

**BOE Meeting Template**  
**Monday, November 9, 2015 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 3
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
  1. CURRICULUM PRESENTATIONS  
Dr. Irene H. Zytka, Director of Curriculum, will present an update on art/music and business curricula. Board members will have the opportunity to ask any questions they may have.
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
  1. Approval of Bills 7
8. NEW BUSINESS
  1. First Warning of DBS Code 5113.2 - Truancy 13  
The Policy Committee has reviewed recommendations by CABE for policy revisions and is presenting the revised policy for first warning to the board. Second warning/adoption will be included on the 11/23/15 agenda.
  2. First Warning of DBS Code 6146.2 - Proficiency Testing 17  
The Policy Committee has reviewed recommendations by CABE for policy revisions and is presenting the revised policy for first warning to the board. Second warning/adoption will be included on the 11/23/15 agenda.
9. OLD BUSINESS
  1. Second Warning/Adoption of DBS Code 1120 - Public Participation at Board of Education Meetings 19
  2. Second Warning/Adoption of DBS Code 5114 - Suspension and Expulsion/Due Process 22
  3. Second Warning/Adoption of DBS Code 5141.28 - First Aid/Emergency Medical Care - Sudden Cardiac Arrest Prevention 28
  4. Second Warning/Adoption of DBS Code 3171.1 - non-Lapsing Education Fund 33
  5. Second Warning/Adoption of DBS Code 9270 - Conflict of Interest 37
  6. Second Warning/Adoption of DBS Code 2120: Organization Table 39
  7. Second Warning/Adoption of DBS Code 1331.1 - Smoke Free Environment 40
  8. Second Warning/Adoption of DBS Code 4112.2 - Certification 42
  9. Second Warning/Adoption of DBS Code 4131 - Staff Development 44
  10. Second Warning/Adoption of DBS Code 5113 - Attendance and Excuses 49
  11. Second Warning/Adoption of DBS Code 5131.6 - Drugs/Alcohol/Tobacco 53
  12. Second Warning/Adoption of DBS Code 5141.3 - Health Examination and Immunizations 56
  13. Second Warning/Adoption of DBS Code 5141.21 - Administering Medication 59
10. ADMINISTRATIVE REPORTS
11. COMMITTEE REPORTS
  1. Budget
  2. Curriculum
  3. Policy
  4. Salary & Negotiations
  5. Planning

6. Other Committees

12. OTHER

13. ADJOURNMENT

## SOMERS BOARD OF EDUCATION

1 Vision Boulevard  
Somers, CT 06071  
[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

### MINUTES OF THE MEETING – October 26, 2015

**Members Present:** B. Devlin, D. Palmer, R. Lees, Jr., S. Moynihan Bollinger(left 8:00), K. McLellan(arrived 7:04), M. Rockett(left 8:00), M. Marquardt, A. Kirkpatrick, J. Formeister

**Members Absent:**

**Administrators Present:** Dr. M. Suffredini, B. Boutwell (arrived 7:30), Dr. D. Messina, Dr. I. Zytka, C. Krevolin, J. Oliver, M. Mucci, R. Kapner, G. Cotzin, D. Carroll

**Staff Present:**

**Citizens Present:** B. Capuano, B. Schmidt, J. Robidoux, D. Shewokis, E. Hafford, R. Hafford J. Morton, M. Splain, C.G. Knorr Jr., C. Watt, P. Ellis, L. Forest

**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 Chairman Devlin in the Mabelle B. Avery Middle School Board of Education meeting room.

A moment of silence was held for Mr. Suzor.

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 APPROVAL OF MINUTES

September 14, 2015 – It was MOVED (S. Moynihan Bollinger), SECONDED (M. Marquardt) to approve the September 28, 2015 Board of Education meeting minutes as presented. PASSED 8-0.

#### 4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

- D. Shewokis addressed the Board with a couple of inquiries. She raised questions about damages to the schools during the roof repairs, she also questioned the termination of the volunteer cross country position.
- J. Robidoux of 159 County Road addressed the Board regarding the bus stop on County Road expressing his feelings that the issue needs to stay on the docket until there is a resolution. He would like the board to keep working on a resolution.
- C. Watt addressed the board with concerns about the level of teaching experience in the high school science department.
- M. Splain addressed the board expressing concerns with the math program.
- B. Capuano commended the schools on the handling of the untimely death of Mr. Suzor.

#### 4.1. Science CMT, SBAC and CAPT, SAT Results

Principals Jennifer Oliver (SES) and Clay Krevolin (MBA) presented the 2015 Science CMT and SBAC results for grades 5 and 8. Gary Cotzin, Principal at Somers High School,

presented the Grade 10 Science CAPT and SAT results.

## **5.0 CORRESPONDENCE**

## **6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

## **7.0 CONSENT AGENDA**

### **7.1. Approval of Bills**

It was **MOVED (D. Palmer), SECONDED (S. Moynihan Bollinger)** to approve the 10/13/15 bills in the amount of \$316,329.21 as presented. **PASSED 9-0.**

### **7.2 Approval of Bills**

It was **MOVED (D. Palmer), SECONDED (S. Moynihan Bollinger)** to approve the 10/26/15 bills in the amount of \$326,775.17 as presented. **PASSED 9-0.**

## **8.0 NEW BUSINESS**

### **8.1. First Warning of DBS Code 1120 - Public Participation at Board of Education Meetings**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

### **8.2. First Warning of DBS Code 5114 - Suspension and Expulsion/Due Process**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

### **8.3. First Warning of DBS Code 5141.28 - First Aid/Emergency Medical Care - Sudden Cardiac Arrest Prevention**

The Policy Committee has reviewed recommendations by CABE for the attached policy and presented the new policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

### **8.4. First Warning of DBS Code 3171.1 - Non-Lapsing Education Fund**

The Policy Committee has reviewed recommendations by CABE for the attached policy and presented the new policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

### **8.5. First Warning of DBS Code 9270 - Conflict of Interest**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

### **8.6. First Warning of DBS Code 2120: Organization Table**

The 2015-16 organization table was presented to the board as per DBS Code 2120. The 2014-2015 table was also included for comparison purposes. Second warning will be included on the 11/9/15 agenda.

**8.7. First Warning of DBS Code 1331.1 - Smoke Free Environment**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

**8.8. First Warning of DBS Code 4112.2 - Certification**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

**8.9. First Warning of DBS Code 4131 - Staff Development/In-service Training (Appendix)**

The Policy Committee has reviewed recommendations by CABE for policy/appendix revisions and presented the revised policy appendix for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

**8.10. First Warning of DBS Code 4131 - Staff Development**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

**8.11. First Warning of DBS Code 5113 - Attendance and Excuses**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

**8.12. First Warning of DBS Code 5131.6 - Drugs/Alcohol/Tobacco**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

**8.13. First Warning of DBS Code 5141.3 - Health Examination and Immunizations**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

**8.14. First Warning of DBS Code 5141.21 - Administering Medication**

The Policy Committee has reviewed recommendations by CABE for policy revisions and presented the revised policy for first warning to the board. Second warning/adoption will be included on the 11/9/15 agenda.

**9.0 OLD BUSINESS****10.0 ADMINISTRATIVE REPORTS****10.1. High School Exit Survey Results**

Mr. Cotzin, Principal at Somers High School was available to answer questions.

**10.2. Long Range Plan Requests**

The Superintendent and Director of Business Services provided an update on the Long Range Planning process.

**11.0 COMMITTEE REPORTS**

Minutes will be taken at all subcommittee meetings.

**11.1. Budget – No report.**

**11.2. Curriculum – No report.**

**11.3. Policy – Next Meeting 11/9/15 at 6:30**

**11.4. Salary & Negotiations – No report.**

**11.5. Planning – No Report**

**11.6. Other Committees – None.**

**12.0 OTHER**

**A. Kirkpatrick commented about Mr. Suzor and the dedication and love of teaching he had. She stated that she had worked with him in another district. She also asked the board to revisit the transportation issue on County Road. She also asked that the board of selectmen are contacted to get resolution.**

**13.0 ADJOURNMENT**

**It was MOVED (M. Marquardt), SECONDED (D. Palmer) to adjourn the BOE meeting at 8:25 p.m. PASSED 7-0.**

**Respectfully submitted,**

**Rick Lees, Jr., Secretary  
Shannin Burns, Recording Secretary**

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

# Somers Board of Education General Budget Treasury Warrant

Report # 36992

Check Batch: 13475  
 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
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Approved by:

Date:


  
William B. Boutwell, Director of Business Services

13475	10791	11/09/2015	V60790	Alternative Access Assistive Technology	0.00	280.00
	10792	11/09/2015	V52670	SYNCB/AMAZON	0.00	9,512.10
	10798	11/09/2015	V52306	AmeriPride Services, Inc	0.00	146.24
	10799	11/09/2015	V60064	Angeloni Refrigeration, Inc.	0.00	865.35
	10800	11/09/2015	V60041	Anthem BCBS	0.00	157,202.62
	10801	11/09/2015	V60040	Anthem Life Insurance Company	0.00	2,173.57
	10802	11/09/2015	V54164	Auto Tek LLC	0.00	3,603.58
	10803	11/09/2015	V61066	Avery Portables, Inc	0.00	100.00
	10804	11/09/2015	V60123	B&H Photo-Video	0.00	97.90
	10805	11/09/2015	V00129	Carolina Biological Supply Co.	0.00	250.83
	10806	11/09/2015	V00052	CAS Scholar-Leader Banquet	0.00	4,610.00
	10807	11/09/2015	V51942	CBS	0.00	3,118.00
	10808	11/09/2015	V51241	CDW Government, Inc.	0.00	13.56
	10809	11/09/2015	E00066	Clark, Patricia	0.00	1.39
	10810	11/09/2015	E00076	Cotzin, Gary	0.00	41.40
	10811	11/09/2015	V61016	Cynmar , LLC	0.00	328.28
	10812	11/09/2015	E00281	Daigle, Anne Marie	0.00	347.00
	10813	11/09/2015	V00236	Demco, Inc.	0.00	197.73
	10814	11/09/2015	V60737	Digital Back Office	0.00	344.90
	10815	11/09/2015	V60252	EAI Education	0.00	170.48

# Somers Board of Education General Budget Treasury Warrant

Report # 36992

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	10816	11/09/2015	V00159	Eversource Energy	0.00	10,829.82
	10817	11/09/2015	V53186	Faronics Technologies USA, Inc	0.00	400.00
	10818	11/09/2015	V54168	First Student, Inc	0.00	12,438.29
	10819	11/09/2015	V60968	Fletcher Sewer & Drain, Inc	0.00	475.00
	10820	11/09/2015	V60951	Follett School Solutions, Inc	0.00	154.26
	10821	11/09/2015	V54081	Graduate Pest Solutions, Inc.	0.00	243.00
	10822	11/09/2015	V00511	Grainger	0.00	290.16
	10823	11/09/2015	E00127	Griffin, James	0.00	175.00
	10824	11/09/2015	V01790	Heinemann	0.00	10,812.80
	10825	11/09/2015	V60306	Hewlett-Packard Company	0.00	819.00
	10826	11/09/2015	V60090	High Grade Gas Service, Inc	0.00	227.13
	10827	11/09/2015	V54063	HSABank	0.00	1,500.75
	10828	11/09/2015	E00151	Ingram, Nancy	0.00	15.33
	10829	11/09/2015	V60043	IVEY Industries	0.00	161.98
	10830	11/09/2015	E00156	Jennings, Diane	0.00	210.00
	10831	11/09/2015	E00159	Jones, Karen	0.00	15.33
	10832	11/09/2015	V02625	K & S Distributors	0.00	76.50
	10833	11/09/2015	V00665	Kelly-Fradet Lumber	0.00	7.80
	10834	11/09/2015	V61112	Kidblog	0.00	180.00
	10835	11/09/2015	E00177	Kmon, Patricia	0.00	15.33
	10836	11/09/2015	V61110	Laminex Inc	0.00	320.92
	10837	11/09/2015	V61106	Larsen	0.00	94.92
	10838	11/09/2015	V60467	M-F Athletic	0.00	433.79
	10839	11/09/2015	V61050	Mackin Educational Resources	0.00	83.88
	10840	11/09/2015	V02898	MagnaKleen Services	0.00	200.66
	10841	11/09/2015	V54159	Vernon Printing Co, Inc.	0.00	371.37
	10842	11/09/2015	V01013	NASCO Fort Atkinson	0.00	188.48
	10843	11/09/2015	V54074	NASSP	0.00	215.00
	10844	11/09/2015	V00536	NEAS&C	0.00	500.00
	10845	11/09/2015	V00995	NELMS	0.00	45.00
	10846	11/09/2015	E00250	Pacosa-McEvoy, Elizabeth	0.00	15.33
	10847	11/09/2015	V60679	PBS Distribution	0.00	23.74
	10848	11/09/2015	V60568	Pediatric Services of America Inc	0.00	8,448.00
	10849	11/09/2015	E00267	Porter, Marjorie	0.00	11.23
	10850	11/09/2015	E00269	Preston, Linda	0.00	18.20
	10851	11/09/2015	V53356	ProCom Telecommunications Corp	0.00	725.00
	10852	11/09/2015	V60864	Pullman & Comley, LLC	0.00	9,731.80

# Somers Board of Education General Budget Treasury Warrant

Report # 36992

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	10853	11/09/2015	V60925	ReadyNurse Staffing Services	0.00	594.00
	10854	11/09/2015	V60639	RobotEvents	0.00	200.00
	10855	11/09/2015	V51385	Rockwell Communications	0.00	175.00
	10856	11/09/2015	V61108	Safety Video Direct, LLC	0.00	213.86
	10857	11/09/2015	V61090	Salomone, Dr. Kathleen	0.00	600.00
	10858	11/09/2015	E00297	Sawtelle, Holly	0.00	15.33
	10859	11/09/2015	V60002	Scholastic Library Publishing	0.00	704.00
	10860	11/09/2015	V00729	SchoolMart, Inc.	0.00	907.97
	10861	11/09/2015	V60911	SHI International Corp	0.00	468.50
	10862	11/09/2015	V02404	Somers Ace Hardware	0.00	605.80
	10863	11/09/2015	V00886	Somers Lunch Program	0.00	4.95
	10864	11/09/2015	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	10865	11/09/2015	V01591	Town of Somers	0.00	309.56
	10866	11/09/2015	E00318	Stetson, Carolyn	0.00	15.33
	10867	11/09/2015	V60370	Sue's Shirt Creations, LLC	0.00	20.00
	10868	11/09/2015	E00330	Teed, Rae C.	0.00	3.70
	10869	11/09/2015	V60983	The OMNI Group	0.00	28.00
	10870	11/09/2015	V60407	Trane	0.00	891.64
	10871	11/09/2015	V53945	Transcanda Power Marketing LTD	0.00	10,576.91
	10872	11/09/2015	M53030	United Rentals	0.00	420.00
	10873	11/09/2015	V21164	Unum Life Insurance Company of America	0.00	3,898.69
	10874	11/09/2015	V54059	Verizon Wireless	0.00	434.08
	10875	11/09/2015	V61006	Vocabulary Spelling City	0.00	210.00
	10876	11/09/2015	V53413	W. B. Mason Co., Inc.	0.00	99.95
	10877	11/09/2015	V52399	W.R. Robinson Lumber	0.00	834.72
	10878	11/09/2015	V61111	Wendy D. Marans, M.S., CCC/SLP	0.00	3,000.00
	10879	11/09/2015	A00063	Wesolowski, Mary Ann	0.00	85.74
	10880	11/09/2015	V01445	Whalley Computer Associates	0.00	153.60
	10881	11/09/2015	E00352	Witkewicz, Cynthia	0.00	11.23
<b>Totals:</b>					0.00	\$270,551.99

86 Checks Listed.

# Somers Board of Education General Journal Register

Report # 36991  
Batch: 13442  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b> 13442	<b>Control Total</b> \$270,551.99	<b>Status</b> Posted	<b>Created By</b> Lbergamini	<b>Created On</b> 11/02/2015	<b>Last Updated By</b> Lbergamini	<b>Last Updated On</b> 11/04/2015
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General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>November, 2016</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			265,739.13	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	265,739.13
		Total Generated Distributions			<b>\$265,739.13</b>	<b>\$265,739.13</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			174.21	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	270,726.20
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES			188.48	0.00
	10-100-2-2-27-242-611-01-5-00904	K-5 - REMEDIAL READING SUPPLY			10,869.16	0.00
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			320.92	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			1,903.30	0.00
	10-100-2-3-20-242-611-01-5-00172	MA - MUSIC SUPPLIES			30.78	0.00
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES			62.79	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			299.66	0.00
	10-100-2-4-18-220-641-01-5-00127	HS - MATH TEXTBOOKS			21.95	0.00
	10-100-2-4-18-242-611-01-5-00191	HS - MATH SUPPLIES			1,078.45	0.00
	10-100-2-4-26-242-611-01-5-00186	HS - READING SUPPLIES			37.75	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			579.11	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			1,948.73	0.00
	10-100-8-2-66-910-730-01-5-00603	K-5 CAPITAL OUTLAY			368.00	0.00
	10-100-8-3-66-910-730-01-5-01335	MA - TECH ED CAPITAL OUTLAY			3,118.00	0.00
	10-100-8-4-66-910-730-01-5-00607	HS CAPITAL OUTLAY			1,189.79	0.00
	10-100-8-4-66-910-730-01-5-00607	HS CAPITAL OUTLAY			0.00	174.21
	10-100-8-4-66-910-730-01-5-00965	HS - TECH ED CAPITAL OUTLAY			421.89	0.00
	10-120-9-9-98-955-330-02-5-01117	SP ED-INDEPENDENT EVALUATIONS			3,000.00	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			880.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			8,448.00	0.00
	10-210-2-9-32-242-611-02-5-00225	SW - SOCIAL WORK SUPPLIES			51.76	0.00
	10-213-3-5-48-412-112-02-5-00319	SW - NURSE SUBSTITUTE		Yes	594.00	0.00
	10-213-3-5-48-421-730-02-5-01076	SW - HEALTH EQUIPMENT		Yes	1,695.70	0.00
	10-221-1-2-50-251-580-05-5-00259	K-5 - TRAVEL/IN-SERVICE			522.00	0.00

# Somers Board of Education General Journal Register

Report # 36991

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
13442	\$270,551.99	Posted	Lbergamini	11/02/2015	Lbergamini	11/04/2015
		MA - PRINCIPAL'S TRAVEL			45.00	0.00
		HS - PRINCIPAL'S TRAVEL			41.40	0.00
		SW - PROF DEVELOPMENT/CEU			210.00	0.00
		SW MEDIA - OFFICE SUPPLIES			95.99	0.00
		K-5 - LIBRARY BOOKS			154.26	0.00
		HS - LIBRARY BOOKS			787.88	0.00
		HS - OTHER LIBRARY SUPPLIES			197.73	0.00
		HS - A.V. MATERIALS			454.74	0.00
		SW - COMPUTER SOFTWARE			813.40	0.00
		NEASC ACCREDITATION			500.00	0.00
		B.O.E. - OTHER PROF. SERVICES			9,759.80	0.00
		B.O.E. - SUPPLIES			4.95	0.00
		CO - OFFICE SUPPLIES			99.95	0.00
		K-5 - POSTAGE			18.20	0.00
		MA - OFFICE SUPPLIES			9.97	0.00
		HS - INSTITUTIONAL DUES			4,825.00	0.00
		K-5 - FORMS & PRINTING			371.37	0.00
		SW - COMMUNICATION SUPPLIES			725.00	0.00
		K-5 BUILDING REPAIRS			337.50	0.00
		K-5 - TELEPHONE		Yes	1.90	0.00
		MA - TELEPHONE		Yes	111.90	0.00
		HS - TECHNOLOGY ED MAINTENANCE			824.76	0.00
		HS - QUANTITY FOODS MAINT.			146.24	0.00
		HS - TELEPHONE			106.47	0.00
		CO - TELEPHONE		Yes	213.81	0.00
		SW - A.V. MAINTENANCE			415.39	0.00
		SW - CUSTODIAL SUPPLIES			277.16	0.00
		SW - COMPUTER MAINTENANCE			3,474.94	0.00
		MA - BUILDING MAINTENANCE			1,181.80	0.00
		HS - BUILDING MAINTENANCE			1,102.85	0.00
		SW - EQUIPMENT REPAIR			4,023.58	0.00
		SW - RUBBISH REMOVAL			1,189.70	0.00
		SW - GENERAL REPAIR		Yes	383.20	0.00
		SW - GENERAL PAINT			130.74	0.00
		SW - EXTERMINATING		Yes	243.00	0.00
		K-5 - ELECTRICITY			5,038.09	0.00
		MA - ELECTRICITY			6,582.82	0.00
		HS - ELECTRICITY			9,785.82	0.00

## Somers Board of Education General Journal Register

Report # 36991

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
13442	\$270,551.99	Posted	Lbergamini	11/02/2015	Lbergamini	11/04/2015
10-260-5-6-64-643-690-05-5-00369		K-5 - PROPANE GAS			139.00	0.00
10-260-5-6-64-643-690-05-5-00372		HS - PROPANE GAS			88.13	0.00
10-270-4-5-84-521-510-12-5-00325		TRANSPORTATION - ELEMENTARY			3,320.00	0.00
10-270-4-5-84-521-510-12-5-00326		TRANSPORTATION - SECONDARY			4,025.62	0.00
10-270-9-9-84-522-112-12-5-00333		SP ED - TRANSPORTATION AIDE			2,195.67	0.00
10-270-9-9-84-522-510-12-5-00329		SP ED - VANS			2,717.00	0.00
10-279-4-3-42-530-580-06-5-00336		MA - ATHLETIC TRIPS			180.00	0.00
10-279-4-5-84-722-627-12-5-00341		SW - GASOLINE SCHOOL VEHICLES			309.56	0.00
10-280-6-5-82-820-200-13-5-00508		ANNUITIES		Yes	119.53	0.00
10-280-6-5-82-820-200-13-5-00512		LIFE AND AD&D INSURANCE			2,173.57	0.00
10-280-6-5-82-820-200-13-5-00513		L.T.D.			3,898.69	0.00
10-280-6-5-82-820-200-13-5-01228		SW - HEALTH SAVINGS ACCOUNT			158,703.37	0.00
10-320-7-3-42-880-590-06-5-00596		MA - OFFICIALS			85.74	0.00
10-320-7-4-42-880-690-06-5-00595		HS - ATHLETIC SUPPLIES			453.79	0.00
Total User-Entered Distributions					<u>\$270,900.41</u>	<u>\$270,900.41</u>
Total for November, 2016					<u>\$536,639.54</u>	<u>\$536,639.54</u>
<b>Grand Total for Batch # 13442</b>					<b><u>\$536,639.54</u></b>	<b><u>\$536,639.54</u></b>

433 Transactions Listed.

## STUDENTS

### Elementary and Secondary – Attendance:

#### Attendance and Excuses – Truancy:

Regular student attendance in school is essential to the educational process. Responsibility for assuring that students attend school rests by statute with the student's parent or other person having control of the child.

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused," "unexcused," and "disciplinary" absences.

"**Truant**" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"**In attendance**" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

"**Chronically absent child**" is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

"**Absence**" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.

"**District chronic absenteeism rate**" means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

"**School chronic absenteeism rate**" means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

### **Remediation of Truancy**

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. ~~To assist parents and others in meeting this responsibility,~~ The Somers Board of Education, through its superintendent, will adopt and maintain procedures to:

~~1. Notify parents or others who have control of school age children annually of their obligation~~

1. Notify parents annually of their obligations under the attendance policy.

~~2. Obtain a telephone number or other means of contact during the school day from each parent or other person having control of an enrolled child.~~

2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.

~~2. Establish a system for monitoring individual unexcused student absences and for making a reasonable effort to notify parents or other person by telephone when an enrolled student fails to report to school on a regularly scheduled school day, if school personnel have not otherwise received indication that the parent or other person is aware of the absence.~~

3. Establish a system to monitor student attendance.

4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previously approval or other indication, which indicates parents are aware of the absence. (Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)

The required mailed notice shall include a warning that two unexcused absences form school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

~~5. Identify a student as a "truant" when he or she has four unexcused absences in any one month or ten unexcused absences from school in any school year.~~

5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.

~~6. Hold a meeting with the parent or other person having control of a child who is a "truant" and appropriate school personnel within ten school days of designation as a "truant" to review and evaluate the reasons for the child being truant~~

6. Appropriate school staff will meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.

~~Require that the building administrator file a written complaint with the Superior Court in accordance with state regulations alleging that the acts or omissions (i.e. failure to attend school) of any child designated as a "truant" are such that his or her family is a family with service needs, if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant~~

~~or fails to cooperate with the school in trying to solve the child's truancy problem.~~

7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.

8. File a written complaint with the Superior Court, not later than fifteen calendar days after the failure of a parent/guardian to attend the meeting (item #6) or upon the failure to cooperate with the school attempting to solve the truancy problem, alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs", if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.

~~Require that the superintendent file, as may be required, with the State Department of Education a report indicating the number of "truants" enrolled in grades K-8 on a school-by-school basis.~~

9. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.

10. Provide coordination of services and refer "truants" to community agencies, which provide family services. (leave as is)

### **Chronic Absenteeism**

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. (SDE to develop by 1/1/16.)

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Legal Reference: Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

10-198a Policies and procedures concerning truants (as amended by PA 00-157) [and P.A. 11-136](#)

10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)

10-202e-f Policy on dropout prevention and grant program.

10-221(b) Board of education to prescribe rules. *Campbell v New Milford*, 193 Conn 93 (1984).

*Action taken by the State Board of Education on January 2, 2008, to define "attendance"*

*Action taken by the State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.*

Cross Reference: DBS CODE: 5113

Adopted: July 1, 1991

Revised: June 8, 2009

REVISED SOMERS POLICY 10.19.15  
INSTRUCTION

Statewide Proficiency/Mastery Examinations

Each student enrolled in grades three through eight inclusive ~~and tenth or eleventh grades~~ shall annually take a mastery examination or examinations that measures essential and grade appropriate skills in reading, writing language arts, and or mathematics during any month of the school year. (Currently administered during the last 12 weeks of the school year.) Students enrolled in grade eleven shall annually take a nationally recognized college readiness assessment approved by the State Board of Education that measures essential and grade appropriate skills in reading, writing and mathematics.

Each student enrolled in grade five, eight, and ten or eleven shall, annually, in March or April, take a state-wide mastery examination that measures essential and grade appropriate skills in science. The State Board of Education shall approve the provision and administration of all mastery examinations. All examinations shall take place during the regular school day.

Student scores on each component of the statewide tenth or eleventh grade state assessment may be included on the permanent record and transcripts for each tenth or eleventh grade student. For each tenth or eleventh grade student who meets or exceeds the statewide mastery goal level on any component of the mastery examination, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for each such component. ~~Each tenth or eleventh grade student who has not met the mastery goal level on each component of the mastery examination may annually take or retake each such component at its regular administration until the student scores at or above each goal level or until the student graduates or turns twenty one (21).~~

The school district may not require achievement of a satisfactory score on a mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

Limited English proficient (LEP) students, including those also identified as requiring special education, who are in their first year of enrollment in a U.S. school and have been in attendance for one school year or less may be permitted to be exempt from one administration of the reading/language arts portion of the mastery examination. These students must take the Language Assessment Scales (LAS-Links). ~~No such exemption is permitted, based on federal guidelines, from the mathematics and science assessments of the CMT and CAPT. Accommodations, as provided in classroom instruction may be used.~~

Limited English proficient students eligible for special education due to significant cognitive impairment must be tested ~~on the CMT/CAPT Skills Checklist~~, regardless of the one school year exemption option.

Any alternate assessment, ~~including the CMT/CAPT Skills Checklist~~, of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

(cf. 5121 - Examination/Grading/Rating)  
(cf. 5125 - Student Records; Confidentiality)  
(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168 and PA 13-207)

10-14o Compensatory education grant. Financial statement of expenditures.

10-14p Reports by local and regional boards re instructional improvement and student progress.

10-14q Exceptions (as amended by PA 01-205)

PL 107-110 – Title I, 34 CFR Part 200

34 CFR, Part 200 Regulations appearing in Federal Register, 9/13/06.

Adopted: November 10, 2003

Revised: July 13, 2009

May 26, 2015

## Community Relations

### Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (Cross reference executive session)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through posting the agenda at Town Hall and on the School District website, through notices to newspapers, and directly to citizens and community and professional organizations who specifically request such notification.

Board meetings are meetings held in public and are not open hearings. Once the Board moves into regular agenda the public may participate during “Audience To Citizens” and as allowed by the Chairperson and with the following restrictions:

1. ~~Questions and/or comments are to be restricted to the specific agenda item being discussed;~~
2. ~~Board members shall be recognized first for comments and/or questions;~~
3. ~~Questions and/or comments by the public may be restricted by the Board Chairperson;~~
4. ~~The Chairperson may, at his/her discretion, curtail public discussion at any time.~~  
(same wording as 9325 Meeting Conduct)
  1. A three (3) minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated per meeting. The Board may, by a majority vote, decide to cancel or adjust these time limits
  2. No disruptive conduct shall be permitted. If disruptive conduct is interfering with the conduct of the Board meeting, the Chairman may terminate the offending person's right of addressing the Board, or, if necessary, clear the room of all non-members so the Board may continue the meeting.
  3. If a member of the public makes an oral presentation about the performance of a Board member or employee, whether named or not, including charges or complaints, the Board shall not discuss such performance unless the topic is an explicit item on the agenda and the employee or Board member has been provided the requisite due process required by law. Members of the public who make such comments may be referred to Board Policy No. 1312 (Complaints Concerning School Personnel).
  4. The Board is not obligated to take action on a citizen's concern at the meeting at which the concern is expressed. However, in certain instances, such as a recommendation of the Superintendent, the Board may vote to consider action immediately.

Any citizen or citizen's group wishing to be heard by the School Board will be acknowledged upon their attendance at any Board meeting. Citizen comments will be limited to three (3) minutes. In the event a citizen or citizen's group desires to be heard regarding a specific topic, notification to the Chairman would be appreciated in advance, stating the nature of the matter to be brought before the Board. The Board will hear the matter and take it under advisement.

The Board encourages members of the public to address complaints concerning individual District personnel through the proper chain of command. (recommended by CABE)

(cf. 1312 - Public Complaints)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agents to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

1-226 Broadcasting or photographing meetings.

## Community Relations

### Public Participation at Board of Education Meetings (continued)

Legal Reference: Connecticut General Statutes (continued)

19a-342 Smoking in public meetings in rooms of public building prohibited.

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

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

1-232 Conduct of meetings.

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

10-238 Petition for hearing by board of education.

Adopted : July 7, 1980

Reviewed: February 3, 2000

Revised: September 9, 2002

(Changes on pages 1, 3, and 5 were made due to change in law to exempt grades K-2 from Suspension/Expulsion)

## Students

### Suspension and Expulsion/Due Process

This policy is referenced in all student handbooks as well as included in the Board of Education Policy Manual available on the district website at [www.somers.k12.ct.us](http://www.somers.k12.ct.us).

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

An authorized member of the Administrative Staff may suspend a student whose conduct endangers persons or property or is seriously disruptive of the education process, or which violates a published policy of the Board of Education. (CGS 10-233c)

**Suspension** is exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve inclusive, that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student grades three through twelve inclusive shall be excluded from school during the period of suspension.)

The Board of Education may expel any student whose conduct endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Board, in accordance with CGS 10-233d.

**Expulsion** is exclusion from school privileges for any student in grades three through twelve inclusive for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

**A. Definitions**

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. **“Removal”** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. **“Emergency”** shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
4. **“Days”** is defined as days when school is in session.
5. **“School-sponsored activity”** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
6. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
7. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
8. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
9. **“Vehicle”** means a “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
10. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or Chinese star.
11. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

**B. Removal From Class**

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.
2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.
3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

**C. Exclusion from Co-Curricular and Extra-Curricular Activities**

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.

**D. Suspension and Expulsion**

1. A student may be suspended in school or suspended out of school or expelled grades three through twelve inclusive for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons
  - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
  - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
  - c. Intentionally causing or attempting to cause damage to school property or material belonging to staff (private property);
  - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
  - e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
  - f. Deliberate refusal to obey the directions or orders of a member of the school staff;
  - g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation;
  - h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
  - i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
  - j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
  - k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
  - l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols.
  - m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;

- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;  
Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- q. Repeated unauthorized absence from or tardiness to school;
- r. Intentional and successful incitement of truancy by other students;
- s. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- t. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- u. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- v. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- w. Unauthorized leaving of school or school-sponsored activities;
- x. Unauthorized smoking.

**E. Suspension for Conduct Off School Grounds**

- 1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
  - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
  - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.

2. In making a determination as to whether conduct is “seriously disruptive of the educational process,” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

#### **F. Mandatory Expulsion**

It shall be the policy of the Board to expel a student grades preschool and kindergarten through twelve inclusive for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921\*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.
2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.
5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or inter district school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to mandatory expulsion requirement in compliance with the Gun-Free School Act described in this section.

\*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.

#### **G. Suspension Procedure**

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. The administration shall also have the authority to suspend a student from

**Legal Reference:** Connecticut General Statutes  
4-176e through 4-180a. Contested Cases. Notice. Record. As amended.  
10-233a through 10-233f Suspension, removal and expulsion of students,  
as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122,  
PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111,  
PA 11-126 and PA 14-229.

53a-3 Definitions.  
53a-217b Possession of Firearms and Deadly Weapons on School Grounds.  
PA 94-221 An Act Concerning School Discipline and Safety.  
GOALS 2000: Educate America Act, Pub. L. 103-227.  
18 U.S.C. 921 Definitions.  
Title III - Amendments to the Individuals with Disabilities Education Act.  
Sec. 314 (Local Control Over Violence)  
Elementary and Secondary Act of 1965 as amended by the Gun Free Schools  
Act of 1994.  
P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.  
*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*  
20 U.S.C. Section 7114, No Child Left Behind Act  
P.L. 108-446 Individuals with Disabilities Education Improvement Act of  
2004  
*State v. Hardy*, 896 A.2d 755, 278 Conn 113 (2006)

**Cross Reference:** DBS Code 5131.7: Dangerous Weapons  
DBS Code 5131.8: Assault  
DBS Code 6141.321: Telecommunications Acceptable Use

**Adopted:** March 10, 1980

**Reviewed:** March 2, 2006

**Revised:** May 15, 2001  
July 12, 2010  
December 12, 2011  
September 22, 2014 (Section L. Other Considerations)

## **Students (New policy)**

### **First Aid/Emergency Medical Care**

#### **Sudden Cardiac Arrest Prevention**

The Somers Board of Education recognizes the importance of ensuring the safety of students participating in the District's intramural and interscholastic athletic programs. The purpose of this policy is to provide guidance for the prevention and recognition of sudden cardiac arrest in student athletes.

For purposes of this policy, "intramural or interscholastic athletics" shall include any activity sponsored by the District or a District school, as defined in C.G.S. 10-15f, or an organization sanctioned by the District that involves any athletic contest, practice, scrimmage, competition, demonstration, display or club activity.

#### **Sudden Cardiac Awareness Program**

For the school year beginning July 1, 2015, and each school year thereafter, the District shall use the sudden cardiac arrest awareness education program promulgated by the Connecticut State Board of Education (SBE). The program, to be available on the SBE's website, will include:

1. the warning signs and symptoms associated with a sudden cardiac arrest,
2. the risks associated with continuing to engage in intramural or interscholastic athletics after exhibiting such warning signs and symptoms,
3. the means of obtaining proper medical treatment for a person suspected of experiencing a sudden cardiac arrest, and
4. the proper method of allowing a student who has experienced a sudden cardiac arrest to return to intramural or interscholastic athletics.

#### **Training**

For the school year commencing July 1, 2015, and each school year thereafter, any person who holds or is issued a coaching permit by the State Board of Education and is a coach of intramural or interscholastic athletics shall annually review the SBE promulgated program prior to beginning the coaching assignment for the season of such intramural or interscholastic athletics.

**Note:** The SBE may revoke the coaching permit, as provided by law, of any coach who (1) does not annually review the program, (2) fails to immediately remove a student showing signs of sudden cardiac arrest, or (3) allows such student to resume participating without receiving appropriate medical clearance.

## **Students**

### **First Aid/Emergency Medical Care**

#### **Sudden Cardiac Arrest Prevention** (continued)

##### **Consent Form Requirement**

Each school year, beginning July 1, 2015, prior to participation in an athletic activity, parent/guardians of students participating in intramural or interscholastic athletics shall sign and return to the District the SBE developed and approved informed consent form on sudden cardiac arrest. The form shall include a summary of the (1) program and (2) applicable Board policies on sudden cardiac arrests.

##### **Removal from Play**

A student who, as determined by the coach of any intramural or interscholastic athletics, game official, certified athletic trainer, licensed physician, or other official designated by the District, exhibits signs, symptoms or behaviors consistent with a sudden cardiac arrest shall be removed by the coach from participating in any intramural or interscholastic athletics.

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

##### **Return to Play**

Prior to participation, the coach shall not return a student who previously exhibited warning signs of sudden cardiac arrest to participate in any intramural or interscholastic athletics until the student receives written clearance to participate in athletics from a licensed health care professional (*a licensed physician, a physician assistant, or an advanced practice registered nurse*).

##### **Penalties**

A coach who knowingly violates the provisions of this policy related to the removal from play and return to play shall be permanently suspended from coaching any intramural or interscholastic athletic activity.

(cf. 5141 – Student Health Services)

(cf. 5141.27 – Use of Automatic External Defibrillators)

(cf. 5141.3 – Health Assessments and Immunizations)

(cf. 5142 – Safety)

(cf. 6145.2 – Interscholastic/Intramural Athletics)

## **Students**

### **First Aid/Emergency Medical Care**

### **Sudden Cardiac Arrest Prevention**

Legal Reference      Connecticut General Statutes

PA 14-93 An Act Concerning Sudden Cardiac Arrest Prevention.

10-145b(i) Teaching certificates.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

10-212d Availability of automatic external defibrillators in schools. Emergency action response plans for life-threatening emergencies.

Policy adopted:

## **Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet**

### **What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

### **How common is sudden cardiac arrest in the United States?**

There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients under 25 die of SCA each year.

### **Are there warning signs?**

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- dizziness
- lightheadedness
- shortness of breath
- difficulty breathing
- racing or fluttering heartbeat (palpitations)
- syncope (fainting)
- fatigue (extreme tiredness)
- weakness
- nausea
- vomiting
- chest pains

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

### **What are the risks of practicing or playing after experiencing these symptoms?**

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it.

**P.A. 14-93 – An Act Concerning Sudden Cardiac Arrest:** The Act is intended to keep student-athletes safe while practicing or playing in intramural and/or interscholastic athletics.

It requires coaches of intramural and interscholastic athletics to:

1. obtain the written consent of a student's parent or legal guardian before allowing a student to participate in such athletic activities;
2. annually review the sudden cardiac arrest awareness program before beginning their coaching assignments;
3. immediately remove from athletic activities a student who shows the warning signs of sudden cardiac arrest; and
4. bar such a student from resuming participation in athletic activities unless the student has received written clearance from a Connecticut-licensed doctor, physician assistant, or advanced practice registered nurse.

In addition, for the school year starting July 1, 2015 and each year afterwards, the State Board of Education (SBE) must make available to local districts a sudden cardiac arrest awareness education program.

The program, published on SBE's website, includes the:

1. warning signs and symptoms associated with sudden cardiac arrest, including fainting, difficulty breathing, chest pain, dizziness, an abnormal racing heart rate, or other symptoms;
2. risks associated with continuing to engage in intramural or interscholastic athletics after displaying these signs and symptoms;
3. means of obtaining proper medical treatment for someone suspected of experiencing sudden cardiac arrest; and
4. proper method of allowing a student who has experienced sudden cardiac arrest to return to intramural or interscholastic athletics.

### **Required Consent of Parents/Guardians**

State statute requires the school district must obtain the written consent of a student's parent or legal guardian before a student is allowed to participate in intramural or interscholastic activities.

## NON-LAPSING ACCOUNT/EDUCATION FUND

### **Background of proposed policy (April 17, 2015 CABE packet)**

C.G.S. 10-248a (Unexpended Education Funds Account) states that for the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, towns having a board of finance **may deposit into a non-lapsing account any unexpended funds from the board of education's budget from the prior fiscal year. The amount placed into such account may not exceed one percent of the total budgeted appropriation for education for such prior fiscal year.**

The board of finance in a community is not compelled by statute to establish such a non-lapsing account. However, boards of finance may be desirous of doing so as a means to provide the local board of education with an incentive to reduce costs.

The board of selectpersons, in towns having no board of finance or the authority making appropriations for the school district, may establish the non-lapsing account as described above.

The statute is silent on the reasons/uses for which the fund could be established. Some communities have established the fund for capital expenditures or maintenance projects, health insurance costs, or for extraordinary special education expenses.

## **Business and Non-Instructional Operations**

### **Non-Lapsing Education Fund**

The Somers Board of Education (Board) may request the town's Board of Finance deposit into a non-lapsing account any unexpended funds from the Board's prior fiscal year general operating budget, provided such amount does not exceed one percent (1%) of the total budgeted appropriation for education for such prior fiscal year pursuant to C.G.S. 10-248a.

Any expenditure from the Non-Lapsing Education Fund shall be authorized solely the Board of Education.

The Board of Education may designate these funds for a specific purpose with an emphasis on capital projects. The Board will expend these funds for such previously designated specific purpose except that they may also be used for other extraordinary or emergency expenditures which may be necessary, but not otherwise budgeted.

The Board of Finance shall create the non-lapsing account and be responsible for the accounting of the funds in accordance with Governmental Accounting Standards and Generally Accepted Accounting Principles (GAAP). The account shall be subject to the annual audit as required by State statute. The Board of Education shall review the fund balance on an annual basis.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget

10-248a Unexpended education funds account

Policy adopted:

**MEMORANDUM OF AGREEMENT**

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 201\_ by and between the Board of Education of the town/city of Somers herein by \_\_\_\_\_, its Chairperson (hereinafter referred to as “BOE”) and the Board of Finance of \_\_\_\_\_ acting herein by \_\_\_\_\_, its Chairperson, duly authorized (hereafter referred to as “BOF”).

WHEREAS, C.G.S. 10-248a, specifically authorizes the BOF to establish a non-lapsing account to deposit unexpended funds from the prior fiscal year’s budgeted appropriation for educational purposes capped at one percent (1%) of the BOE operating budget for that year; and

WHEREAS, the BOE is desirous of establishing a non-lapsing account in accordance with the statutes; and

WHEREAS, although the BOF is not compelled by statute to establish such a non-lapsing account, the BOF is desirous of doing so to provide the BOE with an incentive to reduce costs, pursuant to the terms and conditions set forth herein, and

NOW THEREFORE, in consideration of the BOF establishing a non-lapsing account in accordance with C.G.S. 10-248a, the parties hereby agree as follows:

1. The BOF shall vote to establish a non-lapsing account for the deposit of unexpended education funds from the fiscal 201\_/201\_ year to be used by the BOE in accordance with C.G.S. 10-248a.
2. The funds deposited in said account shall be and are subject to the additional appropriation process established pursuant to the Charter of the town/city of \_\_\_\_\_ that requires approval by both the BOF and the legislative body.
3. The BOE agrees that its request for appropriation for any of such funds shall be for the sole purpose and strictly limited to capital improvements (*or other reasons cited*). The funds shall not be used for any other purpose. Notwithstanding the foregoing, the BOE may request an appropriation for reasons other than those set forth above in the event of an emergency.
4. The BOE acknowledges that the BOF is not compelled to establish said fund but is desirous of doing so only upon the consideration of the terms and conditions as set forth in paragraph 3.
5. The BOE hereby agrees to waive its right to request an appropriation for any funds established in the non-lapsing account established pursuant to this Agreement for any purpose other than as specifically set forth herein.
6. This Agreement shall become effective and binding upon the parties hereto upon the approval hereof by the affirmative vote of the board of each respective part and the subsequent execution hereof.
7. This Agreement shall be executed in duplicate with an original to remain on file in the office of each of the parties hereto.

**3171.1**  
**Appendix**  
(continued)

8. This Agreement does not bind the BOF to agree to deposit unexpended funds of the BOE in any future year but any such authorization to do so shall be in accordance with the terms herein.
9. This Agreement may not be modified orally but only by written agreement between the parties hereto upon affirmative vote of the respective boards.
10. This Agreement shall terminate upon the following events (i) by agreement of the parties hereto; (ii) upon the non-lapsing account established herein having a zero (0) balance; (iii) 120 day written notification prior to the start of a new fiscal year from the BOF to the BOE.

In Witness whereof, the parties hereto subscribe their names on the date and year first above written.

BOARD OF EDUCATION

BOARD OF FINANCE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairperson (*print name*)

\_\_\_\_\_  
Chairperson (*print name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

BYLAWS OF THE BOARD:

Conflict of Interest:

No member of the Somers Board of Education shall have or seek a direct interest in any contract, for employment or for goods or services, with the Somers School System. "Interest" shall mean pecuniary or material benefit accruing to a Board of Education member or his/her relatives resulting from a contractual relationship with the School System.

There are two areas of exception to this policy:

1. The ~~Board of Education~~ Superintendent of Schools shall not regularly employ a member of the immediate family, specifically parent/guardian, spouse, domestic partner of a civil union, child, or grandparent, of any Board member unless such employment is publically disclosed to the Board of education prior to hiring. However, employment for minor, special or temporary assignments may be allowed on a competitive basis among persons who are eligible. ~~and in each case upon majority vote of the entire board.~~
2. This policy shall not apply to goods or services that are put out for public bid or where there are no other comparable sources of supply (Policy 3310).

This restriction shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this bylaw, or a board member's election.

A Board member should not vote on any action of the Board which will directly affect a member of the immediate family of the member, specifically parent/guardian, spouse, domestic partner of a civil union, child, or grandparent, unless requested to do so by a majority of the members of the Board of Education, and only after full disclosure of the relationship has been made.

No member of the Board of Education may be employed for compensation by this school district.

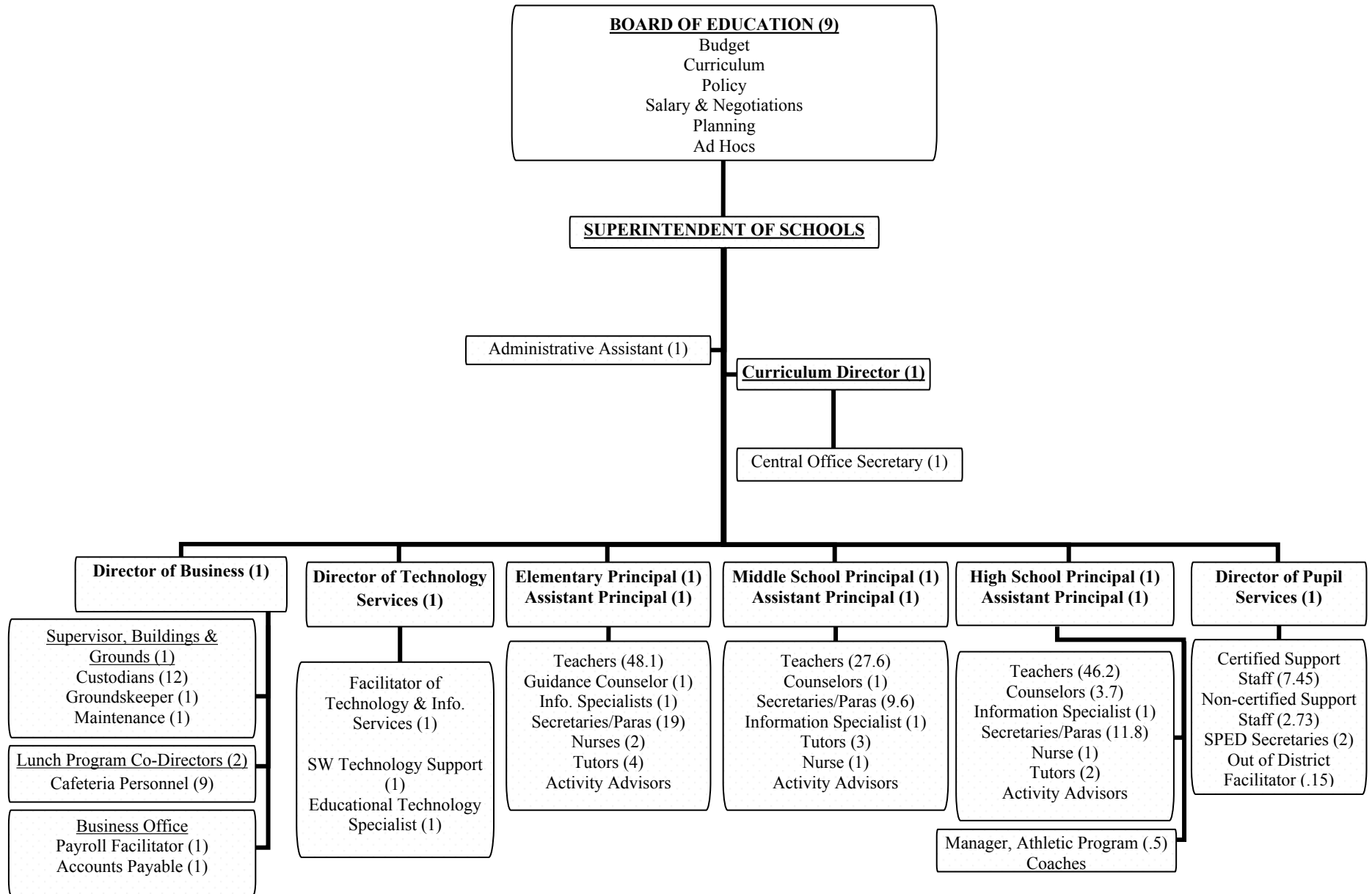
Under no circumstances should any Board of Education member request a reference or letter of recommendation from any district employee.

Any Board member wishing to apply for employment within the district, in any capacity, shall resign his/her seat prior to submission of an application for employment.

Legal Reference:      Connecticut General Statutes  
                                 7-479 Conflict of interest (municipal employees).  
                                 10-156e Employees of boards of education permitted to serve as elected  
                                 officials; exception.  
                                 10-232 Restrictions on employment of members of the board of education.

Adopted: April 27, 1981  
Revised: June 27, 1988  
Revised: November 3, 1997  
Revised: April 13, 1998  
July 9, 2009  
May 26, 2015

**SOMERS PUBLIC SCHOOLS – 2015 ORGANIZATIONAL CHART**



## **Community Relations**

### **Smoke Free Environment**

The Board of Education recognizes the deleterious health effects of smoking, both to the smoker and from second hand smoke. The Board also recognizes that adults should be providing positive role models for students. Therefore, in accordance with Connecticut Statute 19a-342, the Board of Education prohibits any student or adult from smoking on school property or at school-sponsored events at any time. Furthermore, use of tobacco products is prohibited on any school-related transportation or at any school-sponsored activity. Any person 16 or older can be subject to a fine if this policy is violated.

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

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

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

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

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

(cf. 1120 - Board of Education Meetings)

(cf. 1330 - Use of School Facilities)

(cf. 4118.231/4218.231 - Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. 5131.6 - Drugs, Tobacco, and Alcohol)

**DBS Code: 1331.1**

Legal Reference: Connecticut General Statutes

19a-342 Smoking prohibited in certain places. Signs required. Penalties.

21a-242 Schedules of controlled substances.

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

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

PL 107-110, Section 4303, "Non-smoking Policy for Children's Services."

20 U.S.C. 7181-7184 The Pro Children Act of 2001

Adopted: September 11, 1989

Revised: February 26, 1996

February 22, 1999

March 10, 2014

March 9, 2015

PERSONNEL - CERTIFICATED: REVISED

Certification:

Every instructional employee shall be certified according to the provisions of applicable state law.

It is the responsibility of the employee to submit proof of appropriate certification to the school system prior to the commencement of employment with the Somers Public Schools. The school system will maintain a record of the employee's credential as required by law.

It shall be the sole responsibility of the certified employee to see that his/her credentials for certification are completed before the date of expiration and to file the completed certification with the school system.

In the event of a lapse in certification, employee's status shall be immediately changed to "Substitute" (per diem) with no benefits, and his/her salary will be reduced to the current rate of pay for substitutes. If employee fails to obtain appropriate certification within 40 days s/he may be subject to termination of employment. If, within a reasonable period of time following a lapse in certification, employee provides evidence of appropriate certification, the employee's salary and benefits shall be reinstated, retroactive to the effective date of certification.

Upon application, a teacher from another state who has taught in such other state, U.S. possessions or territories for a minimum of ~~three~~ two years in the past ten years, and is nationally board certified, and satisfies the requirements of the appropriate interstate agreement shall be issued a teaching certification by the State Board of Education as permitted by statute. Such teacher shall be exempt from completing the beginning educator program based on such teaching experience upon a showing of effectiveness as a teacher, as determined by the State Board of Education, which may include, but not be limited to, a demonstrated record of improving student achievement.

Also, upon application, a teacher from an approved Connecticut private school shall be subject to the same provisions as listed above.

**Distinguished Educator Designation**

The Board of Education encourages certified staff to aspire and to achieve the designation of "Distinguished Educator." To achieve this designation, the individual must hold a professional educator certificate, have taught successfully for at least five years, have advanced education in addition to a master's degree, that can include training in mentorship or coaching teachers, and meets the performance requirements established by the State Board of Education. Teachers, so designated, will be considered eligible to serve as mentors for the District's teacher education and mentoring program.

Legal Reference: Connecticut General Statutes  
10-145b Teaching certificate (as amended by P.A. 12-116 An Act Concerning Educational Reform and P.A. 15-108 An Act Concerning Teacher Certification Requirements for Shortage Areas, Interstate Agreements for Teacher Certification Reciprocity, Minority Teacher Recruitment and Retention and Cultural Competency Instruction.)

10-146c Interstate agreements to facilitate educator certification (as amended by P.A. 15-108)

10-145d State board regulations for teacher certificates et. al. (as amended by P.A. 12-116, An Act Concerning Educational Reform)  
10-145o Teacher education and mentoring program (as amended by P.A. 12-116, An Act Concerning Educational Reform)  
20 U.S.C. 1119 – No Child Left Behind Act of 2001  
34 C.F.R. 200.55 – Federal Regulations Regarding Highly Qualified Teachers

Adopted: February 9, 1981  
Reviewed: April 16, 2001  
October 24, 2001  
Revised: February 22, 2010  
Revised: October 9, 2012

## **Personnel -- Certified**

### **Staff Development**

“*Staff development*” is viewed by the Board of Education (Board) as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

Each certified employee, beginning July 1, 2013, shall annually participate in a program of professional development, of not fewer than eighteen hours in length, of which a preponderance is in a small group or individual group setting. The professional development program shall:

1. be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
2. focus on refining and improving various effective teaching methods that are shared between and among educators;
3. foster collective responsibility for improved student performance, and
4. be comprised of professional learning that is aligned with state student academic achievement standards, conducted at the school among educators and facilitated by principals, coaches, mentors and distinguished educators or other appropriate teachers, occurs frequently on an individual basis or among groups of teachers and includes a repository or best practices for teaching methods developed by educators within each school.

Staff development experiences, made available by the Board directly, or through a RESC, with another Board of Education or through a provider approved by the Commissioner, shall be guided by activities designed to:

- improve the integration of reading instruction, literacy and numeracy enhancement and cultural awareness into instructional practice,
- include strategies to improve English language learner instruction into instructional practice,
- improve teacher and administrator practice based on general results and findings from teacher evaluations reported by the Superintendent or his/her designee,
- be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance,
- be aligned with state student academic achievement standards,
- foster collective responsibility for improved student performance.

Teachers must review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education to enhance the capabilities of educators to improve student learning. The Board of Education recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and teachers' organizations support the principle of continuing training of teachers and the improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

The Board, in order to determine its professional development program seeking the advice and assistance of teachers, shall establish a professional development committee, consisting of certified employees, including their union representatives, and other school personnel the Board deems appropriate. The duties of the committee shall include, but not be limited to, the development, evaluation and annual updating of a comprehensive local professional development plan, in fulfillment of the statutes, for certified employees of the District. Such plan shall (1) be directly related to the educational goals proposed by the Board pursuant to C.G.S. 10-220(b), and (2) on or after July 1, 2012, be developed in full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

Staff development activities should respond directly to the educational needs of the student body, including, (a) content areas such as language arts, including reading, writing, speaking, listening, viewing and enacting; math, social studies and science; (b) methodological areas such as motivation, teaching techniques, including the use of computers in the classroom and classroom management; and second language acquisition and (c) affective areas of interpersonal relations of students and faculty, student growth and development and staff communication, problem solving, and decision-making. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in C.G.S. 10-220a.

The Board will allow any paraprofessional or noncertified employee of the District to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per C.G.S. 10-220a, subsection (a).

The District, as required, will participate in compliance audits of the professional development program, conducted by the State Department of Education.

## **Professional Development Pertaining to Teacher Evaluation and Support Program**

The Board, prior to implementing the teacher evaluation and support program contained within P.A. 12-116, An Act Concerning Educational Reform, but not later than July 1, 2014, shall provide training for all evaluators and orientation to all certified District employees relating to the provisions of such teacher evaluation and support program. Such training shall provide instruction to evaluators in how to conduct proper performance evaluations prior to the use of the new evaluation and support program. Such orientation shall be completed by all certified personnel, below the rank of Superintendent, before the certified employee receives an evaluation under the teacher evaluation and support program.

(cf. 4115 - Evaluation)

Legal Reference: Connecticut General Statutes  
10-27 Exchange of professional personnel and students.  
10-220a In-service training. (amended by PA 04-227, PA 08-160, June 19 Special Session, Public Act No. 09-1 and PA 10-91 and PA 12-116, An Act Concerning Educational Reform)  
10-153b Selection of teachers' representatives  
10-226f Coordinator of intergroup relations.  
10-226g Intergroup relations training for teachers.  
10-145b Teaching certificates (as amended by PA 01-173)  
10-151(b) Employment of teachers. Definitions. Tenure, etc. (as amended by P.A. 12-116, An Act Concerning Educational Reform)

### **Policy adopted:**

rev 3/00  
rev 7/00  
rev. 6/04  
rev 7/08  
rev 11/09  
rev 6/10  
rev 6/12  
rev 9/13

## **Connecticut General Statutes 10-220a - In-service Training**

### **A. Required In-service Topics for Certified Personnel**

1. Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.
2. Health and mental health risk reduction education including, but not limited to the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating, domestic violence, child abuse and youth suicide.
3. Growth and development of exceptional children, including handicapped and gifted and talented children including but not limited to, children with attention deficit hyperactivity disorder or learning disabilities who may require special education, and methods for identifying, planning and working effectively with special needs children in a regular classroom, including, but not limited to, implementation of student individualized education programs.
4. School violence prevention and conflict resolution and the prevention of and response to youth suicide.
5. Identification and prevention of bullying and response to bullying, as defined in 10-222d, subsection (a) as amended. (Boards that implement an evidence-based model approach approved by the SDE are not required to provide in-service training on prevention of bullying.)
6. Cardiopulmonary resuscitation and other emergency life saving procedures.
7. Computer and other information technology as applied to student learning and classroom instruction, communications and data management.
8. Teaching of the language arts, reading and reading readiness for teachers in grades kindergarten to three, inclusive.
9. Requirements and obligations of a mandated reporter regarding reporting of child abuse and neglect.
10. Training in the evaluation of teachers for superintendents and those employees employed in positions requiring an intermediate administrator or supervisory certificate whose duties equal at least 50% of the assigned time. (15 hours every 5 years)
11. Training in the teacher evaluation and support program (not later than July 1, 2014) developed pursuant to subsection (b) of Connecticut General Statute 10-151b, as amended.
12. Certified staff with an endorsement in special education, holding a position requiring such endorsement shall have at least ten hours of training every five

years in the implementation of student individualized education programs (IEPs) and the communication of individualized education program procedures to parents/guardians of students who require special education or related services.

13. Training in the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia.
14. Training in cultural competency including instruction concerning awareness of students' background and experience that lead to the development of skills, knowledge and behaviors that enable educators and students to build positive relationships and work effectively in cross-cultural situations.

## STUDENTS

### Attendance and Excuses:

It has been well demonstrated that regular attendance is a key factor in the success a student achieves in school. Much of what a student learns and is graded on deals with facts, concepts, and theories which are presented and discussed in class. In addition, other learning processes take place in class which may not be measurable, but are most important to a student's overall growth and education.

The Board of Education discourages students from missing school when school is in session. Upon return to school it will be the student's responsibility to complete any work missed due to absence and the parent's responsibility to ensure the work is completed within five school days.

Connecticut State law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. A student, therefore, should not be absent from school without a parent's knowledge and consent.

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

The Board of Education requires that accurate records be kept of the attendance of each child. It also requires that parents and students are provided with policies on attendance, including tardiness, for each school building.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;

(Continued)

3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

At Somers High School credit for courses taken is conditional on the satisfaction of attendance requirements specified in the relevant Administration Regulations approved by the Board of Education. The attendance requirements for credit will be affected by the total number of absences, excused and unexcused.

#### Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

#### **Chronic Absenteeism Definition:**

**Chronically absent child:** An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

**Absence:** An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.

(Continued)

**District chronic absenteeism rate:** The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

**School chronic absenteeism rate:** The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

### **Chronic Absenteeism**

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. (SDE to develop by 1/1/16.)

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Legal References: Connecticut General Statutes  
10-220(c) Duties of boards of education (as amended by PA 15-225)  
10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)  
10-185 Penalty  
10-198a Policies and procedures concerning truants (as amended by PA11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members.)  
45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)  
  
PA 15-225, An Act Concerning Chronic Absenteeism  
  
10-199 through 10-202 Attendance, truancy – in general  
PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members.)

Adopted: March 10, 1986  
Revised: July 11, 1988  
September 13, 1993  
June 28, 1999  
July 9, 2009  
September 9, 2013  
March 9, 2015

STUDENTS:

Drugs/Alcohol/Tobacco:

Drugs and Alcohol

It is the policy of the Somers Board of Education to take positive actions to prevent drug and alcohol abuse. Recognizing the potential of each student that drug or alcohol abuse and dependency can seriously impair a student's ability to learn, these actions will be through education, early intervention, parental involvement, medical and/or assessment referral.

The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol on school premises or at any school-sponsored activity.

**Definitions**

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

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

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

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

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

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

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

If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted and he/she will be suspended from school and considered for expulsion. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent.

Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulations. Any disciplinary actions imposed will ensure that similar violations will be treated consistently.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel (cf. 5145.12 - Search and Seizure)

Disciplinary procedures will be administered with the best interests of the student, school population, and community in mind. Personal privacy rights of students shall be protected as provided by law.

### Tobacco

Smoking, possession of smoking materials, or other use of tobacco products by students of Somers Public Schools is prohibited.

1. in all school buildings;  
Any student found to be in violation of the tobacco policy will be subject to disciplinary action. Additionally, each student found to be in violation of the tobacco policy will be referred to the Connecticut State Police for prosecution under Connecticut General Statute 1-21b.
2. on school grounds and recreational fields;
3. on transportation provided by the Board of Education, or at any time when the student is subject to the supervision of designated school personnel such as when the student is at any school function, extracurricular event, field trip, or school-related activity such as a work-study program.

Disciplinary action will be in accordance with regulations provided by the administration. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Legal Reference: CT General Statutes  
1-21b Smoking prohibited in certain places  
10-220b Policy statement on drugs  
21a-242 Schedules of controlled substances  
10-221a Board of Education to prescribe rules  
21a-240(8) Definitions “Controlled Drugs,” dependency producing drugs.  
21a-240(9) Definitions “controlled substance.”  
21a-243 Regulation re schedules of controlled substances.  
P.A. 15-206 An Act Regulating Electronic Nicotine Delivery  
Systems and Vapor Products.  
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic  
Marijuana and Salvia Divinorum.  
P.A. 14-76 An Act Concerning the Governor’s Recommendations  
Regarding Electronic Nicotine Delivery Systems and Youth  
Smoking Prevention.

Adopted: September 11, 1989  
Revised: September 24, 1990  
February 26, 1996  
February 22, 1999  
April 12, 2006  
June 25, 2012  
March 9, 2015

STUDENTS:

Health Examination and Immunizations:

1. All kindergarten and first entry school children must have a preschool physical examination and must have completed full immunization requirements, as specified by the current regulations of the State Department of Health, before school entry.
2. Physical exams are required for all students in grades 6 and 10. All starred items on the medical evaluation form (HAR-3) must be completed by the person doing the physical exam. Physical exams should be no more than one year old prior to the start of the new school year. This will be waived if a parent can show proof that an exam is scheduled during the current school year. No student will be allowed to enter grade 7 or grade 11 without state-mandated immunizations and proof of a physical exam being completed.
3. Students entering, both inter and intra-state, will be required to produce written documentation that all requirements have been met or present a certificate from their physician stating immunizations are medically contraindicated or provide a statement from a parent or guardian that immunizations are contrary to religious beliefs.
- ~~4. Students entering from out of state must show evidence of a physical examination done by a physician within one year prior to entrance or 30 days is given in which to get the physical. If health records from the student's previous school have not been received within 15 days, a parent will be requested to contact the school to have them sent.~~
4. Parents/guardians wanting their children excused from immunizations on religious grounds (prior to kindergarten entry and grade 7 entry) must request such exemption in writing to the Superintendent of Schools if such immunization is contrary to the religious beliefs of the child or of the parent/guardian of the child. The request must be officially acknowledged by a notary public or a judge, a clerk or deputy clerk of a court having a seal, a town clerk, a justice of the peace, a Connecticut-licensed attorney or a school nurse
5. Students entering from within the state must show evidence of a physical examination done by a physician in compliance with state requirements.
6. Health screenings shall be required for all students in the following schedule:

Physical screening to detect scoliosis will be done for females in Grades 5 and 7 and for males in Grades 8 or 9.

Vision screening will be done in Grades K, 1, 3, 4, 5 by the nurses.

Hearing will be screened in grades K, 1, 3, 4, 5 by the nurses.

The school system shall provide these screening to students at no cost to parents. Parents shall be provided an annual written notification of screenings to be conducted. Parents wishing to have these screenings to be conducted by their private physician shall be required to report screening results to the school nurse.

(Health assessments may be conducted by a licensed physician, advanced practice registered nurse, registered nurse, physician assistant or by the School Medical Advisor.)

7. Parents will be notified in writing via the student handbooks of the screening procedures. Parents will be notified regarding any defects found during the screenings.
8. School administration shall assure compliance with all Connecticut General Statutes pertaining to health examination and immunizations.
9. Expulsion procedures for those transfer students not complying with the above requirements will be covered in Administrative Regulations.

The school nurse who is required to verify the immunization status for children enrolled in District schools, pre-K to grade 12, inclusive, pursuant to C.G.S. 10-204a, shall be provided with sufficient information on the children living within his/her jurisdiction and is listed on the Department of Public Health's registry of immunization status. The school nurse is authorized to determine which children in their jurisdiction are overdue for scheduled immunizations and provide outreach to help get them vaccinated.

Legal References: Connecticut General Statutes  
10-204a Required Immunizations immunizations (as amended by P.A. 15-174 and P.A. 15-242)

10-206 Health Assessments  
10-214.4 Vision, audiometric and postural screenings  
Notification of parents re defects; record of results, as amended by P.A. 96-229,  
14-230, An Act Concerning Minor Revisions to the Education Statutes.  
3a, 10-204a-4  
Section 4 of P.A. 14-231

Cross Reference: Interscholastic competition 6145.2

Adopted: November 13, 1979  
Revised: May 29, 1984

Revised:

October 26, 1992  
February 9, 1998  
March 23, 1998  
January 27, 2003  
September 22, 2014  
March 9, 2015

## **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:

- (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.

**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. **Qualified medical professional** means a licensed physician, optometrist, advanced practice registered nurse, or a physician assistant.

**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.

**Students****Administering Medications****Definitions** (continued)

**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.

**Storage and Use of Epinephrine Cartridge Injectors** means a school nurse or, in the absence of a school nurse, a “qualified school employee” shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and therefore do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine. The school nurse or school principal shall select qualified school employees to be trained to administer such epinephrine. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a store of epipens for such emergency use. Epipens expire yearly. Therefore schools are responsible for refilling their prescriptions annually. It is estimated that each school would require two to three two-pack epipens.

**Administration of Anti-Epileptic Medications to Students**

With the written authorization of a student’s parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student’s individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

5141.21(e)

In addition the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a “qualified school employee” means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

**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.

Adopted:	11/13/79
Revised:	1/12/87
Reapproved:	7/16/96
	11/12/96
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