



## POLICY COMMITTEE MEETING

Monday, May 18, 2026 6:00 PM  
Glastonbury Town Hall, Meeting Room A  
Glastonbury Town Hall  
2155 Main Street  
Glastonbury, CT 06033

1. Review of Board of Education Policy #1330.2 Use of Stadium
2. Review of Board of Education Policy and Regulation #5141.4 Suspected Abuse or Neglect of Children
3. Review of Board of Education Policy and Regulation #5111 Admission to School and Placement
4. Review of Board of Education Policy #9321 Meetings (Kind, Time, Place, Notification of Meetings)
5. Review of Board of Education Policy and Regulation #5131.6 Substance Abuse
6. Advertising on School Property

### Use of the Stadium and Turf Fields at GHS

The use of the stadium turf fields at GHS is designed to enhance the experience of Glastonbury students and to enhance the overall spirit in the school. The stadium and turf fields are also used by youth sports through the Town of Glastonbury, Parks and Recreation Department.

### Stadium Allowances and Restrictions

Restrictions are necessary to minimize the effects on the neighbors who may be impacted by use of the stadium, particularly evening games and practices. Thus, it is necessary to place restrictions on the use of sound and lights for evening events on the GHS sports field. These restrictions apply to any use of the fields, either by the Glastonbury Public Schools or by the Town of Glastonbury through Parks and Recreation.

#### Restrictions on Sound

- No loud music will be played through a sound system at any time, with or without lights, in connection with games or practices.
- Only those horns and whistles required by game officials, the Connecticut Interscholastic Athletic Conference (CIAC), or National Federation of State High School Associations (NFHS) rules will be permitted. Spectators will not be permitted to use horns, whistles, bullhorns, or other noise makers deemed inappropriate.
- There will be no use of a sound system on the sports field at GHS before 8:45 AM
- The public address system will not be used for practices.

#### Restrictions on Lighting

- Lights will not be used on Sundays.
- The use of stadium lights will not be permitted after 9:30 PM on Friday and 8:30 PM Monday through Thursday. The Superintendent of Schools/Designee may permit an extension of this time for a CIAC State Playoff game or an overtime game.
- The use of stadium lights will be not be permitted after 8:30 PM on Saturday except lights may be used until 9:30 PM on up to four Saturday nights in October/November for youth football.
- Stadium lights may be used by GHS for home varsity football games, up to 3 varsity field hockey games, up to 3 varsity boys lacrosse games, up to 3 varsity girls lacrosse games and for neutral site state playoff games. The GHS Athletic Director and Principal may allow for night CIAC playoff games as appropriate.
- Lighting designed for safety or security may be used for an appropriate period in conjunction with approved school and community events.
- The Superintendent of Schools must approve any other use of the lights on the GHS sports field.

## **Turf Field Usage and Priorities**

### **Eligible Organizations and Priority of Use**

The educational programs of the schools will always have first priority for use of the Glastonbury High School turf fields. The fields will not be accessible to any members of the public while school is in session. When not being used for this purpose, the following groups will have priority given the contributions made to fund the construction of the fields:

1. School Programming
2. Town Department or Agency Activities
  - a. Priority Usage will be considered for the following groups:
    - ❖ Stadium Turf Field
      1. School Programming
      2. Glastonbury Youth Football
      3. Other town department or agency activities as approved by the superintendent/designee
    - ❖ Field 12
      1. School Programming
      2. Glastonbury Hartwell Soccer
      3. Glastonbury Youth Lacrosse
      4. Glastonbury Field Hockey
      5. Other town department or agency activities as approved by the superintendent/designee
    - ❖ Field 13
      1. School Programming
      2. Glastonbury Youth Field Hockey
      3. Glastonbury Youth Lacrosse
      4. Glastonbury Hartwell Soccer
      5. Other town department or agency activities as approved by the superintendent/designee

### **Restrictions on Use of Turf Fields**

1. Illegal activities will not be tolerated and any violations will justify permanent restriction of the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. There shall be no smoking or use of electronic nicotine in school buildings or on school grounds.
3. Refreshments can be served or consumed only in areas designated by the Principal or designee.

Policy

Adopted: August 8, 2011

Revised:

### **Suspected Abuse and/or Neglect of Children**

~~The Glastonbury Board of Education recognizes its legal and ethical obligations in the reporting of suspected child abuse/neglect or at risk children. All Glastonbury Public School employees who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm or sexually assaulted, are required to report such to the appropriate authority, in accordance with the procedures set forth in accompanying regulations.~~

The Glastonbury Board of Education recognizes its legal and ethical obligations in the reporting of suspected child abuse, neglect, and sexual assault. Any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. Mandated reporters include all school employees, specifically Superintendent, administrators, teachers, substitute teachers, guidance counselors, school counselors, paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers and licensed behavior analysts either employed by the Board or working in one of the District schools, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee are required to report such abuse, neglect, or risk and/or sexual assault.

Legal Reference: Connecticut General Statutes:

- 10-220a Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)
- 10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)
- 10-221s Investigations of Child abuse and neglect. Disciplinary action (as amended by PA 16-180)
- 17a-28 Definitions. Confidentiality of and access to records; exceptions, Procedure of aggrieved persons. Regulations (as amended by PA 11-93 and PA 14-186)
- Section 17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA-96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93, PA 15-205, PA 18-15 and PA 18-17)
- 17a-101a Report of abuse or neglect by mandated reports. (as amended by PA 02-106, PA 11-93, PA 15-205, PA 18-15 and PA 18-17)
- 17a-102 Report of danger of abuse. (as amended by PA 02-106)
- 17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.
- Section 10-151 Teacher Tenure Act
- PA 11-93 An Act Concerning the Response of School Districts and the

## STUDENTS

Policy: 5141.4 (a)

Revised

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Department of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District.

PA 15-205 An Act Protecting School Children

PA 14-186 An Act Concerning the Department of Children and Families and the Protection of Children.

**Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions to the Education and Early Childhood Education Statutes**

**Public Act 24-41 An Act Concerning the Expansion of the State's Paid Family and Medical Leave Program**

**Public Act 24-118 An Act Concerning the Protection of Consumers from Unfair Trade Practices and Regulation of Certain Consumer Protections**

### Policy

Adopted: October, 1981

Revised: July, 1992

Amended: November, 1997

Revised: February 28, 2005

Revised: May 14, 2012

Revised: December 10, 2012

Revised: October 17, 2016

Revised: February 25, 2019

**Revised:**

**Suspected Abuse and/or Neglect of Children**

It is the policy of the Board of Education to require not only school employees who are required by law to report suspected child abuse and/or neglect, but to all employees of the Glastonbury Public Schools to report suspected abuse, neglect, and/or sexual assault in accordance with the procedures set forth below.

Connecticut General Statutes §17a-101 et. seq., and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, or imminent risk of serious harm, in accordance with the procedures set forth in this policy. Mandated reporters, including all Glastonbury Public School employees, the Superintendent, administrators, teachers, substitute teachers, guidance counselors, school counselors, paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists, social workers and licensed behavior analysts either employed by the Glastonbury Public Schools or working in one of the District schools, or any person who, in the performance of his or her duties, has regular contact with students and provides services to or on behalf of students enrolled in Glastonbury Public Schools, who has reasonable cause to suspect or believe that a child:

1. Is in danger of or has been abused;
2. Has had non-accidental physical injuries or physical injuries which are at variance with the history given for them, inflicted by a person responsible for the child's health, welfare or care, or by a person given access to such child by a responsible person;
3. Has been neglected;
4. Has been placed in imminent risk of serious harm;
5. Has been sexually assaulted.

Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk or serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect, or risk and/or sexual assault to the Department of Children and Families.

The Board shall annually distribute the mandated reporter policy electronically to all school employees **and contractors employed by the Board of Education in regular contact with children**. The Board shall annually distribute electronically, to all school employees **and relevant contractors**, Board members, and parents and guardians of enrolled students, (1) guidelines on identifying and reporting child sexual abuse, starting in the 2022-23 school year, and (2) information on DCF's sexual abuse and assault awareness and prevention program.

A mandated reporter's suspicions may be based on factors including but not limited to observations, allegations, facts by a child, victim or third party. Suspicions or belief does not require certainty or probable cause.

**I. DEFINITIONS**

1. **Child Abuse:** Injuries, (other than by accidental means), including those at variance with the history given for them, or a condition which is the result of maltreatment such as malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment inflicted upon a child under the age of 18 by a person responsible for his/her health, welfare or care, or by a person given access to a child by the responsible person.
2. **Physical Abuse:** Physical injury inflicted other than by accident. The injury may not be intentional: it may result from overdiscipline of physical punishment inappropriate to the child's age or condition. Physical abuse would include, but not be limited to:
  - Any injury requiring attention.
  - Severe bruising (e.g. old and new bruise in combination, bruises on several areas).
  - Any punishment involving hitting with a closed fist or an instrument, kicking, inflicting burns, of throwing a child.
3. **Sexual Abuse:** Any form of sexual activity imposed upon a child by a person in a position of power, authority and/or influence over the child. The activity may be coercive or non-coercive and may range from sexual exploitation, voyeurism, exposure to pornographic material and videotapes, to fondling and intercourse.
4. **Emotional Abuse:** Failure to provide a loving environment in which children can thrive, learn and develop. It may include threatening, scapegoating, rejection, etc.
5. **Child Neglect:** Any child under the age of eighteen who has been abandoned, or is being denied proper care and attention, physically, educationally, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his/her well being or has been abused. **Exception:** The treatment of any child by an accredited Christian Science practitioner shall not, of itself, constitute neglect or maltreatment.
6. **Child at Risk:** Reasonable cause to believe or suspect a child is in danger of being abused where there is no reasonable cause to suspect that such abuse has actually occurred. Imminent risk of serious harm to a student by an act or failure to act on the part of a person responsible for such student's health, welfare or care.
7. **"School employee"** (A) A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, licensed behavior analysts, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with

students and who provides services to or on behalf of students enrolled in the Glastonbury Public Schools, pursuant to a contract with the Board.

8. **“Contractor”** includes anyone contracted by the Board to perform a service who has regular contact with children.
9. **“Child Sexual Abuse Material”** replaces **“Child Pornography”** throughout the Connecticut Statutes (P.A. 24-118)
10. **“Statutory mandated reporter”**: an individual required by Connecticut General Statutes Section 17a-101 to report suspected abuse and/or neglect of children. In the public school context, the term “statutory mandated reporter” includes all school employees, as defined in # 7 above.
11. **Immunity from Liability**: Any person, institution or agency which, in good faith, makes a suspected abuse report shall be immune from any liability, civil or criminal, which might otherwise be incurred and shall have the same immunity with respect to any judicial proceeding which results from such report.

## **II. REPORTING PROCEDURES FOR STATUTORY MANDATED REPORTERS**

- A. The following procedures apply to statutory mandated reporters.
  1. When an employee of the Board of Education suspects or believes that a child has been abused, neglected, or has been placed in imminent risk of serious harm, the following steps shall be taken:
    - a) The employee shall, immediately, upon having reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent danger of serious harm, or has had non-accidental physical injury or injury which is at variance with history or such injury, and in no case later than twelve (12) hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families and Building Principal or his/her designee. The Glastonbury Police Department may also be called, if circumstances warrant it. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.
    - b) A mandated reporter may make the required oral report electronically in the manner prescribed by the Commissioner of Children and Families. An employee making an electronic report shall respond to further inquiries from the Commissioner of Children and Families or designee made within twenty-four hours. Such employee shall inform

- the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.
- c) Online reports may be made to the Careline by mandated reporters if the report is of non-emergent nature. A non-emergent situation is one in which a report is mandated but the child is not in immediate risk. (Note: Mandated reporters reporting electronically when they reasonably suspect that a child has been abused, neglected or placed at risk of imminent harm in a “non-emergent” situation, can do so without risk that they will be subject to a failure to report finding and subsequent penalties.
  - d) If a report prepared in accordance with Section (a) above concerns suspected abuse or neglect by a Glastonbury Public Schools employee, the Superintendent/designee shall immediately notify the child’s parent/guardian that such a report has been made.
  - e) Within 48 hours of making an oral report, the employee shall submit a written report to the Commissioner of Children and Families, or his/her representative containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.
  - f) The employee shall immediately submit a copy of the written report to the Principal and/or Superintendent/designee. If the building Principal is the alleged perpetrator of the abuse/neglect then the employee shall notify the Superintendent/designee directly.
  - g) If a report prepared in accordance with Section (b) above, concerns suspected abuse, neglect or sexual assault by a school employee who possesses a certificate, permit or authorization issued by the State Board of Education, the Commissioner of Children and Families shall submit a copy of the written report to the Commissioner of Education, or his/her or his/her designee.

**B. Mandated Report Preliminary Inquiries**

- **Preliminary Inquiry (School Level):** The school administration shall conduct a Preliminary Inquiry immediately upon receipt of a report or suspicion of abuse or neglect. The sole purpose of this inquiry is to gather enough information to determine if there is “reasonable cause to suspect” that a child has been abused or neglected, thereby triggering the mandatory reporting obligation.
  - **Scope:** Limited to identifying the parties involved, confirming the timeline of the alleged incident, and ensuring the immediate safety of the student.
  - **Actions:** May include a brief conversation with the student or the reporting staff member.
  - **Limitation:** The Preliminary Inquiry shall not include a detailed forensic interview of the child, nor shall it be used to determine the ultimate truth of the allegations. Administrators must not “investigate” the incident in a way that could

interfere with a future criminal or Department of Children and Families (DCF) investigation.

**Formal Investigation**

- A Formal Investigation is the comprehensive process conducted by DCF and/or Law Enforcement once a report has been filed.
  - **Scope:** A systematic evaluation of the child's safety, the family environment, and the validity of the allegations.
  - **Actions:** Forensic interviews, home visits, medical examinations, and the collection of physical evidence.
  - **School Role:** The Board of Education and its employees shall cooperate fully with the formal investigation but shall not conduct a parallel investigation unless specifically authorized by DCF or as part of a separate Title IX or personnel disciplinary process.

If the Preliminary Inquiry provides reasonable cause, the report must be made within 12 hours. The Preliminary Inquiry must never delay the report. If an administrator is unsure whether they have enough information, they are to make a report out of an abundance of caution.

**Oral and written reports should include:**

- The names and addresses of the child and his/her parents or other person responsible for his/her care;
- The age of the child;
- The gender of the child;
- The nature and extent of the child's injury or injuries, maltreatment or neglect;
- The approximate date and time the injury or injuries, maltreatment or neglect occurred;
- Information concerning any previous injury or injuries, maltreatment or neglect known to the reporter;
- The circumstances under which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- The name of the person or persons suspected of being responsible for causing such injury or injuries, maltreatment or neglect;
- The reason such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child

**A. Disciplinary Action for Failure to Follow Policy**

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

Any person who intentionally and unreasonably interferes with or prevents the making of the required report or attempts to conspire to do so shall be guilty of a class D felony unless such individual is under eighteen years of age or educated in a district school other than part of an adult education program.

**B. Non-discrimination Policy**

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

**C. Training**

All new employees are required to complete a training program pertaining to the accurate and prompt reporting of abuse and neglect, made available by the Commissioner of Children and Families. ~~In addition, all employees must complete a refresher program at least once every three years.~~

The principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required initial training and the refresher training.

This policy will be distributed annually to all employees. Documentation shall be maintained that all employees have received the written policy and completed the required initial and refresher training related to mandated reporting of child abuse and neglect as required by law.

The Board of Education will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriated for the students enrolled in the school.

State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect

**D. Establishment of the Confidential Rapid Response Team**

The Board of Education shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected child abuse of neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee and (2) provide immediate access to information and individuals relevant to DCF's investigation of such cases.

The confidential rapid response team shall consist of (1) a local teacher and the Superintendent, (2) a local police office, and (3) any other person the Board of Education deems appropriate.

DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

**E. Foster Care**

Upon request of the Board of Education, the Department of Children and Families shall provide the name, date of birth and school of origin for each child in the custody of the Department of Children and Families who has been placed in foster care and is attending Glastonbury Public Schools.

**III. INVESTIGATION OF THE REPORT**

The Superintendent/designee shall thoroughly investigate reports of suspected abuse and neglect if/when such report involves an employee of the Board of Education or other individual under the control of the board, provided that such investigation does not interfere with or impede the investigation by the Department of Children and Families or by a law enforcement agency. To the extent feasible, this investigation shall be coordinated with the Commission of Children and Families or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect.

In all other cases, the Department of Children and Families shall be responsible for conducting the investigation with the cooperation and collaboration of the Glastonbury Public Schools, as appropriate.

When the Glastonbury Public Schools is conducting an investigation involving suspected abuse, neglect, or sexual assault by an employee of the Glastonbury Public Schools or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect, or sexual assault to be heard with respect to the

allegations contained in the report. During the course of such investigation the superintendent/designee may suspend a Board employee with pay or may place the employee on leave with pay, pending the outcome of the investigation. However, the Superintendent/designee must suspend a public school employee (in a position requiring a certificate) when the investigation produces evidence that the employee abused a child. Suspension will be with pay until the Board of Education completes the investigation and takes action.

Any person reporting child abuse, neglect, or sexual assault or having information relevant to alleged abuse or neglect, shall provide the Superintendent/designee with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.

**A. Evidence of Abuse by School Employees**

After an investigation has been completed by DCF and the Commissioner of Children and Families, based upon results of such investigation, has reasonable cause to believe that a child has been abused, neglected, or sexually assaulted by an employee who has been entrusted with the care of a child or has recommended that such employee be placed on the Department of Children and Families abuse and neglect registry, the Commissioner shall notify within five (5) working days after the completion of the investigation into child abuse, neglect, or sexual assault by a school employee the Superintendent and the Commissioner of Education of such finding and shall provide records, whether or not created by the Department of Children and Families, concerning such investigation to the Superintendent the school employee and the Commissioner of Education. The Superintendent shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits if DCF has reasonable cause that the employee abused, neglected, or sexually assaulted a child and recommends the employee be placed on the DCF Child abuse and neglect registry.

Not later than seventy-two (72) hours after such a suspension the Superintendent/designee shall notify the Board of Education and the Commissioner of Education, or his/her representative, of the reasons for and the conditions of the suspension. The Superintendent/designee shall disclose records received from the Department of Children and Families to the Commissioner of Education and the Board of Education or its attorney for the purposes of review of employment status, certification permit or authorization. Any decision of the Superintendent/designee concerning such suspension shall remain in effect until the Board of Education acts pursuant to the provisions of Connecticut General Statutes. The Commissioner of Education shall also be notified if such certified person resigns from his/her employment in the District.

Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent/designee and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the superintendent/designee's investigation produces evidence that a child has been abused by a certified, permit or authorized school staff member.

If the contract of employment of such certified school employee is terminated as a result of an investigation into reports of abuse, child neglect, or sexually assault the Superintendent/designee shall notify the Commissioner of Education, or his/her representative, within seventy-two (72) hours after such termination. Upon receipt of such notice from the superintendent/designee, the Commissioner of Education may commence certification revocation proceedings. It is recommended that Superintendent/designees file a Request to Revoke the terminated employee's certificate.

If a school employee is convicted of a crime involving an act of child abuse, neglect, or sexual assault the state's attorney shall notify, in writing, the Superintendent/designee of the school District in which the person is employed and the Commissioner of Education. Upon such notification, the certificate of the certified educator is automatically revoked.

**B. Evidence of Abuse or Neglect by Any Other Employee or Independent Contractor of the Board of Education.**

If the investigation by the Superintendent/designee and/or the Commissioner of Children and Families produces evidence that a child has been abused by a non-certified school staff member, the Superintendent/designee and/or the Board, as appropriate, may take disciplinary action, starting with suspension, up to and including termination of employment. The suspension shall remain in effect until the incident of abuse has been satisfactorily resolved by the local Board of Education.

**Records**

The Glastonbury Public Schools shall maintain records of allegations, investigations and reports that a child has been abused or neglected by a school employee. Such records will be maintained in the Glastonbury Public Schools Central Office. The records shall include any reports made to the Department of Children and Families. Such Department is to have access to all such records.

The Board shall provide to the Commissioner of Children and Families, upon request for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept in Glastonbury Public Schools files. Such records shall include, but not be limited to,

supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of such Board of Education, and records of the personal misconduct of such teacher. (*"Teacher" includes each certified professional employee below the rank of Superintendent employed by a Board of Education in a position requiring a certificate issued by the State Board of Education.*)

The Board of Education shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency that a child has been abused or neglected. The Board shall conduct its own investigation and take any disciplinary action, in accordance with the provisions of section 17a-101i of the general statutes, as amended, upon notice from the Commissioner or the appropriate local law enforcement agency that the Board's investigation will not interfere with the investigation of the Commissioner or such local law enforcement agency.

The Department of Children and Families will review, at least annually, with the State Department of Education all records and information relating to reports and investigations that a child has been abused and neglected by a school employee, in the Department of Children and Families' possession to ensure that records and information are being shared properly.

### **Delegation of Authority by Superintendent**

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

### **Special Reporting Procedures concerning Suspected Abuse of Neglect of Intellectually Disabled Persons**

In addition to the reporting procedures set forth above, Connecticut General Statutes required that certain school personnel, including teachers, licensed nurses, psychologists and social workers, report any suspected abuse or neglect of intellectually disabled persons over the age of 18.

#### **1. Definitions**

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

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

2. **Reporting Procedures.** If an employee has reasonable cause to suspect that an intellectually disabled person has been abused or neglected, he/she shall, within five (5) calendar days make an oral report to the Director of the Office of Protection and
3. Advocacy for Persons with Disabilities, to be followed by a written report within five (5) calendar days, or shall immediately notify the Superintendent in order for the Superintendent to make such oral and written reports to the office of Protection and Advocacy. In the event that an employee makes a report to the Office of Protection and Advocacy, the employee shall immediately notify the Superintendent.
4. **Contents of Report.** Any such report shall contain the following information:
  - a) The name and address of the allegedly abused or neglected person;
  - b) A statement from the reporter indicating a belief that the person is intellectually disabled, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
  - c) Information concerning the nature and extent of the abuse or neglect; and
  - d) Any additional information, which the reporter believes, would be helpful in investigating the report or in protecting the intellectually disabled person.
5. **Investigation of Report.** If the suspected abuser is a school employee, the superintendent shall thoroughly investigate the report following the procedures regarding the investigation of reports of child abuse set forth.

If the investigation by the Superintendent and /or the Office of Protection and Advocacy produces evidence that an intellectually disabled person has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

**Disciplinary Action for Failure to Follow Policy**

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

**Non-Discrimination Policy**

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

**Training**

All District employees are required to complete a training program pertaining to the accurate and prompt reporting of abuse and neglect, made available by the Commissioner of Children and Families. ~~In addition, all employees must complete a refresher program at least once~~

~~every three years. Employees hired before July 1, 2011 must complete the refresher training program by July 1, 2012 and must retake it once every three years thereafter.~~

The principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required initial training and the refresher training.

**Foster Care**

Upon request of the Board of Education, the Department of children and Families shall provide the name, date of birth and school or origin for each child in the custody of the Department of Children and Families who has been placed in foster care and is attending a District school.

**Hiring Prohibitions**

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on DCF's investigation, if he or she has been convicted of (1) child abuse of neglect; or (2) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> degree sexual assault; 1<sup>st</sup> degree aggravated sexual assault; or 3<sup>rd</sup> degree sexual assault with a firearm of a student who is not enrolled in adult education.

The Board of Education will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so; or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

Legal References: Connecticut General Statutes

10-220a Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)

10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)

10-221s Investigations of child abuse and neglect. Disciplinary action. (as Amended by PA 16-188)

17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA 11-93 and PA 14-186)

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings

without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93 and PA 15-205)

17a-101a Report of abuse or neglect by mandated reports. (as amended by PA 02-106, PA 11-93 PA 15-205, PA 18-15 and PA 18-17)

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93, PA 15-205, PA 18-15 and PA 18-17)

17a-101i Abuse of child by school employee or staff member of public or private institution or facility providing care for children. Suspension. Notification of state's attorney re: conviction. Boards of education to adopt written policy re: reporting of child abuse by school employee.

17a-102 Report of danger of abuse. (as amended by PA 02-106)

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

10-151 Teacher Tenure Act

P.A. 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School

District. *Section 17a-103 Section 53a-65*

PA 15-205 An Act Protecting School Children

PA 14-186 An Act Concerning the Department of Children and Families and the Protection of Children.

**Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions to the Education and Early Childhood Education Statutes**

**Public Act 24-41 An Act Concerning the Expansion of the State's Paid Family and Medical Leave Program**

**Public Act 24-118 An Act Concerning the Protection of Consumers from Unfair Trade Practices and Regulation of Certain Consumer Protections**

Regulation

Approved: October, 1981

Revised: July, 1992

Amended: November, 1997

Revised: December 18, 2000

# STUDENTS

Regulation: 5141.4 (m)

Revised

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Revised: February 28, 2005  
Revised: May 14, 2012  
Revised: December 10, 2012  
Revised: March 9, 2015  
Revised: October 17, 2016  
Revised: February 25, 2019  
Revised: August 10, 2022  
Revised: September 9, 2024  
Revised:

In accordance with Connecticut General Statute 10-186, the District shall provide education for all persons, residing in the District, five years of age and over, who reach age five on or before the first day of September of any school year, ~~District schools shall be open to all children who reach age five on or before the 1<sup>st</sup> of September of any school year,~~ and under twenty-one years of age who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-223d.

Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the programs and activities of the school system without discrimination because of race, creed, color, national origin, religion, gender, sexual orientation, gender identity or expression, marital status, disability, or age. ~~Exceptions from routine admission may be made by the school principal on the basis of supporting evidence from physical and psychological examinations.~~

~~The parent or guardian of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The person having legal responsibility for a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The exercise of this option requires the person having legal responsibility for the child to appear in person at the Central office and sign an option form. The Central office shall provide this person with information on the educational opportunities available in the school system.~~

In compliance with Connecticut General Statute 10-76d(b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education. If a special education student is being considered for an exception from routine admission, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

In order to determine a child's eligibility for ELL programs, parents/guardians of all new students enrolling for the first time and all re-enrolling students who have not previously attended a Connecticut public school must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam is conditions of enrollment.

Children who apply for initial admission to the district's schools by transfer from other schools will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the children.

Parents and those who have the control of children five years of age and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the District in which such child resides, unless such child

is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form.

Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that this District has provided the parent or person with information on the educational opportunities options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.

### **Enrollment**

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

Each child entering the district schools for the first time must present a birth certificate (with raised seal) or offer legal evidence of birth date, as well as proof of a recent physical examination and required immunizations. If the person having legal responsibility for any child is unable to pay for such immunizations, the expense of such immunizations shall, on the recommendation of the Board, be paid by the town. Proof of residence in Glastonbury-is required.

The parent or guardian of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The person having legal responsibility for a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The exercise of this option requires the person having legal responsibility for the child to appear in person at the Central office and sign an option form. The Central office shall provide this person with information on the educational opportunities available in the school system.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department.

Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

### **Residency**

The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency.

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, home owners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in C.G.S. 27-103, and who is seeking enrollment in a district school, in which such child is not yet a resident, the Board shall accept the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut as proof of residency in the District.

~~The Board of Education does however recognize that families are at times required to move during the school year, especially families which include one or both parents on active military duty. While the Board acknowledges that students should be enrolled in its schools in accordance with district policies, it does not believe that enrollment should be thwarted or delayed. Accordingly, the Board of Education directs the superintendent/designee to ensure that school personnel working with students and parents in their transition to our schools recognize that in some cases in order to achieve this goal, it may be necessary to provide reciprocity within curriculum or graduation requirements from one district to another.~~

~~In such cases, the administration will give consideration to waiving discretionary requirements that:~~

- ~~1. Are not mandated by state or federal statute;~~
- ~~2. Are not considered so basic that its absence would seriously undermine a diploma's value;~~
- ~~3. Do not present a realistic health risk to other students or staff;~~
- ~~4. Do not make it likely that, if waived, a child will be unable to succeed at the next grade level.~~

The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation. The District shall immediately enroll a homeless student and allow such student to attend school even if the student is unable to produce records normally required for enrollment.

The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The District shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the District's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

~~The parent or guardian of a child seventeen years of age may consent to such child's withdrawal from school. The exercise of this option requires a personal appearance at the school office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor, or school administrator of the school that the district has provided the person with legal responsibility for the child with information on the educational options available in the school system and in the community. If a child is eighteen years of age or older, he/she is not required to attend school.~~

~~Children who have attained the age of seventeen, and who have voluntarily terminated enrollment in the district's schools with parental permission, who subsequently seek readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to the district not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three (3) school days after such child seeks readmission.~~

~~Children who apply for initial admission to the district's schools by transfer from other schools will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the children.~~

~~Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty two.~~

(cf. 5146 – Nondiscrimination)  
(cf. 5113 – Student Attendance-Unexcused Absence)  
(cf. 6171 – Special Education)  
(cf. 6146 – Graduation Requirements)

Legal Reference:                      Connecticut General Statutes  
   10-15 Towns to maintain schools  
   10-15c Discrimination in public schools prohibited. School  
   attendance by five-year olds  
   10-76a – 10-76g re special education  
   10-184 Duties of parents (re mandatory schooling for  
   children ages five to sixteen, inclusive) – [as amended by  
   PA 98-243, PA 00-157, and PA 09-6 (September Special  
   Session)]  
   10-186 Duties of local and regional Boards of Education re  
   school attendance. Hearings. (Amended by PA 96-26, An  
   Act Concerning Graduation Requirements and  
   Readmission and Placement of Older Students and PA 09-6  
   (September Special Session)  
   Appeals to State Board. Establishment of hearing board  
   10-233a – 10-233f Inclusive; re: suspend, expel, removal of  
   pupils  
   10-233c Suspension of pupils  
   10-233d Expulsion of pupils  
   10-261 Definitions  
   State Board of Education Regulations

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10-76a-1 General definitions (c) (d) (q) (t)  
10-76d-7 Admission of student requiring special education (referral)  
10-204a Required immunizations (as amended by PA98-243)  
P.A. 18-15 An Act Concerning School Counselors  
P.A. 23-137 An Act Concerning Resources and Support for Persons with an Intellectual or Developmental Disability  
P.A. 23-208, Section 1(a) An Act Making Certain Revisions to the Education Statutes  
**Public Act 26-1 An Act Concerning the Reallocation of Certain State Funds and Various Provisions Relating to Education, Public Safety, General Government, Elections, Intermediate Care Facilities, and Warehouse Distribution Centers**  
**P.A. 19-179 An Act Concerning Homeless Students' Access to Education. "Guidance for Connecticut School Districts: Enrollment Process and Practice," State Department of Education, December 2019.**  
**P.A. 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools and the Establishment of a Purple Star School Program.**  
**P.A. 23-208 An Act Making Certain Revisions to the Education Statutes.**  
**McKinney-Vento Homeless Assistance Act (PL 107-110 Sec. 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95. Federal Register: McKinney-Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016.**

Adopted: October 1981  
Revised: July 16, 2001  
Revised: January 24, 2005  
Revised: September 26, 2005  
Revised: April 9, 2012  
Revised: August 12, 2013  
Revised: July 14, 2014  
Revised: February 25, 2019  
Revised: January 27, 2020  
Revised: November 27, 2023  
**Revised:**

### **Elementary School and Secondary School (K-12)**

School registration shall be handled by the registrar for Glastonbury Public School. Registration information can be found on the district website, [www.glastonburyus.org](http://www.glastonburyus.org).

Parents/guardians of new students to the district are required to start the registration process on line. At the end of the online application process parents/guardians are prompted to make an appointment with the registrar.

In addition, secondary school parents/guardians of children new to the district are asked to make an appointment with the appropriate school for selecting classes after registration documents have been sealed by the registrar (6-12).

Documents needed may include:

1. Original birth certificate (with raised seal).
2. Proof of physical examination within one (1) year of school entry (signed by U.S. Physician).
3. Immunizations records.
4. Previous school records.
5. Two residency confirmation documents.
6. Parent/guardian photo identification

For 2024-2025, students may attend kindergarten if they reach age 5 on or before October 31, 2024.

Approved: October, 1981  
Revised: July, 2001  
Revised: January 24, 2005  
Revised: April 9, 2012  
Revised: July 14, 2014  
Revised: January 27, 2020  
Revised: November 27, 2023

### Regular Meetings

The Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, and shall post the schedule on the District's Internet website. No meeting shall be held sooner than thirty days after such filing.

### Notice of Meetings

Notice of regular meetings will be mailed (or emailed if requested) to persons filing a written request renewable in January of each year. The Board of Education may charge a fee based on the cost of the service as provided by law.

### Special Meetings

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the Town Clerk and be posted in the Office of the Clerk giving the time and place of the special meeting and the business to be transacted. The special meeting shall also be posted on the District's Internet Website. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the Clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24 hour notification by a written waiver of notice or a telegram to the purpose.

### Emergency Meetings

The chair calls emergency meetings when matters must be acted upon within a period that does not permit the usual notification requirement. Minutes of the emergency meetings, to include the reason for the emergency, must be filed with the Town Clerk within seventy-two hours of the meeting. Only the matter or matters requiring the emergency meeting shall be discussed and acted upon at that time.

### Electronic Participation

Recognizing the inherent responsibilities and statutory duties of Board of Education members, the Board of Education (Board) strongly encourages Board members to attend and participate in Board meetings. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by electronic equipment is authorized whenever physical presence is not practicable. All votes at a meeting in which members are attending by teleconference shall be taken by roll call.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

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The Board of Education recognizes that technological advances allow for broader participation in public meetings. In accordance with Connecticut General Statutes, the Board authorizes the use of electronic equipment to allow Board members to participate in meetings and to provide public access to such meetings.

Any member of the Board shall be permitted to participate in a regular or special meeting of the Board by means of electronic equipment, such as telephone, video conferencing, or other technology.

~~The Board of Education allows electronic participation whenever there is communication by or to a quorum of the Board, whether the communication is in person or by means of electronic equipment. Meetings in which some Board members participate electronically are subject to the requirements of the Freedom of Information Act.~~

~~The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.~~

~~When a Board member participates electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the Minutes when members participate in the meeting electronically.~~

~~Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. (Each part of the telephone conference call meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call and the identification of each party to the telephone conference call shall be clearly stated prior to the meeting.) The Superintendent will take measures to verify the identity of any remotely located participants.~~

A member participating remotely shall be considered “present for the purposes of a quorum and shall have the same rights to discuss and vote on matters as those members physically present, provided that:

- The member is able to hear and be heard by all other members in attendance.
- The member is able to hear and be heard by any members of the public in attendance.

Any member participating by electronic equipment shall make a good faith effort to state

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their name and title at the outset of each occasion that such member participates in oral deliberations.

The Board may, at its discretion, hold meetings in any of the following formats:

- **In-Person:** Conducted at a physical location with members physically present.
- **Fully Remote:** Conducted solely by means of electronic equipment.
- **Hybrid:** Conducted both in person at a physical location and via electronic equipment.

For any “regular” meeting held remotely or in a hybrid format, the Board shall provide the public with the ability to view or listen to the meeting in real-time, and the recording or transcript of such meeting shall be posted on the Board’s website within seven (7) days.

For any “regular” meeting held remotely or as hybrid, the Board shall provide at least forty-eight hours’ notice to each Board member and the public. The meeting agenda shall include clear instructions on how the public may access the meeting via electronic equipment. If the meeting is hybrid, the agenda shall state the physical location where the public may attend to observe the meeting or use equipment to participate.

In any meeting where at least one member participates by electronic means, all votes shall be taken by roll call, unless the vote is unanimous. The minutes shall reflect which members were physically present and which participated via electronic means.

If a member participating remotely is necessary to maintain a quorum and that member’s connection is lost, the Board shall:

- Suspend the meeting for a period of no less than thirty (30) minutes and no more than two (2) hours to allow the member to reconnect.
- If a quorum cannot be restored after this period, the meeting shall be adjourned or postponed.
- Any such interruption or adjournment shall be noted in the meeting minutes.

(cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

1-200 (2) Definitions. “Meeting”

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

10-218 Officers. Meetings

1-225a Freedom of Information (FOIA)

Policy

Adopted: October, 1981

Revised: October, 1986

Revised: December, 1991

Revised: May 22, 1995

Revised: May 24, 2024

Revised: September 12, 2022

Revised:

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:

<u>PREVENTION</u>	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.
<u>INTERVENTION</u>	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.
<u>SUPPORT</u>	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)
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

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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 AbuseI. 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.

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 in 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.

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 in 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.

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

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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.

**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.

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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)

**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**

**This policy applies during the academic year. If a student violates the policy as a fall athlete, the first offense, and again in the winter, would be subjected to the second offense. It does not include a carry over into the next year.**

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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.~~ following:

**First Offense:**

- Three (3) week suspension from competition
- Student-athlete shall continue to practice to maintain their connection to the team and coaches, but they may not compete
- Student-athlete will attend all games but may not be in uniform
- Student-athlete may participate in all team functions during this time (team meetings, fundraisers, team community service projects etc.)
- Immediate loss of leadership for the season
- Attend planned assistance programs as assigned

**Second Offense:**

- Six (6) week suspension from competition
- Student-athlete shall continue to practice to maintain their connection to the team and coaches, but they may not compete.
- Student-athlete will attend all games but may not be in uniform
- Student-athlete is eligible to participate in all team events during the suspension period (pasta parties, team meetings, etc.)
- Attend planned assistance programs as assigned.

**Third Offense:**

- Student athlete is removed from the team
- Attend planned assistance programs as assigned

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. The student-athlete would be expected to attend practices during this period, however is not eligible to complete.~~ A second violation of this nature will result in ~~the immediate dismissal from the team for the season.~~ a four (4) week suspension from the team and participation in a planned assistance program as assigned. A third offense will result in removal from the team for the remainder of the season.

**Out of Season Substance Abuse**

~~Students who use, possess, or distribute drugs and/or alcohol 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.~~

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

7. 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.

#### 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.

### 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

Adopted: February 14, 2005

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Revised: July 14, 2014

Revised: February 25, 2019

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Revised: