education in the district;
5. Children reside temporarily within the district because of family circumstances or students attend even though they are residing temporarily outside of the district because of family circumstances. Approval must be granted by the Superintendent and shall not exceed three (3) calendar months.
6. Necessary student care in the district by grandparents or other relatives. Approval must be granted by the Superintendent and shall not exceed three (3) calendar months.
7. Mental or physical health of the student, as certified by a physician, school psychologist, or other appropriate school personnel, warrants attendance. Approval must be granted by the Superintendent and shall not exceed three (3) calendar months.

**Exchange Students**

No tuition is required for foreign students living within the district under the American Field Service Program or under other programs or circumstances approved by the Board. Exchange students will be accorded all the rights and privileges of a resident student during the period of enrollment.

**Evidence of Residency**

The Superintendent or his/her designee may require documentation of family and/or student residency, including affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or non-relative, emancipated minor, or student

**5060.1.2 (Continued)**

eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such students may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is *bona fide* student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

**Removal of Nonresident Student From District Schools**

If after a careful review of affidavits and other available evidence, the Superintendent or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board (if known) where the student should attend school. If after review, district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

If a student is removed from a district school for residency reasons, the Superintendent or his/her designee shall: (1) inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board and that the students may continue in local schools pending a hearing before the Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older (2) that upon request, a transcript of the hearing will be provided (3) that a local Board of education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older (4) that if the appeal to the State Board of Education is lost, a *per diem* tuition (equal to the district expenditure per student divided by 180) will be assessed for each day a student attended local schools when not eligible to attend.

**5060.1.2 (Continued)**

**Board of Education Hearing**

Upon written request, the Board shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

(cf 5060 Madison Public Schools – Registration for School)

Legal Reference: Connecticut General Statutes  
4-176e through 4-185 Uniform Administrative Procedure Act.  
10-186 Duties of local and regional boards of education re school attendance.  
Hearings. Appeals to state board. Establishment of hearing board.  
10-253 School privileges for students in certain placements...and temporary shelters.

Date of Adoption: February 27, 1996  
Date of Revision: February 5, 2002

**#5060.3.1  
Re-Entry To School**

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If, in the course of the school year, a student chooses to withdraw from school, the following re-entry procedure is in effect:

- A student may be re-admitted to the school; however, the days missed will be assessed under the absence policy.
- Students may apply to the school administration for credit for college courses or adult education courses taken during his/her absence from the regular high school program.
- When a student chooses to be re-admitted he/she does so as a decision-making young adult. The administration will not tolerate any abrogation of the rules and regulations of the school.

Date of Adoption: February 27, 1996

**#5080.4****Exclusions and Exemptions From School Attendance**

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Every student who resides in the district who is at least seven years of age, or who is less than seven years of age and has previously been enrolled in first grade, but not more than sixteen years of age, and who is not legally exempt from this requirement will attend the public schools in the district or in some other district to which the student may legally be transferred, for at least 180 days of the regular school term.

The following students are subject to exemptions from usual attendance requirements within the district:

- one who attends a private or parochial school;
- one who is handicapped as defined by law and who cannot be appropriately served by the district in accordance with the requirements of the law;
- one who has a temporary and remedial physical or mental handicap which renders attendance unfeasible, and who has a certificate from a qualified physician which specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence;
- one who has been suspended in accordance with the requirements of law;
- one who has been expelled in accordance with the requirements of law and who has been assigned to an alternative educational program, as appropriate; and
- one who attends a non-public home-based educational program.

The parent establishing such a program will certify, in writing, upon forms furnished by the district for that purpose, a statement containing the name, age, place of residence, and number of hours of attendance of each student enrolled in said program. These forms will be submitted to the Department of Special Educational and Regional Programs.

Periodic assessments of student progress are required and the results must be submitted to the district or to a private or parochial school in the state.

Date of Adoption: 6/6/95

**#5090****Student Rights and Responsibilities**

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Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing that education. Students have the responsibility to respect the rights of other students and all persons involved in the education process.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

(cf. Policy #5020 Equal Educational Opportunity)

(cf. Policy #5020.1 Nondiscrimination)

(cf Policy #5090.1 Student Due Process Rights)

Date of Adoption: 6/6/95

#5120.3.3

**Administration of Student Medications  
In the Schools  
(formerly Administering Medication)**

A. 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, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or After School Program means any child care program operated and administered by a local or regional board of education exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

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 reactions.

Coach means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before-and-after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

(1) the failure to do any of the following as ordered:

(a) administer a medication to a student;

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50 (b) administer medication within the time designated by the prescribing physician;  
51 (c) administer the specific medication prescribed for a student;  
52 (d) administer the correct dosage of medication;  
53 (e) administer medication by the proper route;  
54 (f) administer the medication according to generally accepted standards of practice; or  
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56 (2) the administration of medication to a student which is not ordered, or which is not  
57 authorized in writing by the parent or guardian of such student, except for the  
58 administration of epinephrine or naloxone for the purpose of emergency first aid as set  
59 forth in Sections D and E below.

60  
61 Guardian means one who has the authority and obligations of guardianship of the person of a  
62 minor, and includes: (1) the obligation of care and control; and (2) the authority to make  
63 major decisions affecting the minor's welfare, including, but not limited to, consent  
64 determinations regarding marriage, enlistment in the armed forces and major medical,  
65 psychiatric or surgical treatment.

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

71  
72 Interscholastic athletic events means events between or among schools for the purpose of  
73 providing an opportunity for students to participate in competitive contests that are highly  
74 organized and extend beyond the scope of intramural programs and includes tryouts,  
75 competition, practice, drills and transportation to and from such events.

76  
77 Investigational drug means any medication with an approved investigational new drug (IND)  
78 application on file with the Food and Drug Administration (FDA), which is being  
79 scientifically tested and clinically evaluated to determine its efficacy, safety and side effects  
80 and which has not yet received FDA approval.

81  
82 Licensed athletic trainer means a licensed athletic trainer employed by the school district  
83 pursuant to Chapter 375a of the Connecticut General Statutes.

84  
85 Medication means any medicinal preparation, both prescription and non-prescription,  
86 including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition  
87 includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

88  
89 Medication Emergency means a life-threatening reaction of a student to a medication.

90  
91 Medication plan means a documented plan established by the school nurse in conjunction  
92 with the parent and student regarding the administration of medication in school. Such plan  
93 may be a stand-alone plan, part of an individualized health care plan, an emergency care plan  
94 or a medication administration form.

#5120.3.3(c)

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

103  
104 Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse  
105 licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

106  
107 Occupational Therapist means an occupational therapist employed full time by the local or  
108 regional board of education and licensed in Connecticut pursuant to Chapter 376a of the  
109 Connecticut General Statutes.

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111 Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of  
112 the Connecticut General Statutes.

113  
114 Paraprofessional means a health care aide or assistant or an instructional aide or assistant  
115 employed by the local or regional board of education who meets the requirements of such  
116 board of employment as a health care aide or assistant or instructional aide or assistant.

117  
118 Physical therapist means a physical therapist employed full time by the local or regional  
119 board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut  
120 General Statutes.

121  
122 Physician means a doctor of medicine or osteopathy licensed to practice medicine in  
123 Connecticut pursuant to Chapter 370 of the Connecticut General Statutes, or licensed to  
124 practice medicine in another state.

125  
126 Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to  
127 Chapter 375 of the Connecticut General Statutes.

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129 Principal means the administrator in the school.

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

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

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139 School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

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#5120.3.3(d)

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 Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

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 the Board who has met the minimum standards as established by the 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.

B. General Policies on Administration of Medications

(1) Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:

- (a) the written medication order of an authorized prescriber;
- (b) the written authorization of the student's parent or guardian or eligible student; and
- (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.

(2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.

(3) Except as provided in Section D, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:

- (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.

#5120.3.3(e)

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- (b) students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:
  - (i) an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
  - (ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
  - (iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
  - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;
  - (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
  - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and
  - (vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
  - (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing

#5120.3.3(f)

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the student’s self-administration of medication, and such written order is provided to the school nurse;

(ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student’s self-administration of medication, and such written authorization is provided to the school nurse;

(iii) the conditions set forth in subsection (b) above have been met, except that the school nurse’s review of a student’s competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student’s parent or guardian or eligible student; and

(iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

(d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

(i) an authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student’s possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;

(ii) there is a written authorization from the student’s parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student’s possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;

(iii) the conditions set forth in subsection (b) above have been met, except that the school nurse’s review of a student’s competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a

#5120.3.3(g)

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287 cartridge injector for medically-diagnosed allergies. Students may self-  
288 administer medication with only the written authorization of an authorized  
289 prescriber and written authorization from the student's parent or guardian or  
290 eligible student; and

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292 (iv) the conditions for self-administration meet any regulations as may be  
293 imposed by the State Board of Education in consultation with the  
294 Commissioner of Public Health.

295  
296 (e) a student with a medically diagnosed life-threatening allergic condition may  
297 possess, self-administer, or possess and self-administer medication, including but  
298 not limited to medication administered with a cartridge injector, to protect the  
299 student against serious harm or death, provided the following conditions are met:

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301 (i) the parent or guardian of the student has provided written authorization for  
302 the student to possess, self-administer, or possess and self-administer such  
303 medication; and

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305 (ii) a qualified medical professional has provided a written order for the  
306 possession, self-administration, or possession and self-administration.

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308 (f) a coach of intramural or interscholastic athletic events or licensed athletic trainer  
309 who has been trained in the administration of medication, during intramural or  
310 interscholastic athletic events, may administer inhalant medications prescribed to  
311 treat respiratory conditions and/or medication administered with a cartridge  
312 injector for students with medically diagnosed allergic conditions which may  
313 require prompt treatment to protect the student against serious harm or death,  
314 provided all of the following conditions are met:

315  
316 (i) the school nurse has determined that a self-administration plan is not viable;

317  
318 (ii) the school nurse has provided to the coach a copy of the authorized  
319 prescriber's order and parental permission form;

320  
321 (iii) the parent/guardian has provided the coach or licensed athletic trainer with  
322 the medication in accordance with Section K of this policy, and such  
323 medication is separate from the medication stored in the school health office  
324 for use during the school day; and

325  
326 (iv) the coach or licensed athletic trainer agrees to the administration of  
327 emergency medication and implements the emergency care plan, identified  
328 in Section H of this policy, when appropriate.

329  
330 (g) an identified school paraprofessional who has been trained in the administration  
331 of medication, provided medication is administered only to a specific student in  
332

**#5120.3.3(h)**

333  
334  
335 order to protect that student from harm or death due to a medically diagnosed  
336 allergic condition, except as provided in Section D below, and the following  
337 additional conditions are met:

- 338  
339 (i) there is written authorization from the student's parents/guardian to  
340 administer the medication in school;  
341  
342 (ii) medication is administered pursuant to the written order of (A) a physician  
343 licensed under chapter 370 of the Connecticut General Statutes, (B) an  
344 optometrist licensed to practice optometry under chapter 380 of the  
345 Connecticut General Statutes, (C) an advanced practice registered nurse  
346 licensed to prescribe in accordance with section 20-94a of the Connecticut  
347 General Statutes, or (D) a physician assistant licensed to prescribe in  
348 accordance with section 20-12d of the Connecticut General Statutes;  
349  
350 (iii) medication is administered only with approval by the school nurse and  
351 school medical advisor, if any, in conjunction with the school nurse  
352 supervisor and under the supervision of the school nurse;  
353  
354 (iv) the medication to be administered is limited to medications necessary for  
355 prompt treatment of an allergic reaction, including, but not limited to, a  
356 cartridge injector; and  
357  
358 (v) the paraprofessional shall have received proper training and supervision  
359 from the school nurse in accordance with this policy and state regulations.

360  
361 (h) a principal, teacher, licensed athletic trainer, licensed physical or occupational  
362 therapist employed by the Board, coach or school paraprofessional, provided  
363 medication is antiepileptic medication, including by rectal syringe, administered  
364 only to a specific student with a medically diagnosed epileptic condition that  
365 requires prompt treatment in accordance with the student's individual seizure  
366 action plan, and the following additional conditions are met:

- 367  
368 (i) there is written authorization from the student's parents/guardians to  
369 administer the medication;  
370  
371 (ii) a written order for such administration has been received from the student's  
372 physician licensed under Chapter 370 of the Connecticut General Statutes;  
373  
374 (iii) the principal, teacher, licensed athletic trainer, licensed physical or  
375 occupational therapist employed by the Board, coach or school  
376 paraprofessional is selected by the school nurse and school medical advisor,  
377 if any, and voluntarily agrees to administer the medication;  
378

**#5120.3.3(i)**

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- (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
  - (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (i) a director of a school readiness program or a before or after school program, or the director’s designee, provided that the medication is administered:
- (i) only to a child enrolled in such program; and
  - (ii) in accordance with Section L of this policy.
- (j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
- (i) training in administration of medications as part of their basic nursing program;
  - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
  - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.
- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a 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.

