



BOARD OF EDUCATION POLICY COMMITTEE MEETING

Monday, December 20, 2021 4:30 PM

COMMITTEE MEETING ONLINE-ZOOM Please use the link below to join the webinar:

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<https://us02web.zoom.us/j/89611568616?pwd=MUdxeWlOdy8rbENKaHpkT0g0cnZPUT09>

1. Review of Board of Education Policy/Regulation #5131.9 (Bullying Prevention and Intervention Policy)
2. Review of Board of Education Policy #4118.232/#4218.232 (Drug and Alcohol-Free Workplace)
3. Review of Board of Education Policy/Regulation #4118.231/#4218.231 (Drug Free Workplace)
4. Review of Board of Education Policy/Regulation #4118.232/ #4218.232 (Smoking Prohibition)
5. Review of Board of Education Policy/Regulation #5131.6 (Substance Abuse)

BULLYING PREVENTION AND INTERVENTION POLICY

The Glastonbury Board of Education is committed to creating and maintaining ~~a safe educational environment free from bullying, harassment and discrimination~~ an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. ~~In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying.~~ **In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function, or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.**

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For the purposes of this policy, "Bullying" means an act that is direct or indirect and severe, persistent or pervasive, which:

- 1. Causes physical or emotional harm to an individual;**
- 2. Places an individual in reasonable fear of physical or emotional harm; or**
- 3. Infringes on the rights or opportunities of an individual at school.**

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

BULLYING PREVENTION AND INTERVENTION POLICY (continued)

For the purposes of this policy, “Teen Dating Violence: means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

The Glastonbury Board of Education shall make the approved Safe School Climate Plan available and will include the plan in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks on an annual basis at the start of each school year.

As provided by state law, such Safe School Climate Plan shall:

1. enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually at the beginning of each school year of the process by which students may make such reports;
2. enable the parents or guardians of students to file written reports of suspected bullying;
3. require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. provide for the inclusion of language in student codes of conduct concerning bullying;
8. require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty- eight hours after the completion of the investigation;
9. require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a separate meeting to communicate to such parents or guardians the measures being taken by the

BULLYING PREVENTION AND INTERVENTION POLICY (continued)

school to ensure the safety of the student against whom such act was directed and to explain policies and procedures in place and to prevent further acts of bullying;

10. require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in section IV (9) to discuss specific interventions undertaken by the school to prevent further acts of bullying;
11. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Connecticut State Department of Education (CSDE) and in such manner as prescribed by the Commissioner of Education;
12. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
15. require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
16. prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan; and
18. require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to section (8) (above) and the invitation required pursuant to section (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this regulation or accompanying Safe School Climate Plan shall be provided in accordance with the

BULLYING PREVENTION AND INTERVENTION POLICY (continued)

confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

As required by state law, the Board, after consultation with the Connecticut Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative, shall provide on the Board's website training materials to school administrators regarding the prevention and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

Legal References:

Public Act 19-166

Public Act 21-95

Conn. Gen. Stat. § 10-145a

Conn. Gen. Stat. § 10-145o

Conn. Gen. Stat. § 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222h

Conn. Gen. Stat. § 10-222j

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. § 10-222q

Conn. Gen. Stat. § 10-222r

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8,
Series 2008-2009 (March 16, 2009)

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Revised: May 11, 2009

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Revised: September 22, 2014

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Revised:

SAFE SCHOOL CLIMATE PLAN

Bullying behavior **and teen dating violence are** strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior **and teen dating violence**, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or school staff.

I. Prohibition against Bullying and Retaliation

- A. The Board expressly prohibits any form of bullying behavior **and teen dating violence** on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. **The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process.**
- D. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- E. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. ~~“Bullying” means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that:~~
 - ~~1. causes physical or emotional harm to such student or damage to such student's property;~~
 - ~~2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;~~

- ~~3. creates a hostile environment at school for such student;~~
- ~~4. infringes on the rights of such student at school; or~~
- ~~5. substantially disrupts the education process or the orderly operation of a school.~~

“Bullying” means an act that is direct or indirect and severe, persistent or pervasive, which:

- (1) causes physical or emotional harm to an individual;
- (2) places an individual in reasonable fear of physical or emotional harm; or
- (3) infringes on the rights or opportunities of an individual at school.

B. Bullying shall include, but not be limited to, a written, ~~verbal~~ **oral** or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

III. Other Definitions

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds,
 - i. data or intelligence of any nature transmitted in whole or in part by a wire, radio,
 - ii. electromagnetic, photo electronic or photo-optical system;
- C. **“Emotional intelligence”** means the ability to (1) perceive, recognize and understand emotions in oneself or others, (2) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communications, (3) understand and identify emotions, and (4) manage emotions in oneself and others.
- D. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- E. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text

messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;

F. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;

G. **"Positive school climate"** means a school climate in which (1) the norms, values, expectations and beliefs that support feelings of social, emotional and physical safety are promoted, (2) students, parents, and guardians of students and school employees feel engaged and respected and work together to develop and contribute to a shared school vision, (3) educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning, and (4) each person feels comfortable contributing to the operation of the school and care of the physical environment of the school.

H. **"Prevention and intervention strategy"** may include, but is not limited to,

- 1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education,
- 2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts,
- 3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur,
- 4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school,
- 5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees,
- 6) school-wide training related to safe school climate,
- 7) student peer training, education and support, and
- 8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions and
- 9) culturally competent school based curriculum focusing on social-emotional learning, self-awareness and self-regulation. "Interventions with the bullied child" include referrals to a school counselor, psychologist or other appropriate social or mental health service and periodic follow-up by the safe school climate specialist with the bullied child.

I. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

Revised

- J. "School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; 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 a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- K. "School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.
- L. "Social and emotional learning"** means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.
- M. "Teen dating violence"** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

1. be responsible for implementing the district's Safe School Climate Plan ("Plan");
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district's Plan.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts

of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee (“Committee”) in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include ~~at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.:~~

- (1) at least one parent/guardian of a student enrolled in the school, as appointed by the school principal;
- (2) school personnel, including, but not limited to, at least one teacher selected by the exclusive bargaining representative for certified employees;
- (3) medical and mental health personnel assigned to such school; and
- (4) in the case of a committee for a high school, at least one student enrolled at such high school who is selected by the students of such school in a manner determined by the school principal.

B. The Committee shall:

- 1) receive copies of completed reports following bullying investigations;
- 2) identify and address patterns of bullying among students in the school;
- 3) review and amend school policies relating to bullying;
- 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school;
- 5) educate students, school employees and parents/guardians on issues relating to bullying;
- 6) collaborate with the Coordinator in the collection of data regarding bullying;
- 7) implement the provisions of the school security and safety plan, regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying, and
- 8) perform any other duties as determined by the Principal that are related to prevention, identification and response to school bullying.

C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited

to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

- D. The Board shall make such plan available on the district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.
- E. On or before July 1, 2012 and biennially thereafter, each school in the district will complete an assessment using school climate assessment instruments provided by the district. The assessment results will be collected and reported to the CSDE.

VI. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Should a student request anonymity when making a report, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous complaint.
- C. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

- D. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying. The school employee shall then file a **written report not later than two (2) school days** after making such oral report.
- E. Parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed should receive prompt notice that such investigation has commenced.
- F. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a separate meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and the policies and procedures in place and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A., as it must include a description of the school's response to such acts, along with consequences, as appropriate.
- C. In an instance where bullying is verified, the Safe School Climate Specialist or designee shall require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting to discuss specific interventions undertaken by the school to prevent further acts of bullying

- D. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- E. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- F. Notice to Law Enforcement
- If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource office, if any, and other individuals the principal or designee deems appropriate.
- G. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

VIII. Teen Dating Violence

- A. The school strictly prohibits, and takes very seriously any instances of, teen dating violence, as defined above. The school recognizes that teen dating violence may take many different forms and may also be considered bullying and/or sexual harassment.
- B. Students and parents (or guardians of students) may bring verbal or written complaints regarding teen dating violence to any building administrator. The building administrator shall review and address the complaint, which may include referral of the complaint to the Safe School Climate Specialist and/or Title IX Coordinator.
- C. Prevention and intervention strategies concerning teen dating violence shall be implemented in accordance with Section X below. Discipline, up to and including expulsion, may be imposed against the perpetrator of teen dating violence, whether such conduct occurs on or off campus, in accordance with Board policy and consistent with federal and state law.

VIII IX. Documentation and Maintenance of Log

- A. Each school shall maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.
- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

IX X. Other Prevention and Intervention Strategies

- A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying", as defined above, will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying:

i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

ii. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students **and victims of teen dating violence**

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address multiple incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. ~~Counseling and periodic follow-up by the Safe School Climate Specialist;~~ **Referral to a school counselor, psychologist or other appropriate social or mental health service;**

- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
 - c. Encouragement of student to seek help when victimized or witnessing victimization;
 - d. Peer mediation where appropriate;
 - e. Student Safety Support plan.
 - f. Restitution and/or restorative interventions; and
 - g. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the bullied student or victim of teen dating violence.
- iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- b. school rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- c. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- d. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students and culturally competent curriculum focusing on social-emotional learning, self-awareness and self-regulation;

- e. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
 - f. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
 - g. Student peer training, education and support; and
 - h. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
 - i. Respectful responses to bullying concerns raised by students, parents or staff;
 - j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
 - k. Use of peers to help ameliorate the plight of victims and include them in group activities;
 - l. Avoidance of sex-role stereotyping;
 - m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
 - n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
 - o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
 - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
 - q. **Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.**
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or

effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

X. Annual Notice and Training

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district’s safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.
- D. Any person appointed by the district to serve as district safe school climate coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.

XI. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

Students

Regulation: 5131.9 (m)

Revised

Legal References:

~~Public Act 14-172, *An Act Concerning Improving Employment Opportunities Through Education and Ensuring a Safe School Climate*~~

~~Public Act 11-232, *An Act Concerning the Strengthening of School Bullying*~~
~~Laws~~

~~Conn. Gen. Stat. § 10-222d~~

~~Conn. Gen. Stat. §§ 10-233a through 10-233f~~

~~Connecticut State Department of Education Circular Letter C-8,
Series 2008-2009 (March 16, 2009)~~

~~P.A. 18-15 An Act Concerning School Counselors~~

Public Act 19-166

Public Act 21-95

Conn. Gen. Stat. § 10-145a

Conn. Gen. Stat. § 10-145o

Conn. Gen. Stat. § 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222h

Conn. Gen. Stat. § 10-222j

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. § 10-222q

Conn. Gen. Stat. § 10-222r

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8,
Series 2008-2009 (March 16, 2009)

Adopted: March 10, 2003

Revised: February 14, 2005

Revised: May 11, 2009

Revised: November 14, 2011

Revised: September 22, 2014

Revised: February 25, 2019

Revised:

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace

The Board of Education (Board) is concerned with maintaining a safe and healthy working and learning environment for all staff and students. The Board recognizes the importance of maintaining an environment for its staff and students that is drug and alcohol free. Reasonable steps will be taken to create a safe workplace free from the effects of alcohol, second-hand smoke and drug abuse.

Employees must abide by the terms of this policy as a condition of employment. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

Definitions

"Cannabis" means marijuana which includes all parts of a plant or species of the genus cannabis, whether growing or not, and including its seeds and resin; its compounds, manufactures, salts, derivatives, mixtures, and preparations; and cannabimon, cannabimol, cannabidiol (CBD), and similar compounds unless derived from hemp as defined in federal law. The definition of marijuana also include any product made using hemp, as defined in state law, with more than 0.3% total THC concentration on a dry-weight basis, manufactured cannabinoids, and certain synthetic cannabinoids.

"Cannabis product" is cannabis in the form of a cannabis concentrate or a product that contains cannabis, which may be combined with other ingredients, and is intended for use or consumption.

"Cannabis concentrate" is any form of concentration extracted from cannabis, such as extracts, oils, tinctures, shatter, and waxes.

"Medical marijuana product" is cannabis that (1) dispensary facilities and hybrid retailers exclusively sell to qualifying patients and caregivers and (2) the Department of Consumer Protection (DCP) designates on its website as reserved for sale to those individuals.

"Manufactured cannabinoid" means cannabinoids naturally occurring from a source other than marijuana that are similar in chemical structure or physiological effect to cannabinoids derived from marijuana, but that are derived by a chemical or biological process.

"Workplace" means the site for the performance of work done, which includes work done in connection with a federal grant. The workplace includes any District building or property; any District-owned vehicle or any other District-approved vehicle used to transport students to and from school or school activities; and off-District property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction/supervision of the District, which could also include work on a federal grant.

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

"Drug" is defined as:

1. **"Controlled substances"** which includes all forms of narcotics, depressants, stimulants, hallucinogens, steroids, and cannabis (including products made with or infused with these substances) whose sale, purchase, transfer, use, or possession is prohibited or restricted by state or federal law;
2. **"Synthetic cannabinoids"** which include drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness; and

Drug and Alcohol-Free Workplace (continued)**3. Illegal substances.**

"Prescription drugs" means drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed medical practitioner/physician or dentist, other than marijuana (cannabis) and marijuana-related substances.

"Smoking" means the burning of a cigarette, cigar, pipe or other similar device that contains in whole or in part, cannabis or hemp, in addition to tobacco.

"Electronic nicotine delivery system" for purposes of this policy means an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid.

"Vapor product" means any product that employs a heating element, power source, electronic circuit or other electronic, chemical, or mechanical means to produce a vapor that may or may not include nicotine and is inhaled by the product's user.

"Under the influence" means any noticeable use, any detectable level of drugs or alcohol in the employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

"Criminal drug statute" means any criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.

I. Prohibited Behavior

To help maintain a drug-free school, community, and workplace, the following conduct is strictly prohibited of all District employees and volunteers. An employee who violates this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board.

- A. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids;
- B. Manufacturing, selling, delivering, soliciting, consuming, using, possessing, or transmitting alcohol in any amount or in any manner on District property or a District workplace at any time while students are under the supervision of the District, or when involved as an employee in a District activity on or off school district property;
- C. Unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance in a District workplace;
- D. Using the workplace, District property or the staff member's position within the District to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids;
- E. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids in a manner that is illegal or which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, the students, or other employees; and
- F. Smoking or other use of tobacco products on school property during regular school hours, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

Drug and Alcohol-Free Workplace (continued)

II. Use of Prescription Drugs

A. Employees are permitted to use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner. Such drugs shall be used only as prescribed. In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

B. However, the Board, in compliance with C.G.S. 21a-408a through 408q, prohibits the palliative use of marijuana on school property, at a school-sponsored event, or during the conduct of Board business. Employees are prohibited from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during the work day.

III. Smoking

A. The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), and the use of tobacco products on school property or at any school-sponsored activity. This ban applies to any area of the workplace and outside within 25 feet of a doorway, operable window or air intake vent.

B. The workplace smoking ban also applies to cannabis, hemp, and e-cigarette use, involving cannabis.

C. Smoking, including cannabis, will be permitted in a situation in which a classroom is used during a smoking or e-cigarette demonstration that is part of a medical or scientific experiment or lesson.

D. The District will not make accommodations for an employee or be required to allow an employee to perform his/her duties while under the influence of cannabis or allow the employee to possess, use or otherwise consume cannabis while performing his/her employment duties.

IV. Notification Requirements

A. Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with his/her superior, will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

B. As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute. Such notification will be provided no later than five (5) days after such conviction. The District will inform the federal granting agency within ten (10) days of such conviction, regardless of the source of the information.

C. District employees are directed to report any suspected violation of this policy to an administrator or directly to the Superintendent of Schools or his/her designee. The Superintendent or designee will investigate the allegation and meet with the alleged violator.

D. All employees will be notified of this policy on a yearly basis and instructed to recognize that compliance is mandated.

E. This policy shall be made known to prospective employees prior to employment.

Drug and Alcohol-Free Workplace (continued)

V. Disciplinary Action Upon Violation of Policy

A. An employee who violates this policy may be subject to disciplinary action, consistent with applicable state and federal laws, up to and including termination. Enrollment and successful completion of an appropriate drug-or alcohol-abuse, employee-assistance rehabilitation program may be required at the discretion of the administration, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the District incur any financial obligation for treatment or rehabilitation required as a condition of eligibility for reinstatement.

B. Disciplinary action will include, at a minimum, a letter of reprimand and may include, but is not limited to suspension or termination from employment.

C. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.

D. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or Federal agency from which the District receives contract or grant monies of the employee's conviction within ten (10) days after receiving notice of the conviction.

E. The District may notify law enforcement agencies regarding a staff member's District deems appropriate.

VI. Employee Assistance

In order to make employees aware of dangers of drug and alcohol abuse, and to provide an employee with the opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs, the District will:

- A. provide each employee with a copy of this District Drug- and Alcohol-Free Workplace policy;
- B. post notice of the Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- C. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
- D. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
- E. provide information about benefits available under the Board's group medical plan for treatment;
- F. establish a drug-free awareness program to inform employees about:
 - the dangers of drug abuse in the workplace,
 - available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - the penalties that the District may impose upon employees for violations of this policy.

CBD Products (optional)

Employees are prohibited from possessing or using any product with cannabidiol (CBD), whether derived from hemp or cannabis, regardless of the amount of THC in the product or to the extent to which it is legal or illegal under state law.

Drug and Alcohol-Free Workplace (continued)

Legal Reference: Connecticut General Statutes

P.A. 21-1 (June Spec. Session) An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. 1308.11-1308.15

Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et. seq.

Drug-Free Schools and Community Act, P.L. 99 570, as amended by P.L. 101 226 (199)

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101-71187 (as amended by Title IV - 21st Century Schools)

Drug-Free Workplace Act, 30 ILCS 580/1 et. seq.

Drug-Free Workplace Requirements for Federal Grant and Recipients 41 U.S.C. 8103

(cf.1120 Board of Education Meetings)

(cf.1330 Use of School Facilities)

(cf.5131.7 Smoking Prohibition)

(cf.1331 Prohibition of Smoking in School Facilities)

Policy adopted:

Drug-Free Workplace

~~No employee engaged in work in the Glastonbury Public Schools shall use, possess, or unlawfully manufacture, distribute, dispense, in the workplace, any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances (as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1300 through 1300.15.).~~

~~The “workplace” is defined to mean the site for the performance of work done while in the employ of the Glastonbury Public Schools. That includes any school building or any school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off school property during any school-related or approved event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school system.~~

~~As a condition of employment in Glastonbury, each employee shall abide by the terms of the school system’s policy respecting a drug-free workplace. Each employee will be provided a copy of this policy and standards of conduct required, including sanctions. Resource materials related to drug/alcohol will also be available through the office of the school nurses.~~

~~As a condition of employment in Glastonbury, each employee shall notify the superintendent of any criminal drug statute conviction, no later than five days after such occurrence.~~

~~Failure of employees to conform to the terms of this policy may lead to the loss of federal grants for the school system.~~

~~Any employee who violates the terms of this policy may be non-renewed, suspended or terminated, at the discretion of the Board, in accordance with Section 10-151 of the Connecticut General Statutes and other applicable law. Disciplinary sanctions may include satisfactory completion of an appropriate rehabilitation program.~~

~~Legal Reference: Drug-Free Workplace Act, 54 Fed. Reg. 4946 (1989)~~

~~Drug-Free Schools and Communities Act Amendment (P.L. 101-226),
1989~~

~~Connecticut General Statutes—10-151; 10-220a; 19-450a; 10-221d~~

Policy

~~Adopted: October 1981~~

~~Revised: September, 1991~~

~~Revised: November 14, 2005~~

Drug-Free Workplace

The Glastonbury Board of Education, working with the administration, will provide a drug and alcohol free workplace in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and its implementing regulations. The Glastonbury Board of Education will:

- ~~1. Notify all employees that the unlawful use or manufacture, distribution, dispensing, possession of a controlled substance, or possession of alcohol, is prohibited in the system's workplace and at any related functions, and specify the actions that will be taken against employees for violation of such prohibitions.~~
- ~~2. Make it an administrative requirement that each employee be given a copy of the policy and regulations concerning a drug free workplace.~~
- ~~3. Within thirty (30) days of receiving notice with respect to any employee who is convicted of a criminal drug statute, take appropriate investigative action which may lead to disciplinary action regarding such employee up to and including, but not limited to: termination, in accordance with Section 10-151 of the Connecticut General Statutes and other applicable law, suspension, or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.~~
- ~~4. Establish a drug free awareness program to inform employees about the dangers of drug abuse in the workplace; the system's policy of maintaining a drug free workplace; any available drug counseling, rehabilitation and assistance programs, and the penalty that may be imposed on employees for drug abuse violations.~~
- ~~5. Notify the employee that as a condition of employment, employees shall abide by the terms of this policy/regulation and notify the system of any criminal drug statute conviction, no later than five days after such conviction. Administrative staff shall report any suspected violation directly to the superintendent/designee, who will immediately investigate the allegation and meet with the alleged violator.~~
- ~~6. Notify the federal agency/agencies which grant funds to the Board of Education, of the conviction within ten days after receiving notice from an employee.~~
- ~~7. Make a good faith effort to continue to maintain a drug free workplace through implementation of all the provisions of this policy. A biennial review will be conducted to determine the effectiveness of the program and implement changes if necessary, as well as ensure that disciplinary sanctions imposed are consistently enforced.~~

~~Personnel – Certified/Classified~~

~~Regulation: 4118.231(a)~~

~~4218.231~~

~~Revised~~

~~Drug-Free Workplace~~ (continued)

~~Legal Reference: Drug-Free Workplace Act, 54 Fed. Reg. 4946 (1989)~~

~~Drug-Free Schools and Communities Act Amendment (P.L. 101-226),
1989~~

~~Connecticut General Statutes 10-151; 10-220a; 19-450a; 10-221d~~

Regulation

Approved: October 1989

Revised: September 1991

Revised: November 14, 2005

~~Personnel — Certified/Classified — Policy — 4118.232~~
~~4218.232~~
~~Revised~~

Smoking Prohibition

~~This policy applies to all employees, students and visitors at all times.~~

~~Smoking of any kind is prohibited in the buildings, vehicles, and on the grounds of Glastonbury Public Schools.~~

~~Legal Reference: — Public Act 93-304~~

~~— An Act Prohibiting Smoking in Public Buildings~~

~~— Connecticut General Statutes~~

~~— 19a-342 Smoking prohibited in certain places~~

~~P.A. 14-76 An Act Concerning the Governor's Recommendations
Regarding Electronic Nicotine Delivery Systems and Youth
Smoking Prevention~~

~~(cf.1120 Board of Education Meetings)~~

~~(cf.1330 Use of School Facilities)~~

~~(cf.5131.7 Smoking Prohibition)~~

~~(cf.1331 Prohibition of Smoking in School Facilities)~~

Policy

Adopted: October 4, 1993

Revised: November 19, 1993

Revised: November 14, 2005

Revised: March 9, 2015

Smoking Prohibition

In accordance with law and to promote the health and well-being of all students and employees, the Board of Education prohibits all students, employees, and patrons from smoking using, tobacco or tobacco products in school facilities, buildings and buses or other District transportation at all times, including athletic events (indoor and outdoor) and meetings. This prohibition extends to all facilities the district owns/operates, contracts for or leases to provide educational services, routine health care, day care or early childhood development services to children, as well as facilities in which services are not provided to children.

Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering systems, vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substance; and any other tobacco or nicotine innovations.

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

Regulation

Adopted: March 9, 2015

Substance Abuse

Substance abuse is a serious problem which adversely affects the educational process. It is the policy of the Board of Education that all school buildings and property be alcohol and drug free. The use, sale, distribution or possession of such substances, drug paraphernalia or alcohol on school property or at school events is prohibited. It is the policy of the Board to take positive action through education, intervention, counseling, parental involvement, medical referral and, where appropriate, law enforcement referral, in the handling of incidents in the schools, on school property or at school sponsored activities involving the use, sale, distribution or possession of such substances, drug paraphernalia or of substances that affect behavior. The Board complies with all applicable State and Federal statutes and utilizes definitions found in Connecticut General Statutes 21A-240 and 21A-243 in establishing this policy.

The family, religious organizations, community health services, youth and family services, and concerned citizens must play a role if our goals are to be accomplished. We support sharing approaches and programs with other districts and institutions, and recognize that the challenges that incurred with substance abuse neither begin at the school door nor end at the district boundaries. The solutions to the difficult problems of substance abuse need to be approached by society as a whole.

The following programs have been established to deal with substance abuse and are defined as:

PREVENTION

An educational process that promotes the development of healthy self-esteem, and provides students with information and opportunities to learn how to make responsible decisions regarding substance abuse. An organized support system for students who have experienced problems with substance abuse and are seeking help to abstain.

INTERVENTION

A process by which staff members deal with a student's substance abuse as it impacts school behavior or performance. The goal of intervention is to help the student receive appropriate corrective measures.

SUPPORT

An organized support system for students who have experienced problems with substance abuse and are seeking help.

Nothing in the policy prohibits students taking medication(s) in accordance with school rules and if applicable, physician's orders.

The following guidelines have been established for implementing these programs:

1. The principal of each school building is responsible for following all federal and state statutes. The principal is also responsible for the publication, implementation and provision to students and parents/guardians of all school regulations, policies and procedures relating to substance abuse on or off school property and at school sponsored activities.
2. In the interest of the health and safety of all students, school property including desks and lockers may be inspected by school authorities, with notice when possible, for maintenance. When there is individual reasonable suspicion that a student has violated or is violating the law or the rules of the school, the administration may conduct a search of a student's locker. The administrators will surrender any contraband materials found to the police. Students will be made aware through the Student Handbook that for maintenance or reasonable suspicion inspections may occur. (see Policy 5145.12)

Substance Abuse (continued)

3. Signs may be posted on the street to indicate schools are drug free zones. In addition, appropriate signs may also be posted in school buildings.
4. Violation of this policy will result in clear and consistent consequences as outlined in the attached regulations. Personal privacy rights of students shall be protected as provided by law.
5. Substance abuse is a community problem. The Glastonbury School System will participate in a coordinated plan of action with the community for dealing with this problem. This plan will provide for follow-up of students found to be using drugs or alcohol and will include involvement of school, family, and the community in selecting the appropriate alternatives for assistance. Follow-up may include:
 - a. Administrative referral of the student to the Glastonbury Youth and Family Services and provision of resources and information regarding appropriate agencies licensed to assess and treat drug/alcohol involved individuals, and;
 - b. Notification of law enforcement officials when a student is found in possession of drugs or alcohol on school property or at school sponsored activities.
6. The study of drugs and their effects shall be a part of the total school program.
7. There shall be an ongoing program of instruction for staff members in the recognition of substance abuse and procedures for proper notification of the principal when student behavior indicates possible substance abuse.
8. Biennial reviews of this drug and alcohol policy will be conducted to ensure that it is being implemented consistently throughout the school system.

Legal Reference:

Connecticut General Statutes – Section 10-154a
Section 10-212a
Section 10-221(d)
Section 10-233a -
Section 10-233f
Section 21a-240
Section 21a-243
P.A. 18-15 An Act Concerning School Counselors

Policy

Adopted: October, 1981

Revised: September, 1987

Revised: December, 1990

Revised: February 14, 2005

Revised: April 14, 2007

Revised: July 14, 2014

Revised: February 25, 2019

Substance Abuse

I. PREVENTION THROUGH EDUCATION

An educational process that promotes the development of healthy self-esteem and provides students with information and opportunities to learn how to make responsible decisions regarding substance abuse.

A. Curriculum & Instruction

1. Planned, ongoing and systematic drug/alcohol education is the primary means of preventing substance abuse by students. Accordingly, information about alcohol, tobacco (see Policy 5131.7), and other drugs as they affect a student's health, education, character, personality and citizenship will be offered in grades K-12. Learning objectives are outlined in the Health, Science and Social Studies curriculum guides.
2. Information on the effects of drug/alcohol use is provided to all students in their Student Handbook. Student athletes receive additional information in the student Athlete Handbook.

B. Reinforcement

Glastonbury Public Schools and its community offer many other programs and activities to maintain a consistent "no use" messages to our students. Examples of these programs include:

- Peer Educators
- Officer Friendly
- Drug Awareness "Red Ribbon" Week
- Nationally Renowned Guest Speakers
- Parent Programs
- DARE
- Coffee House Project

In addition, Glastonbury Public Schools is committed to providing co-curricular activities which provide students with a safe environment.

C. Staff Role Modeling

Staff members are trained and encouraged to present a clear and consistent message to our students about the harmful effects of drugs/alcohol.

Substance Abuse (continued)

II. INTERVENTION

A process by which staff members deal with a student's drug/alcohol use as it impacts school behavior or performance. The goal of intervention is to help the student receive appropriate corrective measures.

A. Disciplinary action taken against a student for the use, sale, or possession of Marijuana (cannabis) on school premises or at any District/school sponsored activity, on or after January 1, 2022, shall not result in any discipline, punishment, or sanction greater than that which a student would face for the use, sale, or possession of alcohol. (C.G.S. 10-221 (d), as amended by P.A. 21-1, June Special Session, Section 19).

B. Student Possession or Use of Alcohol

No student shall possess, use, be under the influence of, purchase, sell, or transfer any alcoholic beverage on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity. No student may ingest alcohol before arriving on school property or at a school-sponsored activity. Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and/or co-curricular activities and forfeiting of school leadership positions.

Student who has ingested alcohol or suspicion thereof:

1. Staff member shall report the student suspected of having ingested alcohol to the administrator/designee immediately.
2. Administrator/designee will determine the appropriateness of involving the school nurse for emergency medical intervention.
3. When an administrator has reasonable suspicion that a student has ingested alcohol at or before school or at a school-sponsored event, the student shall be given the option to take an alcohol detection test. If screening results are negative, no action shall be taken. However, if the student tests positive or if the student declines to take the test when reasonable suspicion exists, the student shall be subject to appropriate disciplinary action as set out in the district's disciplinary policies.

Reasonable suspicion shall refer to observed use or possession of alcohol, apparent physical state of impairment of motor functions, marked changes in personal behavior not attributable to other factors, or involvement in, or contribution to, an accident where the use alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury, or for any observable indicator of alcohol use such as smell or appearance.

The superintendent/designee shall develop a process to reasonably ensure reliability of the screening instrument used, appropriate training for administrators, and security of the sample once obtained. Access to screening results shall be restricted on a need-to-know basis to those persons designated by the Superintendent.

Substance Abuse (continued)

4. If it has been determined that the student is under the influence of alcohol, the administrator/designee will notify the parents/guardians and request they come to the school. If the parents are reluctant to come to the school and the student requires prompt assistance, every effort will be made to encourage the parents to come to school and seek assistance for the student. If the parents/guardians still refuse to act on behalf of the student, it will be explained that a medical neglect report will be filed with the Department of Children and Families (DCF) in accordance with state regulations.
5. Administrator/designee may notify police.
6. Student will be referred to the Counseling Department for follow-up and support.

Penalties for alcohol possession or use on school grounds or at a school sponsored activity.

1. Five to ten day suspension; or three to seven day suspension with satisfactory attendance. A substance abuse prevention program. Involvement in this program shall require parental notification and attendance at all sessions. The content of the sessions shall include orientation, self-assessment of substance use, risk factors which predispose a youth to substance abuse problems, and follow-up. If the student misses any session, administrative discretion shall be exercised for having the student serve any portion of the waived days of suspension. Students attending the program are promised confidentiality under the limits of the law. In situations where child abuse or dangers to someone's life (possible suicide or homicide) are an issue, appropriate action according to school policy and state law will be followed.
2. During the time of suspension, the student may not participate in co-curricular activities sponsored by the school, or in school related activities.

C. Student Possession, Use, Purchase, or Sale of Drugs

No student shall possess, use, be under the influence of, purchase, sell, or transfer any drug or drug facsimile, or other substances intended to impair normal cognitive and/or psychological functioning on school property, at any location of a school-sponsored activity, or en route to or from school or a school sponsored activity. No student may use drugs before arriving on school property or at a school sponsored activity. Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and/or co-curricular activities and forfeiting of school leadership positions.

Substance Abuse (continued)Student under influence of drugs, drugs facsimile, other substances intended to impair normal cognitive and/or psychological functioning or reasonable suspicion thereof:

1. Staff member shall report the student suspected of being under the influence to the administrator/designee immediately. Reasonable suspicion shall refer to observed indicator of use or possession of a drug, drug facsimile, or other substance intended to impair normal cognitive and/or psychological functioning, apparent physical state of impairment of motor functions, marked changes in personal behavior not attributable to other factors, or involvement in, or contribution to, an accident where the use alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury, or for any observable indicator of alcohol use such as smell or appearance.
2. Administrator/designee will determine the appropriateness of involving the school nurse for emergency medical intervention.
3. If it has been determined that the student is under the influence of drugs, the administrator/designee will call parent/guardian and request they come to the school. If the parents are reluctant to come to the school and the student requires prompt assistance in relationship to the drug problem, every effort will be made to encourage the parent to come to school and seek assistance for the student. If the parent/guardian still refuses to act on behalf of the student, it will be explained that a medical neglect report will be filed with the Department of Children and Families (DCF) in accordance with state regulations.
4. Administrator/designee may notify police.
5. Student will be referred to the Counseling Department for follow-up and support.

Penalties for **use of drugs, drug facsimile**, other substances intended to impair normal cognitive and/or psychological functioning on school grounds or at a school sponsored activity.

1. Ten day suspension and satisfactory attendance at a Substance Awareness Program. Involvement in this program shall require parental notification and attendance to all sessions. The content of the sessions shall include orientation, self-assessment of substance use, risk factors which predispose a youth to substance abuse problems, and follow-up. Students attending the program are promised confidentiality under the limits of the law. In situations where child abuse or dangers to someone's life (possible suicide or homicide) are an issue, appropriate action according to school policy and state law will be followed.
2. During the time of suspension, the student may not participate in co-curricular activities sponsored by the school, or in school related activities.
3. Administrator/designee may recommend a 90 day expulsion for the first offense and will recommend a 90 expulsion for subsequent offenses.

Substance Abuse (continued)

Penalties for possession of drugs or drug facsimile, or other substances intended to impair normal cognitive and/or psychological functioning on school grounds or at a school sponsored activity.

1. Ten-day suspension.
2. During the time of suspension, the student may not participate in co-curricular activities sponsored by the school, or in school related activities.
3. Administrator/designee may recommend a 90 day expulsion for the first offense and will recommend a 90 day expulsion for subsequent offenses. .

Penalties for purchase or transfer of drug or drug facsimile, or other substances intended to impair normal cognitive and/or psychological functioning on school grounds or at a school sponsored activity.

1. Ten day out of school suspension.
2. During the time of suspension, the student may not participate in extracurricular activities sponsored by the school, or in school related activities.
3. Administrator/designee will recommend a 90 day expulsion. The Board of Education may modify the expulsion on a case by case basis with required conditions met. (see Connecticut Statutes Section 10-233d)

Penalties for sale or distribution of drug or drug facsimile, or other substances intended to impair normal cognitive and/or psychological functioning on or off school grounds.

1. Ten day out of school suspension.
2. During the time of suspension, the student may not participate in extracurricular activities sponsored by the school, or in school related activities.
3. Administrator/designee will recommend a 180 day expulsion. The Board of Education may modify the expulsion on a case by case basis with required conditions met. (see Connecticut Statutes Section 10-233d)

Substance Abuse (continue)**Athletics/Co-Curricular Activities**

The Glastonbury Board of Education and Glastonbury Administration, and Glastonbury High School Athletic Department are committed to achieving an environment free of substance abuse in our schools. While this goal cannot be achieved by the school district alone, regardless of funding, staff ability, or program development, the GHS Athletic Department and GHS Administrative Team will provide students with preventative and intervention support and education.

A student who possesses or uses alcohol or drugs, drug facsimile or other substances intended to impair normal cognitive and/or psychological functions at any time during the school year will be subject to suspension or dismissal from any school sport team as described in the Student Athletic Handbook. In addition, the student will forfeit leadership roles in co-curricular clubs and activities, and may be dismissed from those activities.

In-Season Substance Abuse

Use, possession, or distribution of drugs and/or alcohol will result in the **immediate dismissal** from the team for the season. The student-athlete may regain athletic eligibility for the next season after completing a planned assistance program.

Use, possession, or distribution of tobacco (which includes but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivery systems, vapor products, chemicals, or devices that produce the same flavor or physical effect of nicotine substance; and any other tobacco or nicotine innovations) will result in a two (2) week suspension from the team. This will include all practices and competition. A second violation of this nature will result in the immediate dismissal from the team for the season.

Out of Season Substance Abuse

Students failing to conform to the substance abuse policy during the school year but not yet in season shall face disciplinary action that will be served in the season they do participate.

First Offense:

- Four (4) week suspension
- Student may try-out and practice but may not compete
- Student-athlete will attend games but may not be in uniform
- Loss of leadership
- Student-athlete and Parent/Guardian must sign contract

Second Offense:

- Sixteen (16) week suspension
- Loss of leadership
- Student-Athlete must perform 10 hours of community service
- Student-Athlete and Parent/Guardian must sign contract

If the season ends before the penalty assigned is complete, it is carried to the next season the student participates in.

Substance Abuse (continued)A. Voluntary Disclosure

If a student voluntarily confides in a teacher about a drug/alcohol use problem:

1. The staff member, if concerned about the student's health, may seek assistance from the school nurse.
2. The staff member who is informed of a drug/alcohol problem may, at the insistence of the student, maintain the confidence within the limits of his/her professional code of ethics, consistent with the laws of confidentiality (see Board Policy 5145.13). Nevertheless, the staff member must make every effort, to guide the student to the help that is needed.
3. The staff member may, without disclosing the name of the student, obtain advice and information on resources available to the student.
4. Any staff member who obtains physical evidence in the form of drugs/alcohol must surrender these materials to the school principal/designee immediately. The staff member is not required to surrender the name of the student from whom the evidence is obtained. The principal/designee will then surrender the materials to the police.
5. If the student will allow disclosure of the drug/alcohol problem, the staff member will report it to the building principal/designee. The building principal/designee will, upon confirmation of a drug/alcohol problem by a student under 18 years of age, hold a conference with the student's parents/guardians. Corrective action will be developed with the cooperation and the consent of the parents/guardians and the student. The parents/guardians will be given a written copy of the conference minutes and recommendation for corrective action. Copies of the conference will be kept in a confidential file.
6. If the parent/guardian is reluctant to come to the school and the team determines that the student requires prompt assistance in relationship to the drug and alcohol problem, every effort will be made to provide and encourage the parent to come to school and seek assistance. If the parent/guardian refuses to act on behalf of the student, it will be explained that a medical neglect report will be filed with the Department of Children and Families (DCF) in accordance with the state regulations.

Substance Abuse (continued)**B. Involuntary Disclosure**

When information relative to drug/alcohol use is brought to the attention of staff members through routine school activity, such information is considered involuntary disclosure and laws of confidentiality do not apply.

1. The staff member will report information immediately to the principal/designee.
2. Staff members who obtain physical evidence in the form of drugs/alcohol from a student are required to turn the evidence over to the building principal/designee immediately. The principal/designee will then surrender the materials to the police. If the staff member obtains the material from a specific student, the student's name must be disclosed to the principal/designee.
3. The building principal/designee will, upon confirmation of a drug/alcohol problem by a student under 18 years of age, hold a conference with his/her parents/guardians. Corrective action will be developed with the cooperation and the consent of the parents/guardians and the student. The parents/guardians will be given a written copy of the conference minutes and recommendation for corrective action. Copies of the conference will be kept in a confidential file.
4. If parent/guardian is reluctant to come to the school and the team determines that the student requires prompt assistance in relationship to the drug and alcohol problem, every effort will be made to provide and encourage the parent/guardian to come to school and seek assistance. If the parent/guardian refuses to act on behalf of the student, it will be explained that a medical neglect report will be filed with the Department of Children and Families (DCF) in accordance with state regulations.

Substance Abuse (continued)

III. SUPPORT

An organized support system for students who have experienced problems with drug/alcohol use and are seeking help to abstain.

Administrators and school teams have a variety of options for offering support to students experiencing problems with drug/alcohol use. Administrators may use discretion in choosing support based on availability and age appropriateness.

Students may be provided resource information and referred by the school team to the following:

A. In-School Support:

1. Guidance Counselor/School Counselor
2. School Psychologist
3. School Nurse

B. Out-of-School Support

1. Youth and Family Resource Center
2. Other Resources

C. Special school programs for support

1. Support class for students
2. Peer Educators
3. Student Assistant Program (SAP)
4. After school class
5. Counseling groups

Regulation

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Revised: