

Policy Committee Meeting

Wednesday, February 28, 2024 6:00 PM

BOE - Room 36 and via Zoom Meeting Platform, 129 Church Street, Bristol, CT 06010

1. **Call to Order/Pledge of Allegiance**
2. **Approval of Minutes - January 24, 2024**
3. **Public Comment**
4. **Discussion Items:**
 1. **Policy 1230 - Community Relations**
 2. **Policy 1316 - Conduct on School Property**
 3. **Policy 3515 - Community Use of School Facilities**
 4. **Policy 4118.231 - Drug and Alcohol-Free Workplace**
 5. **Policy 5131.6 - Alcohol Use, Drugs, and Tobacco**
5. **Draft language from Shipman and Goodwin regarding Rockwell Theater and serving alcohol.**
6. **Discipline and Recess current 5144.4**
 6. **Commissioner note for review.**
 7. **CABE Model 5144**
 8. **BPS Admin Markup**
 9. **Data request**
7. **CT School Climate Policy 5131.91**
8. **Policy 4117.6 Exit Interviews**
 10. **CABE Model 4117.6**
 11. **BPS Exit Survey Form**
9. **Policy 6162.21 Instruction Fees, Fines and Charges**
10. **Information - CABE Publication Key Questions on Policy, Cabe Publication Regulation**
11. **Discussion - Bylaws**
12. **Adjournment**

The minutes presented within this document are a summary of the discussion that took place at the Policy Committee Meeting. To view the meeting in its entirety please go to: [Jan. 24, 2024 Policy Meeting Recording](#).



Policy Committee Meeting Minutes January 24, 2024

A meeting of the Bristol Board of Education Regular Policy Committee was held on January 24, 2024, in Room 36 at the BoE and via the Zoom meeting platform.

PRESENT: Committee members: Shelby Pons, Kristen Giantonio, Jill Fitzsimons-Bula

ALSO PRESENT Commissioners: Maria Simmons, Russell Anderson, Jennifer Van Gorder, Lorianne Osenkowski, Dante Tagariello, Dr. Michael Dietter, and Dr. Catherine Carbone.

1. Call to Order:

The meeting was called to order at 6:00 P.M.

2. Approval of Minutes:

On a motion by Commissioner Giantonio and seconded by Commissioner Fitzsimons-Bula, the minutes were approved from November 21, 2023.

3. Public Comment:

3.1. Maria Simmons, 70 Ipswich Road, Bristol, CT 06010

4. Discipline and Recess Model Policy 5144.4:

On a motion by Commissioner Fitzsimons-Bula and seconded by Commissioner Giantonio this item was moved from item #6 to item #4 on the agenda and then opened for discussion. After discussing the language in both the model policy and the current BPS policy there was a motion by Commissioner Giantonio and seconded by Commissioner Fitzsimons-Bula to table this item until next month's meeting for further discussion and for Commissioners to bring specific questions and/or language regarding Policy 5144.4.

The minutes presented within this document are a summary of the discussion that took place at the Policy Committee Meeting. To view the meeting in its entirety please go to: [Jan. 24, 2024 Policy Meeting Recording](#).

5. **Policy Committee Calendar:**
On a motion by Commissioner Giantonio and seconded by Commissioner Fitzsimons-Bula the Policy Committee Calendar for 2024-2025 was accepted.
6. **Discussion Items -**
 - Policy 1230 - Community Relations
 - Policy 3515 - Conduct on School Property
 - Policy 1316 - Community Use of School Facilities
 - Policy 4118.231 - Drug and Alcohol-Free Workplace
 - Policy 5131.6 - Alcohol Use, Drugs and TobaccoOn a motion by Commissioner Pons and seconded by Commissioner Giantonio these items were postponed until the next Policy Meeting when we have the model language for our Attorney.
7. **Menstrual Product Update:**
Dr. Dietter gave an update on the menstrual products (pads & tampons) that have been placed in all of the middle and high schools. He stated that we are compliant with the current legislation for the State of CT.
8. **5111 - Admission/Age of Attendance:**
 - 8.1. CAFE Model 5111 - Admission/Placement
On a motion by Commissioner Giantonio and seconded by Commissioner Fitzsimons-Bula, Policy 5111 was accepted with updates and revisions and will be moved to the Full Board for approval.
9. **5112 - Ages of Attendance:**
 - 9.1. CAFE Model 5112 - Age of Attendance
 - 9.2. 5111/5112 Operationalized
On a motion by Commissioner Giantonio and seconded by Commissioner Fitzsimons-Bula, Policy 5112 was accepted with updates and revisions and will be moved to the Full Board for approval.
10. **CT School Climate Policy 5131.91:**
On a motion by Commissioner Giantonio and seconded by Commissioner Pons this item was tabled until the next Policy Meeting.

The minutes presented within this document are a summary of the discussion that took place at the Policy Committee Meeting. To view the meeting in its entirety please go to: [Jan. 24, 2024 Policy Meeting Recording](#).

11. Adjournment:

The Policy Committee meeting was adjourned at 7:00 p.m. by Commissioner Pons.

Submitted by:

Michelle L. Crowley

Recording Secretary

Bristol Board of Education

DRAFT

Students

Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances)

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana (cannabis), heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (cannabis), alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

Definitions

Drugs are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana (cannabis), hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

Controlled substances, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Under the influence, for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.

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

Liquid nicotine container means a container that holds a liquid substance containing nicotine or cannabis that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

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

CBD, for purposes of this policy, is defined under federal law as a cannabis product with less than 0.3% tetrahydrocannabinol (THC) on a dry weight basis. It is also referred to as hemp. (Nonprescription CBD products that are available have not been approved by the U.S. Food and Drug Administration (FDA) for any use) (Optional definition to add to this policy)

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety, and welfare may be jeopardized.

Illegal Activities

Use, possession, sale or distribution of drugs, including cannabis, prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug, including cannabis, or alcohol, or engaged in the illegal activity of possessing or selling drugs, including cannabis, and/or alcohol, the police will be notified, as deemed appropriate, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students may be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy [#5114](#).

Notification of Policy

Annually, students will be notified through the student handbook, or through other means, of disciplinary sanctions for violation of this policy.

Principals shall include statements, appropriate to student maturity, in school handbooks and on District/school websites to the effect that:

1. the unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, including cannabis, other illegal drugs, performance-enhancing substances, alcohol or tobacco, including electronic nicotine delivery systems and vapor products, is prohibited in school, on school grounds, on school transportation and at school sponsored activities;

2. compliance with the standards of conduct stated in the handbook is mandatory;
3. a violation of its provisions will subject students to disciplinary action up to and including suspension and expulsion and referral for prosecution: and
4. CIAC controlled activities at the high school and middle school levels sponsored by the District/school are included in this policy and accompanying administrative regulations.
5. CIAC may impose sanctions beyond those applied by the District for the use of performance-enhancing substances, as defined in this policy, by athletes.

Disciplinary Action

Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion, and/or a program recommended by the Student Support Team. Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. Any disciplinary actions imposed will ensure that similar violations will be treated consistently. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student possession, use, abuse, distribution or sale of controlled substances, including cannabis, other illegal drugs, performance-enhancing drugs, alcohol, or tobacco/tobacco products the employee shall immediately refer the matter to the Principal or his/her designee. The Principal or his/her designee may then search a student's person or possessions connected to that person, in accordance with Board policies and regulations, if he/she has reasonable suspicions from the inception of the search that the student has violated either the law or the substance abuse policy. The Principal or designee will notify the student's parent/guardian, recommend a specific assessment, as appropriate, and contact law enforcement personnel as appropriate.
2. If an employee obtains physical evidence of a controlled substance, including cannabis, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products or tobacco paraphernalia from a student in school, on school grounds, on school provided transportation or at a school sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee. The Principal will notify the student's parent/guardian, recommend a specified assessment as appropriate, may notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law. (not later than within 3 calendar days after the receipt of such physical evidence, excluding Saturdays, Sundays or holidays (C.G.S. 10-154a(c)))
3. In conformity with the Board's discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
4. Disciplinary action taken by District officials 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)

Drug-Free Awareness Program

The Superintendent shall assure that the school District provides a drug-free awareness program for students including the following topics:

- health and safety-related dangers of drug abuse;
- review of the Board of Education's policy of maintaining drug-free schools;
- notification of the availability of drug counseling and rehabilitation programs; and
- official penalties for drug abuse violations in schools.

It is the policy of the Board to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution or sale of any drug, including cannabis, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events or on school-provided transportation. The District provides (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency; and will provide (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in District schools found to be using, selling, distributing, in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds when such student's conduct violates the substance abuse policy and is seriously disruptive of the educational process shall be subject to consequences as stated in the student handbook.

A breath alcohol tester is approved for use at events/activities such as dances and proms at the middle school and high school levels where, in the judgment of the school administrator, there exists reasonable suspicion that a student has consumed an alcoholic beverage and then, only under the following circumstances:

- The student denies to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a positive reading on the breath alcohol tester, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.
- The student denies to an administrator that he/she has consumed alcoholic beverages and elects not to utilize the breath alcohol tester to establish his/her innocence. The judgment of the administrator will then be utilized to determine if the student has consumed an alcoholic beverage. In this instance, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.

Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows, but not limited to:

Nitrous Oxide - Laughing Gas, Whippets, CO₂ Cartridge

Amyl Nitrite - "Locker Room," "Rush," "Poppers," "Snappers"

Butyl Nitrite - "Bullet," "Climax"

Chlorohydrocarbons - Aerosol Paint Cans, Cleaning Fluids

Hydrocarbons - Aerosol Propellants, Gasoline, Glue, Butane

Further, no student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No student shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Any student in the District schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The Board of Education shall incorporate into the curriculum at all levels education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information for parents/guardians will be offered in a manner convenient to parents/guardians.

Performance-Enhancing Drugs (including food supplement)

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use, possession, distribution or sale of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity/program, other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Connecticut State law, District policy and as prescribed by a student's physician, dentist, physician assistant or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose, and the Board of Education shall approve, procedures and regulations to ensure that any student violating this section is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

It is the expectation of the Board that District schools, as members of the Connecticut Interscholastic Athletic Association (CIAC), require all athletes playing in CIAC-controlled sports to be chemical free.

Tobacco/E-Cigarette Use by Students

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia, and electronic nicotine delivery systems or vapor products by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel. Such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

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

Alternate language to consider: *For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including but is not limited to, cigarettes, cigars, snuff, blunts, bidis, pipes, chewing tobacco, or any other substance that contains tobacco or nicotine, and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products. In order to protect students and staff, the Board prohibits the use of tobacco or nicotine-based products in school buildings, on school grounds, in school vehicles, or at any school-related event.*

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar actions are treated consistently.

Prescribed Medications

Students may possess and/or self-administer medications in school in accordance with the Board's policy concerning the administration of medication in school.

Students taking improper amounts of a prescribed medication, or otherwise taking medication contrary to the provisions of the Board's policy on the administration of medication will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Medical Marijuana

The conditions which follow are applicable to a District student who holds a certificate authorizing the palliative use of marijuana issued by the Connecticut Department of Consumer Protection (DCP) for the medical use of marijuana as set out in P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana" and as amended by P.A. 16-23.

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana certificate holder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana certificate holder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending District schools. A student medical marijuana certificate holder shall not:

- Undertake any task under the influence of marijuana that would constitute negligence;
- Possess or engage in the medical use of marijuana
- On a school bus,
- On the grounds of any preschool, elementary or secondary school,
- Utilize marijuana on any form of public transportation or in any public place.
- Operate, navigate, or be in actual physical control of any motor vehicle while under the influence of marijuana, except that a qualifying certified marijuana user for medical purposes shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment;
- Use marijuana in any manner not authorized by P.A. 12-55 as amended by P.A. 16-23; or
- Offer to give, sell, or dispense medical marijuana to another student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative of the school.

If District officials have reasonable belief that a student may be under the influence, in possession of, or distributing medical marijuana, in a manner not authorized by the medical marijuana statute, law enforcement authorities will be informed.

A student who violates any portion of this policy shall be subject to disciplinary action and applicable criminal prosecution.

Alternate language to consider: Although possession and use of marijuana for certain medical conditions, consistent with Connecticut's P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana," as amended by P.A. 16-23, is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and or possession of marijuana continues to be prohibited while a student is on a school bus, at school, on school grounds or at a school-sponsored activity. The District will continue to enforce its policies regarding controlled substances and any students who violate District policy prohibiting the use, sale or possession of illegal drugs in District facilities and school property will be subject to disciplinary and criminal action.

Use of CBD Products (*optional to add to policy*)

Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal law.

(alternate language) Students are prohibited from being under the influence of any controlled drugs, narcotic, substance or any mind-altering substance or intoxicant, illegal or legal, specifically any product with cannabidiol (CBD), whether hemp or cannabis, and regardless of the amount of THC (tetrahydrocannabinol) in the product or the extent to which it is legal or illegal under state law.

(cf. [5114](#) - Suspension/Expulsion)
(cf. [5131](#) - Conduct)
(cf. 5131.61 - Inhalant Abuse)
(cf. 5131.62 - Steroid Use)
(cf. 5131.612 - Surrender of Physical Evidence Obtained from Students)
(cf. [5131.8](#) - Out of School Grounds Misconduct)
(cf. 5131.92 - Corporal Punishment)
(cf. 5144 - Discipline/Punishment)
(cf. [5145.12](#) - Search and Seizure)
(cf. 5145.121 - Vehicle Searches on School Grounds)
(cf. 5145.122 - Use of Dogs to Search School Property)
(cf. 5145.124 - Breathalyzer Testing)
(cf. 5145.125 - Drug Testing-Extracurricular Activities)
(cf. [6164.11](#) - Drugs, Alcohol, Tobacco)

Legal References: Connecticut General Statutes

[1-21b](#) Smoking prohibited in certain places.

[10-19](#) Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

[10-154a](#) Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.

[10-220b](#) Policy statement on drugs.

[10-221\(d\)](#) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs. (as amended by P.A. 21-1, June Special Session, Section 19)

[21a-240](#) Definitions dependency producing drugs.

[21a -240\(8\)](#) Definitions "Controlled Drugs," dependency producing drugs.

[21a-240\(9\)](#) Definitions "controlled substance."

[21a-243](#) Regulation re schedules of controlled substances.

[21a-408 et. seq.](#) Palliative Uses of Marijuana (as amended by P.A. 16-23)

[53-198](#) Smoking in motor buses, railroad cars and school buses.

P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.

P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.

P.A. 16-23 An Act Concerning the Palliative Use of Marijuana

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

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products

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

Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.

PL 114-95 Every Student Succeeds Act, Section 8573

Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act)

New Jersey v. T.L.O, 469 U.S. 325 (1985).

Veronia School District 47J v. Acton, 515 U.S. 646. (1995)

Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).

Policy adopted: December 1, 2021

Bristol Board of Education
Bristol, Connecticut

Regulation

Students

Substance Abuse

There are four different identifiable substance abuse problem experienced by the schools:

- The student who is using substances or has knowledge of the use of substances (see Substance Abuse policy, 5131.6, for definition) and voluntarily requests help from a staff member.
- The student who is using substances and/or under the influence of substances on school property and does or does not recognize use as a problem to self or the school.
- The student who is in possession, or selling, or providing substances to others on school property.
- The visitor or person who is not enrolled in the school or who is under the influence of, in possession of, or who may be selling or providing substances to students.

It is conceivable that a single student could fall into more than one of the above categories.

NOTE: In addition to procedures outlined in this policy for staff and administration, all sections of the Board's Discipline policy, 5144, as they apply to various grade levels, should be implemented as warranted.

The Self-Identified or Self-Referred User or Person with Knowledge of the Use of Substances

1. Staff Procedure

A. Determine if referral is to be confidential. Contact should be made with an administrator without violating confidentiality.

B. When referral is not confidential, bring student(s) to an administrator.

C. When referral is confidential

(1) Attempt to counsel student(s) to seek assistance from an administrator, guidance counselor, or agencies such as Youth Services, I family physician or pediatrician, Mental Health Services of the Bristol Hospital, Wheeler Clinic, Pupil Personnel Services, clergyman, or private agency. assistance from the administrator shall be sought.

2. Administrative Procedure

A. Not confidential - take steps to insure that students are receiving help from the proper agency and that parents are informed.

B. Confidential:

(1) Guide staff members to keep lines of communication with student(s) open and monitor situation.

(2) Advise staff members of the following:

(a) The students(s) should be fully informed of services that are available, their rights to receive the services, and confidentiality. The student should be encouraged to seek such help.

(b) The staff member involved in such circumstances is obligated to guard the confidentiality of the student.

Criteria For Determining The User

The student is under the influence of some substance on school property as evidenced by some deviation from a normal behavior pattern.

1. Staff Procedure

A. Determine all possible information.

B. Where substance is evident, confiscate material when possible to do so.

C. Refer all information, materials, and student(s) involved to a school administrator.

D. Involve school health personnel to the extent necessary – take appropriate action in the case of a medical emergency.

2. Administrative Procedure

A. Use staff input and visual and/or physical examination of student and his/her belongings to determine severity of problem.

B. Disciplinary action

(1) First violation: Three day out of school suspension.

(2) Second violation: Five day out of school suspension.

(3) Third and/or subsequent violations: Notify police and the student will be recommended to the Board of Education for expulsion from the school system.

C. Involve guidance and other supportive services to make necessary follow-up provisions including referral of student(s) and/or parents to a Connecticut licensed substance abuse agency and/or more of those previously listed on 5131.6, 1.C.(1) of the regulation.

D. Notify parents and Superintendent.

Criteria For Determining The Student Possessor Of Substances

The student is found to possess a quantity of substance or drug paraphernalia.

1. Staff Procedure

A. Determine possible information.

B. Confiscate substance if possible.

C. Refer all information, materials, and student(s) involved to a school administrator by whatever method is expedient and advisable under existing conditions.

2. Administrative Procedure

A. Determine all possible information.

B. Use staff input to determine severity of problem.

C. Disciplinary action:

(1) First violation: Three day out of school suspension.

(2) Second violation: Five day out of school suspension.

(3) Third and/or subsequent violations: The student will be recommended to the Board of Education for expulsion from the school system.

D. Involve guidance and other supportive services to make necessary follow-up provisions including referral of student(s) and/or parents to a Connecticut licensed substance abuse agency and/or more of those previously listed on 5131.6, I.C.(1) of the regulation.

E. Notify police, parents and Superintendent.

Criteria For Determining The Non-Student User/Seller Of Substances

The individual is not presently enrolled in the school and the individual is suspected to be under the influence of or in possession of drugs and/or drug paraphernalia.

1. Staff Procedure

A. Identify individual by name or description

B. Immediately notify school administrator

2. Administrative Procedure

- A. Notify police.
- B. Identify and detain suspect, when possible, until arrival of police.
- C. Notify Superintendent of Schools.

Drug paraphernalia as state in the Board Substance Abuse policy, 5131.6, is not allowed on school property and will be automatically confiscated if found.

Note: If any substance abuse situation snot covered by this regulation comes to the attention of a staff member, that staff member should feel free to confer with a school administrator.

Criteria Specific to Student Athletes

During the season of practice or play, 7 days a week, 24 hours a day, a student athlete shall not use, consume, or possess, buy, sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroids or any controlled substance such as stimulants or street drugs.

a. First Violation When the principal and/or assistant principal in conjunction with the Athletic Director confirms, following an opportunity for the student to be heard, that a violation has occurred, the student-athlete will be suspended from all contests for a period of five (5) school days. A minimum suspension of one (1) contest is required before reinstatement. Other disciplinary actions under the student code of conduct may be initiated by the principal. At the time of suspension, the school administrator shall advise and recommend appropriate treatment and /or rehabilitation services to the student.

b. Second Violation When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation has occurred, the student shall loose interscholastic athletic eligibility for the remainder of the season.

c. CIAC Rules: Any student found in possession of or using any anabolic steroid, hormones and analogues, diuretics, or any other performance enhancing substance would also be subject to the new CIAC Chemical Health Policy and the repercussions of that policy which include disqualification of that student from any further participation in any CIAC sponsored sports for one hundred and eighty (180) school days for each violation. This policy applies to all CIAC controlled activities sponsored by the member schools.

The only exception is when a student is in possession of a legally defined drug that is prescribed by the student's doctor. The CIAC wants all student-athletes to know that participation in high school athletics is a privilege not a right.

Legal Reference: Connecticut General Statutes [10-16b](#) Prescribed courses of study

[10-19](#) Effect of alcohol, nicotine or tobacco and drugs to be taught. Training of personnel. Study of prevention program. Report of findings and recommendations.

[10-154a](#) Professional communications between teacher or nurse and student. Surrender of physical evidence obtained from students.

[10-220b](#) Policy Statement on drugs.

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

[10-223d](#) Expulsion of pupils. Hearing format. Age limitation for the provision of an alternative educational opportunity; exceptions.

[21a-240](#) Definitions. (8) "Controlled drugs"..

[21a -277](#) Penalty for illegal manufacture, distribution, sale, prescription, dispensing.

[21a -278](#) Penalty for illegal manufacture, distribution sale, prescription or administration by non-drug dependent person.

21 U.S. C 812 Controlled Substance Act

Regulation Adopted: March 1, 1995

Policy Revised: December 5, 2007

4118.231

4218.231

Policy

Personnel - Certified and Non Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace

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

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

Definitions

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

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

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

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

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

"Workplace" means the site for the performance of work done, which includes work done in connection with a federal grant. The workplace includes any District building or property; any

District-owned vehicle or any other District-approved vehicle used to transport students to and from school or school activities; and off-District property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction/supervision of the District, which could also include work on a federal grant.

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

"Drug" is defined as:

1. **"Controlled substances"** which includes all forms of narcotics, depressants, stimulants, hallucinogens, steroids, and cannabis (including products made with or infused with these substances) whose sale, purchase, transfer, use, or possession is prohibited or restricted by state or federal law;

2. **"Synthetic cannabinoids"** which include drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness; and

3. Illegal substances.

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

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

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

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

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

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

I. Prohibited Behavior

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

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

II. Use of Prescription Drugs

- A. Employees are permitted to use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner. Such drugs shall be used only as prescribed. In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.
- B. However, the Board, in compliance with C.G.S. [21a-408a](#) through 408q, prohibits the palliative use of marijuana on school property, at a school-sponsored event, or during the conduct of Board business. Employees are prohibited from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during the work day.

III. Smoking

- A. The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), and the use of tobacco products on school property or at any school-sponsored activity. This ban applies to any area of the workplace and outside within 25 feet of a doorway, operable window or air intake vent.
- B. The workplace smoking ban also applies to cannabis, hemp, and e-cigarette use, involving cannabis.
- C. Smoking, including cannabis, will be permitted in a situation in which a classroom is used during a smoking or e-cigarette demonstration that is part of a medical or scientific experiment or lesson.
- D. The District will not make accommodations for an employee or be required to allow an employee to perform his/her duties while under the influence of cannabis or allow the employee to possess, use or otherwise consume cannabis while performing his/her employment duties.

IV. Notification Requirements

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

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

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

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

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

V. Disciplinary Action Upon Violation of Policy

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

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

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

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

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

VI. Employee Assistance

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

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

CBD Products (*optional*)

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

Legal Reference: Connecticut General Statutes

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

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

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

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

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

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

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

Policy adopted: December 1, 2021

Personnel -- Certified/Non-Certified

Alcohol, Drugs, and Tobacco

Alcohol, Drugs and Tobacco Prevention Program

As an integral part of the Bristol Public Schools Alcohol, Drug, and Tobacco Prevention Program, these regulations represent one component of a district-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These procedures are intended to provide a consistent disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. The Bristol Public Schools will provide a safe and healthy environment for employees with due consideration for their legal rights and responsibilities.

Inform the employee about the Employee Assistance Program (EAP).

Disciplinary Action Regarding Employees

1. Definitions:

A. Cooperative Behavior -- shall be defined as the willingness of an employee to work with appropriate personnel in a reasonable and helpful manner, complying with requests and recommendations made by that personnel.

B. Uncooperative Behavior -- shall be defined as resistance or refusal, either verbal, physical, or passive, on the part of the employee to comply with the reasonable requests or recommendations of administrative personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the employee assistance program.

C. Conviction -- "Conviction" means a finding of guilt (including plea of nolo contendere) or imposition of sentence, or both, by any judicial body charges with the responsibility to determine the violation of the Federal and State (including the District of Columbia) criminal drug statutes.

D. Reasonable Suspicion -- Any of the following, alone or in combination, may constitute "reasonable suspicion":

(1) Odor:

Smell of alcohol or marijuana evident on the individual's breath or around the person.

(2) Speech:

"Thick" speech or speech which is abnormally slow, slurred, incoherent, disfigured in any way.

(3) Appearance: Glassy or bloodshot eyes, flushed or red face.

(4) Movement:

Uncoordinated or clumsy movement. Person may wobble or stagger, move in a slow or deliberate manner or be wobbly and unsteady on her/his feet.

(5) Manner:

Boisterous, loud, profane, or belligerent behavior; or unusually quiet, lethargic behavior -- in any event, an affect different from the individual's normal manner.

In addition to the physical symptoms described above, other indications of drug or alcohol problems may appear before an employee is discovered to be impaired on the job. These include such things as:

(1) Increased Absenteeism

(2) Substandard work performance, including an increase in the number of errors or low productivity

(3) Increase in disciplinary incidents

(4) Deteriorating work relationships with other employees, students, or supervisors

(5) General unhappiness

(6) Increased inattentiveness and absentmindedness

(7) Increased hostility toward students and/or staff

(8) Frequent need for work breaks

(9) Behavior which is so unusual that it warrants summoning a department head or supervisor for assistance

(10) Information obtained from a reliable person with personal knowledge

Procedures:

A. If any school employee is suspected of manufacturing, possession, using, dispensing, distributing, or selling an illicit drug, the following will occur:

(1) The police will be notified.

(2) The appropriate administrator or her/his designee will investigate the allegations. The administrator or her/his designee may suspend the employee with or without pay during such investigation.

(3) If the employee is convicted or if the investigation established that such misconduct occurred, termination of employment may result.

B. If an employee is suspected of dispensing or selling alcohol on school property, the following will occur:

- (1) The police will be notified.
- (2) The appropriate administrator or her/his designee will investigate the allegations. The administrator or her/his designee may suspend the employee with or without pay during investigation.
- (3) If the employee is convicted or if the investigation establishes that such misconduct occurred, termination of employment may result.

C. If an employee possesses or uses or is under the influence of illicit drugs and/or alcohol on school property or at school functions, the following will occur:

- (1) If currently under the influence, the employee will be sent home without pay.
- (2) If an employee recognizes her/his problem and demonstrates cooperative behavior, appropriate progressive disciplinary action will be taken. Such discipline may include:
 - (a) Oral counseling by the appropriate administrator
 - (b) Recommendation of the Employee Assistance Program (EAP).
 - (c) Letter of reprimand.
 - (d) Suspension.
 - (e) Termination.
- (3) If the person refuses to recognize the problem or will not participate in a EAP (uncooperative behavior), appropriate progressive disciplinary action will be taken. Such discipline may include:
 - (a) A letter of reprimand.
 - (b) Suspension.
 - (c) Termination.

Regulation Approved: July 6, 1994

Bristol Board of Education
Bristol, Connecticut

Non-Instructional Operations

Community Use of School Facilities

It shall be the policy of the Board to encourage community use of school facilities when such use does not conflict with school-centered activities. The use of school facilities shall be administered by the Office of the Superintendent, with direct management the responsibility of the Deputy Superintendent.

The Board reserves the right to refuse any organization the use of its facilities when it deems necessary. All rentals shall be subject to the rates, schedules, and regulations authorized by the Board.

School staff and students shall not use facilities after normal school day or on Saturdays without the permission of the building principals. This permission shall be given for educational and/or interscholastic activities only.

Scholastic athletic teams are permitted to practice on Sundays after receiving permission from the building principal.

Sunday use of facilities for other school activities will be considered by the building principal only in extraordinary circumstances.

Application forms for use of buildings are available in the Buildings & Grounds Office located in the Administration Building and are supplements to this policy and regulation. Application forms for use of athletic fields or outside facilities may be obtained from the Supervisor of Athletics and Physical Education. It is the responsibility of the applicant to confirm the building or outside facility availability with the principal of the building, or his/her designee. Application forms must have the signature of the principal, or designee, to verify approval. Applications for use of outside facilities must also have the approval of the Supervisor of Athletics and Physical Education. Application forms must be submitted to the Buildings & Grounds Office at least fourteen (14) days prior to the requested date of use.

Eligibility, fees and rules of use are explained in the accompanying regulation 3515 R.

Policy Adopted: April 5, 1995

Revised: February 7, 1996

Revised: April 7, 2010

Bristol Public Schools

Bristol, Connecticut

Non-Instructional Operations

Community Use of School Facilities

Eligible Groups and Persons

Subject to the approval of the Superintendent, or his designee, any person or group in the following priority list may rent a school facility. (The priority list is a guide used by the Board, showing the order in which rental will be granted.)

Group A: Local school or school connected activities such as student groups, Board of Education employee groups, parent-teacher groups, School Business Partnership Groups, Local town government and town sponsored groups and Boy and Girl Scouts, and local civic organizations such as the Family Center and the Boys' and Girls' Clubs who have reciprocal facilities use agreements with the Board of Education.

Group B: Local civic organizations, local church related activities and local non-profit organizations, and local recreational teams

Group C: Local profit making organizations

Group D: Out of Town person or groups.

Groups C and D will be required to enter into a "Hold Harmless" agreement indemnifying the City of Bristol and the Bristol Board of Education and agreeing to defend the City of Bristol and the Bristol Board of Education from any and all claims result from facility use.

Rental Fees (Where applicable)

Group A: No rental or custodial fees after 3:00 p.m. secondary/4:00 pm elementary on regularly scheduled school days. Where additional staffing or significant extra cleaning is required as determined by the Building Principal and the Head Custodian, custodial fees shall be charged to these users at a rate established by the Board of Education. The custodial fee shall be charged for facility use on weekends. For city-wide/community groups celebrating nationally recognized holidays such as Veterans Day or Martin Luther King Day, all charges are waived.

Group B: Custodial and utility charge. If more than one custodian is assigned, rate shall increase by custodial charge only.

Group C: Rental fee based on schedule for local for-profit organizations.

Group D: Rental fee based on schedule for out-of-town guests.

Rental Fees (Where applicable)

The Building Principal shall determine the number of custodians required for an event.

There may be additional charges associated with the use of cafeteria services, including cafeteria supervision and utilities.

Payment for all rentals shall be made in advance. If additional time is required beyond scheduled hours, an invoice will be sent to the organization or person. Payment is due upon receipt of invoice.

General Rules and Regulations

1. All regulations of the Board, the City of Bristol, and the State Building Superintendent must be strictly enforced by the applicant. This includes strict adherence to all fire and police restrictions, including Board policy that a building threatened with a bomb shall be evacuated and not re-entered until cleared by local Safety officials. The rental may be rescheduled if the building is not re-entered.
2. Under no condition shall alcoholic beverages, tobacco, or tobacco products of any kind be allowed on school property.
3. Gambling, in any form, not approved by the State Department of Revenue Services, including the sale of raffle tickets for prizes, is prohibited.
4. The applicant shall assume all responsibility and liability for any injury to persons, and for injury to, or loss of, town property in connection with the use of school facilities. The applicant must hold the City of Bristol and the Bristol Board of Education harmless for any such loss or damage.
5. Refreshments at rental events shall be served only in the cafeteria, unless otherwise approved by the school principal. Use of kitchens shall be allowed only with the assistance of school cafeteria workers.
6. A school custodian must be present for all building facility rentals. A school custodian and rental fee may be required for use of outside facilities, at the discretion of the building principal and the Supervisor of Athletics and Physical Education. The custodian shall be responsible for opening and securing the building, preparing the facilities for the use by the occupant within reasonable limits, and cleaning the building after the group leaves. If the school building is used for a school function under the supervision of an administrator or teacher, then the administrator or teacher is responsible for returning the building to its original condition.
7. Police and/or fire service may be required at all public functions and at all athletic contests, except practice, at the discretion of the building principal. The renting party is responsible for arranging and paying directly for these services.
8. Board of Education facilities shall not be used for activities which engender racial or religious prejudices, or which are inimical to democracy.
9. The use of school equipment is not included with the rental of any auditorium or gymnasium. In most schools, scenery, pianos, risers, microphones, scoreboards or spotlights, etc., belong to the Board of Education, and can be used only with the permission of the building principal. It is the responsibility of the renter to contact the principal well in advance and request such permission. The custodian is not at liberty to release such equipment.

Rental Policies for Non-School Connected Productions

Non-school related persons or groups wishing to conduct a production in auditoriums in any Bristol public school are subject to the following requirements in addition to those above.

1. Submit with the rental application a Commercial General Liability Certificate of Liability Insurance (ACORD Form 25) in the amounts of \$1,000,000 each occurrence Bodily Injury, \$1,000,000 each occurrence property damage and \$2,000,000 general aggregate. The Board of Education and the City of Bristol are to be named as additional insured on all policies. Groups are responsible for any acts of vandalism while renting school facilities.

2. The school principal reserves the right to authorize the number of police and custodians to be on duty.
3. The school principal reserves the right to authorize the number of police and custodians to be on duty.
4. The Board may require an administrator of the building, or that person's designated representative, to be in attendance at all such functions to insure that Board property is properly used at all times.
5. Stage lighting and sound equipment will be operated only by authorized personnel of the Board of Education. An additional charge, as per the fee schedule, may be in effect for the use of such equipment.
6. The Board reserves the right to cancel any production if the renter does not comply with the above mentioned rules and regulations. If a scheduling conflict arises, the Board will notify the organizations involved as soon as possible. If the conflict cannot be resolved through alternative locations or dates, the Board reserves the right to grant the rental to one of the organizations as it sees fit.
7. There is a custodial charge for prepping fields for use.

The chart of hourly rental fees follows on the next page.

USE OF SCHOOL FACILITIES SCHEDULE OF HOURLY RENTAL FEES

Group B Weekdays per Hour Fees - 2 Hour Minimum

Facility	Hourly Utility Charge	Custodian 1.5 Overtime	Total Group B /Hour
Bristol Central – 2 custodians	\$43.38	\$35.61 x 2	\$114.60
Bristol Eastern – 2 custodians	\$35.25	\$35.61 x 2	\$106.47
Chippens Hill MS	\$22.95	\$37.89	\$60.84
Northeast MS	\$14.99	\$37.89	\$52.88
Greene-Hills PK-8	\$37.95	\$37.89	\$75.84
West Bristol PK-8	\$27.53	\$37.89	\$65.42
Edgewood K-5	\$5.09	\$34.79	\$39.88
Hubbell PK-5	\$9.14	\$34.79	\$43.93
Ivy Drive PK-5	\$12.88	\$34.79	\$47.67
Mountain View PK-5	\$9.75	\$34.79	\$44.54
Stafford K-5	\$9.94	\$34.79	\$44.73
South Side PK-5	\$10.61	\$34.79	\$45.40
<i>Additional custodians as needed at the hourly rate.</i>			

Group B Weekends per Hour Fees - 3 Hour Minimum

Facility	Hourly Utility Charge	Custodian 2.0 Overtime	Total Group B /Hour
Bristol Central – 2 custodians	\$43.38	\$47.48 x 2	\$138.34
Bristol Eastern – 2 custodians	\$35.25	\$47.48 x 2	\$130.21
Chippens Hill MS	\$22.95	\$50.52	\$ 73.47
Northeast MS	\$14.99	\$50.52	\$ 65.51
Greene Hills PK-8	\$37.95	\$50.52	\$ 88.47
West Bristol PK-8	\$27.53	\$50.52	\$ 78.05
Edgewood K-5	\$5.09	\$46.38	\$ 51.47
Hubbell PK-5	\$9.14	\$46.66	\$ 55.80
Ivy Drive PK-5	\$12.88	\$46.38	\$ 59.26
Mountain View PK-5	\$9.75	\$46.38	\$ 56.13
Stafford K-5	\$9.94	\$46.38	\$ 56.32
South Side PK-5	\$10.61	\$46.38	\$ 56.99
<i>Additional custodians as needed at the hourly rate.</i>			

Groups C & D Weekdays Per Hour Fee – 2 Hour Minimum						
Facility	Hourly Utility Charge	Custodian 1.5 Overtime	Surcharge* Group C /hour	Total Group C/ hour	Surcharge* Group D /hour	Total Group D/Hour
Bristol Central – 2 custodians	\$43.38	\$35.61 x 2	\$35.00	\$149.60	\$45.00	\$159.60
Bristol Eastern – 2 custodians	\$35.25	\$35.61 x 2	\$35.00	\$141.47	\$45.00	\$186.47
Chippens Hill MS	\$22.95	\$37.89	\$35.00	\$ 95.84	\$45.00	\$105.94
Northeast MS	\$14.99	\$37.89	\$35.00	\$87.88	\$45.00	\$132.88
Greene-Hills PK-8	\$37.95	\$37.89	\$35.00	\$110.84	\$45.00	\$155.84
West Bristol PK-8	\$27.53	\$37.89	\$35.00	\$100.32	\$45.00	\$110.32
Edgewood K-5	\$5.09	\$34.79	\$35.00	\$74.88	\$45.00	\$84.88
Hubbell PK-5	\$9.14	\$35.00	\$35.00	\$79.14	\$45.00	\$89.15
Ivy Drive PK-5	\$12.88	\$34.79	\$35.00	\$82.67	\$45.00	\$92.67
Mountain View PK-5	\$9.75	\$34.79	\$35.00	\$79.54	\$45.00	\$89.54
Stafford K-5	\$9.94	\$34.79	\$35.00	\$79.73	\$45.00	\$89.73
South Side PK-5	\$10.61	\$34.79	\$35.00	\$80.40	\$45.00	\$90.40
<i>Additional custodians as needed at the hourly rate.</i>						
Sunday or Holiday Rental – 3 hour minimum						
Facility	Hourly Utility Charge	Custodian 2.0 Overtime	Surcharge* Group C /hour	Total Group C/ hour	Surcharge* Group D /hour	Total Group D/Hour
Bristol Central – 2 custodians	\$43.38	\$47.48 x 2	\$35.00	\$173.34	\$45.00	\$183.34
Bristol Eastern – 2 custodians	\$35.25	\$47.48 x 2	\$35.00	\$165.21	\$45.00	\$175.21
Chippens Hill MS	\$22.95	\$50.52	\$35.00	\$108.47	\$45.00	\$118.47
Northeast MS	\$14.99	\$50.52	\$35.00	\$100.51	\$45.00	\$110.51
Greene-Hills PK-8	\$37.95	\$50.52	\$35.00	\$123.47	\$45.00	\$133.47
West Bristol PK-8	\$27.53	\$50.52	\$35.00	\$113.05	\$45.00	\$123.05
Edgewood K-5	\$5.09	\$46.38	\$35.00	\$86.47	\$45.00	\$96.47
Hubbell PK-5	\$9.14	\$46.66	\$35.00	\$90.80	\$45.00	\$100.80
Ivy Drive PK-5	\$12.88	\$46.38	\$35.00	\$94.26	\$45.00	\$104.26
Mountain View PK-5	\$9.75	\$46.38	\$35.00	\$90.98	\$45.00	\$100.98
Stafford K-5	\$9.94	\$46.38	\$35.00	\$91.32	\$45.00	\$101.32
South Side PK-5	\$10.61	\$46.38	\$35.00	\$91.99	\$45.00	\$101.99
<i>Additional custodians as needed at the hourly rate.</i>						

Effective 7.1.16

***Surcharge per hour: supplies, water, mechanicals, and refurbishment**

Rates are subject to change based on negotiated contracts, utility fees and consumable supplies.

WEEKDAY RENTAL - HOURLY FEES

Facility	GROUP C		GROUP D	
	Payment 1 to: BOE Facilities	Payment 2 to: Recreation Committee	Payment 1 to: BOE Facilities	Payment 2 to: Recreation Committee
Bristol Central – 2 custodians	\$35.00	\$114.60	\$45.00	\$114.60
Bristol Eastern – 2 custodians	\$35.00	\$106.47	\$45.00	\$106.47
Chippens Hill MS	\$35.00	\$60.84	\$45.00	\$60.84
Northeast MS	\$35.00	\$52.88	\$45.00	\$52.88
Greene-Hills PK-8	\$35.00	\$75.84	\$45.00	\$75.84
West Bristol PK-8	\$35.00	\$65.42	\$45.00	\$65.42
Edgewood K-5	\$35.00	\$39.88	\$45.00	\$39.88
Hubbell PK-5	\$35.00	\$43.93	\$45.00	\$43.93
Ivy Drive PK-5	\$35.00	\$47.67	\$45.00	\$47.67
Mountain View PK-5	\$35.00	\$44.54	\$45.00	\$44.54
Stafford K-5	\$35.00	\$44.73	\$45.00	\$44.73
South Side PK-5	\$35.00	\$45.40	\$45.00	\$45.40

WEEKEND/HOLIDAY RENTAL - HOURLY FEES

Facility	GROUP C		GROUP D	
	Payment 1 to: BOE Facilities Office	Payment 2 to: Recreation Committee	Payment 1 to: BOE Facilities Office	Payment 2 to: Recreation Committee
Bristol Central – 2 custodians	\$35.00	\$138.34	\$45.00	\$138.34
Bristol Eastern – 2 custodians	\$35.00	\$130.31	\$45.00	\$130.21
Chippens Hill MS	\$35.00	\$ 73.45	\$45.00	\$ 73.85
Northeast MS	\$35.00	\$ 65.51	\$45.00	\$ 65.51
Greene-Hills PK-8	\$35.00	\$ 88.47	\$45.00	\$88.47
West Bristol PK-8	\$35.00	\$ 78.05	\$45.00	\$ 78.05
Edgewood K-5	\$35.00	\$51.47	\$45.00	\$51.47
Hubbell PK-5	\$35.00	\$55.80	\$45.00	\$55.80
Ivy Drive PK-5	\$35.00	\$59.26	\$45.00	\$59.26
Mountain View PK-5	\$35.00	\$55.98	\$45.00	\$55.98
Stafford K-5	\$35.00	\$56.32	\$45.00	\$56.32
South Side PK-5	\$35.00	\$56.99	\$45.00	\$56.99

Regulation Adopted: April 5, 1995

Revised: February 7, 1996

Revised: April 7, 2010

Revised: May 17, 2016

3515 ADDENDUM

Paid on: _____

Cash: _____ Check #: _____

Bristol Board of Education

Local Recreational Group Rental Form - Weekdays

Recreational Group: _____

Representative responsible for use of facility:

Name: _____

Address: _____

Phone: Home: _____

Work: _____

Cell: _____

Building wanted for rental:

Part of building to be used: _____

Purpose of rental: _____

Date of rental: _____

Time of rental: from _____ to _____

Required time of access to facility:

Additional facilities and/or equipment needed:

Fee Schedule:

Custodial Staff _____ Number of Staff _____ Rate _____ Hours = \$ _____

Local recreational teams must submit a "Lessee's Indemnification Agreement" signed by all participating members of the group in lieu of a Certificate of Insurance.

It is typical for rentals to be at least two hours. Any rental for less than that will be at the discretion of the principal and availability of custodial staff. The rental charge is a minimum two hour charge.

IT IS FURTHER NOTED THAT THE ORGANIZATION, PERSON OR PERSONS ENGAGING THE ABOVE MENTIONED BUILDING IS/ARE RESPONSIBLE FOR THE FOLLOWING:

- Compliance with all State and City Police and Fire regulations;
- Compliance with all school building and BOE regulations;
- The lawful behavior of those present;
- Any property missing or damaged.

ALL CHECKS ARE TO BE MADE PAYABLE TO THE BRISTOL BOARD OF EDUCATION AND ARE TO BE PAID ONE WEEKS IN ADVANCE

Renter's Signature: _____ Date _____

Principal Approval: _____ Date _____

Buildings & Grounds Office Approval: _____ Date: _____

White copy - Buildings & Grounds Office Pink Copy - School Copy Yellow Copy - Renter's Copy

#71-2007

Date and Amount Paid _____ (For Buildings & Grounds Use)

Bristol Board of Education - Rental Form

Name of Organization:

Address of Organization:

Organizational TIN: _____

Representative(s) responsible for use of facility:

Name:

—

Phone: Work: _____ Home: _____ Cell: _____

Email Address: _____ Fax: _____

Type of Organization:

_____ Group A: Local school or school connected activities: such as student groups, Board of Education employee groups, parent-teacher groups, School Business Partnership Group, local town government and town sponsored groups, Boys and Girls Scouts, and local civic organizations such as the Family Center and Boys' and Girls' Club who have reciprocal facilities use agreement with the Board of Education. Weekend use, No surcharge.

_____ Group B: Local civic organization, local church related activities and local non-profit organizations and local recreational teams. Weekday or Weekend use.

_____ Group C: Local profit making organizations. Weekday or Weekend use.

_____ Group D: Out of Town persons or groups. Weekday or Weekend use.

Building to be rented:

Part of building to be used: _____

Date(s) and Time(s) and Purpose of Event(s):

Additional facilities and/or equipment needed:

Insurance Requirement

- Groups B, C, and D will be required to submit with the rental application a General Liability Certificate of Insurance in the amounts of \$1,000,000 (combined single limit), Bodily Injury-Property Coverage/Occurrence and \$2,000,000 aggregate coverage. The Board of Education and the City of Bristol are to be named as additional insured on all policies. Such insurance will be held accountable in cases where accident or vandalism may occur. The insurance certificate must specify a "hold harmless" clause to the City of Bristol and the Bristol Board of Education.
- Local, non-affiliated recreational teams may submit a "Lessee's Indemnification Agreement" signed by all participating members of the group in lieu of a Certificate of Insurance.
- A CERTIFICATE OF INSURANCE IS REQUIRED WITH THIS RENTAL FORM TO RESERVE SPACE.

Company:

Policy Number:

Coverage _____

Coverage Dates:

Fee Schedule:

_____ Number of Custodial Staff x _____ Rate x _____ Hours ^{hourly} + surcharge =
\$ _____

IT IS FURTHER NOTED THAT THE ORGANIZATION, PERSON OR PERSONS ENGAGING THE ABOVE MENTIONED BUILDING IS/ARE RESPONSIBLE FOR THE FOLLOWING:

- Compliance with all State and City Police and Fire regulations;
- Compliance with all school building and BOE regulations;
- The lawful behavior of those present;
- Any property missing or damaged;
- _____ If checked, renter to show that arrangements were made by the renter for police services. Principal of school specifies number of police.

It is typical for rentals to be at least two hours. Any rental for less than that will be at the discretion of the principal and availability of custodial staff. The rental charge is a minimum two hour charge including cancellations.

Renter's Signature: _____
Date _____

Principal Approval: _____
Date _____

Buildings & Grounds Office Approval: _____
Date: _____

CHECKS are payable to the BRISTOL BOARD OF EDUCATION AND ARE TO BE PAID TWO WEEKS IN ADVANCE

Please return the above application to: Board of Education, P. O. Box 450, Bristol, CT 06011-0450

White copy - Facilities Office Pink Copy - School Copy Yellow Copy - Renter's Copy

Community Relations

Relations Between Public and School Personnel

Conduct on School Property

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface District property;
4. Violate any Connecticut law or town/city ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
9. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or

10. Violate other District policies or regulations or an authorized District employee's directive. Any individual who disrupts or threatens to disrupt normal school or office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the premises by a member of the administrative staff or his/her designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.

(cf. [1110.1](#) - Parent Involvement)

(cf. 1250 - Visits to Schools)

(cf. [1251](#) - Loitering or Causing Disturbances)

(cf. 1310 - Relations Between the Public and School Personnel)

(cf. [1312](#) - Public Complaints)

(cf. 1330 - Use of School Facilities)

(cf. [1700](#) - Otherwise Lawful Possession of Firearms on School Property)

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of the government agents to be public.

[1-232](#) Conduct of the meeting

[10-220](#) Duties of boards of education

[10-221](#) Boards of education to prescribe rule(s), policies, and procedures

[10-238](#) Petition for hearing by board of education.

[10-239](#) Use of school facilities for other purposes.

[53a-185](#) Loitering in or about school grounds: Class C misdemeanor

Policy Adopted: May 1, 2002

Policy Revised: February 1, 2023

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

Community Relations

Booster Clubs and Parent Organizations

Booster Clubs/Parent Organizations

Parent organizations and booster clubs are invaluable resources to the District's schools. The Board of Education recognizes that parent organizations and extracurricular support groups, or "booster clubs" provide important support to District schools, and can be valuable means of stimulating community interest in the aims and activities of District schools. Support organizations may be defined in two ways:

1. an organization which is created to foster community support and provide resources for a particular sport or activity in the school or school system; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, district staff, and community members or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances. The group must maintain bank, financial, and tax exempt status separate from the school or District. The organization will provide to the Board annually or upon request a complete set of financial records or detailed treasurer's report.

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Parents and other interested community members who wish to organize a parent organization or booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt District operations in any way. To this end, parent organizations/booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or his/her designee for prior approval. Any time a booster club uses the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or his/her designee (building administration);
3. seek advance approval for any use of school facilities and/or equipment and such use will comply with all policies and regulations established by the Board such as, *but not limited to: Non-discrimination, Title IX, Safe Schools - alcohol and tobacco free schools, etc.*);
4. avoid interference with any previously approved student activity;
5. seek approval in advance of all fundraising activities by the Superintendent or building Principal;
6. understand and respect the authority of District employees in the administration of their duties; and
7. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, as appropriate.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or his/her designee. The Superintendent or his/her designee must identify the District's terms and conditions of accepting such gifts in concert with the District's policy pertaining to gifts, grants and bequests.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

Further, the Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, if booster clubs provide benefits, services or tangible property that assist only teams or programs of one gender, the Board shall ensure that teams or programs of the other gender receive equivalent benefits, services or tangible property.

If a booster club provides benefits, services or tangible property which are greater than that which the District is capable of providing to the athletes or programs of the other gender, the administration shall take action, within policy parameters, to ensure equivalency for both sexes.

The Board of Education is responsible for providing funding for the safe and effective operation of the interscholastic sports program. There may be occasions when Board funding is unavailable to provide everything requested by a coach. All booster club donations must be approved by the Superintendent of Schools or his/her designee (Board of Education) in advance to ensure equity in all sports. "Necessary" expenditures must be provided by the Board of Education through its approved budget. Items that would be "nice" or "beneficial" to have are viewed as appropriate for booster club financial support. Any booster club purchase or expenditure must receive the approval of the team's head coach and the Athletic Director following the aforementioned approval by the Superintendent of Schools or his/her designee (Board of Education).

The Board reserves the right to revoke approval of any booster group if it is found that the group's operations and purposes are inconsistent with Board policies.

- (cf. [1110.1](#) - Parental Involvement)
- (cf. [1140](#) - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. [3280](#) - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. [3515](#) - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.

Policy Adopted: May 6, 2020

Policy Revised: August 17, 2022

BRISTOL PUBLIC SCHOOLS
Bristol, Connecticut

This is the model recess policy provided by BPS. Areas highlighted in yellow denote changes from BPS' original recess policy. The green highlighted sentence is of concern. The red text boxes respond to concerns and require attention and explanation.

5144.4

Students

Discipline

Physical Exercise and Discipline of Students

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. The Board requires that each student in elementary school shall have not less than twenty minutes daily in total devoted to physical exercise, except that a Planning and Placement Team may alter such schedule for a child requiring special education and related services. Further, the Board permits, in its elementary schools, including an additional amount of time, beyond the required twenty minutes for physical exercise, devoted to undirected play during the regular school day, subject to the approval of the building administration.

All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity. Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

1. Loss of Recess as Disciplinary Consequence

Except as provided below, school employees may NOT prevent a student in elementary school from participating in the entire time devoted to physical exercise or undirected play in the regular school day as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

School employees may prevent or restrict recess when:

- a. a student poses a danger to the health or safety of other students or school personnel or
- b. it is limited to the shorter recess period if there are two or more recess periods in the school day, so long as the student is allowed to participate in at least 20 minutes of physical activity during the school day.

Recess prevention or restriction may be imposed only once during a school week, unless the student is a danger to the health or safety of other students or school personnel. Recess prevention or restriction is not allowed for a student's failure to complete their work on time or for the student's academic performance. Discipline may be imposed before recess begins and/or imposed during recess. Appropriate interventions shall be used to redirect a student's behavior during recess.

2. Physical Activity as Punishment

Language taken directly from the bill

Concern: Under the bill, the recess policy must also distinguish between discipline that:

1. is imposed before recess begins and discipline imposed during recess and
2. (a) prevents or otherwise restricts a student from participating in recess prior to recess and (b) uses methods to redirect a student's behavior during recess.

School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

3. Wellness Instruction

School employees shall not prevent students from participating in physical exercise or undirected play during wellness instruction as a form of discipline.

This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

The Superintendent of Schools is authorized to develop guidelines to implement this policy.

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

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

(cf. [6142.10](#) - Health Education Program)

(cf. [6142.101](#) - Wellness)

(cf. 6142.61 - Physical Activity)

(cf. 6142.6 - Physical Education)

Legal Reference: Connecticut General Statutes

[10-221o](#) Lunch periods. Recess

[10-221u](#) Boards to adopt policies addressing the use of physical activity as discipline.

PA 22-81 An Act Expanding Preschool and Mental and Behavioral Services for Children

Policy adopted:



Students

Discipline

Physical Exercise and Discipline of Students

The Bristol Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity. Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

1. Loss of Recess as Disciplinary Consequence

Except as provided below, school employees may NOT prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective. Parents must be notified if students are kept from participating in recess.

This restriction shall not apply to students who are receiving in-school suspension.

2. Physical Activity as Punishment

School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

3. Wellness Instruction

School employees shall not prevent students from participating in physical exercise during wellness instruction as a form of discipline.

This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

The Superintendent of Schools is authorized to develop guidelines to implement this policy.

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

(cf. [6142.101](#) - Wellness)

Legal Reference: Connecticut General Statutes

[10-221o](#) Lunch periods. Recess (as amended by P.A. 12-116, An Act Concerning Educational Reform, and P.A. 13-173, An Act Concerning Childhood Obesity and Physical Exercise in Schools)

Policy Adopted: September 12, 2018

BRISTOL BOARD OF EDUCATION

Bristol, Connecticut

Students

Discipline

Physical Exercise and Discipline of Students

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. The Board requires that each student in elementary school shall have not less than twenty minutes daily in total devoted to physical exercise, except that a Planning and Placement Team may alter such schedule for a child requiring special education and related services. Further, the Board permits, in its elementary schools, including an additional amount of time, beyond the required twenty minutes for physical exercise, devoted to undirected play during the regular school day, subject to the approval of the building administration.

All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity. Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

1. Loss of Recess as Disciplinary Consequence

Except as provided below, school employees may NOT prevent a student in elementary school from participating in the entire time devoted to physical exercise or undirected play in the regular school day as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

School employees may prevent or restrict recess when:

- a. a student poses a danger to the health or safety of other students or school personnel or
- b. it is limited to the shorter recess period if there are two or more recess periods in the school day, so long as the student is allowed to participate in at least 20 minutes of physical activity during the school day.

Recess prevention or restriction may be imposed only once during a school week, unless the student is a danger to the health or safety of other students or school personnel. Recess prevention or restriction is not allowed for a student's failure to complete their work on time or for the student's academic performance. Discipline may be imposed before recess begins and/or imposed during recess. Appropriate interventions shall be used to redirect a student's behavior during recess.

2. Physical Activity as Punishment

School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

3. Wellness Instruction

School employees shall not prevent students from participating in physical exercise or undirected play during wellness instruction as a form of discipline.

This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

The Superintendent of Schools is authorized to develop guidelines to implement this policy.

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

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

(cf. [6142.10](#) - Health Education Program)

(cf. [6142.101](#) - Wellness)

(cf. 6142.61 - Physical Activity)

(cf. 6142.6 - Physical Education)

Legal Reference: Connecticut General Statutes

[10-221o](#) Lunch periods. Recess

[10-221u](#) Boards to adopt policies addressing the use of physical activity as discipline.

PA 22-81 An Act Expanding Preschool and Mental and Behavioral Services for Children

Policy adopted:

A mandated policy.

Students

Connecticut School Climate Policy

Policy Statement

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success.

Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals.

This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein.

The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments.

The _____ District Board of Education adopts this policy.

Definitions

1. **“School climate”** means the quality and character of the school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people's experiences of school life and that reflects the norms, goals, values, interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.
2. **“Positive Sustained School Climate”** is the foundation for learning and positive youth development and includes:
 - a. Norms, values, and expectations that support people feeling socially, emotionally, culturally, racially, intellectually, and physically safe.
 - b. People who treat one another with dignity and are engaged, respected and solve problems restoratively.
 - c. A school community that works collaboratively together to develop, live, and contribute to a shared school vision.
 - d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
 - e. A school community that contributes to the operations of the school and the care of the physical environment.

Students

Connecticut School Climate Policy

Definitions (continued)

3. **“Social and emotional learning”** means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.
4. **“Emotional intelligence”** means the ability to (A) perceive, recognize, and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.
5. **“Bullying”** means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
6. **“School environment”** means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.
7. **“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.
8. **“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
9. **“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk or equipment on which digital images are taken or transmitted.
10. **“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

Students

Connecticut School Climate Policy

Definitions (continued)

11. **“School climate improvement plan”** means a building-specific plan developed by the school climate committee, in collaboration with the school climate specialist, using school climate survey data and any other relevant information, through a process that engages all members of the school community and involves such members in a series of overlapping systemic improvements, school-wide instructional practices and relational practices that prevent, identify and respond to challenging behavior, including, but not limited to alleged bullying and harassment in the school environment.
12. **“Restorative practices”** means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.
13. **“School climate survey”** means a research-based, validated and developmentally appropriate survey administered to students, school employees and families of students, in the predominant languages of the members of the school community, that measures and identifies school climate needs and tracks progress through a school climate improvement plan.
14. **“Connecticut school climate policy”** means the school climate policy developed, updated and approved by an association in the state that represents boards of education and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative, established pursuant to section 10-222q of the general statutes, as amended by this act, that provides a framework for an effective and democratically informed school climate improvement process that serves to implement Connecticut school climate standards, and includes a continuous cycle of (A) planning and preparation, (B) evaluation, (C) action planning, and (D) implementation.
15. **“School employee”** means (A) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by a local or regional board of education, or (B) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public school, pursuant to a contract with a local or regional board of education.
16. **“School community”** means any individuals, groups, businesses, public institutions and nonprofit organizations that are invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

Students

Connecticut School Climate Policy

Definitions (continued)

17. **“Challenging behavior”** means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
18. **“Evidence Based Practices”** in education refers to instructional and school-wide improvement practices that systematic empirical research has provided evidence of statistically significant effectiveness.
19. **“Effective School Climate Improvement”** is a restorative process that engages all stakeholders in the following six essential practices:
 - A. Promoting decision-making that is collaborative and actively involves all stakeholders (e.g., school personnel, students, families, community members) with varied and meaningful roles and perspectives where all voices are heard;
 - B. Utilizing psychometrically sound quantitative (e.g., school climate survey, discipline data) and qualitative (e.g., interviews, focus groups) data to drive action planning, preventive and intervention practices and implementation strategies that continuously improve all dimensions of school climate, including regularly collecting data to evaluate progress and inform the improvement process;
 - C. Tailoring improvement goals to the unique needs of the students, educators, and broader school community. These goals shall be integrated into overall school improvement efforts thereby leveraging school strengths to address evidence-based areas of need, while sustaining the improvement process over time;
 - D. Fostering adult learning in teams and/or professional learning communities to build capacity building among school personnel and develop common staff skills to educate the whole child;
 - E. Basing curriculum, instruction, student supports, and interventions on scientific research and grounding in cognitive, social-emotional, and psychological theories of youth development. Interventions include strength-based programs and practices that together represent a comprehensive continuum of approaches to promote healthy student development and positive learning environments as well as address individual student barriers to learning and adult barriers to teaching; and
 - F. Strengthening policies and procedures related to:
 - a. climate and restorative informed teaching and learning environments;
 - b. infrastructure to facilitate data collection, analysis, and effective planning;
 - c. implementation of school climate improvement plans with the goal of becoming restorative;
 - d. evaluation of the school climate improvement process; and
 - e. sustainability of school climate and restorative improvement efforts.

Students

Connecticut School Climate Policy (continued)

School Climate Coordinator Roles and Responsibilities

For the school year commencing July 1, 2025, and each school year thereafter, the superintendent of schools for each school district, or an administrator appointed by the superintendent, shall serve as the school climate coordinator for the school district.

The school climate coordinator shall be responsible for:

1. providing district-level leadership and support for the implementation of the school climate improvement plan for each school;
2. collaborating with the school climate specialist, for each school to (A) develop a continuum of strategies to prevent, identify and respond to challenging behavior, including, but not limited to, alleged bullying and harassment in the school environment, and (B) communicate such strategies to the school community, including, but not limited to, through publication in the district student handbook;
3. collecting and maintaining data regarding school climate improvement, including, but not limited to, school discipline records, school climate assessments, attendance rates, social and emotional learning assessments, academic growth data, types and numbers of alleged and verified bullying complaints submitted by members of the school community, types and numbers of challenging behaviors addressed using the restorative practices response policy, and data concerning the implementation and outcome of restorative practices; and
4. meeting with the school climate specialist for each school at least twice during the school year to (A) identify strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, such as restorative practices, (B) propose recommendations for revisions to the school climate improvement plan, and (C) assist with the completion of the school climate survey.

School Climate Specialist

For the school year commencing July 1, 2025, and each school year thereafter, the principal of each school, or a school employee who holds professional certification pursuant to section 10-145 of the general statutes, is trained in school climate improvement or restorative practices and is designated as the school climate specialist by the school principal, shall serve as the school climate specialist for the school.

The school climate specialist shall be responsible for:

1. leading in the prevention, identification, and response to challenging behavior, including, but not limited to, reports of alleged bullying and harassment;

Students

Connecticut School Climate Policy

School Climate Specialist (continued)

2. implementing evidence and research-based interventions, including, but not limited to, restorative practices;
3. scheduling meetings for and leading the school climate committee; and
4. leading the implementation of the school climate improvement plan.

School Climate Committee

For the school year commencing July 1, 2025, and each school year thereafter, each school climate specialist shall appoint members to the school climate committee who are diverse, including members who are racially, culturally, and linguistically representative of various roles in the school community.

The school climate committee shall consist of:

1. the school climate specialist;
2. a teacher selected by the exclusive bargaining representative for certified employees chosen pursuant to section 10-153b of the general statutes;
3. a demographically representative group of students enrolled at the school, as developmentally appropriate;
4. families of students enrolled at the school; and
5. at least two members of the school community, as determined by the school climate specialist.

Membership of the school climate committee shall be annually reviewed and approved by the school climate specialist, in coordination with the school climate coordinator.

The school climate committee shall be responsible for:

1. assisting in the development, annual scheduling, and administration of the school climate survey, and reviewing of the school climate survey data.
2. using the school climate survey data to identify strengths and challenges to improve school climate, and to create or propose revisions to the school climate improvement plan.

Students

Connecticut School Climate Policy

School Climate Committee (continued)

3. assisting in the implementation of the school climate improvement plan and recommending any improvements or revisions to the plan.
4. advising on strategies to improve school climate and implementing evidence and research-based interventions, including, but not limited to, restorative practices, in the school community.
5. annually providing notice of the uniform challenging behavior and/or bullying complaint form, or similar complaint form used by the school, to the school community.

School Climate Survey

For the school year commencing July 1, 2025, and biennially thereafter, the school climate committee, for each school, shall administer a school climate survey to students, school employees and families of students, provided the parent or guardian of each student shall receive prior written notice of the content and administration of such school climate survey and shall have a reasonable opportunity to opt such student out of such school climate survey.

School Climate Improvement Plan

For the school year commencing July 1, 2025, and each school year thereafter, the school climate specialist, for each school, in collaboration with the school climate coordinator, shall develop, and update as necessary, a school climate improvement plan. Such plan shall be based on the results of the school climate survey, any recommendations from the school climate committee, including the protocols, supports, and any other data the school climate specialist and school climate coordinator deem relevant. Such plan shall be submitted to the school climate coordinator for review and approval on or before December thirty-first of each school year. Upon approval of such plan, a written or electronic copy of such plan shall be made available to members of the school community and such plan shall be used in the prevention of, identification of and response to all challenging behavior.

Additionally, districts may place the school climate improvement plans into their district and school improvement plans.

Training

For the school year commencing July 1, 2024, and each school year thereafter, each local and regional Board of Education shall provide resources and training to school employees regarding:

1. social and emotional learning;
2. school climate and culture and evidence and research-based interventions; and
3. restorative practices.

Students

Connecticut School Climate Policy

Training (continued)

Such resources and training may be made available at each school under the jurisdiction of such board and include technical assistance in the implementation of a school climate improvement plan. Any school employee may participate in any such training offered by the board under this section. The school climate coordinator, shall select, and approve, the individuals or organizations that will provide such training.

Funding

The school district shall in its discretion allocate sufficient funding to satisfy the requirements of this policy for all schools in the district. Such funding shall be distributed accordingly, with Superintendent approval, for assessments and professional development, as well as for school community outreach, training, and technical assistance.

Accountability

The Board shall adopt and allocate adequate resources to support the Connecticut School Climate Policy and adhere to state regulations set forth in Public Act 23-167.

Connecticut School Climate Standards

1. The school district community³ has a shared vision and plan for promoting and sustaining a positive school climate⁴ that focuses on prevention, identification, and response to all challenging behavior⁵.
2. The school district community adopts policies that promote:
 - a. a sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills; and
 - b. a restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally re-engaging any disengaged students, educators, and families of students in the school community.

³ School Community means any individuals, groups or businesses, public institutions and nonprofit organizations invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

⁴ School climate means the quality and character of the school life, with a particular focus on the quality of relationships within the school community, and which is based on patterns of people's experiences of school life, and that reflects the norms, goals, values and interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.

⁵ Challenging behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

Students

Connecticut School Climate Policy

Connecticut School Climate Standards (continued)

3. The school community's practices are identified, prioritized, and supported to:
 - a. promote learning and the positive academic, social, emotional, ethical, and civic development of students;
 - b. enhance engagement in teaching, learning, and school-wide activities;
 - c. address barriers to teaching and learning; and
 - d. develop and sustain a restorative infrastructure that builds capacity, accountability, and sustainability.
4. The school community creates a school environment⁶ where *everyone* is safe, welcomed, supported, and included in all school-based activities.
5. The school community creates a restorative system that cultivates a sense of belonging through norms and activities that promote social and civic responsibility, and a dedication to cultural responsiveness, diversity, equity, and inclusion.

Policy adopted:

cps 11/23

⁶ School environment means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs if bullying at or during such other activities, functions, or programs negatively impacts the school environment.



What is an Administrative Regulation?

An administrative regulation:

- Provides the details for carrying out policy and enforcing it
- Sets forth specific requirements
- May list do's and don'ts
- May include step by step procedures
- May assign specific responsibility

Administrative Regulation Definition

Administrative regulations are detailed directions developed by the college president or superintendent to put policy into practice. They tell how, by whom, where and when things are to be done.

Why is an Administrative Regulation Important?

An administrative regulation:

- Assigns detail needed to implement policy to staff, allowing the Board to focus on broad issues
- Provides college president or superintendent the flexibility to make timely changes to effectively implement policy
- Provides detailed requirements, procedures and prohibitions under which the district will be operated
- May satisfy a state or federal requirement or serve as a compliance indicator
- Informs staff, students and public



KEY QUESTIONS ON POLICY

Why do we need policy?

- “Good boardsmanship holds true to the principle that the board must be in charge and must always get what it wants.” Written policy increases the likelihood of the board getting what it wants.

What is policy?

- A written policy statement is an expression of the board’s view of what it wants to happen.
- A policy statement is the means through which the board directs the resources of the school district to meet its predetermined goals.
- A policy tells what is wanted and may also include why it is wanted and how much is wanted.
- Policy gives direction and clears the way for the administrators to take action. “Those who make policy are in control.”

Where do policies come from?

- Policies come from the community as represented by the board of education.
- Most often school board members are elected because they represent the majority’s view of the values, beliefs, and style of the community.

Who can suggest policies?

- Policy suggestions may emerge from a number of avenues. The suggestion of a school board member, an administrator, a teacher, a parent, or a student may point out a policy issue.

What are the four purposes of written policy?

- The first is to conserve school board time and effort by freeing it from routine action.
- The second purpose of written policy is to provide for consistency.
- The third function of written policy is to give the board’s representative, the superintendent, guidance and direction during its absence.
- The fourth is to serve as a legal record.

How can we make better policy?

- If we define better policy to mean that it lasts longer, that it better uses the district's resources to meet the needs of the future, and that it's more representative of a broader based of the community's values, then better policy is the result of the decision-making process.
- The raw material of the decision-making process is information.
- The more people included in information gathering the more likely the policy will be more meaningful to a larger group, which means it will probably last longer and be easier to implement.

What is the legal authority for policy?

- The responsibility for the quality operation of the school district rests largely on the school board.
- The powers and functions of a school board may vary from state to state or vary within a state, depending on the size of the school district. However, to the school board alone is delegated the responsibility either through implied powers or state law to provide for public education.
- Board members serve as both state officials and representative of their local communities.
- School boards alone are given the responsibility for making the will of the people felt as it is expressed in state laws and local priorities.

How is policy related to rules and regulation?

- Generally speaking, a "rule of thumb" suggests that the school board establishes policy and the superintendent develops the rules and regulations that put the policy into effect. The procedure varies from community to community, depending upon the importance of the policy and its supportive rules and regulations. In the case of economic, social, or political issues which are sensitive, the school board may want to review and approve the rules and regulations. Under the same circumstances the superintendent may want the school board to approve the rules and regulations. It should be noted that if the board approves the rules and regulations it narrows the operational authority of the superintendent. Sometimes this is desirable and at other times it is undesirable.

Who implements policy?

- The board employs a superintendent to put its policy into effect. Generally speaking, the school board sets policy and the superintendent develops the rules and regulations that will put the policy into effect.

Who evaluates the effectiveness of our policy?

- The school board should develop a policy that calls for regular and systematic review of all the board's policies. The superintendent should provide the procedures that require a yearly review and evaluation of all the board's policies.

What power do policies have?

- Policies in effect have the power of law. Policies are the ultimate authority of the school district. Everything that takes place in a school district should be derived from the authority of a policy. Of course, all the policies of a school district should be congruent with state law.

When is a policy needed?

- A policy is needed whenever the school board wants to give direction to the superintendent. Policies are also needed in order to provide directions for routine action, such as guest speakers and the use of building, etc. Establishing policies to deal with routine action will allow the board to spend more of their precious time in other more important areas, such as curriculum.

Who approves policy?

- Only the school board acting as a legislative body can approve policy.

Who should write policy?

- Often the school board will assign the task of writing policy to the superintendent or one of his or her administrative team. However, an increasing number of school boards are writing their own policy. No matter who writes the policy, the school board is responsible for it.

Where should the policies be located?

- All of the school district's policies should be located in one central file – often a notebook. The policies should be filed according to a central filing scheme. The most popular filing scheme appears to be one developed by the National School Boards Association.

Reprinted from "Keys to Boardsmanship" developed by the National School Boards Association. For further information, contact the Connecticut Association of Boards of Education.