C. Diabetic Students

- (1) The Madison Board of Education (the “Board”) permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing, or the use of continuous blood glucose monitors (CGM) by children diagnosed with Type 1 diabetes, who have a written order from a physician or an advanced practice registered nurse.
- (2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such child is capable of conducting self-testing on school grounds.
- (3) The Board will not require a student using a continuous glucose monitor approved by the Food and Drug Administration for use without finger stick verification to undergo finger stick verification of blood glucose readings from a continuous glucose monitor on a routine basis. Finger stick testing of a child using a continuous glucose monitor so approved by the Food and Drug Administration shall only be conducted: (1) as ordered by the student’s physician or advanced practice provider; (2) if it appears that the continuous glucose monitor is malfunctioning; or (3) in an urgent medical situation.
- (4) The Board shall purchase or use existing equipment owned by the Board to monitor blood glucose alerts transmitted from continuous glucose monitors of students with Type 1 diabetes to dedicated receivers, smartphone/tablet applications, or other appropriate technology on such equipment.
- ~~(3)~~(5) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
  - (a) The student’s parent or guardian has provided written authorization;
  - (b) A written order for such administration has been received from the student’s physician licensed under Chapter 370 of the Connecticut General Statutes;
  - (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;
  - (d) The school nurse shall provide general supervision to the selected school employee;

- 469 (e) The selected school employee annually completes any training required by the  
470 school nurse and school medical advisor in the administration of medication with  
471 injectable equipment used to administer glucagon;  
472
- 473 (f) The school nurse and school medical advisor have attested in writing that the  
474 selected school employee completed the required training; and  
475
- 476 (g) The selected school employee voluntarily agrees to serve as one who may  
477 administer medication with injectable equipment used to administer glucagon to a  
478 student with diabetes that may require prompt treatment in order to protect the  
479 student against serious harm or death.  
480

481 **D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization**  
482

- 483 (1) For purposes of this Section D, “regular school hours” means the posted hours during  
484 which students are required to be in attendance at the individual school on any given  
485 day.  
486
- 487 (2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of  
488 emergency first aid to students who experience allergic reactions and do not have prior  
489 written authorization of a parent or guardian or a prior written order of a qualified  
490 medical professional for the administration of epinephrine.  
491
- 492 (a) The school nurse, in consultation with the school nurse supervisor, shall  
493 determine the supply of epinephrine in cartridge injectors that shall be available in  
494 the individual school.  
495
- 496 (b) In determining the appropriate supply of epinephrine in cartridge injectors, the  
497 nurse may consider, among other things, the number of students regularly in the  
498 school building during the regular school day and the size of the physical building.  
499
- 500 (3) The school nurse or school principal shall select principal(s), teacher(s), licensed  
501 athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board,  
502 coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine  
503 in cartridge injectors for the purpose of emergency first aid as described in Paragraph  
504 (2) above, in the absence of the school nurse.  
505
- 506 (a) More than one individual must be selected by the school nurse or school principal  
507 for such maintenance and administration in the absence of the school nurse.  
508
- 509 (b) The selected personnel, before conducting such administration, must annually  
510 complete the training made available by the Department of Education for the  
511 administration of epinephrine in cartridge injectors for the purpose of emergency  
512 first aid.  
513

- 514 (c) The selected personnel must voluntarily agree to complete the training and  
515 administer epinephrine in cartridge injectors for the purpose of emergency first  
516 aid.  
517
- 518 (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected  
519 and trained personnel as described in Paragraph (3) above shall be on the grounds of  
520 each school during regular school hours.  
521
- 522 (a) The school principal, in consultation with the school nurse supervisor, shall  
523 determine the level of nursing services and number of selected and trained  
524 personnel necessary to ensure that a nurse or selected and trained personnel is  
525 present on the grounds of each school during regular school hours.  
526
- 527 (b) If the school nurse, or a substitute school nurse, is absent or must leave school  
528 grounds during regular school hours, the school nurse, school administrator or  
529 designee shall send an email to all staff indicating that the selected and trained  
530 personnel identified in Paragraph (3) above shall be responsible for the emergency  
531 administration of epinephrine.  
532
- 533 (5) The administration of epinephrine pursuant to this section must be done in accordance  
534 with this policy, including but not limited to the requirements for documentation and  
535 record keeping, errors in medication, emergency medical procedures, and the handling,  
536 storage and disposal of medication, and the Regulations adopted by the Department of  
537 Education.  
538
- 539 (6) The parent or guardian of any student may submit, in writing, to the school nurse or  
540 school medical advisor, if any, that epinephrine shall not be administered to such  
541 student pursuant to this section.  
542
- 543 (a) The school nurse shall notify selected and trained personnel of the students whose  
544 parents or guardians have refused emergency administration of epinephrine.  
545
- 546 (b) The Board shall annually notify parents or guardians of the need to provide such  
547 written notice.  
548
- 549 (7) Following the emergency administration of epinephrine by selected and trained  
550 personnel as identified in this section:  
551
- 552 (a) Such emergency administration shall be reported immediately to:  
553
- 554 (i) The school nurse or school medical advisor, if any, by the personnel who  
555 administered the epinephrine; and  
556
- 557 (ii) The student's parent or guardian, by the school nurse or personnel who  
558 administered the epinephrine.  
559
- 560 (b) A medication administration record shall be:

- (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
- (ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

~~E. Naloxone for Purposes of Emergency First Aid~~

~~(1) Pursuant to a standing order of the Board's medical advisor and authorization from the Superintendent of Schools, and in accordance with Connecticut law and this policy, a school nurse may maintain naloxone, for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose.~~

~~(a) The school nurse, in consultation with the Board's medical advisor, shall determine the supply of naloxone that shall be maintained in the individual school.~~

**#5120.3.3(m)**

~~(b) The school nurse shall be responsible for the safe storage of naloxone maintained in a school and shall ensure any supply of naloxone maintained is stored in accordance with the manufacturer's instructions.~~

~~(c) The school nurse shall be responsible for maintaining an inventory of naloxone maintained in the school, tracking the date(s) of expiration of the supply of naloxone maintained in a school, and, as appropriate, refreshing the supply of naloxone maintained in the school.~~

~~(2) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board's policies and procedures regarding the emergency administration of naloxone in the event of a known or suspected opioid overdose.~~

~~(3) A school nurse shall be approved to administer naloxone for the purpose of emergency first aid, as described in Paragraph (1) above, in the event of a known or suspected opioid overdose, provided that such nurse has completed appropriate training, as identified by the Board's medical advisor, which shall include training in the identification of opioid abuse and overdose.~~

~~(4) The administration of naloxone pursuant to this section must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.~~

~~(5) Following the emergency administration of naloxone by a school nurse:~~

~~(a) Such emergency administration shall be reported immediately to:~~

608  
609           ~~(i) The Board medical advisor; and~~

610  
611           ~~(ii) The Superintendent; and~~

612  
613           ~~(iii) The student's parent or guardian.~~

614  
615       ~~(b) A medication administration record shall be:~~

616  
617           ~~(i) Maintained by the school nurse who administered the naloxone as soon as~~  
618           ~~possible, but no later than the next school day; and~~

619  
620           ~~(ii) filed in or summarized on the student's cumulative health record, in accordance~~  
621           ~~with Section F of this policy.~~

622  
623  
624 E. Opioid Antagonists for Purposes of Emergency First Aid Without Prior Authorization

625  
626       (1) For purposes of this Section E, "regular school hours" means the posted hours  
627       during which students are required to be in attendance at the individual school on  
628       any given day. "Regular school hours" does not include after-school events such  
629       as athletics or extracurricular activities that take place outside the posted hours.

630  
631       (2) For purposes of this section, an "opioid antagonist" means naloxone  
632       hydrochloride (e.g., Narcan) or any other similarly acting and equally safe drug  
633       that the FDA has approved for the treatment of a drug overdose.

634  
635       (3) In accordance with Connecticut law and this policy, a school nurse may maintain  
636       opioid antagonists for the purpose of administering emergency first aid to students  
637       who experience a known or suspected opioid overdose and do not have a prior  
638       written authorization of a parent or guardian or a prior written order of a qualified  
639       medical professional for the administration of such opioid antagonist.

640  
641           (a) The school nurse, in consultation with the Board's medical advisor, shall  
642           determine the supply of opioid antagonists that shall be maintained in the  
643           individual school.

644  
645           (b) In determining the appropriate supply of opioid antagonists, the nurse may  
646           consider, among other things, the number of students regularly in the  
647           school building during the regular school day and the size of the physical  
648           building.

649  
650           (c) The school nurse shall be responsible for the safe storage of opioid  
651           antagonists maintained in a school and shall ensure any supply of opioid  
652           antagonists maintained is stored in a secure manner, in accordance with  
653           the manufacturer's instructions, and in a location where it can be obtained  
654           in a timely manner if administration is necessary.

655  
656           (d)     The school nurse shall be responsible for maintaining an inventory of  
657                   opioid antagonists maintained in the school, tracking the date(s) of  
658                   expiration of the supply of opioid antagonists maintained in a school, and,  
659                   as appropriate, refreshing the supply of opioid antagonists maintained in  
660                   the school.

661  
662           (4)     The school nurse, in consultation with the Superintendent and the building  
663                   principal, shall provide notice to parents and guardians of the Board’s policies and  
664                   procedures regarding the emergency administration of opioid antagonists in the  
665                   event of a known or suspected opioid overdose.

666  
667           (5)     A school nurse shall be approved to administer opioid antagonists for the purpose  
668                   of emergency first aid, as described in Paragraph (3) above, in the event of a  
669                   known or suspected opioid overdose, in accordance with this policy and provided  
670                   that such nurse has completed a training program in the distribution and  
671                   administration of an opioid antagonist (1) developed by the State Department of  
672                   Education, Department of Consumer Protection, and Department of Public  
673                   Health, or (2) under a local agreement, entered into by the Board on July 1, 2022  
674                   or thereafter, with a prescriber or pharmacist for the administration of opioid  
675                   antagonists for the purpose of emergency first aid, which training shall also  
676                   address the Board’s opioid antagonist storage, handling, labeling, recalls, and  
677                   record keeping.

678  
679           (6)     The school nurse or school principal shall select principal(s), teacher(s), licensed  
680                   athletic trainer(s), coach(es), school paraprofessional(s), and/or licensed physical  
681                   or occupational therapist(s) employed by the Board to maintain and administer the  
682                   opioid antagonists for the purpose of emergency first aid as described in  
683                   Paragraph (3) above, in the absence of the school nurse.

684  
685           (a)     More than one individual must be selected by the school nurse or school  
686                   principal for such maintenance and administration in the absence of the  
687                   school nurse.

688  
689           (b)     The selected personnel, before administering an opioid antagonist pursuant  
690                   to this section, must complete a training program in the distribution and  
691                   administration of an opioid antagonist (1) developed by the State  
692                   Department of Education, Department of Consumer Protection, and  
693                   Department of Public Health, or (2) under a local agreement, entered into  
694                   by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist  
695                   for the administration of opioid antagonists for the purpose of emergency  
696                   first aid, which training shall also address the Board’s opioid antagonist  
697                   storage, handling, labeling, recalls, and record keeping.

698           (c)     All school personnel shall be notified of the identity of qualified school  
699                   employees authorized to administer an opioid antagonist in the absence of  
700                   the school nurse.

702 (7) Either the school nurse or, in the absence of the school nurse, at least one of the  
703 selected and trained personnel as described in Paragraph (6) above, shall be on the  
704 grounds of each school during regular school hours.

705  
706 (a) The school principal, in consultation with the school nurse supervisor,  
707 shall determine the level of nursing services and number of selected and  
708 trained personnel necessary to ensure that a nurse or selected and trained  
709 personnel is present on the grounds of each school during regular school  
710 hours.

711  
712 (b) If the school nurse, or a substitute school nurse, is absent or must leave  
713 school grounds during regular school hours, the school nurse, school  
714 administrator or designee shall use an effective and reasonable means of  
715 communication to notify one or more qualified school employees and  
716 other staff in the school that the selected and trained personnel identified  
717 in Paragraph (6) above shall be responsible for the emergency  
718 administration of opioid antagonists.

719  
720 (c) If a Board employee becomes aware of a student experiencing a known or  
721 suspected opioid overdose on school grounds but outside of regular school  
722 hours and opioid antagonists and/or the school nurse or other qualified  
723 school employee is not available to administer opioid antagonists for the  
724 purpose of emergency first aid, the Board employee will call 9-1-1.

725  
726 (8) The administration of opioid antagonists pursuant to this policy must be effected in  
727 accordance with this policy and procedures regarding the acquisition, maintenance,  
728 and administration established by the Superintendent in consultation with the Board's  
729 medical advisor.

730  
731 (9) The parent or guardian of any student may submit, in writing, to the school nurse or  
732 school medical advisor, if any, that opioid antagonists shall not be administered to  
733 such student pursuant to this section.

734  
735 (a) The school nurse shall notify selected and trained personnel of the students whose  
736 parents or guardians have refused emergency administration of opioid antagonists.

737  
738 (b) The Board shall annually notify parents or guardians of the need to provide such  
739 written notice of refusal.

740  
741 (10) Following the emergency administration of an opioid antagonist by a school nurse  
742 or selected and trained personnel as identified in this section:

743 (a) Immediately following the emergency administration of an opioid  
744 antagonist by a school nurse or selected and trained personnel as identified  
745 in this section, the person administering the opioid antagonist must call  
746 911.

747  
748 (ab) Such emergency administration shall be reported immediately to:

- 749
- 750                    (i) The school nurse or school medical advisor, if any, by the
- 751                    personnel who administered the opioid antagonist;
- 752
- 753                    (ii) The Superintendent of Schools; and
- 754
- 755                    (iii) The student’s parent or guardian.
- 756                    (bc) A medication administration record shall be:
- 757
- 758                    (i) Created by the school nurse or submitted to the school nurse by the
- 759                    personnel who administered the opioid antagonist, as soon as
- 760                    possible, but no later than the next school day; and
- 761
- 762                    (ii) filed in or summarized on the student’s cumulative health record,
- 763                    in accordance with Section F of this policy.
- 764
- 765                    (11) In the event that any provisions of this Section E conflict with regulations adopted
- 766                    by the Connecticut State Department of Education concerning the use, storage and
- 767                    administration of opioid antagonists in schools, the Department’s regulations shall
- 768                    control.]
- 769

770

771 F. Documentation and Record Keeping

772

- 773                    (1) Each school or before-and-after school program and school readiness program where
- 774                    medications are administered shall maintain an individual medication administration
- 775                    record for each student who receives medication during school or program hours. This
- 776                    record shall include the following information:
- 777
- 778                    (a) the name of the student;
- 779                    (b) the student’s state-assigned student identifier (SASID);
- 780                    (c) the name of the medication;
- 781                    (d) the dosage of the medication;
- 782                    (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
- 783                    (f) the frequency of administration;
- 784                    (g) the name of the authorized prescriber;
- 785                    (h) the dates for initiating and terminating the administration of medication, including
- 786                    extended-year programs;
- 787                    (i) the quantity received at school and verification by the adult delivering the
- 788                    medication of the quantity received;
- 789                    (j) the date the medication is to be reordered (if any);
- 790                    (k) any student allergies to food and/or medication(s);
- 791                    (l) the date and time of each administration or omission, including the reason for any
- 792                    omission;
- 793                    (m) the dose or amount of each medication administered;
- 794                    (n) the full written or electronic legal signature of the nurse or other authorized school
- 795                    personnel administering the medication; and

- 796 (o) for controlled medications, a medication count which should be conducted and  
797 documented at least once a week and co-signed by the assigned nurse and a  
798 witness.  
799
- 800 (2) All records are either to be made in ink and shall not be altered, or recorded  
801 electronically in a record that cannot be altered.  
802
- 803 (3) Written orders of authorized prescribers, written authorizations of parent or guardian,  
804 the written parental permission for the exchange of information by the prescriber and  
805 school nurse to ensure safe administration of such medication, and the completed  
806 medication administration record for each student shall be filed in the student's  
807 cumulative health record or, for before-and-after school programs and school readiness  
808 programs, in the child's program record.  
809
- 810 (4) Authorized prescribers may make verbal orders, including telephone orders, for a  
811 change in medication order. Such verbal orders may be received only by a school nurse  
812 and must be followed by a written order, which may be faxed, and must be received  
813 within three (3) school days.  
814
- 815 (5) Medication administration records will be made available to the Department of  
816 Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b)  
817 of the Connecticut General Statutes.  
818
- 819 (a) The completed medication administration record for non-controlled medications  
820 may, at the discretion of the school district, be destroyed in accordance with Section  
821 M8 of the Connecticut Record Retention Schedules for Municipalities, so long as it  
822 is superseded by a summary on the student health record.  
823
- 824 (b) The completed medication administration record for controlled medications shall be  
825 maintained in the same manner as the non-controlled medications. In addition, a  
826 separate medication administration record needs to be maintained in the school for  
827 three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.  
828
- 829 (6) Documentation of any administration of medication by a coach or licensed athletic  
830 trainer shall be completed on forms provided by the school and the following  
831 procedures shall be followed:  
832
- 833 (a) a medication administration record for each student shall be maintained in the  
834 athletic offices;  
835
- 836 (b) administration of a cartridge injector medication shall be reported to the school  
837 nurse at the earliest possible time, but no later than the next school day;  
838
- 839 (c) all instances of medication administration, except for the administration of  
840 cartridge injector medication, shall be reported to the school nurse at least  
841 monthly, or as frequently as required by the individual student plan; and  
842

843 (d) the administration of medication record must be submitted to the school nurse at  
844 the end of each sport season and filed in the student's cumulative health record.  
845

846 G. Errors in Medication Administration

847  
848 (1) Whenever any error in medication administration occurs, the following procedures shall  
849 apply:  
850

851 (a) the person making the error in medication administration shall immediately  
852 implement the medication emergency procedures in this Policy if necessary;  
853

854 (b) the person making the error in medication administration shall in all cases  
855 immediately notify the school nurse, principal, school nurse supervisor, and  
856 authorized prescriber. The person making the error, in conjunction with the  
857 principal, shall also immediately notify the parent or guardian, advising of the  
858 nature of the error and all steps taken or being taken to rectify the error, including  
859 contact with the authorized prescriber and/or any other medical action(s); and  
860

861 (c) the principal shall notify the Superintendent or the Superintendent's designee.  
862

863 (2) The school nurse, along with the person making the error, shall complete a report using  
864 the authorized medication error report form. The report shall include any corrective  
865 action taken.  
866

867 (3) Any error in the administration of medication shall be documented in the student's  
868 cumulative health record or, for before-and-after school programs and school readiness  
869 programs, in the child's program record.  
870

871 (4) These same procedures shall apply to coaches and licensed athletic trainers during  
872 intramural and interscholastic events, except that if the school nurse is not available, a  
873 report must be submitted by the coach or licensed athletic trainer to the school nurse the  
874 next school day.  
875

876 H. Medication Emergency Procedures

877  
878 (1) Whenever a student has a life-threatening reaction to administration of a medication,  
879 resolution of the reaction to protect the student's health and safety shall be the foremost  
880 priority. The school nurse and the authorized prescriber shall be notified immediately,  
881 or as soon as possible in light of any emergency medical care that must be given to the  
882 student.  
883

884 (2) Emergency medical care to resolve a medication emergency includes but is not limited  
885 to the following, as appropriate under the circumstances:  
886

887 (a) use of the 911 emergency response system;

888 (b) application by properly trained and/or certified personnel of appropriate  
889 emergency medical care techniques, such as cardio-pulmonary resuscitation;

- 890 (c) administration of emergency medication in accordance with this policy;
- 891 (d) contact with a poison control center; and
- 892 (e) transporting the student to the nearest available emergency medical care facility
- 893 that is capable of responding to a medication emergency.

894  
895 (3) As soon as possible, in light of the circumstances, the principal shall be notified of the  
896 medication emergency. The principal shall immediately thereafter contact the  
897 Superintendent or the Superintendent's designee, who shall thereafter notify the parent  
898 or guardian, advising of the existence and nature of the medication emergency and all  
899 steps taken or being taken to resolve the emergency and protect the health and safety of  
900 the student, including contact with the authorized prescriber and/or any other medical  
901 action(s) that are being or have been taken.

902  
903 I. Supervision

904  
905 (1) The school nurse is responsible for general supervision of administration of medications  
906 in the school(s) to which that nurse is assigned.

907  
908 (2) The school nurse's duty of general supervision includes, but is not limited to, the  
909 following:

910 (a) availability on a regularly scheduled basis to:

911 (i) review orders or changes in orders and communicate these to personnel  
912 designated to give medication for appropriate follow-up;

913 (ii) set up a plan and schedule to ensure medications are given properly;

914 (iii) provide training to licensed nursing personnel, full-time principals, full-time  
915 teachers, full-time licensed physical or occupational therapists employed by  
916 the school district, coaches of intramural and interscholastic athletics,  
917 licensed athletic trainers and identified paraprofessionals designated in  
918 accordance with Section B(3)(g), above, which training shall pertain to the  
919 administration of medications to students, and assess the competency of  
920 these individuals to administer medication;

921 (iv) support and assist other licensed nursing personnel, full-time principals, full-  
922 time teachers, full-time licensed physical or occupational therapists  
923 employed by the school district, coaches of intramural and/or interscholastic  
924 athletics, licensed athletic trainers and identified paraprofessionals  
925 designated in accordance with Section B(3)(g), above, to prepare for and  
926 implement their responsibilities related to the administration of specific  
927 medications during school hours and during intramural and interscholastic  
928 athletics as provided by this policy;

929 (v) provide appropriate follow-up to ensure the administration of medication  
930 plan results in desired student outcomes, including providing proper

- 937 notification to appropriate employees or contractors regarding the contents  
938 of such medical plans; and  
939  
940 (vi) provide consultation by telephone or other means of telecommunications,  
941 which consultation may be provided by an authorized prescriber or other  
942 nurse in the absence of the school nurse.  
943  
944 (b) In addition, the school nurse shall be responsible for:  
945  
946 (i) implementing policies and procedures regarding the receipt, storage, and  
947 administration of medications;  
948  
949 (ii) reviewing, on a periodic basis, all documentation pertaining to the  
950 administration of medications for students;  
951  
952 (iii) performing observations of the competency of medication administration by  
953 full-time principals, full-time teachers, full-time licensed physical or  
954 occupational therapists employed by the school district, coaches of  
955 intramural and/or interscholastic athletics and licensed athletic trainers in  
956 accordance with Section B(3)(f), above, and identified paraprofessionals  
957 designated in accordance with Section B(3)(g), above, who have been newly  
958 trained to administer medications; and,  
959  
960 (iv) conducting periodic reviews, as needed, with licensed nursing personnel,  
961 full-time principals, full-time teachers, full-time licensed physical or  
962 occupational therapists employed by the school district, coaches of  
963 intramural and/or interscholastic athletics and licensed athletic trainers in  
964 accordance with Section B(3)(f), above, and identified paraprofessionals  
965 designated in accordance with Section B(3)(g), above, regarding the needs  
966 of any student receiving medication.  
967

968 J. Training of School Personnel  
969

- 970 (1) Full-time principals, full-time teachers, full-time licensed physical or occupational  
971 therapists employed by the school district, coaches of intramural and/or interscholastic  
972 athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and  
973 identified paraprofessionals designated in accordance with Section B(3)(g), above, who  
974 are designated to administer medications shall at least annually receive training in their  
975 safe administration, and only trained full-time principals, full-time teachers, full-time  
976 licensed physical or occupational therapists employed by the school district, coaches of  
977 intramural and/or interscholastic athletics and licensed athletic trainers in accordance  
978 with Section B(3)(f), above, and identified paraprofessionals designated in accordance  
979 with Section B(3)(g), above, shall be allowed to administer medications.  
980  
981 (2) Training for full-time principals, full-time teachers, full-time licensed physical or  
982 occupational therapists employed by the school district, coaches of intramural and/or  
983 interscholastic athletics and licensed athletic trainers in accordance with Section

984 B(3)(f), above, and identified paraprofessionals designated in accordance with Section  
985 B(3)(g), above, shall include, but is not necessarily limited to, the following:

- 986
- 987 (a) the general principles of safe administration of medication;
- 988
- 989 (b) the procedures for administration of medications, including the safe handling and  
990 storage of medications, and the required record-keeping; and
- 991
- 992 (c) specific information related to each student’s medication plan, including the name  
993 and generic name of the medication, indications for medication dosage, routes,  
994  
995 time and frequency of administration, therapeutic effects of the medication,  
996 potential side effects, overdose or missed doses of the medication, and when to  
997 implement emergency interventions.

- 998
- 999 (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or  
1000 occupational therapist(s) employed by the Board, coach(es) and/or school  
1001 paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to  
1002 Section D above, shall annually complete the training program developed by the  
1003 Departments of Education and Public Health and training in cardiopulmonary  
1004 resuscitation and first aid.

1005

1006 (4) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or  
1007 occupational therapist(s), coach(es) and/or school paraprofessional(s) who administer  
1008 opioid antagonists as emergency first aid, pursuant to Section E above, shall annually  
1009 complete a training program in the distribution and administration of an opioid  
1010 antagonist (1) developed by the State Department of Education, Department of  
1011 Consumer Protection, and Department of Public Health, or (2) under a local agreement,  
1012 entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist  
1013 for the administration of opioid antagonists for the purpose of emergency first aid,  
1014 which training shall also address the Board’s opioid antagonist storage, handling,  
1015 labeling, recalls, and record keeping.]

1016

1017 ~~(4)~~(5) The Board shall maintain documentation of medication administration training as  
1018 follows:

- 1019
- 1020 (a) dates of general and student-specific trainings;
- 1021
- 1022 (b) content of the trainings;
- 1023
- 1024 (c) individuals who have successfully completed general and student-specific  
1025 administration of medication training for the current school year; and
- 1026
- 1027 (d) names and credentials of the nurse or school medical advisor, if any, trainer or  
1028 trainers.
- 1029

1030 ~~(5)~~(6) Licensed practical nurses may not conduct training in the administration of  
1031 medication to another individual.

1032  
1033 ~~(6)~~(7) Bus Drivers

1034  
1035 (a) Not later than June 30, 2019, the Board shall provide training to all of its school bus  
1036 drivers, which training may be completed using an online module, on topics  
1037 including, but not limited to, the following:

1038 (i) the identification of the signs and symptoms of anaphylaxis;

1039 (ii) the administration of epinephrine by a cartridge injector;

1040 (iii) the notification of emergency personnel; and

1041 (iv) the reporting of an incident involving a student and a life-threatening allergic  
1042 reaction.

1043  
1044 (b) On and after July 1, 2019, the Board shall provide the training described in  
1045 subsections J(6)(a), above as follows:

1046 (i) In the case of a school bus driver who is employed by the Board, such training  
1047 shall be provided to such school bus driver following the issuance or renewal  
1048 of a public passenger endorsement to operate a school bus pursuant to Conn.  
1049 Gen. Stat. 14-44(a), to such school bus driver; and

1050 (ii) In the case of a school bus driver who is not employed by the Board at the  
1051 time when such endorsement is issued or renewed to such school bus driver,  
1052 upon the hiring of such school bus driver by the Board, except the Board is not  
1053 required to provide such training to any school bus driver who has previously  
1054 received such training following the most recent issuance or renewal of such  
1055 endorsement to such school bus driver.]

1056 (c) In the event that the Board employs school bus drivers, the Board will  
1057 comply with all documentation and record-keeping requirements required  
1058 by law.]

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1066  
1067 K. Handling, Storage and Disposal of Medications

1068 (1) All medications, except those approved for transporting by students for self-medication,  
1069 those administered by coaches of intramural or interscholastic athletics or licensed  
1070 athletic trainers in accordance with Section B(3)(f) above, and epinephrine or naloxone  
1071 to be used for emergency first aid in accordance with Sections D and E above, must be  
1072 delivered by the parent, guardian, or other responsible adult to the nurse assigned to the  
1073 student's school or, in the absence of such nurse, the school principal who has been  
1074 trained in the appropriate administration of medication. Medications administered by  
1075 coaches of intramural or interscholastic athletics or licensed athletic trainers must be  
1076

1077 delivered by the parent or guardian directly to the coach or licensed athletic trainer in  
1078 accordance with Section B(3)(f) above.

1079  
1080 (2) The nurse shall examine on-site any new medication, medication order and the required  
1081 authorization to administer form, and, except for epinephrine and naloxone to be used  
1082 as emergency first aid in accordance with Sections D and E above, shall develop a  
1083 medication administration plan for the student before any medication is given to the  
1084 student by any school personnel. No medication shall be stored at a school without a  
1085 current written order from an authorized prescriber.

1086  
1087 (3) The school nurse shall review all medication refills with the medication order and  
1088 parent authorization prior to the administration of medication, except for epinephrine  
1089 and naloxone intended for emergency first aid in accordance with Sections D and E  
1090 above.

1091  
1092 (4) Emergency Medications

1093  
1094 (a) Except as otherwise determined by a student's emergency care plan, emergency  
1095 medications shall be stored in an unlocked, clearly labeled and readily accessible  
1096 cabinet or container in the health room during school hours under the general  
1097 supervision of the school nurse or, in the absence of the school nurse, the principal  
1098 or the principal's designee who has been trained in the administration of  
1099 medication.

1100  
1101 (b) Emergency medication shall be locked beyond the regular school day or program  
1102 hours, except as otherwise determined by a student's emergency care plan.

1103  
1104 (5) All medications, except those approved for keeping by students for self-medication,  
1105 shall be kept in a designated and locked location used exclusively for the storage of  
1106 medication. Controlled substances shall be stored separately from other drugs and  
1107 substances in a separate, secure, substantially constructed, locked metal or wood  
1108 cabinet.

1109  
1110 (6) Access to stored medications shall be limited to persons authorized to administer  
1111 medications. Each school or before-and-after school program and school readiness  
1112 program shall maintain a current list of such authorized persons.

1113  
1114 (7) All medications, prescription and non-prescription, shall be delivered and stored in their  
1115 original containers and in such a manner that renders them safe and effective.

1116  
1117 (8) At least two sets of keys for the medication containers or cabinets shall be maintained  
1118 for each school building or before-and-after school program and school readiness  
1119 program. One set of keys shall be maintained under the direct control of the school  
1120 nurse or nurses and an additional set shall be under the direct control of the principal  
1121 and, if necessary, the program director or lead teacher who has been trained in the  
1122 general principles of the administration of medication shall also have a set of keys.

1123

1124 (9) Medications that must be refrigerated shall be stored in a refrigerator at no less than 36  
1125 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be  
1126 located in the health office that is maintained for health services with limited access.  
1127 Non-controlled medications may be stored directly on the refrigerator shelf with no  
1128 further protection needed. Controlled medication shall be stored in a locked box that is  
1129 affixed to the refrigerator shelf.

1130  
1131 (10) All unused, discontinued or obsolete medications shall be removed from storage areas  
1132 and either returned to the parent or guardian or, if the medication cannot be returned to  
1133 the parent or guardian, the medication shall be destroyed in collaboration with the  
1134 school nurse:

1135  
1136 (a) non-controlled drugs shall be destroyed in the presence of at least one witness;

1137  
1138 (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the  
1139 Regulations of Connecticut State Agencies; and

1140  
1141 (c) accidental destruction or loss of controlled drugs must be verified in the presence  
1142 of a second person, including confirmation of the presence or absence of residue,  
1143 and jointly documented on the student medication administration record and on a  
1144 medication error form pursuant to Section 10-212a(b) of the Connecticut General  
1145 Statutes. If no residue is present, notification must be made to the Department of  
1146 Consumer Protection pursuant to Section 21a-262-3 of the Regulations of  
1147 Connecticut State Agencies.

1148  
1149 (11) Medications to be administered by coaches of intramural or interscholastic athletic  
1150 events or licensed athletic trainers shall be stored:

1151  
1152 (a) in containers for the exclusive use of holding medications;

1153  
1154 (b) in locations that preserve the integrity of the medication;

1155  
1156 (c) under the general supervision of the coach or licensed athletic trainer trained in  
1157 the administration of medication; and

1158  
1159 (d) in a locked secured cabinet when not under the general supervision of the coach or  
1160 licensed athletic trainer during intramural or interscholastic athletic events.

1161  
1162 (12) In no event shall a school store more than a three (3) month supply of a medication for a  
1163 student.

1164  
1165 L. School Readiness Programs and Before-and-After School Programs

1166  
1167 (1) As determined by the school medical advisor, if any, and school nurse supervisor, the  
1168 following procedures shall apply to the administration of medication during school  
1169 readiness programs and before-and-after school programs run by the Board, which are  
1170 exempt from licensure by the Office of Early Childhood:

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1216
- (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
  - (b) Except as provided by Sections D and E above, no medication shall be administered in these programs without:
    - (i) the written order of an authorized prescriber; and
    - (ii) the written authorization of a parent or guardian or an eligible student.
  - (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.
  - (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.
  - (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
  - (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.
  - (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- (2) Local poison control center information shall be readily available at these programs.
- (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be

1217 submitted by the program director, lead teacher or school administrator to the school  
1218 nurse the next school day.

1219  
1220 (4) Training for directors or directors' designees, lead teachers or school administrators in  
1221 the administration of medication shall be provided in accordance with Section J of this  
1222 policy.

1223  
1224 (5) All medications must be handled and stored in accordance with Section K of this  
1225 policy. Where possible, a separate supply of medication shall be stored at the site of  
1226 the before-and-after or school readiness program. In the event that it is not possible for  
1227 the parent or guardian to provide a separate supply of medication, then a plan shall be in  
1228 place to ensure the timely transfer of the medication from the school to the program and  
1229 back on a daily basis.

1230  
1231 (6) Documentation of any administration of medication shall be completed on forms  
1232 provided by the school and the following procedures shall be followed:

1233  
1234 (a) a medication administration record for each student shall be maintained by the  
1235 program;

1236  
1237 (b) administration of a cartridge injector medication shall be reported to the school  
1238 nurse at the earliest possible time, but no later than the next school day;

1239  
1240 (c) all instances of medication administration, except for the administration of  
1241 cartridge injector medication, shall be reported to the school nurse at least  
1242 monthly, or as frequently as required by the individual student plan; and

1243  
1244 (d) the administration of medication record must be submitted to the school nurse at  
1245 the end of each school year and filed in the student's cumulative health record.

1246  
1247 (7) The procedures for the administration of medication at school readiness programs and  
1248 before-and-after school programs shall be reviewed annually by the school medical  
1249 advisor, if any, and school nurse supervisor.

1250  
1251 M. Review and Revision of Policy

1252  
1253 In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2) and Section  
1254 10-212a-2 of the Regulations of Connecticut State Agencies, the Board shall review this  
1255 policy periodically, and at least biennially, with the advice and approval of the school  
1256 medical advisor, if any, or other qualified licensed physician, and the school nurse  
1257 supervisor. Any proposed revisions to the policy must be made with the advice and  
1258 approval of the school medical advisor, school nurse supervisor or other qualified licensed  
1259 physician.

1260  
1261 Legal References:

1262  
1263 Connecticut General Statutes:

1264 Section 10-206  
1265 Section 10-212  
1266 Section 10-212a  
1267 Section 10-212c  
1268 Section 10-220j  
1269 Section 14-276b  
1270 Section 19a-900  
1271 Section 21a-240  
1272 Section 52-557b

1273  
1274 Regulations of Conn. State Agencies:  
1275 Sections 10-212a-1 through 10-212a-10, inclusive

1276  
1277 Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to  
1278 Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5,  
1279 1995)

1280  
1281 [Storage and Administration of Opioid Antagonists in Schools: Guidelines for Local and Regional](#)  
1282 [Boards of Education, Connecticut State Department of Education \(October 1, 2022\)](#)

1283  
1284 Date Adopted: October 11, 2022

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**Management Plan and Guidelines for Students with Food Allergies,  
Glycogen Storage Disease and/or Diabetes**

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1  
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3  
4  
5 The Madison Public Schools (the “district”) recognize that food allergies, glycogen storage  
6 disease and diabetes may be life threatening. For this reason, the district is committed to  
7 developing strategies and practices to minimize the risk of accidental exposure to life threatening  
8 food allergens and to ensure prompt and effective medical response should a student suffer an  
9 allergic reaction while at school. The district is also committed to appropriately managing and  
10 supporting students with glycogen storage disease and diabetes. The district further recognizes  
11 the importance of collaborating with parents, adult students (defined as students age eighteen  
12 (18) and older) and appropriate medical staff in developing such practices and encourages  
13 strategies to enable the student to become increasingly proactive in the care and management of  
14 ~~his/her~~ the student’s food allergy, glycogen storage disease or diabetes, as developmentally  
15 appropriate. To this end, the district adopt the following guidelines related to the management of  
16 life threatening food allergies, glycogen storage disease, and diabetes for students enrolled in  
17 district schools.

18  
19 **I. Identifying Students with Life-Threatening Food Allergies, Diabetes and/or Glycogen**  
20 **Storage Disease**

21 Early identification of students with life-threatening food allergies, diabetes and/or glycogen  
22 storage disease (GSD) is important. The district therefore encourages parents/guardians of  
23 students and adult students with life-threatening food allergies to notify the school of the  
24 allergy, providing as much medical documentation about the extent and nature of the food  
25 allergy as is known, as well as any known effective treatment for the allergy. The district  
26 also encourages parents/guardians of students and adult students with GSD and diabetes to  
27 notify the school of the disease, providing as much medical documentation about the type of  
28 GSD or diabetes, nature of the disease, and current treatment of the student.

29  
30 Students with life-threatening food allergies and diabetes are virtually always students with  
31 disabilities and should be referred to a Section 504 team, which will make a final  
32 determination concerning the student’s eligibility for services under Section 504. The

33 Section 504 team may determine that the only services needed are in the student's  
34 Individualized Health Care Plan (IHCP) and/or Emergency Care Plan (ECP); in that case, the  
35 IHCP and/or ECP will also serve as the student's Section 504 plan. The Section 504 team  
36 will also ensure that parents receive appropriate notice and are informed of their rights under  
37 Section 504, including their right to request an impartial hearing if they disagree with the  
38 provisions in the Section 504 plan.

39  
40 Students with GSD and less severe food allergies should be referred to a Section 504 team if  
41 there is reason to believe that the student's GSD or food allergy substantially limits a major  
42 life activity. To determine whether a food allergy is severe enough to substantially limit a  
43 major life activity, the team should consider the impact on the student when the student has  
44 been exposed to the allergen and has not yet received treatment.

45  
46 Major life activities include, but are not limited to:

- 47  
48 (i) Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking,  
49 standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading,  
50 concentrating, thinking, communicating, interacting with others, and working; and  
51  
52 (ii) The operation of a major bodily function, including functions of the immune system,  
53 special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel,  
54 bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic,  
55 lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily  
56 function includes the operation of an individual organ within a body system.

57  
58 **II. Individualized Health Care Plans and Emergency Care Plans**

- 59 1. If the district obtains medical documentation that a student has a life-threatening food  
60 allergy, GSD, or diabetes, the district shall develop an (IHCP) for the student. Each  
61 IHCP should contain information relevant to the student's participation in school  
62 activities.

63

- 64 2. The IHCP shall be developed by a group of individuals, which shall include the parents,  
65 the adult student, if applicable, and appropriate school personnel. Such personnel may  
66 include, but are not limited to, the school nurse, school or food service administrator(s),  
67 classroom teacher(s) and the student, if appropriate. The school may also consult with  
68 the school's medical advisor, as needed.  
69
- 70 3. IHCPs are developed for students with special health needs or whose health needs  
71 require daily interventions. The IHCP describes how to meet the student's health and  
72 safety needs within the school environment and should address the student's needs  
73 across school settings. Information to be contained in an IHCP should include a  
74 description of the functional health issues (diagnoses); student objectives for promoting  
75 self-care and age appropriate independence; and the responsibilities of parents, school  
76 nurse and other school personnel. The IHCP may also include strategies to minimize  
77 the allergic student's risk for exposure. For the student with life-threatening food  
78 allergies, GSD, or diabetes, the IHCP may include strategies designed to ameliorate  
79 risks associated with such disease and support the student's participation in the  
80 classroom. IHCPs for such students may include such considerations:  
81
- 82 a. classroom environment, including allergy free considerations, or allowing the  
83 student with GSD or diabetes to have food/dietary supplements when needed;
  - 84 b. cafeteria safety;
  - 85 c. participation in school nutrition programs;
  - 86 d. snacks, birthdays and other celebrations;
  - 87 e. alternatives to food rewards or incentives;
  - 88 f. hand-washing;
  - 89 g. location of emergency medication;
  - 90 h. who will provide emergency and routine care in school; including monitoring of  
91 continuous glucose monitor (CGM) alerts as maybe appropriate, in school;
  - 92 i. risk management during lunch and recess times;
  - 93 j. special events;
  - 94 k. field trips, fire drills and lockdowns;

- 95 l. extracurricular activities;  
96 m. school transportation;  
97 n. the provision of food or dietary supplements by the school nurse, or any school  
98 employee approved by the school nurse;  
99 o. staff notification, including substitutes, and training; and  
100 p. transitions to new classrooms, grades and/or buildings.  
101
- 102 4. The IHCP should be reviewed annually, or whenever there is a change in the student's  
103 ECP, changes in self-monitoring and self-care abilities of the student, or following an  
104 emergency event requiring the administration of medication or the implementation of  
105 other emergency protocols.  
106
- 107 5. For a student with a life-threatening food allergy, GSD, or diabetes, the IHCP shall not  
108 prohibit a parent or guardian, or a person designated by such parent or guardian, to  
109 provide food or dietary supplements to a student with a life threatening food allergy,  
110 GSD, or diabetes on school grounds during the school day.  
111
- 112 6. In addition to the IHCP, the district shall also develop an ECP for each student  
113 identified as having a life-threatening food allergy. The ECP is part of the IHCP and  
114 describes the specific directions about what to do in a medical emergency. For the  
115 student with a life-threatening food allergy, the ECP should include the following  
116 information:  
117
- 118 a. The student's name and other identifying information, such as date of birth, grade  
119 and photo;  
120 b. The student's specific allergy;  
121 c. The student's signs and symptoms of an allergic reaction;  
122 d. The medication, if any, or other treatment to be administered in the event of  
123 exposure;  
124 e. The location and storage of the medication;

- 125 f. Who will administer the medication (including self-administration options, as  
126 appropriate);
- 127 g. Other emergency procedures, such as calling 911, contacting the school nurse,  
128 and/or calling the parents or physician;
- 129 h. Recommendations for what to do if the student continues to experience symptoms  
130 after the administration of medication; and
- 131 i. Emergency contact information for the parents/family and medical provider.  
132
- 133 7. In addition to the IHCP, the district shall also develop an ECP for each student  
134 identified as having GSD and/or diabetes. The ECP is part of the IHCP and describes  
135 the specific directions about what to do in a medical emergency. For the student with  
136 GSD or diabetes, the ECP should include the following information, as may be  
137 appropriate:
- 138
- 139 a. The student’s name and other identifying information, such as date of birth, grade  
140 and photo;
- 141 b. Information about the disease or disease specific information (i.e. type of GSD or  
142 diabetes);
- 143 c. Whether the student uses a CGM, and how the CGM will be monitored in  
144 school;
- 145 ~~b.~~
- 146 e.d. The student’s signs and symptoms of an adverse reaction (such as hypoglycemia);
- 147 d.e. The medication, if any, or other treatment to be administered in the event of an  
148 adverse reaction or emergency (i.e. Glucagon or insulin)
- 149 e.f. The location and storage of the medication;
- 150 f.g. Who will administer the medication (including self-administration options, as  
151 appropriate);
- 152 g.h. Other emergency procedures, such as calling 911, contacting the school nurse,  
153 and/or calling the parents or physician;
- 154 h.i. Recommendations for what to do if the student continues to experience symptoms  
155 after the administration of medication; and
- 156 i.j. Emergency contact information for the parents/family and medical provider.

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8. In developing the ECP, the school nurse should obtain current medical documentation from the parents/family and the student’s health care provider, including the student’s emergency plan and proper medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the student’s health care providers to clarify medical needs, emergency medical protocol and medication orders.
  
9. A student identified as having a life-threatening food allergy, GSD, or diabetes is entitled to an IHCP and an ECP, regardless of ~~his/her~~ the student’s status as a student with a disability, as that term is understood under Section 504 of the Rehabilitation Act of 1973 (“Section 504”), or the Individuals with Disabilities Education Act (“IDEA”).
  
10. The district shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ECP comply with the district’s policies and procedures regarding the administration of medications to students.
  
11. When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student’s needs on an individualized, case-by-case basis.

**III. Training/Education**

1. The district shall provide appropriate education and training for school personnel regarding the management of students with life-threatening food allergies, GSD and diabetes. Such training may include an overview of life-threatening food allergies, GSD and diabetes; prevention strategies; IHCPs and ECPs; monitoring of blood glucose alerts transmitted by the CGM of the student to a dedicated receiver, tablet/smartphone application, or other appropriate technology during the school day and during school-sponsored activities and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual

188 students at the school), training in the administration of medication with cartridge  
189 injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk  
190 of exposure to life-threatening allergens and prevent adverse reactions in students with  
191 GSD and diabetes (such as the provision of food or dietary supplements for students).  
192 School personnel will be also be educated on how to recognize symptoms of allergic  
193 reactions and/or symptoms of low blood sugar, as seen with GSD and diabetes, and  
194 what to do in the event of an emergency. Staff training and education will be  
195 coordinated by **the Coordinator of Health Services**. Any such training regarding the  
196 administration of medication shall be done accordance with state law and Board policy.

- 197
- 198 2. Each school within the district shall also provide age-appropriate information to  
199 students about food allergies, GSD and diabetes, how to recognize symptoms of an  
200 allergic reaction and/or low blood sugar emergency and the importance of adhering to  
201 the school’s policies regarding food and/or snacks.

202

203 **IV. Prevention**

204 Each school within the district will develop appropriate practices to minimize the risk of  
205 exposure to life-threatening allergens, as well as the risks associated with GSD and  
206 diabetes. Practices that may be considered may include, but are not limited to:

- 207 1. Encouraging handwashing;
- 208 2. Discouraging students from swapping food at lunch or other snack/meal times;
- 209 3. Encouraging the use of non-food items as incentives, rewards or in connection  
210 with celebrations;
- 211 4. Training staff in recognizing symptoms of anaphylaxis and hypoglycemia; and
- 212 5. Planning for school emergencies, to include consideration of the need to access  
213 medication, food and/or dietary supplements.

214

215 **V. Communication**

- 216 1. As described above, the school nurse shall be responsible for coordinating the  
217 communication among parents, a student’s individual health care provider and the  
218 school regarding a student’s life-threatening allergic condition, GSD and/or diabetes.

219 School staff responsible for implementing a student’s IHCP will be notified of their  
220 responsibilities and provided with appropriate information as to how to minimize risk  
221 of exposure and/or alterations in blood sugar levels and how to respond in the event of  
222 such emergency.

223  
224 2. Each school will ensure that there are appropriate communication systems available  
225 within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site  
226 activities (i.e. field trips) to ensure that school personnel are able to effectively respond  
227 in case of emergency.

228  
229 3. The district shall develop standard letters to be sent home to parents, whenever  
230 appropriate, to alert them to food restrictions within their student’s classroom or school.

231  
232 4. All district staff are expected to follow district policy and/or federal and state law  
233 regarding the confidentiality of student information, including medical information  
234 about the student.

235  
236 5. The district shall make the Management Plan and Guidelines for Students with Food  
237 Allergies, Glycogen Storage Disease and/or Diabetes available on the Board’s website  
238 or the website of each school under the Board's jurisdiction.

239  
240 6. The district shall provide annual notice to parents and guardians regarding the  
241 Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage  
242 Disease and/or Diabetes. Such notice shall be provided in conjunction with the annual  
243 written statement provided to parents and guardians regarding pesticide applications in  
244 the schools.

245

246 **VI. Monitoring the District’s Plan and Procedures**

247 The district should conduct periodic assessments of its Management Plan and Guidelines  
248 for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes. Such  
249 assessments should occur at least annually and after each emergency event involving the

250 administration of medication to a student with a life-threatening food allergy, GSD or  
251 diabetes to determine the effectiveness of the process, why the incident occurred, what  
252 worked and what did not work.

253  
254 The Superintendent shall annually attest to the Department of Education that the District is  
255 implementing the Management Plan and Guidelines for Students with Food Allergies,  
256 Glycogen Storage Disease and/or Diabetes.

257

### 258 **Legal References:**

#### 259 **State Law/Regulations/Guidance:**

260

261 Conn. Gen. Stat. § 10-212a Administration of Medications in Schools  
262 Conn. Gen. Stat. § 10-212c Life-threatening food allergies and Glycogen Storage  
263 Disease: Guidelines; district plans  
264 Conn. Gen. Stat. § 10-220i Transportation of students carrying cartridge injectors  
265 Conn. Gen. Stat. § 10-231c Pesticide applications at schools without an integrated pest  
266 management plan.  
267 Conn. Gen. Stat. § 19a-900 Use of cartridge injectors by staff members of before or  
268 after school program, day camp or day care facility.  
269 Conn. Gen. Stat. § 52-557b “Good Samaritan law”. Immunity from liability for  
270 emergency, medical assistance, first aid or medication by  
271 injector. School personnel not required to administer or  
272 render. Immunity from liability re automatic external  
273 defibrillators.  
274 Regs. Conn. State Agencies § 10-212a-1 through 10-212a-7 Administration of  
275 Medication by School Personnel  
276 Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools  
277 (Includes Guidelines for Managing Glycogen Storage Disease), Connecticut State  
278 Department of Education (Updated 2012).

279

### 280 **Federal Law:**

281 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
282 Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.  
283 The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.  
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287 Date of Adoption: October 1, 2002

288 Date of Revision: March 22, 2016

289 Date of Revision: November 12, 2019

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**Physical Activity, Undirected Play and Student Discipline**

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~~It is the policy of the Board to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.~~

It is the policy of the Madison Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

For the purposes of this policy, a “school employee” is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

**~~Prohibition on~~ Deprivation of Physical Exercise Period or Undirected Play Period as a Form of Discipline:**

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty minutes required for physical exercise, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in accordance with this policy or as determined by a

student's Section 504 team or PPT. instances where the student's behavior poses a health and/or safety concern or as determined by a student's Section 504 or planning and placement team.

A. *Physical Exercise Period*

School employees may prevent or otherwise restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline only under the following circumstances:

- 1) When a student poses a danger to the health or safety of other students or school personnel; or
- 2) If there are two or more periods devoted to physical exercise in a school day, then when the prevention or restriction of physical exercise is limited to the period devoted to physical exercise that is the shortest in duration, provided that the student still participates in at least twenty minutes of physical exercise in a school day.

School employees may prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline, in accordance with this policy, only one time during a school week, unless the student is a danger to the health or safety of other students or school personnel.

School employees may not prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day if such prevention or restriction is related to the student's failure to complete school work on time or to the student's academic performance.

This policy distinguishes between a) discipline that is imposed before the time devoted to physical exercise begins and b) discipline imposed during such time devoted to physical exercise or methods used to redirect a student's behavior during such time. School personnel may impose discipline during time devoted to physical exercise as a result of student's behavior during such time, if such discipline is in accordance with Board policies and procedures. School personnel may also use methods to redirect a student's behavior, in the event such behavior warrants redirection, during the time devoted to physical exercise. For clarity, the prohibition against preventing or restricting a student's participation in the time devoted to physical

exercise shall apply to student conduct that occurs prior to the physical exercise time, rather than during the physical exercise time.

### B. Undirected Play Period

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to undirected play, if any, during the regular schoolday, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

### **Prohibition on Compulsion of Physical Activity as a Form of Discipline:**

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

### **Definition:**

~~For the purposes of this policy, a "school employee" is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.~~

### **Disciplinary Action for Failure to Follow Policy:**

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having ~~his/her~~ the individual's contract for services suspended by the district.

**Legal References:**

**Connecticut General Statutes:**

~~Public Act 19-173. An Act Concerning the Inclusion of Additional Time Devoted to Undirected Play to the Regular School Day.~~

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing the limitations of physical exercise

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Public Act No. 22-81 “An Act Expanding Preschool and Mental and Behavioral Services for Children”

Date of Adoption: August 28, 2018  
Date of Revision: November 12, 2019

**Americans with Disabilities Act/Section 504**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Madison Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs, which may require reasonable modifications to such policies and practices. In this regard, the Madison Public Schools prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

The ~~school district~~ District has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district’s obligation includes providing access to a free appropriate public education (“FAPE”) for students determined to be eligible under Section 504/ADA. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees similarly imposed on nondisabled students/parents).

If ~~the parent/guardian of~~ a student’s parents/guardians disagree ~~disagrees~~ with the decisions made by the professional staff of the school district with respect to the identification, evaluation

or educational placement of ~~his/her~~ their child, ~~the~~ such parents/guardians ~~has~~ have a right to request an impartial due process hearing.

In addition, a student or parent/guardian of a student may also file an internal grievance/complaint on these issues or any other type of discrimination on the basis of disability by or within the district by utilizing the grievance/complaint procedures outlined in the Board’s Administrative Regulations Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109- 3921  
(617) 289-0111

Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns about this policy, should contact the Director of Special Education, the Section 504/ADA Coordinator for the Madison Public Schools, at 203-245-6341.

Legal References:

- 29 U.S.C. §§ 705, 794
- 34 C.F.R. Part 104
- 42 U.S.C. § 12101 et seq.
- 28 C.F.R. Part 35

*Protecting Students with Disabilities, Frequently Asked Questions About Section 504 and the Education of Children with Disabilities*, Office for Civil Rights (March 17, 2011), available at <http://www.ed.gov/about/offices/list/ocr/504faq.html>

*Dear Colleague Letter*, United States Department of Education, Office for Civil Rights (January 19, 2012)

*Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline Under Section 504 of the Rehabilitation Act of 1973*, Office for Civil Rights (July 2022), available at [https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term](https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term)

73 Date of Adoption: November 4, 1999  
74 Technical Revision: August 22, 2006  
75 Technical Revision: June 1, 2010  
76 Date of Revision: February 13, 2018  
77 Date Adopted: December 15, 2020  
78

Regulation #5200  
Americans with Disabilities Act/Section 504

**Madison Board of Education Section 504/ADA Grievance/Complaint  
Procedures Regarding Discrimination Against Students on the Basis of Disability**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

**I. Definitions**

**Free appropriate public education (FAPE)** for purposes of Section 504, refers to the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, that are provided without cost (except for fees similarly imposed on nondisabled students/parents), and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

**Major life activities** include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

**Mitigating measures** include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

**Physical or mental impairment** is (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including

47 speech organs), cardiovascular, reproductive, digestive, genitourinary, immune,  
48 circulatory, hemic, lymphatic, skin, and endocrine; (b) any mental or psychological  
49 disorder, such as intellectual disability, organic brain syndrome, emotional or mental  
50 illness, and specific learning disability; or (c) an impairment that is episodic or in  
51 remission if it would substantially limit a major life activity when active. Physical or  
52 mental impairment includes, but is not limited to, contagious and noncontagious diseases  
53 and conditions such as the following: orthopedic, visual, speech, and hearing  
54 impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer,  
55 heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other  
56 specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human  
57 Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis,  
58 drug addiction, and alcoholism.

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60 **II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis**  
61 **of Disability**

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63 A. Any eligible person, including any student, parent/guardian, staff member  
64 or other employee who feels ~~he/she~~ the individual has been discriminated  
65 against on the basis of disability (including differential treatment,  
66 harassment and retaliation) may submit a written complaint to the district’s  
67 designated Section 504/ADA Coordinator (*see* contact information below)  
68 for the Madison Public Schools (the “District”) within thirty (30) school  
69 days of the alleged occurrence. Complaints by students and/or  
70 parents/guardians alleging discrimination involving students will be  
71 investigated under these procedures; complaints by employees or other  
72 non-students will be investigated under Administrative Regulation  
73 #4116.1 Sex Discrimination and Sexual Harassment.

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75 B. Timely reporting of complaints facilitates the prompt investigation and  
76 resolution of such complaints. If a complaint is filed relating to alleged  
77 discrimination occurring more than thirty (30) school days after the alleged  
78 occurrence, the Board’s ability to investigate the allegations may be  
79 limited by the passage of time. Therefore, complaints received after thirty  
80 (30) school days of the alleged occurrence shall be investigated to the  
81 extent possible, given the passage of time and the impact on available  
82 information, witnesses and memory. If a complaint is made verbally, the  
83 individual taking the complaint will reduce the complaint to writing.

84  
85 C. At any time, when a complaint involves discrimination that is directly  
86 related to a claim regarding the identification, evaluation or educational  
87 placement of a student under Section 504, the complainant may request  
88 that the Section 504/ADA Coordinator submit the complaint directly to an  
89 impartial hearing officer and request a due process hearing in accordance  
90 with Section III.D. Complaints regarding a student’s rights with respect to  
91 ~~his/her~~ the student’s identification, evaluation or educational placement  
92 shall be addressed in accordance with the procedures set forth below in  
93 Section III.

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D. Retaliation against any individual who complains pursuant to the Board’s policy and regulations listed herein is strictly prohibited. The ~~district~~ District will not tolerate any retaliation that ~~occur~~ occurs as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual’s participation or ~~cooperating~~ cooperation in the investigation of a complaint. The ~~district~~ District will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.

E. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures. If the Superintendent is the subject of the complaint, the Board shall designate an appropriate party to conduct the investigation in accordance with these procedures.

F. Complaints will be investigated promptly. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

G. If a disability discrimination complaint raises a concern about bullying behavior, the Section 504 Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Section 504 Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

H. The complaint should contain the following information:

1. The name of the complainant;
2. The date of the complaint;
3. The date(s) of the alleged discrimination;
4. The names of any witnesses or individuals relevant the complaint;
5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

I. Upon receipt of the complaint, the individual investigating the complaint shall:

- 141 1. Provide a copy of the written complaint to the Superintendent of  
142 Schools;
- 143 2. Meet separately with the complainant and the respondent within ten  
144 (10) school days to discuss the nature of the complaint, identify  
145 individuals the complainant and respondent believe have relevant  
146 information, and obtain any relevant documents the complainant and  
147 respondent may have;
- 148 3. Provide the complainant and the respondent with a copy of the  
149 applicable Board Section 504/ADA Policy and these administrative  
150 regulations;
- 151 4. Consider whether and which interim measures might be appropriate  
152 for an alleged victim and the respondent pending the outcome of the  
153 District's investigation;
- 154 5. Conduct an investigation of the factual basis of the complaint that is  
155 adequate, reliable, and impartial, including conducting interviews with  
156 individuals with information and review of documents relevant to the  
157 complaint;
- 158 6. Maintain confidentiality to the extent practicable throughout the  
159 investigative process in accordance with state and federal law;
- 160 7. Communicate the outcome of the investigation in writing to the  
161 complainant, and to the respondent (to the extent permitted by state  
162 and federal confidentiality requirements), within fifteen (15) school  
163 days from the date the complaint was received by the Section  
164 504/ADA Coordinator or Superintendent. The written notice shall  
165 include a finding whether the complaint was substantiated and if so,  
166 shall identify how the ~~district~~ District will remedy any identified  
167 violations of Section 504/ADA. The investigator may extend this  
168 deadline for no more than fifteen (15) additional school days if needed  
169 to complete the investigation. The complainant and the respondent  
170 shall be notified of any such extension-;
- 171 8. If a complaint is made during summer recess, the complaint will be  
172 reviewed and addressed as quickly as possible given the availability of  
173 staff and/or other individuals who may have information relevant to  
174 the complaint, and no later than fifteen (15) school days after the start  
175 of the following school year. The complainant and the respondent will  
176 receive notice if the investigation has been impeded by the summer  
177 recess, and interim measures may be implemented as necessary (see  
178 sub-paragraph 4);
- 179 9. Ensure that appropriate corrective action is taken whenever allegations  
180 are verified. When allegations are verified, ensure that measures to  
181 remedy the effects of the discrimination and prevent its recurrence are  
182 appropriately considered, and offered, when appropriate. Corrective  
183 action should include steps to avoid continuing discrimination-;
- 184 10. In the event the investigator concludes that there is no violation of  
185 Section 504/ADA, the ~~district~~ District may attempt to resolve the  
186 complainant's ongoing concerns, if possible.  
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J. If the complainant or the respondent is not satisfied with the findings and conclusions of the investigation, the ~~appealing~~ dissatisfied party may request review and reconsideration of the conclusion of the complaint (an “Appeal”) within thirty (30) days of receipt of the written outcome. In ~~requesting~~ review an Appeal, the appealing party must submit the complaint, the written outcome of the complaint, and explain why ~~he/she~~ such party believes the factual information relied upon by the investigator was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this information would change the investigator’s determination in the case. Failure to provide all such information may result in the denial of the ~~review~~ Appeal.

Upon review of ~~a written request~~ an Appeal from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted, or shall appoint a designee to do so. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator’s conclusions or findings. The Superintendent or designee shall provide written notice to the appealing party and the other party of ~~his/her~~ the Superintendent or designee’s decision within ten (10) school days following the written request for review. When ~~a written request for review~~ an Appeal is received during summer recess, the Superintendent or designee shall conduct the review as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year. The Superintendent or designee’s decision shall be final.

**III. Grievance/Complaint Resolution Procedures for Complaints Involving a Student’s Identification, Evaluation or Educational Placement**

Complaints regarding a student’s identification, evaluation or educational placement shall generally be handled using the procedures described below. **However, at any time, the complainant may request that the Section 504/ADA Coordinator submit the complaint directly to an impartial hearing officer, and request a hearing in accordance with the provisions of subsection D (below).**

**A. Submission of Complaint to Section 504/ADA Coordinator**

1. In order to facilitate the prompt investigation of complaints, any complaint regarding a student’s identification, evaluation or educational placement under Section 504 should be forwarded to the ~~district’s~~ District’s Section 504/ADA Coordinator (*see* contact information below) within thirty (30) school days of the alleged date that the dispute regarding the student’s

234 identification, evaluation and/or education placement arose. Timely  
235 reporting of complaints facilitates the resolution of potential educational  
236 disputes.

- 237
- 238 2. The complaint concerning a student’s identification, evaluation or  
239 educational placement should contain the following information:  
240
- 241 a. Full name of the student, age, and grade level;
  - 242 b. Name of parent(s);
  - 243 c. Address and relevant contact information for parent/complainant;
  - 244 d. Date of complaint;
  - 245 e. Specific areas of disagreement relating to the student’s identification,  
246 evaluation and/or placement; and
  - 247 f. Remedy requested.
- 248

249 However, all complaints will be investigated to the extent possible even if  
250 such information is not included in the written complaint. In such  
251 circumstances, additional information may be requested by the investigator  
252 as part of the investigation process.  
253

- 254 3. Complaints will be investigated promptly within timeframes identified  
255 below. Timeframes may be extended as needed given the complexity of  
256 the investigation, availability of individuals with relevant information and  
257 other extenuating circumstances.  
258

- 259 4. Upon receipt of the complaint, the Section 504/ADA Coordinator or the  
260 Coordinator’s designee shall:

- 261 a. Forward a copy of the complaint to the Superintendent of Schools;
- 262
- 263 b. Meet with the complainant within ten (10) school days to discuss the  
264 nature of his/her—the complainant’s concerns and determine if an  
265 appropriate resolution can be reached, or whether interim measures  
266 may be appropriate. If a complaint is made during summer recess, the  
267 complaint will be reviewed and addressed as quickly as possible given  
268 the availability of staff and other individuals who may have  
269 information relevant to the complaint, and no later than ten (10) school  
270 days after the start of the following school year;
- 271
- 272
- 273 c. If, following such a meeting, further investigation is deemed necessary,  
274 the Section 504/ADA Coordinator or designee shall promptly  
275 investigate the factual basis for the complaint, consulting with any  
276 individuals reasonably believed to have relevant information, including  
277 the student and/or complainant; and  
278
- 279 d. Communicate the results of his/her—the investigation in writing to the  
280 complainant and any persons named as parties to the complaint (to the

281 extent permitted by state and federal confidentiality requirements)  
282 within fifteen (15) school days from the date the complaint was  
283 received by the Section 504/ADA Coordinator or designee.

- 284  
285 e. In the event that the Section 504/ADA Coordinator or designee has a  
286 conflict of interest that prevents him/her such individual from serving  
287 in this role, the complaint shall be forwarded to the Superintendent  
288 who shall appoint an investigator who does not have a conflict of  
289 interest.

290 B. Review by Superintendent of Schools

- 291  
292 1. If the complainant is not satisfied with the findings and conclusions of the  
293 investigation, the ~~appealing- dissatisfied~~ party may present the complaint and  
294 written outcome to the Superintendent for review and reconsideration (an  
295 “Appeal”) within thirty (30) calendar days of receiving the findings. This  
296 process provides an opportunity for the appealing party to bring information to  
297 the Superintendent’s attention that would change the outcome of the  
298 investigation. In submitting ~~the complaint and written outcome for review an~~  
299 Appeal, the appealing party must explain why ~~he/she- such party~~ believes the  
300 factual information relied upon by the investigator was incomplete, the  
301 analysis of the facts was incorrect, and/or the appropriate legal standard was  
302 not applied, *and* how this information would change the investigator’s  
303 determination in the case. Failure to provide all such information may result  
304 in the denial of the ~~review~~ Appeal.  
305  
306 2. Upon review of a ~~written request- an Appeal~~ from the appealing party, the  
307 Superintendent shall review the investigative results of the investigator and  
308 determine if further action and/or investigation is warranted, or appoint a  
309 designee to do so. Such action may include consultation with the investigator  
310 and other relevant witnesses, a meeting with appropriate individuals to attempt  
311 to resolve the complaint or a decision affirming or overruling the  
312 investigator’s conclusions or findings. The Superintendent or designee shall  
313 provide written notice to the appealing party of ~~his/her the Superintendent’s or~~  
314 designee’s decision within ten (10) school days following the receipt of the  
315 ~~written request for review~~ Appeal, or if the ~~request- Appeal~~ is received during  
316 summer recess, as quickly as possible but no later than ten (10) school days  
317 after the start of the following school year.  
318  
319 3. If the complainant is not satisfied with the Superintendent or designee’s  
320 decision or proposed resolution, ~~he/she- such individual~~ may request that the  
321 Superintendent submit the matter to a neutral mediator or to an impartial  
322 hearing officer. This request for mediation or a hearing should be made  
323 within fifteen (15) school days of the Superintendent or designee’s decision.

324 C. Mediation Procedures:  
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1. A parent/guardian or student aged 18 or older may request mediation with a neutral mediator to attempt to resolve a disagreement with the decisions made by the professional staff of the ~~school-district-~~ District with respect to the identification, evaluation or educational placement of the student.
  2. A request for mediation regarding a student’s identification, evaluation or educational placement under Section 504 should be forwarded to the ~~district~~ District’s Section 504/ADA Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student’s identification, evaluation, and/or education placement arose or within fifteen (15) school days of the Superintendent’s decision in reviewing a complaint handled through the grievance/complaint procedure described in Section III.B, above. Mediation shall only occur by mutual agreement of the parties.
  3. The request for mediation concerning a disagreement relating to a student’s identification, evaluation or educational placement should contain the following information:
    - a. Full name of the student, age, and grade level;
    - b. Name of parent(s);
    - c. Address and relevant contact information for parent/complainant;
    - d. Date of complaint;
    - e. Specific areas of disagreement relating to the student’s identification, evaluation and/or placement; and
    - f. Remedy requested.
  4. Upon receipt of a request for mediation,
    - a. The Section 504/ADA Coordinator shall:
      - i. Forward a copy of the request for mediation to the Superintendent of Schools; and
      - ii. Inform the parent/guardian or student 18 years old or older as to whether the ~~district-~~ District agrees to mediation in writing.
    - b. If the ~~district-~~ District agrees to mediation, the Board shall retain a neutral mediator who is knowledgeable about the requirements of Section 504/ADA and has an understanding of a free appropriate public education (“FAPE”) under Section 504 and the distinctions between and among Section 504, the ADA and the Individuals with Disabilities Education Act (“IDEA”).
    - c. If the ~~district-~~ District does not agree to mediation, the Section 504/ADA Coordinator shall inform the parent/guardian or student aged 18 or older of their right to request an impartial hearing.

- 371 5. The mediator shall inform all parties involved of the date, time and place of  
372 the mediation and of the right to have legal counsel or other representation at  
373 the complainant’s own expense, if desired.  
374  
375 6. The mediator shall meet with the parties jointly, or separately, as determined  
376 by the mediator, and shall facilitate a voluntary settlement of the dispute  
377 between the parties, if possible.  
378  
379 7. All statements, offers, or discussions and/or information shared during the  
380 mediation process, but not available from other means, shall be confidential,  
381 and may not be used in a subsequent hearing or other administrative or judicial  
382 proceeding related to the disagreement that is the subject of the mediation.  
383  
384 8. If the parties are not able to reach a voluntary settlement of the dispute, the  
385 complainant may request an impartial hearing, as described below.  
386

387 D. Impartial Hearing Procedures:

388  
389 An impartial due process hearing is available to a parent/guardian of a student, or a  
390 student aged 18 years of age or older, who disagrees with the decisions made by the  
391 professional staff of the ~~school-district-~~ District with respect to the identification,  
392 evaluation or educational placement of the student, or otherwise makes a claim of  
393 discrimination relating to the identification, evaluation or educational placement of  
394 the student.  
395

- 396 1. The request for a due process hearing concerning a disagreement relating to a  
397 student’s identification, evaluation or educational placement should contain the  
398 following information:  
399  
400 a. Full name of the student, age, and grade level;  
401 b. Name of parent(s);  
402 c. Address and relevant contact information for parent/complainant;  
403 d. Date of complaint;  
404 e. Specific areas of disagreement relating to the student’s identification,  
405 evaluation and/or placement; and  
406 f. Remedy requested.  
407  
408 2. Upon receipt of a request for an impartial due process hearing, the Board shall  
409 retain an impartial hearing officer. The impartial hearing officer must be someone  
410 who is knowledgeable about the requirements of Section 504/ADA and has an  
411 understanding of a free appropriate public education (“FAPE”) under Section 504  
412 and the distinctions between and among Section 504, the ADA and the (“IDEA”).  
413  
414 3. The impartial hearing office shall schedule a pre-hearing conference with the  
415 District and the parent(s) or student aged 18 years of age or older (and/or legal  
416 counsel for the student) to identify the issue(s) for hearing, set the hearing

417 schedule and address other administrative matters related to the hearing, including  
418 the option for mediation.

419  
420 4. The impartial hearing officer shall inform all parties involved of the date, time and  
421 place of the hearing and of the right to present witnesses, other evidence and to be  
422 represented by legal counsel at each party's own expense, if desired.

423  
424 5. The impartial hearing officer shall hear all aspects of the complainant's complaint  
425 concerning the identification, evaluation or educational placement of the student  
426 and shall reach a decision within forty-five (45) school days of receipt of the  
427 request for hearing. The decision shall be presented in writing to the complainant  
428 and to the Section 504/ADA Coordinator. The impartial hearing officer's  
429 decision shall be final.

430  
431 6. An impartial hearing officer under Section 504 does not have jurisdiction to hear  
432 claims alleging discrimination, harassment or retaliation based on an individual's  
433 disability unless such a claim is *directly related* to a claim regarding the  
434 identification, evaluation, or educational placement of a student under Section  
435 504.

436  
437 7. The time limits noted herein may be extended for good cause shown for reasons  
438 including, but not limited to, permitting more time for thorough review of the  
439 record, presentation of evidence or opportunity for resolution.

440  
441 E. Drug/Alcohol Violations

442  
443 If a student with a disability violates the Board's policies relative to the use or  
444 possession of illegal drugs or alcohol, the Board may take disciplinary action against  
445 such student for the student's illegal use or possession of drugs or alcohol to the  
446 same extent that the Board would take disciplinary action against nondisabled  
447 students. Such disciplinary action is not subject to the complaint or due process  
448 procedures outlined above.

449  
450 IV. The Section 504/ADA Coordinator for the District is:

451  
452 **Director of Special Education**  
453 **10 Campus Drive**  
454 **Madison, CT 06443**  
455 **(203) 245-6341**

456  
457 V. Complaints to Federal Agencies

458  
459 At any time, the complainant has the right to file a formal complaint with the:

460  
461 U.S. Department of Education, Office for Civil Rights,  
462 8<sup>th</sup> Floor, 5 Post Office Square, Suite 900,  
463 Boston, MA 02109-0111

464

(617) 289-0111)

465

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

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**MADISON PUBLIC SCHOOLS****NOTICE OF PARENT/STUDENT RIGHTS  
UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973  
AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is a non-discrimination statute enacted by the United States Congress. Section 504 prohibits discrimination on the basis of disability by recipients of federal funds. Title II of the Americans with Disabilities Act (“ADA” or “Title II”) also prohibits discrimination on the basis of disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”) as an individual with a disability, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

Under Section 504, the ~~school district~~ Madison Public Schools (the “District”) has specific responsibilities to identify, evaluate and provide an educational placement for students with a disability. The ~~school district~~ District’s obligation includes providing such eligible students a free appropriate public education (“FAPE”). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees similarly imposed on nondisabled students/parents).

A student is eligible for regular or special education and related services under Section 504 if it is determined that ~~he/she~~ student has a mental or physical disability that substantially limits one or more major life activity such as (but not limited to): caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating ~~and~~ or working. A major life activity may also include the operation of a major bodily function, such as an individual’s immune, digestive, respiratory or circulatory systems.

A student can have a disability and be covered by Section 504/ADA even if ~~he/she~~ the student does not qualify for, or receive, special education services under the IDEA.

The purpose of this notice is to provide parents/guardians and students 18 years of age or older with information regarding their rights under Section 504. Under Section 504, you have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the ~~School~~ District’s education programs without discrimination based on ~~his/her~~ your child’s disability;

- 515  
516 3. For your child to have equal opportunities to participate in academic, nonacademic  
517 and extracurricular activities in your school without discrimination based on your  
518 child's disability;  
519  
520  
521 4. To be notified of decisions and the basis for decisions regarding the identification,  
522 evaluation, and educational placement of your child under Section 504;  
523  
524 5. If you suspect your child may have a disability, to request an evaluation, at no  
525 expense to you and to have an eligibility determination under Section 504 (and if  
526 eligible, placement decisions made) by a team of persons who are knowledgeable of  
527 your child, the assessment data, and any placement options;  
528  
529 6. If your child is eligible for services under Section 504, for your child to receive a free  
530 appropriate public education (FAPE). This includes the right to receive regular or  
531 special education and related services that are designed to meet the individual needs  
532 of your child as adequately as the needs of students without disabilities are met;  
533  
534 7. For your child to receive reasonable accommodations and services to allow your child  
535 an equal opportunity to participate in school, extra-curricular and school-related  
536 activities;  
537  
538 8. For your child to be educated with peers who do not have disabilities to the maximum  
539 extent appropriate;  
540  
541 9. To have your child educated in facilities and receive services comparable to those  
542 provided to non-disabled students;  
543  
544 10. To review all relevant records relating to decisions regarding your child's Section 504  
545 identification, evaluation, and educational placement;  
546  
547 11. To examine or obtain copies of your child's educational records at a reasonable cost  
548 unless the fee would effectively deny you access to the records;  
549  
550 12. To request changes in the educational program of your child, to have your request and  
551 related information considered by the team, a decision made by the team, and if  
552 denied, an explanation for the team's decision/determination;  
553  
554 13. To request an impartial due process hearing if you disagree with the ~~school district~~  
555 District's decisions regarding your child's Section 504 identification, evaluation or  
556 educational placement. The costs for this hearing are borne by the ~~local school~~  
557 district District. You and the student have the right to take part in the hearing and to  
558 have an attorney represent you at your expense;  
559  
560 14. To file a local grievance/complaint with the ~~district-~~ District's designated Section  
561 504/ADA Coordinator to resolve complaints of discrimination including, but not

562 limited to, claims of discrimination directly related to the identification, evaluation or  
563 placement of your child; and

564  
565 15. To file a formal complaint with the U.S. Department of Education, Office for Civil  
566 Rights.

567  
568 The Section 504/ADA Coordinator for this district is:

569  
570 **Director of Special Education**  
571 **10 Campus Drive**  
572 **Madison, CT 06443**  
573 **(203) 245-6341**

574  
575 For additional assistance regarding your rights under Section 504 and Title II of the  
576 Americans with Disabilities Act, you may contact:

577  
578 Office for Civil Rights, Boston Office  
579 U.S. Department of Education  
580 8<sup>th</sup> Floor  
581 5 Post Office Square  
582 Boston, MA 02109-0111  
583 (617) 289-0111.

584  
585

**# 6080.1.1****Educating Students in the Gifted and Talented Program**

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The Madison Board of Education recognizes that there are some students with extraordinary learning ability or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in the core educational program.

**General Principles for Programming**

Section 10-4a of the Connecticut General State Statutes requires that “each child shall have equal opportunity to receive a suitable program of educational experiences.” Therefore, the Madison Board of Education affirms the following:

- The Madison Public Schools should identify gifted and talented students, K-12.
- The Madison Public Schools should meet the educational needs of gifted and talented students, including expanding enrichment learning opportunities.
- Instructional modifications should occur in the core educational program as part of a planned, ongoing, and systematic approach to meeting the needs of gifted and talented students.
- In addition to the core educational program, specialized learning opportunities should be available.
- Educators working with gifted and talented students should receive specialized training.

**#6080. 1.1** (continued)

**General Identification Guidelines**

Connecticut state statute requires K-12 students who are gifted and talented to be identified. The purpose of assessment to identify giftedness is to determine areas of unusually high performance or potential and to develop them to the maximum extent. The Board recognizes that gifted and talented students possess a range of gifts and talents and that exceptionalism may be exhibited in one or more specific areas, but not necessarily in all. Gifted and talented students' social and emotional development may not always match their advanced intellectual, academic or creative development. For these reasons, identification must be accomplished by multiple procedures which are methodologically sound. Procedures may include portfolio review, performance-based assessment, judgment by experts, and standardized tests, as well as information collected from teachers and parents.

**Guidelines for Instruction**

The Madison Public Schools should provide challenging programming that nurtures the strengths, interests, and abilities of gifted and talented students. These students with exceptional gifts and talents deserve learning experiences that provide a wide range of open-ended activities designed to accommodate the students' learning styles.

Quality instruction for gifted and talented students may be differentiated by faster pacing and greater depth and breadth, higher levels of abstraction and complexity, and presentation at an earlier age. Learning experiences which may be particularly successful with these students include in-depth investigations of special topics, directed independent study, regional or statewide off-campus courses, internships, mentorships, and peer teaching, all of which should respect each student's learning style and area of giftedness. Gifted and talented students also need opportunities to interact with each other. Interaction periodically with others learning at a similar pace and level provides additional intellectual challenge, social, and emotional support, and the opportunity to gain a more accurate perspective of their own abilities and those of others.

**#6080. 1.1** (continued)

Opportunities should be provided for both direct instruction and facilitation by those teachers trained especially to work with gifted and talented students, as well as by the core educational program teachers. These opportunities should be an integral part of the student's total instructional time.

**K-12 Program Development**

The Board of Education requires the Madison Public Schools' administration and staff, under the direction of the Superintendent, to develop and implement a planned, challenging, and integrated program of instruction for gifted and talented students in the Madison Public Schools (K-12). Each school should incorporate the development of a gifted and talented program as a school-based initiative documented in the school's improvement plan.

Date of Adoption: December 3, 1996

#6080.1.1

**Equitable Identification of Gifted  
and Talented Students**

**(formerly Educating Students in the Gifted and Talented Program)**

The Madison Board of Education (the “Board”) will use equitable methods to identify students enrolled in the Madison Public Schools (the “District”) that have an extraordinary learning ability and/or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in regular school programs. Such students will be identified as gifted and/or talented.

**I. Definitions**

For purposes of this policy:

“Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.

“Gifted and talented” means a child identified by the planning and placement team as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability (“gifted”) and children with outstanding talent in the creative arts (“talented”).

“Outstanding talent in the creative arts” means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

“Planning and placement team (“PPT”),” for purposes of the evaluation, identification or determination of the specific educational needs of a child who may be gifted or talented,

34 means a group of certified or licensed professionals who represent each of the teaching,  
35 administrative, and pupil personnel staffs, and who participate equally in the decision  
36 making process.

37

38 **II. Referral**

39 Any student enrolled in grades kindergarten through twelve, inclusive, in a District  
40 school may be referred to the PPT to determine eligibility as gifted and talented. A  
41 referral may come from any source, including the student's teacher, an administrator, the  
42 student's parent/guardian, or the student.

43

44 **III. Evaluation and Identification**

45 The PPT shall be responsible for conducting evaluations and identifying whether students are  
46 eligible as gifted and talented, and shall meet, as needed during the school year to determine  
47 the eligibility of groups of children for whom evaluation and identification as gifted and  
48 talented are planned. When a child has been individually referred to the PPT for consideration  
49 as a gifted and talented child, the PPT shall provide the student's parent(s)/guardian(s) with  
50 written notice of the referral.

51

52 The Board requires the use of multiple methods of identification of gifted and talented  
53 students. The PPT will use the following methods of evaluation in determining whether a  
54 student is eligible as gifted and talented:

55

56 Group Assessment. The PPT may use an appropriate standardized test administered to  
57 all students in a particular grade. In administering standardized tests, the PPT will use a  
58 locally normed cut score to identify students for consideration for gifted and talented  
59 classification. Parent/guardian consent is not required prior to the administration of a  
60 group assessment.

61

62 Individual Evaluation. Individual evaluations may be recommended by the PPT in  
63 appropriate circumstances, such as when there is a possibility of identifying the student  
64 as gifted and talented in areas that are not typically addressed by large-scale standardized

65 tests, such as social studies, a technical discipline, music, creative arts, or performing  
66 arts. The PPT may also recommend an individual assessment for a student referred to the  
67 PPT for an evaluation when the student is in a grade level in which group assessments  
68 are not administered. Before a student is individually evaluated for identification as  
69 gifted or talented, the PPT must secure the written consent from a parent/guardian.

70

71 After the PPT has determined from an individual or group assessment that a student has  
72 potential for or has demonstrated extraordinary learning ability or outstanding talent in the  
73 creative arts, the student will be identified as gifted and talented only if the PPT determines  
74 that the child requires differentiated instruction or services beyond those provided in the  
75 general education program in order to realize the child's intellectual, creative or specific  
76 academic potential.

77

78 The results of the PPT meeting concerning a determination of the child's identification as  
79 gifted or talented shall be provided to the parent or guardian electronically or, if the District  
80 does not have the parent or guardian's e-mail address on file, in writing. Such notice shall  
81 include, but is not limited to, (1) an explanation of how such student was identified as gifted  
82 and talented; and (2) the contact information for (A) the District employee in charge of the  
83 provision of services to gifted and talented students, or, if there is no such employee, the  
84 District employee in charge of the provision of special education and related services, (B) the  
85 employee at the Connecticut State Department of Education who has been designated as  
86 responsible for providing information and assistance to boards of education and parents or  
87 guardians of students related to gifted and talented students and, (C) any associations in the  
88 state that provide support to gifted and talented students.

89

90 If a parent/guardian disagrees with the results of the evaluation conducted by the PPT, the  
91 parent/guardian has a right to a hearing.

92

93 The District may identify up to ten (10) percent of the total student population for the District  
94 as gifted and talented.

95

96 **IV. Provision of Services**

97

98 The provision of services for gifted and talented students by the Board is discretionary.

99

100 *[Note: The Board may wish to include here specific details concerning the services provided*  
101 *within the District, if any, or direct the Superintendent or designee to develop*  
102 *administrative regulations detailing the services to be provided to gifted and talented*  
103 *students.]*

104

105 Legal Reference:

106

107 Conn. Gen. Stat. § 10-76a

108 Conn. Gen. Stat. § 10-76xx

109

110 Conn. Agencies Regs. § 10-76a-1

111 Conn. Agencies Regs. § 10-76a-2

112 Conn. Agencies Regs. § 10-76d-1

113 Conn. Agencies Regs. § 10-76d-9(c)

114

115 Connecticut State Department of Education, *Gifted and Talented Education: Guidance*  
116 *Regarding Identification and Service* (March 2019), available at [https://portal.ct.gov/-](https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf)  
117 [/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf](https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf)

118

119

#9220.4

**Removal of Board Officers**  
**(formerly Board Member Removal from Office)**

~~Any officer of the Board, except the Treasurer, may be removed from office by a two-thirds (2/3) vote of the entire membership of the Board. The Chairperson shall select a temporary officer to act in that capacity for a period of time not to exceed six (6) weeks, during which time a special election for that office shall be held, as specified under the terms of Madison Board of Education Bylaw #9400. The newly elected officer shall serve out the term of the officer being replaced.~~

Date of Adoption: ~~\_\_\_\_\_~~ 3/7/95

Reference: ~~\_\_\_\_\_~~ Bylaw # 9220.3  
~~\_\_\_\_\_~~ Bylaw # 9400

It is the policy of the Madison Board of Education (the "Board") that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause," which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

**Procedures for Removal**

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 remove or take other disciplinary action regarding an officer of the Board for cause:

- 1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board

45 officer in accordance with the Freedom of Information Act) at a regular or  
46 special meeting of the Board, prior to initiating any action to remove or take  
47 other disciplinary action regarding a Board officer for cause.  
48

49 2) If the Board determines as a result of such discussion that formal action is  
50 necessary, the Board shall provide the Board officer with:  
51

52 a) reasonable written notice of the Board’s intent to consider removal or  
53 other disciplinary action, including the factual basis for the claimed  
54 “cause” for removal of the officer from office, with such notice to be  
55 provided after being authorized by majority vote of those Board members  
56 present and voting; and  
57

58 b) an informal opportunity to be heard by the Board regarding such possible  
59 removal or other disciplinary action, at which the Board officer shall have  
60 the right to be represented by counsel at the Board member’s own expense  
61 and to present relevant evidence to the Board. The informal opportunity to  
62 be heard shall take place in open or executive session (as determined by  
63 the Board and the Board officer in accordance with the Freedom of  
64 Information Act) at a regular or special meeting of the Board.  
65

66 3) Any action to remove or take other disciplinary action regarding a Board  
67 officer for cause following such informal hearing shall require an affirmative  
68 vote by a majority of all members of the Board.  
69

70 Service as a Board officer is a privilege, the purpose of which is to assist the Board in  
71 conducting its business in an appropriate, orderly and efficient manner. Therefore, any  
72 Board member serving as an officer shall have no legally protected right to continue in  
73 that position.  
74

75  
76 Legal References:  
77

78 Connecticut General Statutes

79 10-218 Officers. Meetings.

80 10-220 Duties of boards of education.  
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82 *LaPointe v. Board of Education of the Town of Winchester*, 274 Conn. 806 (2005).  
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**#9540.2  
Agenda**

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To expedite Board business and to provide a framework for its orderly conduct, the Superintendent, in cooperation with the Board Chairperson and Executive Committee, will prepare an agenda outlining the matters to be brought to Board attention at meetings.

**Construction of the Agenda**

The Superintendent, in cooperation and communication with the Board Chairperson and Executive Committee of the Board of Education, shall prepare the agenda and supporting information for each regular meeting. Any Board member wishing to request an item be placed on the agenda of a regular meeting shall contact the Superintendent one week prior to the meeting for which the agenda applies. Supporting information should contain:

- statistics when applicable;
- alternatives considered prior to the recommendation;
- ramifications of the recommendation; and
- background information leading to the recommendation.

The consent grouping of items on the agenda is used for those items (such as bills payable, minutes, action items, periodic reports, hiring of personnel, donations, etc.) which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

The Board will follow the order of business set up by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Only by two-thirds vote of the entire Board present at a regular meeting can the Board add, or take action on, a matter which did not appear on the printed agenda. Items can be added to the agenda of a special meeting only by unanimous consent of the entire Board.

**Delivery of the Agenda**

The Superintendent is responsible for the delivery of the agenda, with all necessary support information, to all Board members. Board members shall have the agenda and

**9540.2 (Continued)**

support information at least 48 hours prior to each regular meeting and 24 hours prior to each special meeting. In the case of a special meeting, a verbal communication of the proposed agenda and purpose may be appropriate. This requirement of agenda delivery is not applicable to emergency meetings.

**Posting of the Agenda**

The agenda of all regular meetings of the Board of Education shall be available to the public and shall be on file, not less than 24 hours before the meeting to which it refers, in the Central Office of the Board of Education.

Legal Reference: Connecticut General Statutes 1-21 Meetings of Government Agencies to be Public

Cross Reference: Bylaw #9540.1

Additional Reference: *Robert's Rules of Order*

Date of Adoption: 3/20/1972

Revision: 6/19/1990

Revision: 12/21/1993

Revision: 1/3/1995

Revision: 10/29/2013

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**Construction and Posting of Agenda**  
**(formerly Agenda)**

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I. Construction of Agenda

A. The Superintendent in cooperation with the Chairperson of the Board of Education (the “Board”) shall prepare an agenda for each meeting of the Madison Board.

B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. **[Optional: This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.]**

C. If at least three Board members request in writing that an additional agenda item be placed on the Board’s agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

*[Note: The following section is optional:*

**D. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:**

**1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.**

**2) The Secretary of the Board will present the written request to the Board at its next regular meeting.**

**3) The Board will decide at which future regular meeting date the item will appear on the agenda.]**

II. Posting of Agenda

A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.

B. An agenda will be posted at Town Hall, the Board’s Administrative Offices, and on the Board’s Internet web site.

C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

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D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

10-218 Officers. Meetings

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**#9540.3  
Quorum**

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A majority (5) of all the members of the Board of Education (9) shall constitute a quorum. Members participating remotely in accordance with Bylaw 9325.43 shall be considered present for purposes of convening a quorum. In the absence of a quorum, the Chairperson or the presiding officer shall cancel or adjourn a meeting.

Legal Reference: Connecticut General Statutes  
Section 1-21d

Date of Adoption: March 20, 1972  
Revised: June 19, 1990  
Revised: January 3, 1995  
Revised: February 11, 2014

Quorum and Voting Procedures

1. Quorum:

- A. The majority of all members of the Madison (the “Board”) shall be necessary to constitute a quorum for the transaction of business.
- B. If, in accordance with applicable law, the Board provides Board members the opportunity to participate in meetings by means of electronic equipment, the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member’s connection by electronic equipment, unless the member’s participation is necessary to form a quorum. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
- C. If, in accordance with applicable law, the Board holds a meeting solely by means of electronic equipment, and if a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.

2. Voting Procedures:

- A. No member can vote on a question in which the Board member has a direct personal or pecuniary interest.
- B. Members may vote for themselves for any office or other position.
- C. While it is the duty of every member who has an opinion on a question to express it by vote, a Board member cannot be compelled to do so.
- D. A member may abstain from voting (with the knowledge that the effect is the same as if the Board member had voted on the prevailing side).
- E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
- F. Board members shall have the opportunity to explain their votes, with the explanation to be recorded in the minutes.
- G. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

Legal References:

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

The *ayes*, *nays* and *abstentions* upon votes taken shall be entered on the record on all questions called by the Chairperson. Any member may request that his / her vote be changed if such request is made prior to consideration of the next order of business.

Motions or resolutions shall be recorded as having passed or failed and the votes of each Board member shall be clearly identified.

The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for those actions required otherwise by law or these policies. In addition, the following actions shall require a majority vote of the entire Board:

- approval of negotiated personnel contracts;
- approval of the annual budget and special appropriations;
- approval of long-term lease / purchase agreements / contracts;
- approval of the high school course of studies;
- approval of the annual school calendar; and
- approval of transfer of appropriation (line item transfers), in accordance with Board of Education Policy 3140.

### **Special Circumstances**

Vote on Relative of Board Member:

An affirmative vote of the majority of the Board, excluding the relative, duly recorded, showing how each member voted, will be required for the appointment as an employee of any person related to a member of the Board.

Date of Adoption: April 4, 1995  
Date of Revision: February 15, 2005  
Date of Revision: June 4, 2019

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**#9540.10**  
**Meeting Conduct**  
**(formerly Public Participation At Board Meetings)**

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All regular and special meetings of the Board will be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it will schedule one or more periods during each meeting for public participation. It may set a time limit on the length of this period and / or a time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting.

1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
  
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
  
- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
  
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

**#9540.10(b)****2. Procedures for Participation by Means of Electronic Equipment**

- A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
  2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
  3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
- B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

**#9540.10(c)****3. Public Address**

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

B. The Board Secretary will read the following statement before public comment:

The Board welcomes public comment at our meetings. When speaking, please state your name and address. Comments are limited to three minutes in order to ensure that all interested parties have an opportunity to speak. Please speak on one topic per public comment session. The Board is happy to hear from our community, but at a business meeting it should not be expected that the Board will respond. Neither public comment period is a time for public discussion. If necessary, the community member will be contacted for follow-up. For remote attendees, if you would like to have your comments read, please add them to chat or questions and answers functionality.

(1) Three minutes may be allotted to each speaker, which may be modified at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) The Board Secretary shall act as timekeeper for the meeting, if deemed necessary by the Chairperson.

**#9540.10(d)**

- (3) No boisterous conduct shall be permitted at any Board of Education meeting.  
Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
  
- (4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

- 1-200 Definitions
- 1-206 Denial of access of public records or meeting. Notice. Appeal.
- 1-225 Meetings of government agencies to be public.
- 1-232 Conduct of meetings. (re: disturbances)

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

- (cf. 9540.1 - Notification of Board Meetings)
- (cf. 9540.2 - Agenda)

Date of Adoption: January 3, 1995  
Technical Revision: March 21, 2006  
Date of Revision: June 8, 2021

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4 **1. Definitions**

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6 For purposes of this policy:

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8 A. "Electronic equipment" means any technology that facilitates real-time public access  
9 to meetings, including, but not limited to, telephonic, video, or other conferencing  
10 platforms.  
11  
12 B. "Electronic transmission" means any form or process of communication not directly  
13 involving the physical transfer of paper or another tangible medium, which (A) is  
14 capable of being retained, retrieved and reproduced by the recipient, and (B) is  
15 retrievable in paper form by the recipient.  
16

17 **2. Meeting Conduct**

- 18  
19 A. Meetings of the Madison Board of Education (the "Board") shall be conducted by the  
20 Chairperson in a manner consistent with the adopted bylaws of the Board and the  
21 provisions of law, including the Freedom of Information Act.  
22  
23 B. All Board meetings shall commence at, or as close as practicable to, the stated time,  
24 provided there is a quorum.  
25  
26 C. All regular and special Board meetings shall be guided by an agenda that will have  
27 been prepared and delivered in advance to all Board members and other designated  
28 persons and made available to the public in accordance with the Freedom of  
29 Information Act.  
30  
31 D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise  
32 provided by these bylaws.  
33  
34 E. In the event that a Board meeting is interrupted by any person or group of persons so  
35 as to render the orderly conduct of such meeting unfeasible and order cannot be  
36 restored by the removal of individuals who are willfully interrupting the meetings, the  
37 Chairperson may order the room cleared and continue in session.  
38  
39 1. Only matters appearing on the agenda may be considered in such a session.  
40  
41 2. Duly accredited representatives of the press or other news media, except those  
42 participating in the disturbance, shall be allowed to attend any such session.  
43  
44 3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for  
45 readmitting an individual or individuals not responsible for willfully disturbing the  
46 meeting.

47 **3. Smoking**

- 48  
49 A. Smoking of any kind, including using an electronic nicotine or cannabis delivery  
50 system or vapor product, will not be permitted in any room in which a meeting of the  
51 Board is being conducted, nor during the time immediately prior to the meeting.  
52  
53 B. When applicable, a sign notifying the public that no smoking is allowed in the room  
54 designated for the meeting will be prominently posted.  
55

56 **4. Procedures for Board Member Participation By Means of Electronic Equipment**

57  
58 A. The Board shall provide Board members the opportunity to participate in meetings by  
59 means of electronic equipment, except that the Board is not required to adjourn or  
60 postpone a meeting if a Board member loses the ability to participate because of an  
61 interruption, failure, or degradation of that member’s connection by electronic  
62 equipment, unless the member’s participation is necessary to form a quorum.  
63 Conditions for participation are as follows:  
64

- 65 1. If a quorum of the Board members attend a meeting, other than an executive  
66 session, by means of electronic equipment from the same physical location,  
67 members of the public must be permitted to attend such meeting in such physical  
68 location.  
69  
70 2. Any physical or demonstrable material that is used in the course of the proceedings  
71 must be present in the physical location, if any, where the public is located.  
72  
73 3. All those in attendance at the meeting, at whatever location, must be able to hear  
74 and identify all participants in the proceeding, including their individual remarks  
75 and votes.  
76  
77 4. Any vote taken at a meeting during which a Board member participates by means  
78 of electronic equipment shall be taken by roll call, unless the vote is unanimous.  
79  
80 5. The minutes of the meeting shall record a list of Board members who attended the  
81 meeting in person and a list of Board members who attended the meeting by means  
82 of electronic equipment.  
83

84 Any Board member who participates orally in a meeting conducted by means of  
85 electronic equipment shall make a good faith effort to state such member’s name  
86 and title, if applicable, at the outset of each occasion that such member participates  
87 orally during an uninterrupted dialogue or series of questions and answers.  
88  
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- 90 B. When a Board member is participating in a meeting by means of electronic equipment,  
91 the Chairperson shall take the necessary steps to ensure that the conditions enumerated  
92 above are met. In addition, the Chairperson shall take the necessary steps to ensure  
93 that a Board member participating by means of electronic equipment has adequate

94 opportunity for participation in Board discussion, including the opportunity to take the  
95 floor and make motions.

96  
97 *[Note: Boards that do not wish to provide for public participation by means of electronic*  
98 *equipment may elect not to include the following section. However, Boards should be*  
99 *prepared to accommodate any changes necessitated by pandemic-related conditions in the*  
100 *event such conditions warrant a return to fully remote Board meetings.]*

101  
102 **5. Procedures for Public Participation By Means of Electronic Equipment**

103  
104 The Board may hold a public meeting that is accessible to the public by means of  
105 electronic equipment or by means of electronic equipment in conjunction with an in-  
106 person meeting. If the Board allows for the public to participate by means of electronic  
107 equipment, it shall do so in accordance with the following procedures:

108  
109 A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by  
110 means of electronic equipment, the Board shall provide direct notification in writing or  
111 by electronic transmission to each member of the Board, and post a notice that the  
112 Board intends to conduct the meeting solely or in part by means of electronic  
113 equipment, (a) in the Board’s Administrative Offices; (b) in the office of the Town  
114 Clerk; and (c) on the Board’s Internet web site, if any.

115  
116 B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post  
117 the agenda for any such meeting in the same manner as the notice of the meeting as set  
118 forth in Section 5.A.

119  
120 C. Such notice and agenda shall include instructions for the public to attend and provide  
121 comment or otherwise participate in the meeting, by means of electronic equipment or  
122 in person, as applicable and permitted by law. Any such notice and agenda shall be  
123 posted in accordance with the provisions of Connecticut General Statutes § 1-225.

124  
125 D. If the Board holds a meeting, other than an executive session or special meeting, solely  
126 by means of electronic equipment:

127  
128 1. The Board shall provide any member of the public

129  
130 a. upon a written request submitted not less than twenty-four (24) hours prior to  
131 such meeting, with a physical location and any electronic equipment necessary  
132 to attend such meeting in real-time, and

133  
134 b. the same opportunities to provide comment or testimony and otherwise  
135 participate in such meeting that such member of the public would be accorded  
136 if such meeting were held in person, except that the Board is not required (i) to  
137 adjourn or postpone a meeting if a member of the public loses the ability to  
138 participate because of an interruption, failure or degradation of such person’s  
139 connection to the meeting by electronic equipment, or (ii) to offer members of  
140 the public who attend a meeting by means of electronic equipment the

- 141 opportunity for public comment, testimony, or other participation if the  
142 provision of such opportunity is not required by law for members of the public  
143 who attend such meeting in person.  
144
- 145 2. The Board shall not be required to adjourn or postpone the meeting if a member of  
146 the public loses the ability to participate because of an interruption, failure, or  
147 degradation of such person's connection to the meeting by means of electronic  
148 equipment.  
149
- 150 3. The Board shall ensure that such meeting is recorded or transcribed, excluding any  
151 portion of the meeting that is conducted in executive session. Such transcription or  
152 recording shall be posted on the Board's Internet web site and made available to  
153 the public to view, listen to, and copy in the Board's Administrative Offices not  
154 later than seven (7) days after the meeting and for not less than forty-five (45) days  
155 thereafter.  
156
- 157 4. If a quorum of Board members attend a meeting by means of electronic equipment  
158 from the same physical location, the Board shall permit members of the public to  
159 attend such meeting in such physical location.  
160
- 161 E. If the Board holds a special meeting and any portion of such meeting is to be  
162 conducted by means of electronic equipment, it must include in the notice of such  
163 meeting if the meeting will be conducted solely or in part by means of electronic  
164 equipment.  
165
- 166 1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post  
167 such notice and an agenda of the meeting in accordance with applicable law.  
168
- 169 2. If such meeting is to be conducted by means of electronic equipment, such notice  
170 and agenda shall include instructions for the public, by means of electronic  
171 equipment or in person, to attend and provide comment or otherwise participate in  
172 the meeting, as applicable and permitted by law.  
173
- 174 F. Any member of the public who participates orally in a meeting conducted by means of  
175 electronic equipment shall make a good faith effort to state such member's name and  
176 title, if applicable, at the outset of each occasion that such member participates orally  
177 during an uninterrupted dialogue or series of questions and answers.  
178
- 179 G. Whenever a meeting being conducted by means of electronic equipment is interrupted  
180 by the failure, disconnection or, in the Chairperson's determination, unacceptable  
181 degradation of the electronic means of conducting a meeting, or if a Board member  
182 necessary to form a quorum loses the ability to participate because of the interruption,  
183 failure or degradation of such member's connection by electronic equipment, the  
184 Board may, not less than thirty (30) minutes and not more than two (2) hours from the  
185 time of the interruption or the Chairperson's determination, resume the meeting (1) in  
186 person, if a quorum is present in person, or (2) if a quorum is restored by means of  
187 electronic equipment, solely or in part by such electronic equipment.

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1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person’s or group of persons’ attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

**[Note: The following section is optional:]**

**6. Public Address**

**A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board’s regular [or special] meetings so designated for such purpose.**

**(1) \_\_\_\_\_ minutes may be allotted to each speaker and a maximum of \_\_\_\_\_ minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.**

**(2) A Board member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.**

**(3) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person’s privilege of address.**

**(4) All speakers must identify themselves by name and address.]**

Legal References:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

235  
236 1-200 Definitions  
237 1-206 Denial of access to public records or meetings. Appeals. Notice. Orders.  
238 Civil penalty. Petition for relief from vexatious requester. Service of  
239 process upon commission. Frivolous appeals. Appeal re state hazardous  
240 waste program records  
241 1-225 Meetings of government agencies to be public. Recording of votes.  
242 Schedule and agenda of certain meetings to be filed and posted on web  
243 sites. Notice of special meetings. Executive sessions  
244 1-232 Conduct of meetings  
245  
246 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties  
247  
248 Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)  
249  
250

**#9540.9  
Minutes**

The Secretary of the Board of Education shall be responsible for complete and accurate minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings shall be kept in the office of the Superintendent of the Madison Public Schools. The votes of each Board member upon any issue shall be made available to the public in writing within forty-eight (48) hours of the meeting and also recorded in the minutes of the session as which they were taken. Minutes shall be made available to the public for inspection within seven (7) days after each meeting, except as required by the law regarding emergency meetings.

The minutes of the Board of Education shall include:

- the date, place and type of meeting (regular, special, adjourned, emergency);
- members present by name;
- notation of others present, including the Superintendent of Schools;
- call to order, identification of the person presiding including his / her office and the opening ceremony;
- late arrival and early departure of members by name;
- approval or amended approval of the minutes of preceding meetings;
- a record of public comments made at the meeting;
- recorded summary of all business identified in the agenda as well as any item appropriately placed on the agenda in accordance with the state law and these bylaws;
- the exact wording of each motion, the names of the individuals making and seconding, and the disposition; and
- the time of adjournment.

The minutes shall be permanently filed and indexed for the purpose of reference. All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the district office as a permanent record.

Legal Reference:	Connecticut General Statutes - Sec. 1-21
Date of Adoption:	1/17/72
1st Revision:	6/19/90
2nd Revision:	4/7/92
3rd Revision:	1/3/95

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Madison Board of Education (the “Board”) and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - A. The time, place and date of each meeting.
  - B. The names of those members in attendance.
  - C. The disposition of all matters on which action was recommended.
  - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
  - E. All decisions concerning future meetings and agendas.
  - F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board’s Internet web site, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet web site. Should the Board decide to make minutes available on the Board’s Internet web site, it shall do so at the sole discretion of the Board.

**[Note: The posting of minutes to a website is optional and at the discretion of the Board.]**

6. If, in accordance with applicable law, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.

Legal Reference:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

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1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions