

BOE Meeting Template

Monday, November 26, 2012 7:00 PM

Mabelle Avery Middle School District Offices Board Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES 2
4. FOI COMMISSION PRESENTATION
Mr. Hennick from the FOI Commission will make a presentation to the board on the Freedom of Information statutes.
5. AUDIENCE TO CITIZENS/STAFF/STUDENTS
6. CORRESPONDENCE
7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
8. CONSENT AGENDA
1. Approval of Bills 5
9. NEW BUSINESS
1. Second Warnings/Adoption of DBS Code 5145.14-On-Campus Recruitment/DBS Code 5141.21-Administering Medication/DBS Code 5141.25-Accommodating Students With Special Dietary Needs and Glycogen Storage Disease/DBS Code 5144.1-Physical Restraint/Seclusion/DBS Code 6142.10-Health Education Program 10
The Policy Committee has reviewed these revised and new policies as recommended by CABE and is requesting board approval following first warnings on 11/13/12.
2. Approval of SHS Field Trip 45
Phil Goduti, SHS Social Studies teacher, is requesting board approval for a field trip for 30 students to Washington, D.C. in May, 2013. Mr. Goduti organized this trip last year as well.
10. OLD BUSINESS
1. Pension Plan Update
Mr. Case and Mr. Frigo will provide an update to the board regarding the noncertified pension plan for the school department. Board members will have an opportunity to ask questions about the plan.
11. ADMINISTRATIVE REPORTS
12. COMMITTEE REPORTS
1. Budget
2. Curriculum
3. Policy
4. Salary & Negotiations
5. Planning
6. Other Committees
13. OTHER
14. ADJOURNMENT

SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

www.somers.k12.ct.us

MINUTES OF THE MEETING – November 13, 2012

Members Present: J.Formeister, R.Lees, B.Devlin, B.Pellissier, S.Bollinger

Members Absent: D. Palmer, A.Kirkpatrick, M.Maniscalco, M.Cicciarella

Administrators Present: M.Suffredini, K.Pezza, B.Boutwell, D.Messina,

Staff Present:

Citizens Present: D.Stone

Students Present:

Others:

1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:00 p.m. by Vice Chairman Formeister in the Mabelle B. Avery Middle School Board of Education meeting room.

2.0 PLEDGE OF ALLEGIANCE

3.0 APPROVAL OF MINUTES

October 22, 2012 – It was MOVED (B.Pellissier) SECONDED (B.Devlin) to approve the October 22, 2012 Board of Education meeting minutes as presented. PASSED 5-0

4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

4.1 Curriculum Presentation – English Language Arts

Director of Curriculum, Kathleen Pezza, updated the Board on the English Language Arts curriculum, focusing on the common core state standards for grades K-12. The Common Core state standards are a new set of curriculum standards adopted by CSDE in June 2011. It will replace current curricula in preparation for the Smarter Balanced Assessments in 2015.

Focus of the new standards is college and career readiness, and there is a shift toward nonfiction reading with less focus on narrative writing. The reading framework will shift from 50% literary and 50% informational (grade K-5), to 45% literary text and 55% informational texts (grade 5-8), and to 30% literary texts and 70% informational texts for grades 9-12.

A number of genres of expected familiarity will be included in the new standards such as folklore, poetry, and mythology. The new test will have final draft writing for editing and revising work, and will no longer be a separate subtest as it is on the CMT/CAPT.

Emphasis will shift to persuasive writing and expository writing, reader-text connections, reasoned arguments, research, and grammar and vocabulary.

5.0 CORRESPONDENCE

The Board received correspondence regarding the legislative meeting with CABE. It will take place on November 29th at 7:30 a.m. at Rockville High School.

6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

7.0 CONSENT AGENDA

7.1 Approval of Bills 11/13/12 (\$392,196.45)

It was MOVED (B.Devlin) SECONDED (R.Lees) to approve the 11/13/12 Bills in the amount of \$392,196.45 as presented. PASSED 5-0

7.2 Resignation (D.Buttafuoco) and Retirement (M.Carra)

Danielle Buttafuoco, MBA .4 Spanish teacher, has resigned effective 10/25/12. Margaret Carra, SES Paraprofessional, has submitted her retirement notification effective 11/21/12. The district has employed Mrs. Carra since 1983.

It was MOVED (B.Devlin) SECONDED (R.Lees) to accept the resignation of D.Buttafuoco, MBA .4 Spanish teacher, effective 10/25/12, and to regretfully accept the retirement of M.Carra, SES Paraprofessional, effective 11/21/12 as presented. PASSED 5-0

8.0 NEW BUSINESS

8.1 First Warning of Policies:

DBS Code 5145.14 – On-Campus Recruitment

DBS Code 5141.21 – Administering Medication

DBS Code 5141.25 – Accommodating Students with Special Dietary Needs and Glycogen Storage Disease

DBS Code 5144.1 – Physical Restraint/Seclusion

DBS Code 6142.10 – Health Education Program

The Policy Committee has reviewed these revised and new policies as recommended by CABE. Second warning/adoption will be included on the 11/26/12 agenda.

9.0 OLD BUSINESS

10.0 ADMINISTRATIVE REPORTS

10.1 Transportation Update

Mr. Boutwell, Director of Business Services, gave a brief overview on the district's transportation. A lot of information has not changed since the last transportation update. Mr. Boutwell noted that he will assess the opportunity to reconfigure fleet to make sure needs match before the next school year. Currently, one student attends Rockville Vo/Ag, 10 students attend Cheney Technical High School, 10 students transported to out-of-district schools through CTS, CREC, and First Student, and two students participate in the transition program. Mr. Boutwell also noted that there were less than five bus stop requests this school year.

10.2 Superintendent's Report

Dr. Suffredini noted that a brief overview of the teacher/administration evaluation instrument would be placed on the December meeting agenda. He noted that there has been an attempt to delay the full implementation due to a number of issues, and Somers Public School district would be developing a model through a committee, with a potential Board member sitting on the committee. The Board will be voting on the final product at a later date.

11.0 COMMITTEE REPORTS

Minutes will be taken at all subcommittee meetings.

11.1 Budget – A budget update will be provided at the December meeting.

11.2 Curriculum – No Update

11.3 Policy –

11.4 Salary & Negotiations – The Pension Committee will be present for the November 26th BOE meeting.

11.5 Planning Committee – No Update

11.6 Other Committees
Technology Ad Hoc Committee – No Update

12.0 OTHER

13.0 ADJOURNMENT

It was MOVED (B.Devlin) SECONDED (B.Pellissier) to adjourn the regular meeting of the Board of Education at 7:31 p.m. PASSED 5-0

Respectfully submitted,

Rick Lees, Jr., Secretary
Leah Cook, Recording Secretary

These minutes are not official until approved at a subsequent meeting.

Somers Board of Education General Budget Treasury Warrant

Check Batch: 7282
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP GB
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|---------|---------|------------|-------------|-------------|-------------------|--------------|
|---------|---------|------------|-------------|-------------|-------------------|--------------|

Approved by:

Date:


11/20/12
William B. Boutwell, Director of Business Services

| | | | | | | |
|------|------|------------|--------|--|------|-----------|
| | | | | | 0.00 | 4,378.69 |
| 7282 | 5423 | 11/26/2012 | V58674 | Administrator, Unemployment Compensation | 0.00 | 687.37 |
| | 5424 | 11/26/2012 | V52670 | Amazon | 0.00 | 1,330.00 |
| | 5425 | 11/26/2012 | V60403 | Aspex Solutions | 0.00 | 970.83 |
| | 5426 | 11/26/2012 | V00555 | AT&T | 0.00 | 84.00 |
| | 5427 | 11/26/2012 | V02406 | Billings Sports, Inc. | 0.00 | 52.17 |
| | 5428 | 11/26/2012 | E00694 | Brownell, Daniel | 0.00 | 44.40 |
| | 5429 | 11/26/2012 | E00047 | Campanelli, Anthony | 0.00 | 9,743.16 |
| | 5430 | 11/26/2012 | V60085 | Camphill Special School, Inc. | 0.00 | 62.99 |
| | 5431 | 11/26/2012 | V00129 | Carolina Biological Supply Co. | 0.00 | 26.74 |
| | 5432 | 11/26/2012 | V60720 | CCPA | 0.00 | 9,093.42 |
| | 5433 | 11/26/2012 | V00159 | Connecticut Light & Power | 0.00 | 11,601.90 |
| | 5434 | 11/26/2012 | V00204 | CREC | 0.00 | 5,396.19 |
| | 5435 | 11/26/2012 | V60089 | Dime Oil Company | 0.00 | 326.00 |
| | 5436 | 11/26/2012 | V02359 | Downes & Reader Hardwood | 0.00 | 450.00 |
| | 5437 | 11/26/2012 | V60760 | Dr. Kathleen Salomone | 0.00 | 55.50 |
| | 5438 | 11/26/2012 | E00096 | Duffy, Margaret | 0.00 | 60,524.70 |
| | 5439 | 11/26/2012 | V54168 | First Student, Inc | 0.00 | 12.18 |
| | 5440 | 11/26/2012 | V01563 | Follett Educational Services | 0.00 | 120.00 |
| | 5441 | 11/26/2012 | E00257 | Ford, Linda | 0.00 | 1,919.00 |
| | 5442 | 11/26/2012 | V01830 | Gerry's Music Shop, Inc. | 0.00 | |

Somers Board of Education General Budget Treasury Warrant

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|----------------|---------|------------|-------------|--|-------------------|--------------|
| | 5443 | 11/26/2012 | V60035 | Google, Inc. | 0.00 | 30.91 |
| | 5444 | 11/26/2012 | V53525 | H&H Service, LLC | 0.00 | 157.80 |
| | 5445 | 11/26/2012 | V51232 | Hartford Hospital | 0.00 | 6,820.00 |
| | 5446 | 11/26/2012 | V60710 | Hospital for Special Care | 0.00 | 962.50 |
| | 5447 | 11/26/2012 | E00689 | Hull, Bryan | 0.00 | 82.28 |
| | 5448 | 11/26/2012 | V52848 | Intensive Education Academy, Inc. | 0.00 | 5,892.45 |
| | 5449 | 11/26/2012 | V60548 | Johnson Memorial Hospital | 0.00 | 7,500.00 |
| | 5450 | 11/26/2012 | V52107 | Major Electric Supply | 0.00 | 96.16 |
| | 5451 | 11/26/2012 | V60361 | Marlin Leasing Corp | 0.00 | 272.89 |
| | 5452 | 11/26/2012 | V52493 | Military History | 0.00 | 29.95 |
| | 5453 | 11/26/2012 | V21005 | MSC Industrial Supply Co. | 0.00 | 113.48 |
| | 5454 | 11/26/2012 | V60186 | PC Mall Gov | 0.00 | 132.00 |
| | 5455 | 11/26/2012 | V60568 | Pediatric Services of America Inc | 0.00 | 1,406.25 |
| | 5456 | 11/26/2012 | V53914 | Pitney Bowes, Inc. | 0.00 | 105.00 |
| | 5457 | 11/26/2012 | V00994 | Rolf Engineering Inc | 0.00 | 805.00 |
| | 5458 | 11/26/2012 | V01292 | School Specialty, Inc. | 0.00 | 328.32 |
| | 5459 | 11/26/2012 | V60031 | SNE Building Systems | 0.00 | 540.00 |
| | 5460 | 11/26/2012 | V00486 | Somers High School | 0.00 | 68.00 |
| | 5461 | 11/26/2012 | V00886 | Somers Lunch Program | 0.00 | 10.50 |
| | 5462 | 11/26/2012 | V02225 | Staples Credit Plan | 0.00 | 213.94 |
| | 5463 | 11/26/2012 | E00322 | Suffredini, Dr. Maynard | 0.00 | 32.19 |
| | 5464 | 11/26/2012 | V60248 | Total Protection Security Systems LLC | 0.00 | 75.00 |
| | 5465 | 11/26/2012 | V21164 | Unum Life Insurance Company of America | 0.00 | 3,731.83 |
| | 5466 | 11/26/2012 | E00342 | Walker, Alan | 0.00 | 254.19 |
| | 5467 | 11/26/2012 | V60764 | Whelen Engineering Company, Inc. | 0.00 | 90.00 |
| | 5468 | 11/26/2012 | V60439 | Yarde Metals | 0.00 | 258.00 |
| Totals: | | | | | 0.00 | \$136,887.88 |

46 Checks Listed.

Somers Board of Education General Journal Register

Report # 20342
Batch: 7256
Transaction: N/A
Show Summary Only: Yes

| | | | | | | |
|------------------------|--------------------------------------|-------------------------|---------------------------------|---------------------------------|--------------------------------------|--------------------------------------|
| Batch # 7256 | Control Total \$136,887.88 | Status Posted | Created By lbergamini | Created On 11/19/2012 | Last Updated By lbergamini | Last Updated On 11/20/2012 |
|------------------------|--------------------------------------|-------------------------|---------------------------------|---------------------------------|--------------------------------------|--------------------------------------|

| General Ledger Distribution Summary | | | | | | |
|-------------------------------------|----------------------------------|--------------------------------|-------------|----------------|---------------------|---------------------|
| Period, Fiscal Year | Account Number | Account Description | DTF Base | Over Budget | Debits | Credits |
| November, 2013 | | | | | | |
| Generated Distributions | | | | | | |
| | 10-000-0-0-00-000-710-00-0-00000 | ENCUMBRANCE CONTROL | | | 134,839.95 | 0.00 |
| | 10-000-0-0-00-000-720-00-0-00000 | RESERVE FOR ENCUMBRANCE | | | 0.00 | 134,839.95 |
| | | Total Generated Distributions | | | \$134,839.95 | \$134,839.95 |
| User-Entered Distributions | | | | | | |
| | 10-000-0-0-00-000-241-00-0-00000 | ACCOUNTS PAYABLE | | | 120.65 | 0.00 |
| | 10-000-0-0-00-000-241-00-0-00000 | ACCOUNTS PAYABLE | | | 0.00 | 137,008.53 |
| | 10-100-2-2-02-242-611-01-5-00161 | K-5 - ART SUPPLIES | | | 0.00 | 72.75 |
| | 10-100-2-2-16-242-611-01-5-00722 | K-5 - LANGUAGE ARTS SUPPLIES | | | 12.18 | 0.00 |
| | 10-100-2-2-20-242-611-01-5-00169 | K-5 - MUSIC SUPPLIES | | | 56.43 | 0.00 |
| | 10-100-2-3-12-242-611-01-5-00182 | MA - TECHNOLOGY ED SUPPLIES | | | 82.28 | 0.00 |
| | 10-100-2-3-20-242-611-01-5-00172 | MA - MUSIC SUPPLIES | | | 465.00 | 0.00 |
| | 10-100-2-4-12-242-611-01-5-00183 | HS - TECHNOLOGY ED SUPPLIES | | | 326.00 | 0.00 |
| | 10-100-2-4-14-241-611-01-5-00159 | HS - GENERAL SUPPLIES | | | 328.32 | 0.00 |
| | 10-100-2-4-20-242-611-01-5-00168 | HS - BAND SUPPLIES | | | 1,041.00 | 0.00 |
| | 10-100-2-4-20-243-611-01-5-00247 | HS - MUSIC WORKBOOKS | | | 188.00 | 0.00 |
| | 10-100-2-4-28-242-611-01-5-00206 | HS - SCIENCE SUPPLIES | | | 62.99 | 0.00 |
| | 10-100-2-4-30-242-611-01-5-01644 | HS - SOCIAL STUDIES SUPPLIES | | | 29.95 | 0.00 |
| | 10-100-2-4-40-220-641-01-5-01068 | HS - REPLACEMENT TEXTS | | | 0.00 | 47.90 |
| | 10-100-2-4-99-242-611-01-5-00809 | HS - RENAISSANCE PROGRAM | | | 120.00 | 0.00 |
| | 10-100-8-4-66-910-730-01-5-00607 | HS CAPITAL OUTLAY | | | 109.99 | 0.00 |
| | 10-120-9-9-98-258-690-04-5-00307 | SP ED - OFFICE SUPPLIES | | | 15.98 | 0.00 |
| | 10-120-9-9-98-955-330-02-5-01117 | SP ED-INDEPENDENT EVALUATIONS | | | 450.00 | 0.00 |
| | 10-120-9-9-98-955-330-02-5-01142 | SPED - CONSULTANT FEES | | | 962.50 | 0.00 |
| | 10-120-9-9-98-955-330-02-5-01674 | SP ED - CONTRACTED SERVICES | | | 1,406.25 | 0.00 |
| | 10-219-1-5-50-134-690-05-5-00875 | SW - PROF DEVELOPMENT SUPPLIES | | | 39.99 | 0.00 |
| | 10-221-1-4-50-251-580-05-5-00267 | HS - TRAVEL/IN-SERVICE | | | 309.69 | 0.00 |
| | 10-222-2-5-14-233-611-03-5-00150 | SW - COMPUTER SOFTWARE | | | 132.00 | 0.00 |
| | 10-231-1-5-74-134-590-10-5-00648 | B.O.E. - COMMUNITY RELATIONS | | | 68.00 | 0.00 |
| | 10-231-1-5-74-134-690-10-5-00047 | B.O.E. - SUPPLIES | | | 10.50 | 0.00 |
| | 10-232-1-5-72-134-540-04-5-00025 | CO - ADVERTISING | | | 1,330.00 | 0.00 |

Somers Board of Education General Journal Register

| Batch # | Control Total | Status | Created By | Created On | Last Updated By | Last Updated On |
|----------------------------------|---------------|--------------------------------|------------|------------|---------------------|---------------------|
| 7256 | \$136,887.88 | Posted | lbergamini | 11/19/2012 | lbergamini | 11/20/2012 |
| | | | | | 32.19 | 0.00 |
| | | CO - TRAVEL/IN-SERVICE | | | 47.98 | 0.00 |
| | | CO - OFFICE SUPPLIES | | | 105.00 | 0.00 |
| | | CO - POSTAGE METER | | | 337.90 | 0.00 |
| | | SW - A.V. EQUIP REPLACEMENT | | Yes | 505.80 | 0.00 |
| | | K-5 BUILDING REPAIRS | | | 285.02 | 0.00 |
| | | K-5 - TELEPHONE | | | 118.22 | 0.00 |
| | | MA - TELEPHONE | | | 527.17 | 0.00 |
| | | HS - TECHNOLOGY ED MAINTENANCE | | | 225.00 | 0.00 |
| | | HS - MUSIC MAINTENANCE | | | 300.55 | 0.00 |
| | | HS - TELEPHONE | | | 267.04 | 0.00 |
| | | CO - TELEPHONE | | | 26.74 | 0.00 |
| | | SW - CUSTODIAL SUPPLIES | | Yes | 90.00 | 0.00 |
| | | MA - BUILDING MAINTENANCE | | | 450.00 | 0.00 |
| | | HS - BUILDING MAINTENANCE | | Yes | 75.00 | 0.00 |
| | | SW - FIRE ALARMS & BELLS | | | 96.16 | 0.00 |
| | | SW - ELECTRICAL SUPPLIES | | | 5,396.19 | 0.00 |
| | | K-5 - FUEL #2 | | | 48.01 | 0.00 |
| | | K-5 - ELECTRICITY | | | 4,472.73 | 0.00 |
| | | MA - ELECTRICITY | | | 4,681.55 | 0.00 |
| | | HS - ELECTRICITY | | | 164.02 | 0.00 |
| | | MAINTENANCE - ELECTRICITY | | | 805.00 | 0.00 |
| | | SW - MAINTENANCE CONTRACTS | | | 30.91 | 0.00 |
| | | SW - SOFTWARE MAINT CONTRACTS | | | 19,230.00 | 0.00 |
| | | TRANSPORTATION - ELEMENTARY | | | 23,076.00 | 0.00 |
| | | TRANSPORTATION - SECONDARY | | | 2,834.70 | 0.00 |
| | | SP ED - TRANSPORTATION AIDE | | | 15,384.00 | 0.00 |
| | | SP ED - VANS | | | 96.57 | 0.00 |
| | | HS - FIELD TRIPS | | | 3,731.83 | 0.00 |
| | | L.T.D. | | | 4,378.69 | 0.00 |
| | | UNEMPLOYMENT INSURANCE | | | 7,500.00 | 0.00 |
| | | HS - ATHLETIC TRAINER | | | 84.00 | 0.00 |
| | | HS - ATHLETIC SUPPLIES | | | 11,601.90 | 0.00 |
| | | SPED - CREC RIVER STREET | | Yes | 12,712.45 | 0.00 |
| | | SP ED - TUITION | | Yes | 9,743.16 | 0.00 |
| | | SPED-OUT-OF-STATE PLACEMENTS | | | | |
| Total User-Entered Distributions | | | | | \$137,129.18 | \$137,129.18 |
| Total for November, 2013 | | | | | \$271,969.13 | \$271,969.13 |

Somers Board of Education General Journal Register

| | | | | | | |
|-------------------------------------|----------------------|---------------|-------------------|-------------------|----------------------------|----------------------------|
| Batch # | Control Total | Status | Created By | Created On | Last Updated By | Last Updated On |
| 7256 | \$136,887.88 | Posted | lbergamini | 11/19/2012 | lbergamini | 11/20/2012 |
| Grand Total for Batch # 7256 | | | | | <u>\$271,969.13</u> | <u>\$271,969.13</u> |

146 Transactions Listed.

Students

Administering Medication

The purpose of this policy is for the Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools. The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and for interscholastic and intramural athletic events only, a podiatrist.

Before and after school program means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Public Health or Board of Education enhancement programs and extra-curricular activities.

Board of Education means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

Controlled drugs means those drugs as defined in Connecticut General Statutes Section 21a-240.

Cumulative health record means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

Students

Administering Medications

Definitions (continued)

Director means the person responsible for the operation and administration of any school readiness program or before and after school program.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

Extracurricular activities means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before and after school programs and school readiness programs.

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

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

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

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

Students

Administering Medications

Definitions (continued)

~~**Medication** means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.~~

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

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

~~**Nurse** means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.~~

~~**Occupational therapist** means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.~~

~~**Paraprofessional** means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.~~

~~**Physical therapist** means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.~~

~~**Physician** means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.~~

~~**Principal** means the administrator in the school.~~

~~**Qualified personnel for schools** means (a) a full-time employee who meets the local or regional Board of Education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of the State regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of the State regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of the State regulations. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.~~

Students

Administering Medications

Definitions (continued)

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

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

~~**School nurse** means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.~~

~~**School nurse supervisor** means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.~~

~~**School readiness program** means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.~~

~~**Self-administration of medication** means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.~~

~~**Teacher** means a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.~~

Students

Administering Medications

Definitions (continued)

General Policies on Administration of Medication

~~A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing, along with written authorization of the parent/guardian and approval of the school nurse. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.~~

~~A child diagnosed with asthma or an allergic condition, pursuant to State Board of Education regulations, may carry an inhaler or an epipen or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.~~

~~A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.~~

~~In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor and the school nurse may administer medication to any student in the school following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.~~

~~Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.~~

~~Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.~~

~~In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.~~

Students

Administering Medication

~~General Policies on Administration of Medication (continued)~~

~~Administration of Medication by Paraprofessionals~~

~~A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.~~

~~Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events~~

~~During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.~~

~~The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.~~

~~Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.~~

~~The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.~~

~~Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.~~

Students

Administering Medication (continued)

(cf. 4112.5/4212.5—Security Check/Fingerprinting)

(cf. 5141—Student Health Services)

(cf. 5141.23—Students with Special Health Care Needs)

Legal Reference:—Connecticut General Statutes

~~10-206 Health Assessment~~

~~10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.~~

~~10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252 and PA 09-155)~~

~~19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.~~

~~21a-240 Definitions~~

~~29-17a Criminal history checks. Procedure. Fees.~~

~~52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)~~

~~Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive~~

~~Code of Federal Regulations: Title 21 Part 1307.2~~

~~20-12d Medical functions performed by physician assistants. Prescription authority.~~

~~20-94a Licensure as advanced practice registered nurse.~~

~~PA 07-241 An Act Concerning Minor Changes to the Education Statutes~~

~~29-17a Criminal history checks. Procedure. Fees.~~

Students

Administering Medication

The purpose of this policy is for the Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools.. The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and for interscholastic and intramural athletic events only, a podiatrist.

Before- and after-school program means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Public Health or Board of Education enhancement programs and extra-curricular activities.

Board of Education means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

Students

Administering Medications

Definitions (continued)

Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

Controlled drugs means those drugs as defined in Connecticut General Statutes Section 21a-240.

Cumulative health record means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

Director means the person responsible for the operation and administration of any school readiness program or before- and after-school program.

Error means:

- (2) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

Extracurricular activities means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs.

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

Students

Administering Medications

Definitions (continued)

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

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

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

Medication means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

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

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

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

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

Students

Administering Medications

Definitions (continued)

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Principal means the administrator in the school.

Qualified personnel for schools means (a) a full-time employee who meets the local or regional Board of Education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of the State regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of the State regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of the State regulations. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

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

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

School nurse means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

School nurse supervisor means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

Students

Administering Medications

Definitions (continued)

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-l through 10-212a-7.

General Policies on Administration of Medication

A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing along with written authorization of the parent/guardian. ~~and approval of the school nurse.~~ Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education. The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician licensed in Connecticut.

The school nurse or school principal shall select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, the school nurse and school medical advisor must attest that the qualified school employee has completed such training and the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes.

Students

Administering Medication

General Policies on Administration of Medication (continued)

A child diagnosed with asthma or an allergic condition, pursuant to State Board of Education regulations, may carry an inhaler or an EpiPen or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor and the school nurse may administer medication to any student in the school following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

Students

Administering Medication (continued)

Administration of Medication by Paraprofessionals

A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

Administration of Medications in School Readiness Programs and Before- and After- School Programs

Directors, or their designees, who may include lead teachers or school administrators, who have been properly trained, may administer medications to students as delegated by the school nurse or other registered nurse, in school readiness programs and before- and after-school programs that are child care programs. Such programs must either be District-administered or administered by a municipality exempt from licensure by the Department of Public Health and are located in a District public school. Medicine may be administered pursuant to the Regulations of Connecticut State Agencies, Section 10-212a-10, to children enrolled in these programs.

Administration of medications shall be provided only when it is medically necessary for program participants to access the program and maintain their health status while attending the program. A child attending any before- or after-school program, defined as any child care program operated and administered by the Board in any building or on the grounds of any district school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's authorized prescriber, will be supervised by the District staff member (Director or designee, lead teacher, school administrator) trained to administer medication including a cartridge injector. Such administration shall be to a particular student medically diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

Investigational drugs or research or study medications may not be administered by Directors or their designees, lead teachers or school administrators.

Properly trained Directors, Directors' designees, lead teachers or school administrators may administer medications to students as delegated by the school nurse or other registered nurse. They may administer oral, topical, intranasal, or inhalant medications. No medication shall be administered without the written order of an authorized prescriber and the written approval of the parent/guardian.

Students

Administering Medication

Administration of Medications in School Readiness Programs and Before- and After-School Programs (continued)

The selected staff member shall be trained in the use of a cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse or registered nurse. *(Optional: The selected staff member is also required to complete a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health or any Director of Health.)*

The administration shall determine, in cooperation with the School Medical Advisor and school nurse [supervisor] whether additional school nursing services/nurses are required based on the needs of the program and the participants in the program. This determination shall include whether a licensed nurse is required on site. The recommendation shall be subject to Board approval.

The Board will allow students in the school readiness and before- and after-school programs to self-administer medication according to the student's individual health plan and only with the written order of an authorized prescriber, written authorization of the child's parent or guardian, written approval of the school nurse (The nurse has evaluated the situation and deemed it appropriate and safe and has developed a plan for general supervision of such self-medication.), and with the written permission of the parent or guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

An error in the administration of medication shall be reported immediately to the school nurse, the parents/guardians and the prescribing physician. In case of an anaphylactic reaction or the risk of such reaction a school nurse may administer emergency oral and/or injectable medication to any child in need thereof on school grounds, or in the school building, according to the standing order of the School Medical Advisor or the child's private physician. However, in an emergency any other person trained in CPR and First Aid may administer emergency oral and/or injectable medication to any child in need on school grounds, or in the school building. In addition, local poison control center information shall be readily available at the sites of these programs. The Program Director or his/her designee shall be responsible for decision making in the absence of the nurse.

In the event of a medical emergency, the following will be readily available: (1) local poison information center contact information; (2) the physician, clinic or emergency room to be contacted in such an emergency; and (3) the name of the person responsible for the decision making in the absence of a school nurse.

All medications shall be handled and stored in accordance with the provisions of subsection (a) to (k) inclusive of the Regulations of Connecticut State Agencies, as outlined in the accompanying administrative regulation to this policy.

Students

Administering Medication

Administration of Medications in School Readiness Programs and Before- and After-School Programs (continued)

Where possible, a separate supply of the child's medication shall be stored at the site of the before- or after-school program or school readiness program. If this is not possible, a plan should be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

Documentation and record keeping shall be done in compliance with the stipulations outlined in the administrative regulation accompanying this policy.

THE PORTION OF THIS POLICY PERTAINING TO THE ADMINISTRATION OF MEDICATION IN SCHOOL READINESS PROGRAMS AND BEFORE- AND AFTER-SCHOOL PROGRAMS SHALL BE REVIEWED BY THE BOARD ON AN ANNUAL BASIS WITH INPUT FROM THE SCHOOL MEDICAL ADVISOR OR A LICENSED PHYSICIAN AND THE SCHOOL NURSE SUPERVISOR.

Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Students

Administering Medication

Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events (continued)

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

(cf. 4112.5/4212.5 – Security Check/Fingerprinting)

(cf. 5141 – Student Health Services)

(cf. 5141.23 – Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes
 10-206 Health Assessment
 10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.
 10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155 and PA 12-198)
 10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198)
 19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.
 21a-240 Definitions
 29-17a Criminal history checks. Procedure. Fees.
 52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)
 Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive
 Code of Federal Regulations: Title 21 Part 1307.2
 20-12d Medical functions performed by physician assistants. Prescription authority.
 20-94a Licensure as advanced practice registered nurse.
 PA 07-241 An Act Concerning Minor Changes to the Education Statutes
 29-17a Criminal history checks. Procedure. Fees.

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7/9/09

6/27/11

STUDENTS

Health

Accommodating Students With Special Dietary Needs **and Glycogen Storage Disease**

The Board of Education believes all students, through accommodations where required, shall have the opportunity to participate fully in all school programs and activities.

The Board recognizes that students with documented life-threatening food allergies are considered disabled and are covered by The Disabilities Act and Public Law 93-112 and Section 504 of The Rehabilitation Act of 1973. A clearly defined "504 Accommodation Plan" shall be developed and implemented if necessary for all such identified students in which necessary accommodations are made to ensure full participation of identified students in school activities. Such plan shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician, if so required.

Each school is also responsible for developing and implementing guidelines for the care of students with special dietary needs/foods allergies. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Guidelines for a building will be based upon the specific allergies identified within the student population. Guidelines should maintain the health and protect the safety of children who have severe food allergies in ways that are developmentally and age appropriate, promote self advocacy and competence in self-care, and provide appropriate educational opportunities.

The Board recognizes that risks can never be fully eliminated in the school environment. Therefore, the guidelines should be viewed as a plan of action with emphasis on prevention of exposure to food allergens and a response plan to an allergic event should one occur.

In an effort to prevent the exposure to food allergens the following activities are prohibited:

- a. Meal/snack swapping and utensil swapping among students during lunch/snack time and all special events (i.e. room parties, celebrations, PTA food events);
- b. Eating or drinking on school buses unless under restrictions with prior approval;
- c. The use of nut and peanut products in the hot lunch program;
- d. Eating or drinking in non-authorized areas of the school building or grounds.

Building principals are authorized to expand upon the prohibited activities but are not authorized to initiate a school wide ban on a particular food.

The Board directs the building administrator to utilize the following prevention strategies in their building plan as appropriate:

1. Establish a method of ensuring that relevant information is transmitted to all supervising persons of an identified student. Supervising persons includes certified, non-certified, and volunteer staff having interaction with the student;
2. Directly communicate with Food Services on the dietary needs of identified children;
3. Create an allergen free table/section in the cafeteria;
4. Keep classroom and lunch table surfaces clean of allergens;
5. Promote proper hand washing before and after eating;
6. At least annually, and more often if required, monitor the effectiveness of district procedures and individualized health plans with the appropriate staff members, parents, and if applicable, the student;
7. Address custodial services required by groups renting/using school facilities to ensure that areas are clean of allergens following the use of the facilities. Any terms or costs associated with these custodial services should be stated in the rental agreement;
8. The district will not knowingly make use of peanuts, peanut products, tree nuts and tree nut products for instructional purposes.
9. Administrators, teachers and parents are strongly encouraged to incorporate non-food related alternatives to celebrate developmental milestones and student accomplishments, in-school birthdays or other events. When food is provided, they are required to provide commercially prepared foods with printed labels that set forth food ingredients and warnings. No home baked goods will be accepted.
10. Before any event, where food products and/or instructional materials may be used, staff members are required to read all ingredients of said products.
11. When classroom activities in grades PK-8 include food, the classroom teacher will contact the parent/guardian of the identified allergic child prior to the activity.
12. School personnel planning a field trip will provide the school nurse with a list of participants in advance of the trip. The school nurse will identify those students with identified food allergies and provide the teacher with a copy of the written food allergy plan for the student(s). This will also be done for other school-sponsored events taking place off school grounds.

The Board believes that parents have responsibility in the prevention plan. Parents of students with special dietary needs/food allergies must provide the school with an individualized action plan developed by the child's physician. Parents of at-risk children should provide their child with some type of medical alert identification. Parents of at-risk students are strongly encouraged to have their child bring a lunch from home. Parents of all students are expected to reinforce the prevention plan with their child at home.

The district's plan for managing students with life-threatening food allergies shall be posted on the district's website.

Food Allergy

The Board of Education recognizes the increasing prevalence of potentially life-threatening food allergies and glycogen storage disease among children. While the primary responsibility for managing food allergies and glycogen storage disease lies with the students/parents, the school district will assist them with their responsibilities in the school setting. Effective management of food allergies and glycogen storage disease in the school setting includes implementing strategies for avoidance of offending foods by allergic children and emergency planning to ensure prompt identification and treatment of allergic reactions that may occur and the provision of food or dietary supplements to a student with glycogen storage disease. The Board supports the education of school personnel, students, and parents regarding food allergy management to maintain a safe school environment for allergic children.

A plan based upon the guidelines promulgated by the State Department of Education, shall be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

(cf. 5141-Student Health Services)
(cf. 5141.21-Administering Medication)
(cf. 5141.23-Students with Special Health Care Needs)
(cf. 5141.3-Health Assessments)
(cf. 5145.4-Nondiscrimination)

Legal References: Connecticut General Statutes 10-15b, 10-154a, 10-207
 Americans with Disabilities Act
 Public Law 93-112
 Section 504 of the Rehabilitation Act of 1973
 P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and
 Epinephrine Auto-Injectors While at School

Adopted: May 27, 2008
Revised: November 23, 2009
 June 27, 2011

STUDENTS

Use Of Physical Force And Seclusion Policy

Physical Restraint(s)

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming him/herself or to protect others from harm.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is the use of helmets, or other protective gear used to protect a person from injuries due to a fall, mitts and similar devices used to prevent special education students from hurting themselves if their use is documented in their Individualized Education Program (IEP), pursuant to Connecticut's special education laws and is the least restrictive means available to prevent self-injury.

Reasonable restraint is defined as immobilization of the individual's opportunity for movement by a staff member(s) through direct physical contact, using devices and techniques designed to control acute or incidental aggressive behaviors or to control involuntary movements or lack of muscular control due to organic causes or conditions. Such constraint will not be used except as necessary to ensure a student's safety and that of others, and then only for as long as is necessary for control of the situation. Such restraint is not to be used as a disciplinary measure. Restraint includes "aversive techniques" which are defined as deliberate activities designed to establish a negative association with a specific behavior. Prohibited is any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means.

Restraint does not include briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; or medical devices including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance.

Seclusion

Seclusion is defined as the confinement of an individual in a room, with or without staff supervision, in a manner that prevents the person from leaving, provided such seclusion does not include any confinement of a person at risk in which the person is physically able to leave the area of confinement, including, but not limited to, in-school suspension and time-out. Time-out is not considered seclusion. Involuntary seclusion is permitted in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the person or others, so long as it is the least restrictive alternative.

Use of Physical Force

~~Physical restraint may be used on a person at risk only as an emergency intervention to prevent immediate or imminent injury to the person or others. It may not be included as a behavior modification strategy in the IEP of a special education student.~~

~~Physical restraint may be used by staff members to:~~

- ~~1. Quell a disturbance threatening injury to others.~~
- ~~2. Obtain possession of weapons or other dangerous objects, including a controlled substance upon or within the control of such student.~~
- ~~3. Protect other persons or property.~~
- ~~4. Direct the movement or actions of a student to avoid undue or deliberate disruption of the classroom and/or other parts of the school.~~
- ~~5. Protect an individual from his/her own actions.~~

~~In the case of students with disabilities, any restraint used beyond the specific situations listed above shall be identified on the student's Individual Education Plan (IEP) as a form of intervention. All less restrictive alternatives must be explored prior to using physical restraint. The student being restrained must be constantly monitored through direct observation or through video monitors within physical proximity sufficient to provide aid as may be needed.~~

~~Such acts shall not be construed to constitute corporal punishment within the meaning and intent of this policy.~~

~~Staff using such constraint shall be subject to the following:~~

- ~~1. Such use of physical restraint shall not be used as punishment, discipline or for the convenience of staff.~~
- ~~2. Staff using restraint shall complete an incident report with the principal or his/her designee justifying the use of such measures. The administration shall notify the parent(s)/guardian(s) of the incident by any reasonable method, including telephone or e-mail.~~
- ~~3. Restraint, including restraint devices, shall be applied only by staff who have completed necessary and appropriate training.~~
- ~~4. Staff shall maintain continuous visual supervision on any student upon which restraint or devices have been used to ensure the student's health and safety.~~
- ~~5. A student's respiration and/or circulation shall not be restricted.~~
- ~~6. A staff member acting alone shall not be expected to use force or restraint when the risk of harm to the student or staff member would likely result from the use of force which outweighs the risk of harm presented by the student's conduct.~~

~~District personnel who transport special education students to and from off-campus facilities and consider the use of a physical restraint device to control physical activity or aggression of a special education student shall follow these guidelines:~~

- ~~1. The parent/guardian must be notified of the intended use prior to use of the physical restraint device. Parent/guardian input will be a major factor in determining whether to use the device. If there is a difference of opinion between district personnel and the parent/guardian with regard to the use of a physical restraint device, the Superintendent will determine whether the device is to be used.~~
- ~~2. Once authorization to use a restraint device is obtained, the Director of Pupil Services is to ensure that a written plan for the use of the device is prepared. The written plan is to be in place prior to the use of the device and is to include:~~

- a) the purpose/goal for utilization of the device;
- b) the specific type and model number of the restraint device to be used;
- c) the specific times it is to be used;
- d) a method of assessing the effectiveness of its use.

~~3. District employees and substitutes must be trained in the proper use of the restraint prior to its use.~~

~~4. Under no conditions may a student secured by a restraint device be left unattended.~~

~~In the case of an emergency involving the threat of immediate and significant harm to the special education student or to other persons in the proximity of the student, a district employee may use a restraint device prior to receiving the above required approval, provided that such use is only for the minimum time required until the threat of immediate and significant harm is removed. The student's parent/guardian, principal and the Superintendent must immediately be notified of the reason for the use of the device and the length of time the student was in restraint.~~

~~An act of a staff member shall not be considered child abuse if the act was performed in good faith and in compliance with Board policies and procedures. Such acts shall not be construed to constitute corporal punishment.~~

~~Seclusion may be used for a person at risk only as an emergency intervention to prevent immediate or imminent injury to the person or others or in a non-emergency situation if (1) it is specified in the student's IEP and (2) other less restrictive, positive behavior interventions appropriate to the behavior exhibited by the person at risk have been implemented but were ineffective.~~

~~Generally, the seclusion may not exceed the time necessary to allow the person at risk to compose himself/herself and return to the educational environment. It may not exceed one (1) hour unless extended through the written authorization of a building principal or designee in order to prevent immediate injury to the person at risk or others.~~

~~A room is required for seclusion, which fulfills the following regulatory requirements:~~

- ~~1. Size chronologically and developmentally appropriate;~~
- ~~2. Ceiling height comparable to other ceiling heights in the building;~~
- ~~3. Comparable heating, cooling, ventilation, and lighting systems;~~
- ~~4. Free of any item that would pose a danger;~~
- ~~5. Any lock must be equipped with a device that automatically disengages the lock in an emergency; (on or after January 1, 2014, the locking mechanism of any room used for seclusion must be a pressure sensitive plate); and~~
- ~~6. Must have an unbreakable observation window.~~

~~Reporting/Notification Requirements~~

- ~~1. Injuries caused by the use of restraints and/or seclusion in schools may be reported to the State Department of Education.~~

- ~~2. The parents/guardians of a special education student must be notified of each incident within 24 hours in which their child was placed in physical restraints or seclusion. The District must also send a copy of the incident report home no later than two (2) business days after the restraint or seclusion.~~
- ~~3. The Board shall keep records and compile annual reports of each instance and the underlying emergency that necessitated the use of physical restraints or seclusion.~~
- ~~4. Parents, guardians and other persons standing in place of parents shall be notified by the Board of the laws and regulations governing the use of physical restraints and seclusion, pursuant to chapter 814e, related to student and parental rights at the first PPT involving the student's Individualized Education Program (IEP).~~
- ~~5. After each physical restraint or seclusion, the incident must be documented by using the State's standardized incident reporting form. It must be completed no later than the school day following the incident.~~
- ~~6. At each initial PPT meeting, the District must inform the child's parent/guardian of the laws and their rights relating to physical restraint and seclusion. This information shall be provided at each annual review along with the procedural safeguards.~~

Regular Education Students

~~A student who is not eligible for special education and is not being evaluated for eligibility is not covered by this policy. CGS 53a-18 permits a teacher or other person entrusted with the care and supervision of a minor for school purposes to use reasonable physical force upon such minor when and to the extent he/she reasonably believes such to be necessary to (1) protect himself/herself from immediate physical injury; (2) obtain possession of a dangerous instrument or controlled substance; (3) protect property from physical damage; or (4) restrain such minor or remove such minor to another area to maintain order.~~

~~(cf. 4148/4248 – Employee Protection)~~

~~(cf. 5141.23 – Students With Special Health Care Needs)~~

~~(cf. 5144 – Use of Physical Force)~~

~~Legal Reference: Connecticut General Statutes~~

~~10-76b State supervision of special education programs and services.~~

~~10-76d Duties and powers of boards of education to provide special education programs and services.~~

~~46a-150 Definitions. (as amended by PA 07-147)~~

~~46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.~~

~~46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate.~~

~~53a-18 Use of reasonable physical force or deadly physical force generally.~~

~~53a-19 Use of physical force in defense of person.~~

~~53a-20 Use of physical force in defense of premises.~~

~~53a-21 Use of physical force in defense of property.~~

~~PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.~~

~~State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.~~

Students

Use of Physical Force

Physical Restraint(s)/Seclusion

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm. (*Alternative language: "to use reasonable restraint to provide a safe environment for students."*)

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is the use of helmets, or other protective gear used to protect a person from injuries due to a fall, mitts and similar devices used to prevent special education students from hurting themselves if their use is documented in their Individualized Education Program (IEP), pursuant to Connecticut's special education laws and is the least restrictive means available to prevent self-injury.

Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact using devices and techniques designed to control acute or incidental aggressive behaviors or to control involuntary movements or lack of muscular control due to organic causes or conditions. Such constraint will not be used except as necessary to ensure a student's safety and that of others, and then only for as long as is necessary for control of the situation. Such restraint is not to be used as a disciplinary measure. Restraint includes "aversive techniques" which are defined as deliberate activities designed to establish a negative association with a specific behavior. Prohibited is any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means.

Restraint does not include briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; or medical devices, including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance.

Seclusion is defined as the confinement of an individual in a room, with or without staff supervision, in a manner that prevents the person from leaving, provided such seclusion does not include any confinement of a person at risk in which the person is physically able to leave the area of confinement, including, but not limited to, in-school suspension and time-out. Time-out is not considered seclusion. Involuntary seclusion is permitted in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the person or others, so long as it is the least restrictive alternative.

Students

Use of Physical Force

Physical Restraint(s)/Seclusion (continued)

Physical restraint may be used on a person at risk only as an emergency intervention to prevent immediate or imminent injury to the person or others. It may not be included as a behavior modification strategy in the IEP of a special education student.

Physical restraint may be used by staff members to:

7. Quell a disturbance threatening injury to others.
8. Obtain possession of weapons or other dangerous objects, including a controlled substance upon or within the control of such student.
9. Protect other persons or property.
10. Direct the movement or actions of a student to avoid undue or deliberate disruption of the classroom and/or other parts of the school.
11. Protect an individual from his/her own actions.

In the case of students with disabilities, any restraint used beyond the specific situations listed above shall be identified on the student's Individual Education Plan (IEP) as a form of intervention. All less restrictive alternatives must be explored prior to using physical restraint. The student being restrained must be constantly monitored through direct observation or through video monitors within physical proximity sufficient to provide aid as may be needed.

Such acts shall not be construed to constitute corporal punishment within the meaning and intent of this policy.

Staff using such constraint shall be subject to the following:

2. Such use of physical restraint shall not be used as punishment, discipline or for the convenience of staff.
7. Staff using restraint shall complete an incident report with the principal or his/her designee justifying the use of such measures. The administration shall notify the parent(s)/guardian(s) of the incident by any reasonable method, including telephone or e-mail.
8. Restraint, including restraint devices, shall be applied only by staff who have completed necessary and appropriate training.
9. Staff shall maintain continuous visual supervision on any student upon which restraint or devices have been used to ensure the student's health and safety.
10. A student's respiration and/or circulation shall not be restricted.
11. A staff member acting alone shall not be expected to use force or restraint when the risk of harm to the student or staff member would likely result from the use of force which outweighs the risk of harm presented by the student's conduct.

Students

Use of Physical Force

Physical Restraint(s)/Seclusion (continued)

District personnel who transport special education students to and from off-campus facilities and consider the use of a physical restraint device to control physical activity or aggression of a special education student shall follow these guidelines:

3. The parent/guardian must be notified of the intended use prior to use of the physical restraint device. Parent/guardian input will be a major factor in determining whether to use the device. If there is a difference of opinion between district personnel and the parent/guardian with regard to the use of a physical restraint device, the Superintendent will determine whether the device is to be used.
4. Once authorization to use a restraint device is obtained, the Director of Special Education is to ensure that a written plan for the use of the device is prepared. The written plan is to be in place prior to the use of the device and is to include:
 - e) the purpose/goal for utilization of the device;
 - f) the specific type and model number of the restraint device to be used;
 - g) the specific times it is to be used;
 - h) a method of assessing the effectiveness of its use.
5. District employees and substitutes must be trained in the proper use of the restraint prior to its use.
6. Under no conditions may a student secured by a restraint device be left unattended.

In the case of an emergency involving the threat of immediate and significant harm to the special education student or to other persons in the proximity of the student, a district employee may use a restraint device prior to receiving the above required approval, provided that such use is only for the minimum time required until the threat of immediate and significant harm is removed. The student's parent/guardian, principal and the Superintendent must immediately be notified of the reason for the use of the device and the length of time the student was in restraint.

An act of a staff member shall not be considered child abuse if the act was performed in good faith and in compliance with Board policies and procedures. Such acts shall not be construed to constitute corporal punishment.

Seclusion may be used for a person at risk only as an emergency intervention to prevent immediate or imminent injury to the person or others or in a non-emergency situation if (1) it is specified in the student's IEP and (2) other less restrictive, positive behavior interventions appropriate to the behavior exhibited by the person at risk have been implemented but were ineffective.

Students

Use of Physical Force

Physical Restraint(s)/Seclusion (continued)

Generally, the seclusion may not exceed the time necessary to allow the person at risk to compose himself/herself and return to the educational environment. It may not exceed one (1) hour unless extended through the written authorization of a building principal or designee in order to prevent immediate injury to the person at risk or others.

A room is required for seclusion which fulfills the following regulatory requirements:

1. Size chronologically and developmentally appropriate;
2. Ceiling height comparable to other ceiling heights in the building;
3. Comparable heating, cooling, ventilation, and lighting systems;
4. Free of any item that would pose a danger;
5. Any lock must be equipped with a device that automatically disengages the lock in an emergency; (on or after January 1, 2014, the locking mechanism of any room used for seclusion must be a pressure sensitive plate); and
6. Must have an unbreakable observation window.

Reporting/Notification Requirements

1. Injuries caused by the use of restraints and/or seclusion in schools ~~may~~ shall be reported to the State Department of Education. Such report shall specify whether the use of such seclusion was in accordance with an individualized education program (IEP) or whether the use of such physical restraint or such seclusion was an emergency.
2. The parents/guardians of a special education student must be notified of each incident within 24 hours in which their child was placed in physical restraints or seclusion. The District must also send a copy of the incident report home no later than two (2) business days after the restraint or seclusion.
3. ~~The Board shall keep records and compile annual reports of each instance and the underlying emergency that necessitated the use of physical restraints or seclusion.~~ A record shall be kept of each instance of the use of physical restraint or seclusion on a child and shall specify whether the use of seclusion was in accordance with an individualized education program (IEP) or whether the use of physical restraint or seclusion was an emergency, including the nature of the emergency necessitating such use. Such information shall be included in an annual compilation of the District's use of restraint and seclusion on children.
4. Parents, guardians and other persons standing in place of parents shall be notified by the Board of the laws and regulations governing the use of physical restraints and seclusion, pursuant to chapter 814e, related to student and parental rights at the first PPT involving the student's Individualized Education Program (IEP).

Students

Use of Physical Force

Reporting/Notification Requirements (continued)

5. After each physical restraint or seclusion, the incident must be documented by using the State's standardized incident reporting form. It must be completed no later than the school day following the incident.
12. At each initial PPT meeting, the District must inform the child's parent/guardian of the laws and their rights relating to physical restraint and seclusion. This information shall be provided at each annual review along with the procedural safeguards.

Regular Education Students

A student not eligible for special education and is not being evaluated for eligibility is not covered by this policy. CGS 53a-18 permits a teacher or other person entrusted with the care and supervision of a minor for school purposes to use reasonable physical force upon such minor when and to the extent he/she reasonably believes such to be necessary to (1) protect himself/herself from immediate physical injury; (2) obtain possession of a dangerous instrument or controlled substance; (3) protect property from physical damage; or (4) restrain such minor or remove such minor to another area to maintain order.

(cf. 4148/4248 - Employee Protection)

(cf. 5141.23 - Students With Special Health Care Needs)

(cf. 5144 - Use of Physical Force)

Legal Reference: Connecticut General Statutes

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services.

46a-150 Definitions. (as amended by PA 07-147)

46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.

46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by P.A. 12-88)

Students

Use of Physical Force

Legal Reference: Connecticut General Statutes (continued)

53a-18 Use of reasonable physical force or deadly physical force generally.

53a-19 Use of physical force in defense of person.

53a-20 Use of physical force in defense of premises.

53a-21 Use of physical force in defense of property.

PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

Adopted: January 12, 2009

Revised: June 28, 2010

STUDENTS

On-Campus Recruitment

~~Subject to the provisions of Subdivision (11) of Subsection (b) of Section 1-210 of the Connecticut General Statutes, the high schools of the school district shall provide the same directory information and on-campus recruiting opportunities to representatives of the Armed Forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.~~

~~The Board shall also provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools and inter-district student attendance programs.~~

~~Directory information or class lists of student names and/or addresses shall not be distributed without the knowledge of the parent or legal guardian of the student or by the student who has attained majority status.~~

~~Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.~~

~~The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.~~

~~Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.~~

Legal Reference: ~~Connecticut General Statutes~~
~~1-210 Access to public records. Exempt records.~~
~~10-221b Boards of education to establish written uniform policy re~~
~~treatment of recruiters.(as amended by PA 98-252)~~
~~P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act~~
~~for Fiscal Year 20001~~
~~P.L. 107-110, "No Child Left Behind Act," Title IX, Sec. 9528~~

Subject to the provisions of Subdivision (11) of Subsection (b) of Section 1-210 of the Connecticut General Statutes, the high schools of the school district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

The Board of Education (Board) will inform, at the middle and high school level, students and parents/guardians of the availability of (1) vocational, technical and technological education and training at technical high schools, and (2) agricultural sciences and technology education at regional agricultural science and technology education centers.

The Board shall also provide full access for the recruitment of students by ~~regional-vocational technical high schools~~, regional ~~vocational~~ agricultural science and technology education centers, inter-district magnet schools, ~~trade schools~~, charter schools and inter-district student attendance programs, provided such recruitment is not for the purpose of interscholastic athletic competition. The Board shall also post information about these school options on its website.

Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained majority status.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such request and shall comply with any request received.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

(cf. 5125 - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes
1-210 (11) Access to public records. Exempt records.
10-220d Student recruitment by a regional and interdistrict specialized schools and programs. Recruitment of athletes prohibited (as amended by P.A. 12-116, An Act Concerning Educational Reform)
10-221b Boards of education to establish written uniform policy re treatment of recruiters.(as amended by PA 98-252)

P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for
Fiscal Year 2001

P.L. 107-110 "No Child Left Behind Act" Title IX, Sec. 9528

Adopted: January 27, 2003

Instruction

Health Education Program

The Board recognizes that student health and success in school are interrelated. Schools cannot achieve their primary mission of education if students are not healthy and fit physically, mentally and socially. In order to play a proactive role in preventing disabling chronic health conditions, unnecessary injury and disease, to help students learn to take responsibility for their own health and to adopt health-enhancing attitudes and behaviors, the District shall adopt a comprehensive health education program consistent with the requirements of state and federal law.

The District's program will be developed in cooperation with staff, parents, members of the community and state and local agency representatives, as appropriate, and adopted by the Board.

The input of students will be encouraged. Development of the District's program will be guided by the following goals:

1. Each District school shall be a safe and healthy place for students and employees to learn and work, with a climate that nurtures learning, achievement and growth of character;
2. All students shall be taught the essential knowledge and skills they need to become health literate - that is, to make health-enhancing choices and avoid behaviors that can damage their health and well-being;
3. Each District school shall be organized to reinforce students' adoption of health-enhancing behaviors and staff shall be encouraged to model healthy lifestyles; and
4. School leaders shall ensure that the nutrition health services and social services students need in order to learn are provided, either at the school site or in cooperation with other community agencies.

Contributing to the fulfillment of the above-stated goals and in conformity with state statute, the Board requires that in all District schools, full-time students shall be provided a daily lunch program of not less than twenty (20) minutes. In addition, all students enrolled in grades kindergarten through five, inclusive, shall have included in the regular school day, ~~a period of~~ **time devoted to** physical exercise, **of not less than twenty minutes in total**, except that this requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services according to state and federal law, as may be amended from time to time.

Note: the new legislation requiring the daily period of physical activity for students in grades K through 5 does not spell out types of activity. It can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

Instruction

Health Education Program (continued)

In addition, it is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages sold or served in District schools shall include nutritious food choices. Food and beverages sold or served in District schools shall include nutritious, low-fat foods and drinks, which may include, but shall not be limited to, low-fat dairy products, natural fruit juices and fresh or dried fruit at all times when food or drink is available for purchase by students during the school day.

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

(cf. 6141.61 – Physical Activity)

(cf. 6142.101 – Wellness)

(cf. 6142.6 – Physical Education)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-215a Non-public school participation in feeding program.

10-215b Duties of state board of education re feeding programs.

10-216 Payment of expenses.

10-215b-1 State board of education regulation

10-221o Lunch periods. Recess (as amended by P.A. 12-116, An Act Concerning Educational Reform)

Adopted:

FIELD TRIP REQUESTSchool: Somers High School Date: 11-9-12Requested by: Philip Goduti Department: Social StudiesDestination: Washington, DC Date of trip: 5/31/13 to 6/2/13Departure time: 5:30 AM Approximate time of return: 10:00 PMNumber of students involved: 30 Number of chaperones: 4Type of transportation: BUSExpense to students: 600.00Expense to school system: 0

Written Objectives/Relationship to curriculum: AP/ECE United States History
Students will visit the historic places in the Washington, DC
area. This is a culminating trip for the AP students. We will
go just as the semester ends and reflect on the different
topics we learned about in U.S. History.

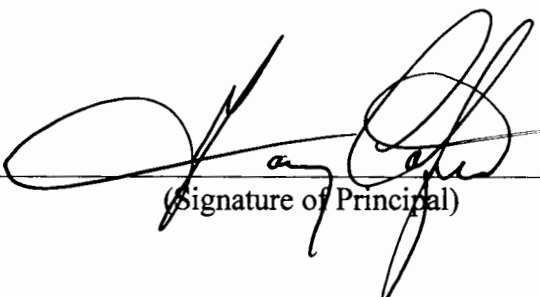
* Note: attached is the itinerary from last year and the
 letter from school tours.

Comments:

We will use the touring group School TOURS OF AMERICA
They are insured and have security guards for the hotel

TRIP LOG

Approved by: _____



(Signature of Principal)

We're going to Washington, D.C.!

To: Students and Parents of Somers High School

From: Philip Goduti

I am thrilled to invite you on a once in a lifetime trip to our nation's capital from **May 31, 2013 to June 2, 2013**. Students will experience first-hand the rich history of our nation by touring one of the world's most powerful cities. The Washington, D.C. experience challenges students to role-play life from the perspective of our founding fathers to the legislators and judges who write and interpret the laws of the land today. From Capitol Hill to the Smithsonian, students are introduced to the sacrifices and heritage of our great nation. Touring important national treasures such as Arlington National Cemetery and the Vietnam, Korean, and Iwo Jima Memorials further reinforce the themes of patriotism and sacrifice. Students gain a deeper understanding of our history, the consequences of choices, and of their role in shaping America's destiny. This trip is an opportunity every American should experience!

Our tour is being coordinated by *School Tours of America*.

The all-inclusive, per-person tour prices are:

\$600.00 (Quad occupancy) and **\$700.00** (Double occupancy)

Pricing is based on 35 full-paying participants and includes:

- ❖ Round-trip transportation via Motor Coach
- ❖ Secure, quality hotel accommodations
- ❖ 2 Breakfasts, 3 Lunches, 3 Dinners
- ❖ Sightseeing with professional drivers and licensed guides
- ❖ Nighttime private security chaperones
- ❖ Evening monument tour
- ❖ 24 hour on-call company representatives at our hotel
- ❖ Comprehensive medical and accident insurance for students and chaperones

Safety and your peace of mind are always our first priority. I will chaperone the group with other adults as necessary. School Tours of America provides the group with the additional security measures of 24 hour, on-call representatives, a toll free 24-hour phone number for both parents and students, and private security chaperones stationed on each floor where students are housed.

Space is limited. To register for the trip, complete the enclosed registration form and mail it in the enclosed envelope with the registration fee of **\$99.00** to School Tours of America by **December 15, 2012**. You can also register online through the website listed below. Confirmation and optional partial payment forms will be sent to you. Final payment is due by **March 22, 2013**. **Please read and take advantage of the Payment Protection Program (PPP) that is explained on the enclosed registration form.**

For more information please contact Philip Goduti at 860-749-2270 ext 4213, or you may call SCHOOL TOURS OF AMERICA Customer Service at 866-543-9625. To learn more about School Tours of America, visit their website at www.schooltoursofamerica.com.

Trip 6121

WASHINGTON, D.C. 3 DAYS / 2 NIGHTS

MORNING

AFTERNOON

EVENING

DAY 1:

Group departs
for Washington, DC

LUNCH: Picnic Lunch on own

Arlington National Cemetery:

Tomb of the Unknowns
Changing of the Guard
Kennedy Gravesites
Challenger Memorial

Vietnam Veterans Memorial
Korean War Memorial

DINNER: Pizza Hut

World War II Memorial
FDR Memorial

Hotel Check-In

Security guard(s) report

DAY 2:

BREAKFAST: Hotel Buffet

Group boards sightseeing bus

White House
(photo stop)

Washington Monument
(photo stop)

LUNCH: Museum Cafeteria

Smithsonian Complex:

Natural History Museum
National Gallery of Art
Air & Space Museum
American History Museum

DINNER: Fuddruckers

Night Tour:

Jefferson Memorial
Lincoln Memorial
Kennedy Center
Iwo Jima Memorial

Security guard(s) report

DAY 3:

BREAKFAST: Hotel Buffet

Hotel Check-Out

Group boards sightseeing bus

Capitol Hill:

U.S. Capitol
Supreme Court
Library of Congress

LUNCH: McDonald's

National Archives

MLK Memorial

Depart for home by 3pm

DINNER: En route

s.i.6121

**** SAMPLE ITINERARY ****