# Regular Meeting

Tuesday, April 17, 2018 7:00 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
a. Proclamation--Teacher Appreciation Week May 7-11
b. Recognition--Jaime Stoll, sole Windsor player on Avon/Farmington/Lewis Mills/Windsor Ice Hockey Team--2018 CIAC Division II Ice Hockey State Champions
c. Recognition--Kristina Wallace, named CT's School Counselor of the Year by Connecticut School Counselor Association
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
a. President's Report
b. School Liaison Reports
1. Windsor High School
2. Sage Park Middle School
3. Clover Street School
4. John F. Kennedy School
5. Oliver Ellsworth School
6. Poquonock School
6. **Superintendent's Report**
a. WHS Overnight Field Trip Request to Costa Rica, 1st Reading
b. WHS Overnight Field Trip Request to Germany, 1st Reading
c. Curriculum Development, 2nd Reading
1. Physical Education (Grade 9)
2. Physical Education (Grade 10)
d. Policy Adoption, 2nd Reading
1. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
2. Revised P 5114 Student Discipline
3. Review P 5131.7 Firearms, Weapons and Dangerous Instruments (for deletion)
4. Revised P 5141.21 Administration of Student Medications in the Schools
5. Revised AR 5141.31 Immunizations
6. Revised P/AR 6114.1 Fire Emergency Drills
7. **Committee Reports**
a. Curriculum Committee
b. Finance Committee
c. Long Range Planning Committee
d. Policy Committee
8. **Consent Agenda**
a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report
e. Healthy Food Certification
9. **Approval of Minutes**

a. March 20, 2018 Regular Meeting
b. April 3, 2018 Special Meeting
10. **Other Matters/Announcements/Regular BOE Meetings**
a. BOE Special Meeting, Tuesday, April 24, 2018, 6:00 PM, LPW, Room 17
b. BOE Special Meeting - Workshop, Tuesday, May 8, 2018, 6:00 PM, LPW, Room 17
c. Next BOE Regular Meeting is Tuesday, May 15, 2018, 7:00 PM, Town Hall, Council Chambers
11. **Executive Session on Employee Personnel Matter--It is proposed the Board move into executive session to discuss contract non-renewals before taking possible action in the regular meeting.**
12. **Audience to Visitors**
13. **Adjournment**

# PROCLAMATION
# COMMEMORATING

***Windsor Teacher Appreciation Week***
***May 7 through May 11, 2018***

**Let it be known by all citizens of Windsor, that...**

**Whereas,** Windsor's teachers, along with the Board of Education, work to develop the genius in every child, assist them to meet high standards of performance, and contribute as world citizens; and

**Whereas,** our teachers strive to motivate and encourage our children to be successful in academics, the arts, social-emotionally, athletically and through technology; and

**Whereas,** Windsor's teachers embrace the diversity of our student community and realize that each child brings their own unique qualities to the classroom; and

**Whereas,** our teachers, through strong family partnerships, assist students and their families in building a solid foundation in which to grow, succeed in school, and contribute positively to our community; and

**Whereas,** we commend our teachers, with gratitude, for their never-ending hard work and continued dedication to shaping the minds of Windsor's children; and

**Whereas,** it is appropriate that our teachers be recognized for their invaluable contributions and encourages the Windsor community to join together in showing their appreciation to our teachers for the exceptional role they play in our children's lives;

**Now, therefore, be it proclaimed on this the 17th day of April 2018...**

**That,** the Windsor Board of Education, in recognition of the outstanding service and contributions offered by the teachers of Windsor, proclaim the week of May 7th through May 11th as Windsor Teacher Appreciation Week.

**Windsor Board of Education**

*David Furie, Vice President*
*Maryam Khan, Secretary*
*Michaela Fissel, Minority Leader*
*Nuchette Black-Burke*
*Brian Bosch*
*James Dobler*
*Ronald Eleveld*
*Jeremy Halek*

*Leonard O. Lockhart*
*President*

*Craig A. Cooke, Ph.D.*
*Superintendent of Schools*

2a.

**2018 CIAC Division II Ice Hockey State Champions**

**Avon/Farmington/Lewis Mills/Windsor Ice Hockey Co-op Team**

Jaime Stoll, WHS Senior

(WHS sole player representing Windsor)

Windsor Assistant Coach: Andy Tomarchio

Windsor Team Managers: Gabriella Lambert and Mackenzie White

2b.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 17, 2018

**Prepared By:** Blanca Jaramillo **Presented By:** Blanca Jaramillo

**Attachments:** Information related to trip

**Subject:** WHS Overnight Field Trip to Costa Rica April 2019, 1st Reading

---

**Background:**

Students at Windsor High School have been provided opportunities in the past to travel to a country wherein the native language is that which the students are studying. In this trip, students have the opportunity of an educational field trip to Costa Rica where students will be immersed in the Spanish language as well as cultural and ecological activities. There is the desire to offer students to participate in such an opportunity during the April vacation of 2019.

**Status:**

A field trip in April 2019 to Costa Rica is proposed for students enrolled in Spanish 3 or above. The educational objectives of the trip as well as the itinerary are included in the backup materials. Students will be required to take cancellation insurance in case the Board determines that it is unsafe to travel at the time of the trip.

**Recommendation:**

That the Board of Education approve the proposed trip to Costa Rica as a 1st reading reserving the right to cancel if it feels that the safety of the students is at risk.

---

**Recommended by the Superintendent:** 

**Agenda Item #** 6a.

APR 02 2019

**OVERNIGHT TRAVEL REQUEST**

Supervising Teacher(s) Blanca Jaramillo

**Pertinent Information**

1. Educational Objective:
   Please see attachment.
2. Date(s) of Travel:
   April 5, 2019 - April 13, 2019
3. Itinerary:
   See attachment.
4. Housing:
   sent prior to departure.
5. Meals:
   Included on trip
6. Transportation – List carriers:
   sent prior to departure.
7. Insurance:
   See attachment.
8. Student Participation Criteria:
   Spanish 3 or higher (current and former)
9. Fund Raising Activities:
   Chili's restaurant, Yankee Candle sale, car wash etc.
10. Cost to Students:
    $2564.00
11. Number of Students:
    Need minimum of 6 participants
12. Parental Permission Secured:
    Once trip is approved by BOE.
12. Chaperones (names, qualifications):
    Blanca Jaramillo - have led trips to Spain, Mexico & Costa Rica

**ACTION:**

Curriculum Leader Blanca Jaramillo Date 3/22/18

Principal Date 3/29

Superintendent Date

This request must be submitted for approval at least six (6) months in advance of the trip.

**Explorica, Inc.**
145 Tremont Street, 6th Floor
Boston, MA 02111
p: 888.310.7120
f: 888.310.7088
w: explorica.com

Blanca Jaramillo
Windsor High School
50 Sage Park Road
Windsor, CT 06095
March 16th, 2018

To Whom It May Concern:

I am excited to be in involved in planning an educational tour with Windsor High School. I understand the school board must convene to discuss the 2019 Costa Rica trip, and that this may delay travelers from enrolling on the tour and taking advantage of current pricing. We are prepared to offer all participants who sign up prior to April 18th, 2018 a full refund if the school does not approve the trip. We must be notified in writing by April 18th, 2018 of the school's final decision.

Cancellation for any other reason will fall under standard Explorica policy. If the meeting is delayed, please contact us immediately.

Please feel free to contact me with any questions or concerns.

Thanks again for your interest in traveling abroad with Explorica!

With kind regards,

**Lesley Noone**
*Senior International Program Specialist*

**explorica**
145 Tremont Street, 6th floor
Boston, MA 02111
p: 1.617.210.6166
f: 1.888.310.7088
w: explorica.com

**Educational Objectives**

- To provide exploratory learning opportunities by immersing students in a culture which differs from their own.
- To provide an opportunity for students to develop a sense of a global citizenship.
- To provide students with an opportunity to learn about cultural similarities and differences between Spanish and American families
- To provide students with an opportunity to extend a functional command of the language.
- To provide students with an opportunity to use the communication skills which they have learned in class.
- To provide students with a Multicultural experience.
- To provide students with an opportunity to appreciate those of another background and nationality.

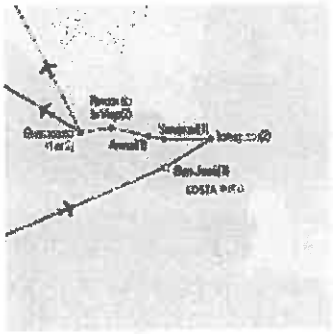
**Student Participation Criteria**

This field trip will be opened to students enrolled in Spanish 3, Spanish 3H or above. Students that have completed Spanish 3 or Spanish 3H will also be eligible for this trip.

explorica travel. learn.

# Costa Rica Coast to Coast

## GROUP INFORMATION



**TourCenter ID:**
Jaramillo-8332

**Departing From:**
Boston

**Departing:**
April 5, 2019

**Returning:**
April 13, 2019

**Last day for this Tour Fee:**
April 18, 2018

**YOU CAN SIGN UP AT:**
**http://www.explorica.com/Jaramillo-8332 (/Jaramillo-8332)**

BEST PRICE guaranteed

**Total Fee:* $2,564.00**

### Tour Quote Breakdown

The following fees apply to your full-paying participants:

| | |
|---|---|
| Tour Fee* | $2,342.00 |
| Weekend Supplement (Departing) | $35.00 |
| Weekend Supplement (Returning) | $35.00 |
| Canopy zip line tour | $40.00 |
| Travel Protection Plan Plus | $162.00 |
| On-Tour Tipping | $50.00 |
| ** 2019EarlyBird | -100.00 |
| **Total Fee*** | **$2,564.00** |
| OR 10 monthly payments of | $235.20 |
| After initial payment of | $212.00 |

* Last day for this Tour Fee is Apr 18, 2018.
** Only valid with voucher code 2019EarlyBird

### Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

| | |
|---|---|
| Adult Supplement | $125.00 |
| Twin Room Upgrade | $360.00 |
| Additional Adult Fee | $485.00 |

## TOUR ITINERARY (DETAILED)

**Day 1 Hola San José (groups flying from the west coast may be required to depart day 0)**

Meet your tour director and check into hotel

**Day 2 San José--Tortuguero**

Travel to Tortuguero
Tortuguero tour director-led sightseeing
Caribbean Conservation Cooperation Museum visit

*Details: Tortuguero tour director-led sightseeing*
Jump into Caribbean jewel Tortuguero, whose national park is packed with wildlife and ecological habitats. Most known for its sea turtle nesting grounds, the park also counts manatees, ocelots, and giant iguanas and numerous other impressive creatures as inhabitants. In the adjacent logging town of Tortuguero, sandy trails link funky wooden houses.

*Details: Caribbean Conservation Cooperation Museum visit*
Run by the American Caribbean Conservation Corps, this museum centers on the corps' work with the park's sea turtle population. Learn about the area's ecology through life-sized exhibits and videos.

**Day 3 Tortuguero**

Canal tour
Tortuguero National Park visit
School Visit

## TOUR FEE INCLUDES:

- Round-trip airfare
- 8 overnight stays (10 with extension) in hotels with private bathrooms
- Breakfast daily
- Lunch daily
- Dinner daily
- Full-time services of a professional Tour Director
- Visits to select attractions as per itinerary
- Tour Diary™

*Details: Canal tour*
Get up close with some of Tortuguero's coolest inhabitants. Make your way through the park's narrow waterways, where the overhanging vegetation can bring 300 species of birds, 168 species of reptiles and amphibians, and 60 species of mammals right up under your nose.

*Details: Tortuguero National Park visit*
Travel into the Talamanca Region and visit the Cahuita National Park. Known as "The Bluff" until 1915, the park is one of the most popular Costa Rican destinations. Thousands of coconut trees line the Creole beach of Cahuita, which is a translation of two Miskito Indian words—kawi (a small tree used to make dugout canoes) and ta (a point of land). The 593-acre reef offers you 34 species of coral, over 100 of seaweed, 500 species of fish and two old shipwrecks complete with cannons. The trail is alive with bright blue morpho butterflies, land crabs and monkeys. Cross the shallow stream of Rio Perezoso, which is colored red from the tannic acid of decomposed vegetation.

**Day 4 Tortuguero--Sarapiqui**

Travel to Sarapiqui
Sarapiqui river kayaking tour
Red-eyed tree frog night walk

*Details: Red-eyed tree frog night walk*
With a naturalist as your guide, take a walk by the light of the moon and discover the wonders of the nighttime rainforest, when most wildlife species are active. You will learn about the natural history of different rainforest species, with a focus on nocturnal species such as frogs, insects, spiders, sloths, kinkajous, porcupines, opossums, and others, revealing a completely different perspective of the rainforest.

**Day 5 Sarapiqui--Arenal**

Travel to Arenal
*Optional Mountain bike tour $55*
Hot springs visit

*Details: Hot springs visit*
Let the volcanoes take you away. At Arenal's hot springs, bubbling lava fields heat the waters to make nature's own jacuzzi.

**Day 6 Arenal--Rincón de la Vieja**

Travel to Rincón de la Vieja
Tenorio National Park visit

**Day 7 Rincón de La Vieja**

Horseback ride
*Optional Canopy zip line tour $40*

**Day 8 Rincón de la Vieja--Guanacaste**

Travel to Guanacaste
Free time on Guanacaste Beach

*Details: Travel to Guanacaste*

- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Mosey on through Costa Rica's "Old West." Cows, horses, and sauderos (Costa Rican cowboys) ride across the sun-struck landscape of this arid region. Seek out the local Guancaste tree, whose oddly shaped seedpods have given it the name "Monkey Ear Tree."

**Day 9 End tour**

explorica
travel. learn.

# Travel Protection Plan

**Learn more about** Explorica's Travel Protection Plan

## EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

### EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

### EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and

2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

## TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

### TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

**TRAVEL DELAY**

Reimburses up to $100 per day (maximum of $500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

**MEDICAL EXPENSE/EMERGENCY ASSISTANCE**

Provides reimbursement up to $25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to $750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to $50,000.

**BAGGAGE & PERSONAL EFFECTS**

Coverage up to $2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A $600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a $300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to $100 for the purchase of necessary additional clothing and personal articles.

**PRE-EXISTING CONDITIONS WAIVER**

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate (http://www.tripmate.com/wpA433E)

**The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.**

The Explorica Travel Protection Plan is underwritten by Arch Insurance Company, Jersey City, NJ.

The cost for Explorica's Travel Protection Plan is $12 per day of your tour, maximum $180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is $18 per day of your tour, maximum $270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

## HOW TO SUBMIT A CLAIM

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

- Your Plan Number: A433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

Claims may be reported to Trip Mate by any of the following methods:

- Online - visit https://www.travelclaimsonline.com (https://www.travelclaimsonline.com/)
- Phone - call to 1.800.888.7292 during business hours.
- Fax - 1.816.523.3379
- Mail - Trip Mate, Inc.
  9225 Ward Parkway
  Kansas City, MO 64114

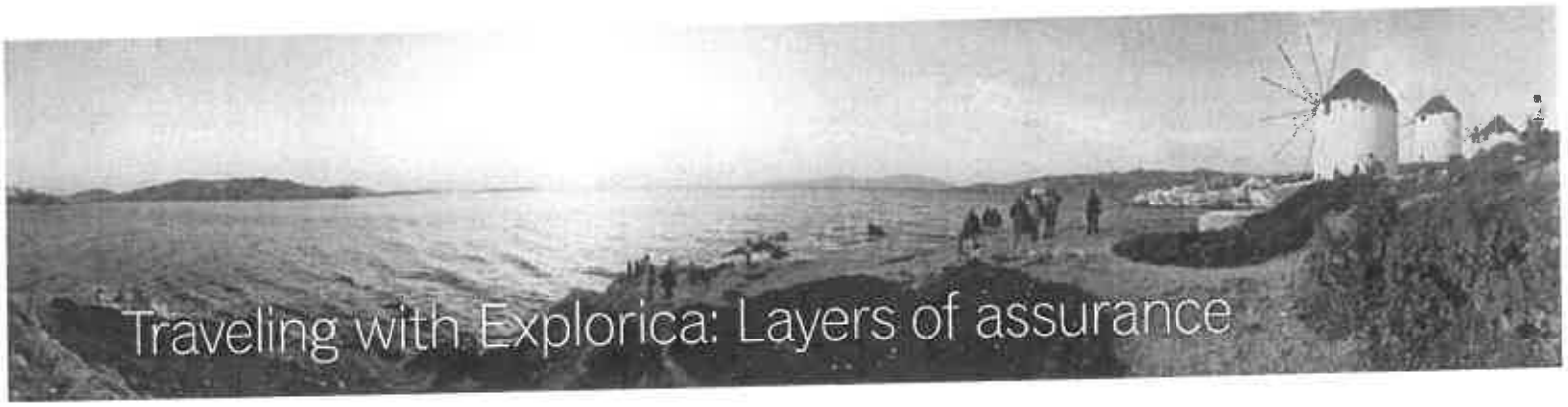
If you choose to submit your claim online, you will be prompted to enter your plan number (noted above). Make sure to only fill in the fields marked with asterisks.

**Please note once finished with the online form, you must print, sign, and send it to Trip Mate.**



EXPLORICA
travel. learn.

explorica.com | 1.888.310.7121



# Traveling with Explorica: Layers of assurance

When you travel with Explorica, you're backed by the strength of North America's largest and most trusted educational travel organization. The following is just a sampling of the comprehensive safety and support services Explorica provides each individual and group.

## Total travel protection

No one wants to think about having to cancel their trip, but sometimes life happens. That's why we give travelers the option to protect their investment with their choice of two trusted travel protection plans, both of which provide a cash refund—not just credit for a future trip like other companies provide:

- **Explorica Travel Protection Plan:** Our standard plan covers baggage loss, misplaced tickets or passports, sickness or injury during the tour and other common travel mishaps. If you have to cancel your tour due to a covered reason before the day of departure, you will receive a full refund.
- **Travel Protection Plan PLUS:** Our upgraded plan includes everything in the standard plan, and adds total peace of mind by allowing the traveler to cancel their tour for *any reason* up to 30 days before departure and receive a cash refund—the only such "cancel for any reason" policy in the industry.

And, as a member of the United States Tour Operators Association (USTOA), travelers' investments with Explorica are protected by USTOA's $1 Million Travelers' Assistance Program.

## Comprehensive liability coverage

Explorica's liability insurance is the largest in the industry at **$50 million**. This policy extends coverage to the group leader and chaperones, as well as the school and school board. So you and your academic organization can rest assured that you are protected while traveling with Explorica.

## Industry leadership

Explorica is a founding member of the Student Youth Travel Association (SYTA), and is a long-standing, active member of the United States Tour Operators Association (USTOA), the National Tour Association (NTA), the European Tour Operators Association (ETOA), the International Airlines Travel Agent Network (IATAN) and other trusted industry associations.

## Trusted experience

Explorica travelers benefit from over 50 years of risk management experience, and a worldwide network of support:

- **Proactive risk management:** Safety protocols are built into every aspect of our operations. From rigorous safety checks and detailed site visits, to continuous safety trainings conducted by veteran risk management professionals, we take every precaution to ensure a safe and enjoyable travel experience for all participants.
- **Global vigilance:** Our Vice President of Risk Management, supported by our team of risk management professionals, continually assesses all our travel destinations. We also partner with iJet, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

## Unparalleled on-tour support

We're by your side every step of the way to provide guidance and assistance:

- **Expert tour directors:** Explorica tour directors live and work in the cities our tours visit, and are fluent in the local languages and customs. They advise travelers on how to ensure their safety and the safety of their belongings, and are thoroughly trained to handle any situation that may arise. We maintain regular contact with all Explorica field staff to provide up-to-date information on local conditions.
- **Global presence:** As a WorldStrides organization, we have a network of more than 45 offices around the world, so we are always nearby and ready to help in person if the need arises.
- **24/7 emergency support:** We operate a dedicated, 24/7 emergency contact line to assist our travelers with any problem, anywhere, at any time.

# Explorica terms & conditions

The following terms & conditions are valid until August 31, 2018, and for travel between October 1, 2017, and September 30, 2020.

## What does the tour fee include?

- Round-trip airfare from your departure city
- Accommodations that sleep 3 to 4 per room (except on night trains, cruises, and ferries), always with private bathrooms, unless otherwise noted
- Airport transfers at destination (except when booked Land Only) and all transportation between cities, except when deviating from your group
- Local public transportation to all scheduled itinerary activities
- Breakfast daily, as per program description
- Dinner daily at your destination (unless otherwise noted)
- All excursions, led by professional local guides per program description
- City walks led by an Explorica Tour Director, per program description
- Visits to select attractions and theater tickets, per program description
- Full-time services of a professional Tour Director
- 24-hour emergency service
- A $100 discount on a future international tour or a $50 discount on a future U.S. or Canada tour with Explorica
- Access to your personal Tour Center for six months after each tour

If we fail to deliver any of the above services, we will promptly refund you its value.

## What does the tour fee not include?

- Passport, visa, foreign entry/departure taxes or fees, and any required travel insurance
- Beverages at dinner
- Lunch, unless specified in the itinerary
- Optional excursions and/or extensions (including cruise shore excursions)
- Explorica's Travel Protection Plan
- Local transportation to unscheduled activities
- Tips to Tour Director, bus drivers, local guides, and cruise staff
- Weekend supplement of $35 if your departure or return flight falls on a Friday, Saturday, or Sunday (does not apply to tours to the U.S., Canada, or Puerto Rico)
- Any applicable private group fee or small group supplement
- Any applicable baggage-handling fees imposed by airlines

## How do I enroll?

We use the Internet and email as our primary method of communication, a system that enables us to keep our costs—and yours—down. As such, we require a valid, current email address with which we may effectively correspond with you. Online, phone, and fax enrollments require a valid credit or debit card (MasterCard or Visa), or a valid checking account for electronic payment.

### To enroll online:

Explorica strongly recommends you enroll online. It is the most immediate and seamless enrollment method, and it allows us to keep our prices low. To enroll online, go to Explorica.com and click on "Sign up."

### To enroll by phone:

Call toll-free 1.888.310.7121 to speak to a Customer Care Representative.

### To enroll by fax:

Complete the enrollment form in the Participant Registration Booklet and fax toll-free to 1.888.375-6177. Faxes received after 5 PM EST will be entered the following business day.

### To enroll by mail:

Fill in the enrollment form in the Participant Registration Booklet and mail it to:

Explorica Inc.
Attn: Admissions
145 Tremont Street, 6th Floor
Boston, MA 02111

All mailed enrollments may be paid by check, money order, credit or debit card (MasterCard or Visa), or electronic payment from checking account.

Note: Registration date considered date received, not date marked by mail.

### Enrollment deadlines

Our tours fill up fast; enroll as early as possible. All enrollments, including chaperones', received less than 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later) will be subject to a $145 late enrollment service fee and must immediately be paid in full, including the service fee, by debit or credit card, certified check, money order, or electronic payment from checking account. After late enrollment applications have been received, additional charges (for last-minute flight reservations, increased Tour Fees, etc.) may apply. Late applicants will be placed on a waiting list; if no space becomes available we'll refund the full payment, minus any reinstatement or previous cancellation fees that may apply. Please be aware we cannot guarantee that participants whose enrollments are accepted less than 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later) will share any of the same flight itineraries as the rest of their group.

For the complete terms governing late enrollments, please contact Explorica or visit explorica.com/faq.

## What is the payment schedule and process?

### Monthly automated plan

Pay your $50 deposit and optional travel protection plan costs with credit/debit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date (checking account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

### Full payment

Pay in full at time of enrollment.

### 4-step manual plan

Pay your $99 deposit and travel protection plan costs upon enrollment, $500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later). The final remaining balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments - $99 deposit and travel protection plan costs at enrollment, 75% of your remaining balance at 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later), and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually. All full-paying participants, including participants who have previously traveled with Explorica, are required to pay the $99 deposit upon enrollment. Any participant who has already paid the deposit for a previous tour will receive a $100 credit on his or her Explorica account.

## General payment information

We accept electronic checking account payments, MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders, online banking, and personal checks. Please note personal checks are only accepted until 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later), and ACH payments until 65 days prior to departure. Any payments made past the final payment deadline must be paid by certified check, money order, or credit card.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminder of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a $50 late fee. The date of payments is determined by the date of receipt at Explorica. If you do not meet the conditions of your payment plan, your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop- payment order are subject to a $35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule.

### Mail checks or money orders to:

Explorica Inc.
Attn: Admissions
145 Tremont Street, 6th Floor
Boston, MA 02111

## What is the cancellation policy?

Before the tour begins, Explorica reserves space for each enrolled traveler and thus incurs costs. For this reason, we must charge cancellation fees. In order to protect your travel investment in the event you need to cancel your tour, Explorica strongly recommends purchasing a travel protection plan. The following cancellation policies apply for tours departing in 2018:

| If you withdraw this many days prior to departure | The following cancellation fees apply |
|---|---|
| More than 140 days | $300 + $99 non-refundable fee |
| 140–106 days | $500 + $99 non-refundable fee |
| 105–66 days | 50% of all fees + $99 non-refundable fee |
| 65-31 days | 75% of all fees + $99 non-refundable fee |
| 30 days or less | No refund* |

The following cancellation policies apply for tours departing in 2019 or later:

| If you withdraw this many days prior to departure | The following cancellation fees apply |
|---|---|
| More than 150 days | $300 + $99 non-refundable fee |
| 150–111 days | $500 + $99 non-refundable fee |
| 110–76 days | 50% of all fees + $99 non-refundable fee |
| 75-31 days | 75% of all fees + $99 non-refundable fee |
| 30 days or less | No refund* |

*If you notify us of your cancellation in writing at least 24 hours prior to your departure, you will receive a $100 refund.

All cancellation requests must be submitted in writing by mail, fax, or email to cancellations@explorica.com. If you cancel and name a replacement participant in writing at least 106 days prior to departure (111 days prior to departure for tours departing in 2019 or later), we will refund $200 of your cancellation fees. Regretfully, we cannot refund late fees, bank fees, transfer fees, travel protection plan costs, or visa fees and we cannot transfer any payments between participants. Most participants will receive their refund within six weeks.

### Reinstating enrollment

Participants who have cancelled and then want to rejoin the tour must pay a $50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable).

## What about a travel protection plan?

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

### Explorica's Travel Protection Plan

Trip Mate's standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

### Explorica's Travel Protection Plan Plus

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes a Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, If you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and

2) you cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations.

The Cancel For Any Reason Waiver Benefit is provided by Explorica itself and is not an insurance product. It must be purchased within 14 days of your initial payment for your trip.

### Travel protection plan benefits

The following benefits apply to both of Explorica's high-quality travel protection plans:

**Trip Cancellation or Interruption.** If you have to cancel or interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a travelling companion or a family member) or for other covered reasons such as: Cancellation or interruption of your Trip due to: Inclement Weather, unannounced Strike, or mechanical breakdown that causes complete cessation of services of Your Common Carrier for at least 12 consecutive hours; a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your home or destination by fire, flood, burglary or natural disaster; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passports or visas; a transfer of employment of 250 miles or more; a Terrorist Incident which occurs in a city listed in the itinerary of your Trip provided the Terrorist Incident occurs within 30 days prior to the Scheduled Departure Date for your Trip; or revocation of military leave due to war.

**Travel delay.** Reimburses up to $100 per day (maximum of $500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

**Medical expense/emergency assistance.** Provides reimbursement up to $25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to $750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to $50,000.

**Baggage & personal effects.** Coverage up to $2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A $600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a $300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, the policy will reimburse you up to $100 for the purchase of necessary additional clothing and personal articles.

**Pre-existing conditions waiver.** The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Travel Protection Plan" which provides complete details of the Trip Mate plan, including conditions, exclusions, and limitations, is available to you on our website by searching "travel protection plan" or at any time by request.

Please Note: This advertisement does not constitute or form any part of the Description of Coverage or any other contract of any kind. This plan is underwritten by: Arch Insurance Company, Jersey City, NJ. Please Note: Plan benefits, limits, and provisions may vary by state jurisdiction. To review full plan details online, go to: www.tripmate.com/wpA433E. Benefits are administered by: Trip Mate, Inc.*, 9225 Ward Parkway, Suite 200, Kansas City, MO, 64114, 1-800-888-7292 (*In CA, dba Trip Mate Insurance Agency).

For more information on Travel Protection, visit http://www.tripmate.com/wpA433E.

The cost for Explorica's Travel Protection Plan is $12 per day of your tour, maximum $180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is $18 per day of your tour, maximum $270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

### Explorica Is USTOA Insured

As an active member of the United States Tour Operators Association (USTOA), your tour investment with Explorica is protected by USTOA's $1 Million Travelers' Assistance Program.

### United States Tour Operators Association $1 million Travelers Assistance Program

Explorica Inc., as an Active Member of USTOA, is required to post $1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica Inc. Customers in the unlikely event of Explorica Inc.'s bankruptcy, insolvency or cessation of business. Further, you should understand that the $1 Million posted by Explorica Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica Inc. Complete details of the USTOA Travelers' Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to information@ustoa.com, or by visiting their website at www.USTOA.com.

## Are there optional extras for individual participants?

Explorica offers various options to enhance your overseas experience. You must register for the following optional extras at the time of your enrollment. Any changes to your itinerary after time of enrollment will be subject to availability and additional charges will apply. For further details, please consult an Explorica Customer Care Representative at 1.888.310.7121.

**Alternate departure airport.** Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of $145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is $195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Explorica's gateways.

**Land-only tours.** On many of our tours, you may arrange for your own airline tickets and join the group at the first hotel at the first overseas destination. We will discount your Tour Fee. Special conditions may apply for travelers who are minors. Please keep in mind that you should not make any flight arrangements until you receive your final tour itinerary and departure date from your Group Leader. For more details, go to explorica.com/faq.aspx.

**Stay-ahead and stay-behind options.** You may wish to spend time at your destinations before or after the scheduled tour. The fee for this service is $145 if requested upon enrollment. If requested after enrollment and up to 130 days before departure, the fee is $195. Additional fees may apply if requested or changed between 129–90 days before departure. This option is not available less than 90 days before departure. We will change your airline ticket, and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

**Accommodations.** All participants aged 22 and younger room together in same gender triples or quads from the entire bus group (unless otherwise noted). Hotel rooms are furnished with either single or double beds; single beds sleep just one person and double beds may be shared. Participants aged 22 and younger may choose to upgrade to stay in a double/twin room for an additional $45 per night ($75 per night on cruises and ferries). Participants aged 23 or older are required to stay in a double/twin room and are therefore automatically charged the additional $45 per night ($75 per night on cruises and ferries). Participants aged 23 or older may choose to upgrade to stay in a single room for an additional $85 per night. Single rooms are not available on night trains, cruises and ferries. The deadline for requests for double/twin or single room upgrades is 60 days before departure. For more information on accommodations, visit explorica.com/get-ready.aspx.

**Optional excursions.** On each program we offer a number of optional activities pre-negotiated with our overseas suppliers. Enrolling prior to departure helps us plan; we offer you a discount on each of these activities if you enroll 45 days or more before departure. For most optional activities you can enroll online up to 105 days prior to your departure date (110 days prior to departure for tours departing in 2019 or later), and you can enroll over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. Some activities require pre-booking; please refer to the individual tour itineraries for booking specifics. All optional excursions are based on 20 paying participants. If there are fewer than 20 paying participants enrolled on an optional excursion, Explorica reserves the right to add a surcharge or cancel the optional excursion at its discretion.

## Are there optional tour enhancements for the group?

The following additions and alternatives must be reserved for the entire group when the Group Leader creates a Tour Center:

**Stay-ahead and stay-behind.** If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, Explorica can change your airline tickets. The service fee is $50 per participant, plus additional costs for land arrangements, which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants.

**Tour extensions.** Many of our programs offer extensions to the normal tour. These extensions must be booked at the time of enrollment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on 25 paying participants. If there are fewer than 25 paying participants enrolled on a tour extension, Explorica reserves the right to add a surcharge or cancel the tour extension at its discretion.

**Accommodations.** All participants aged 22 and younger room in same-gender rooms with travelers from the entire bus group. Alternatively, your Group Leader may choose to include our "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups.

## Adults and children under 6

Our programs are primarily developed for youths, but adults are welcome to participate. As our prices are based on youth rates, we charge a flat rate adult supplement of $125 per adult (23 years of age or older). Adults are automatically placed in twin rooms unless a single room is requested. The double/twin or single room supplement will apply in addition to the adult supplement, and will be charged even if the adult requests a triple room. We do not accept applications for travelers under the age of 6 at time of departure.

**Adult tours.** Our programs are primarily developed for youths, however, some groups are predominantly college-age students or adults. We offer the option of designating the group as an Adult Group. For this type of group, all participants will pay a reduced adult fee and all participants will room in double or single occupancy rooms. Depending on the selected tour type, adult groups may be combined with student groups.

## General information

Any requested changes to itinerary, travel date, package type, group size, or other aspects of your tour made after your tour has been chosen may be subject to additional fees.

Please note that once a Group Leader chooses a new itinerary, new departure date, or small group supplement, that decision is binding for the group. Participants wishing to cancel their enrollments at that point must pay any applicable cancellation fees. Additionally, once a Group Leader or school board cancels a tour on behalf of the group, standard cancellation fees apply.

**Guaranteed travel date tours.** If your group enrolls on a Guaranteed Travel Date tour, your itinerary and departure date is guaranteed not to change. Please note that tour extensions and stay-ahead/stay-behinds are not guaranteed on Guaranteed Travel Date tours, and require a minimum number of travelers in order to run.

**Private & Custom tours.** Your group may elect to have its own bus and Tour Director rather than traveling with one or more other groups. A minimum group size is required for this option, and the group leader is responsible for ensuring that the minimum is met. A private tour will follow the published itinerary (including any tour upgrades or options your group has selected). Your initial price quote includes a private group fee based on your estimated group size, and that fee is variable based on the final group size and tour length. If your final group size is less than the initial quoted group size at 105–30 days prior to departure (110-30 days prior to departure for tours departing in 2019 or later), participants will be required to pay an increased private group fee. If individuals or the group chooses to cancel, or the minimum group size is not met, all applicable cancellation fees would apply.

**Consolidated tours.** In order for us to offer the lowest possible Tour Fees, tour prices are based on a minimum of 35 paying participants. We therefore sometimes combine smaller groups into one larger group of approximately 50 participants, giving you the benefit of meeting students and teachers from other schools. If an insufficient number of participants sign up for a tour, Explorica will collaborate with the Group Leader to find a similar or comparable tour, and participants will then pay the fees for the new tour. If no similar tour is available, the group may pay a small group supplement to run the original tour.

**Changes in travel dates.** For Private, Custom, and Consolidated Tours, Explorica reserves the right to change the date of departure due to heavy demand on certain peak travel dates. From October 1 to April 30, the change of date will be no more than one day in either direction. From May 1 to September 30, the change of date may be up to three days in either direction. If we suggest a change of departure from a weekday to a weekend, Explorica will waive the weekend supplement.

**Changes in itineraries.** Explorica reserves the right to make changes in the itinerary when deemed necessary. These changes might include shifting the order of cities visited, reversal of the tour, separate flight itineraries, or changes in airlines, cruise ships, or modes of transportation. On certain days some attractions might be closed, so we will offer a similar activity or refund the cost of the cancelled event. If your group's flight arrives late on the scheduled arrival day, we will attempt to reschedule any activities you miss on that day or provide an adequate substitute activity on another day of your tour. We cannot offer refunds for missed activities.

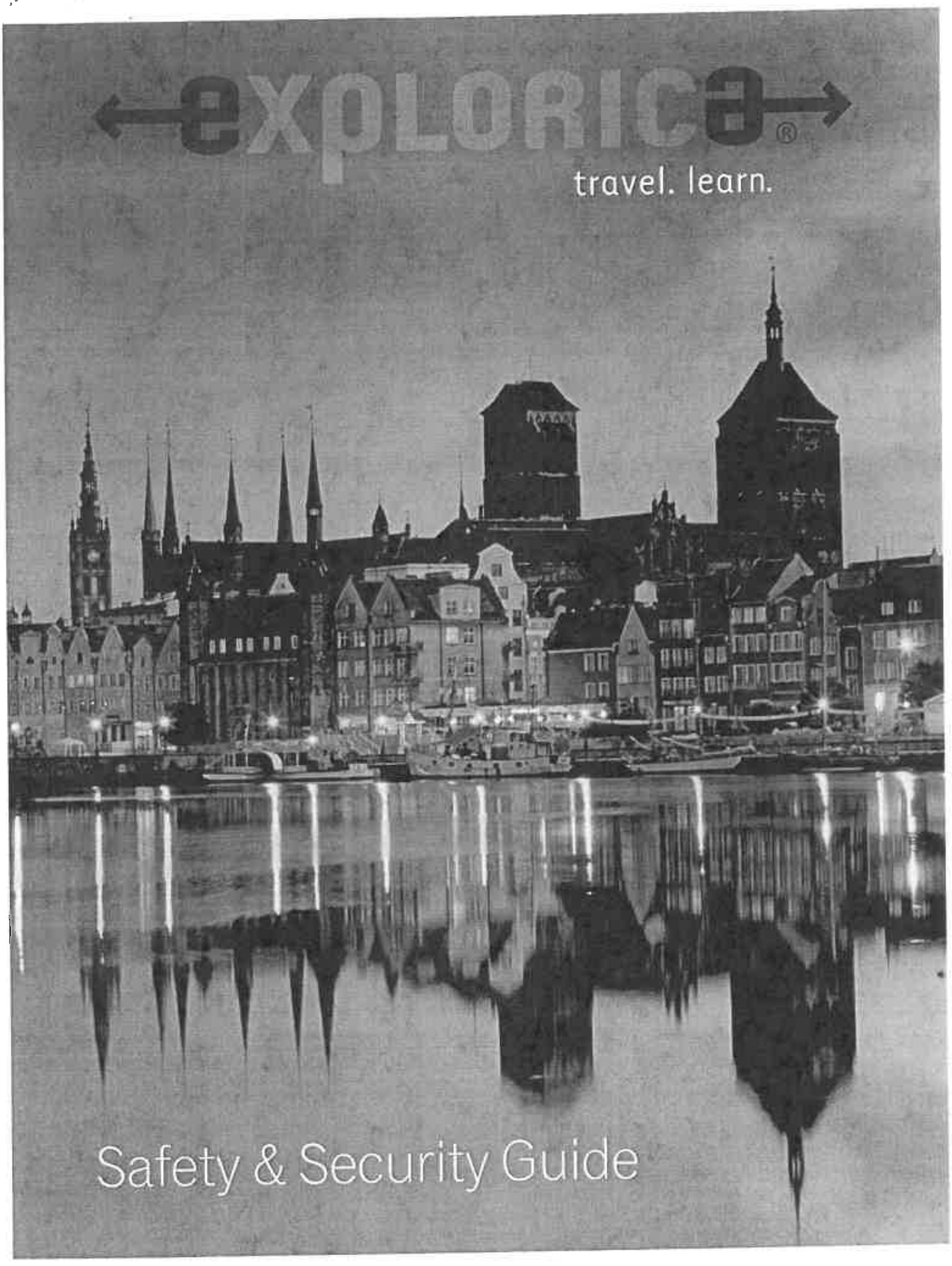
**Airlines and airports.** For departures from New York, Explorica uses JFK, Newark, and La Guardia airports interchangeably. For departures from the Washington, D.C. area, Explorica uses Baltimore, Ronald Reagan, and Dulles airports interchangeably. For departures from Florida, Explorica uses Miami and Fort Lauderdale interchangeably. For departures from Houston, we use Hobby and George Bush. For international flights to and from Scotland, Explorica uses Glasgow and Edinburgh airports interchangeably. For international flights to and from Ireland, Explorica uses Shannon, Dublin, and Cork interchangeably. For international flights to and from Italy, Explorica uses Venice and Milan interchangeably. For international flights to and from the UAE, we use Dubai and Abu Dhabi airports interchangeably. The passenger contract in use by the airline, when issued, shall constitute the sole contract between the airline and the passenger. The airlines mentioned above shall have no responsibility to any traveler aside from their liability as common carriers. Some countries require insecticide spraying of aircraft prior to a flight or while passengers are on the aircraft. Federal law requires that we refer you to the DOT's disinsection website at http://airconsumer.dot.gov/spray.htm for more information.

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of $250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radio-pharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information contact your airline representative or visit http://www.faa.gov/about/initiatives/hazmat_safety/

**Airline tickets and final itinerary.** We will post all travel details, including flight schedule, hotel names, and your Tour Director's name, on our website (at your personal Tour Center) prior to departure. Airline tickets or e-ticket confirmation numbers will be sent to your Group Leader before departure. Flight times, airlines, itineraries, Tour Directors, and hotel information are subject to change. Please note any request to correct a participant's first, middle, last name, or gender under 85 days prior to your departure will incur a fee. Participants are responsible for making sure that their travel documents match their airline ticket. Those who have not done so risk being unable to board their flights. All airline tickets are non-transferrable.

**Passports and visas.** It is each traveler's responsibility to obtain a valid passport, visas, transit visas and any required travel insurance coverage (if applicable), and notarized parental consent form. We suggest that this process be completed well in advance of departure. Please note that customs officials may not allow you to enter a country unless your passport is valid for at least six months after your return date and/or have a full blank page. All travelers must contact the appropriate embassies and consulates to inquire about and obtain any necessary visas for all countries to be visited.

**Passengers with Disabilities.** Any disability or allergy requiring special attention should be reported to Explorica at the time you make your reservation. We will make reasonable attempts to accommodate special needs, but we are not responsible for any denial of services by carriers, hotels, restaurants, and other independent suppliers. Travelers requiring extraordinary assistance must be accompanied by a companion who is capable of and totally responsible for providing the necessary assistance. Please refer to the Special Needs and Disabilities section of our FAQ at www.explorica.com/faq for more information.


eXpLORICa®
travel. learn.
Safety & Security Guide

# Table of Contents

About Explorica ..... 2

Management team ..... 3

Associations & partners ..... 4

Your Explorica tour ..... 5

*Tour Directors*
*Ground transportation*
*Flights*
*Activities*
*Meals and accommodations*

Communication on tour ..... 7

*Emergency assistance*
*Customer service*
*Worldwide network*
*Tour Diaries*
*Calling home*

Travel protection ..... 8

The Explorica safety plan ..... 9

Emergency management ..... 11

Proactive security steps ..... 12

Liability ..... 13

Explorica's Code of Conduct ..... 14

Contact information ..... 15

# About Explorica

Founded in 2000, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe. Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time tour director dedicated to your group. And with our veteran program consultants, customer care representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us to the minute you shout *bon voyage!*

**When it comes to safety, our record is flawless.**
Rest assured that when you travel with Explorica, you're in good hands. With decades of combined experience in travel, we know exactly what precautions to take to keep students safe on tour. Protecting our travelers is our first priority, and we are committed to the task of training our staff in rigorous, safety-related procedures and holding our suppliers to the highest standards of quality and integrity. To do so, Explorica recruits talented staff and partners with reputable suppliers, working out every detail meticulously to exceed the expectations of our customers.

Please take some time to read through this guide and familiarize yourself with our company policies regarding safety and security. If you have any further questions or concerns, please call us at 1.888.310.7120.



# Management team

**Olle Olsson, *Founder & Chairman***
The visionary behind Explorica, Olle has nearly 40 years of experience in educational student travel. He has held a variety of roles in the industry, from program consultant to president of EF Educational Tours, an industry leader. He founded Explorica to combine the best of traditional student travel with top new technology, improving every aspect of your educational tour—from researching, planning and booking to actually taking the trip. Olle is currently on the USTOA Board of Directors and Chairman of the Board at Explorica.

**Matt Wertz, *Chief Executive Officer***
Matt joined Explorica as an IT consultant in 2001, channeling his passion for Explorica's mission and eye for innovation to quickly rise through the ranks. Within a year, he signed on as the lead IT architect and manager, developing innovative technology solutions that would transform the entire educational travel industry. By 2006, he had become the Vice President of Technology. Due to his demonstration of leadership, innovative thinking and dedication, Matt was appointed Chief Executive Officer in 2012. As such, he continues to push Explorica to provide the most affordable, high-quality educational travel in the world.

**Dan Kellerd, *Executive Vice President***
For over 20 years, Dan has covered every aspect of student travel for major North American and European student travel companies. Through roles in every facet of the industry, from resort management to tour directing throughout Europe, Dan has provided educational opportunities for over a million North American and European students and teachers. Dan uses his extensive industry knowledge to ensure that Explorica travelers get the best value and experience. Dan is currently an active member of the SYTA Board of Directors.

**Richard Beekman, *VP of US Sales***
Rich joined Explorica in August of 2000 as one of our first Program Consultants, and has since enjoyed working with thousands of teachers and students. During his time at Explorica, Rich has held roles in Custom Tours, Product Development and Client Retention, and even helped to open Explorica's San Diego office. Rich has traveled on over 20 Explorica conventions and teacher trainings and is still actively managing clients he has had for over a decade, which gives him an in-depth understanding of what teachers are looking for in an educational travel partner.

**Stephane Cosse, *VP of Operations***
Stephane has over 15 years of international experience in both consulting and airline operations. Prior to joining Explorica in 2002, he conducted process re-engineering and change management consulting for airline clients. At Explorica, he negotiates contracts, develops close working relationships with major suppliers, and supervises the management of operations for Explorica travelers.



# Associations & partners

**Associations**

We're proud to be members in good standing with some of the top travel associations in the industry.

- United States Tour Operators Association (USTOA)
- Student Youth Travel Association (SYTA)
- National Tour Association (NTA)
- European Tour Operators Association (ETOA)
- The Better Business Bureau (BBB)
- International Air Transportation Association (IATA)
- World Youth Student & Educational Travel Confederation (WYSETC)
- British Educational Travel Association (BETA)
- Ontario Motor Coach Association (OMCA)

**Partners**

We work directly with the best suppliers in the business, communicating with them constantly to ensure that the accommodations, activities, transportation and meals for our student groups are second to none. We collaborate with United Airlines, Marriott, Hard Rock Cafe and more to bring you the highest quality meals, transportation and accommodations available.



# Your Explorica tour

We work with you every step of the way to ensure every aspect of your tour goes your way, from the preliminary planning process to your students' safe arrival home. That's why our dedicated staff works around the clock, so that you can get back to doing what you do best: changing lives one student at a time.

## Tour directors

With Explorica, you never work alone. Our professional tour directors provide 24/7 Explorica support for your group on tour, accompanying you every step of the way from arrival to departure. We perform detailed background checks on all our tour directors, who are fully trained in safety procedures and fluent in your destinations' languages.

**Requirements for all Explorica tour directors:**

- Regular criminal background checks
- Valid first aid certification
- Intensive annual trainings in safety & security
- References before hire

**Tour director responsibilities:**

- Advise students on safety practices, such as keeping hotel doors locked, securing valuables, locating emergency exits, and implementing the "buddy" system
- Liaise effectively with Explorica's operations and emergency departments

**Tour director department support from Explorica:**

- Designate a child protection officer to ensure the safety of all minors on tour
- Organize annual tour director conferences to communicate safety & security updates
- Organize on-tour support visits, sending senior tour directors to assist for quality control and emergency assistance purposes

# Ground transportation

Explorica's emergency and land departments are available 24/7 and routinely deal with transportation issues. Itineraries can be rescheduled accordingly to make up for any missed activities where possible.

### Public transportation

When traveling via public transit, students are organized into sub-groups with chaperones. Our 6:1 student-to-chaperone ratio supports safety when traveling in this fashion. Every group travels with a tour director familiar with cities visited and corresponding public transit systems.

### Rail transportation

We only work with the best trains in Europe with the highest safety ratings, including Eurostar, AVE, TGV, and a number of other international rail transit lines.

### Coach safety features and equipment

- All our motor coaches are equipped with standard safety features to protect passengers.
- Seat belts (when present in the coach) are present for the comfort and safety of passengers. Wearing them is compulsory in most European countries.
- Fire extinguishers are usually located at the front of the vehicle.
- Emergency exits include instructions for use in an emergency. Most coaches also have roof hatches that can be used as emergency exits.
- First aid kits are often located in the overhead compartment above the first row of seats. They should be in a container clearly marked with the Red Cross symbol.
- Adhere strictly to current driving hours legislation

# Flights

### Airline partners

We only work with the most reliable airlines to ensure that all of our tours arrive on time and safe in their destination. Our airline partners include most major airlines, such as Alitalia, KLM, Air France, American Airlines, British Airways, JetBlue, Lufthansa, Iberia, Virgin Atlantic and Delta Airlines.

### Flight delays and cancellations

Explorica's emergency department is available 24/7. The Explorica Travel Protection Plan also provides generous coverage for any additional costs incurred due to delays and cancellations. Itineraries are often rescheduled accordingly to make up for any missed activities.

# Activities

**Water safety (swimming, kayaking, boating, canoeing, etc.)**
Life jackets are provided for all water-based activities by the activity provider. Groups do not visit beaches without lifeguards.

**Adventure activities**
For adventure activities such as zip-lining, snorkeling, hiking, circus school or others, proper safety equipment (helmets, belays, snorkels, etc.) is required for all participants. The activity provider may require participants, or chaperones in the case of minors, to sign a waiver or release agreement. Participants are not required by Explorica to participate in this or in any activity, and may choose not to do so. Tour directors should advise their group leaders that if they have any students who are afraid of heights, water or uncomfortable doing an activity, then non-participation may be the best option.

# Meals and accommodations

**Food safety**
All restaurants are inspected by Explorica staff and must pass safety inspection. All food allergies and requests are noted by the tour director and group leader, and all restaurants are notified of allergies in advance.

**Hotel safety**
All hotels are inspected by Explorica staff and must pass safety inspection. All hotels provided have security staff, and additional security or specific floor supervision can be provided upon request. Nighttime security is included in all our domestic tour packages. Teachers, chaperones and students will be placed on the same floors to ensure additional supervision when possible.



# Communication on tour

We promise to keep our student travelers as safe as possible, but we understand that most parents want to check in for themselves. To ensure that student travelers can contact their families as much as possible, we make sure that there are a number of communication options available. This way students can share their adventures with those at home, and parents can personally verify that their children are safe and secure while on tour.

### Emergency assistance

We believe it's important to be prepared for any emergencies that might arise while traveling. With Explorica's worldwide network, internationally located offices, and 24/7 emergency support, we can help you with any problem, at any time, in any country. If a problem or emergency occurs on your tour, we will respond swiftly and appropriately to minimize any disruption to your trip.

### Explorica Customer Care

Our dedicated 24-hour emergency contact line is always staffed and ready to provide rapid response. If you have an emergency any time during your tour, please call 1.617.210.6194.

### Worldwide network

While on tour, our international network of offices enables us to react immediately to any situation requiring immediate on-site assistance

### Tour Diaries

Our exclusive online Tour Diaries enable parents to check in on their students' daily activities while on tour, without interrupting any of their adventures. Our tour directors publish photos and journal entries at the end of each day on tour, so that families at home can keep tabs of their travelers from across the country or across the world.

### Calling home

While travelers should be careful about flaunting expensive smartphones, it can be a great safety asset to have a working phone while traveling. On international tours, consider using a prepaid international calling card or international cell phone to keep in touch with your group and your family at home. We recommend purchasing international calling cards in destination countries, as locally bought cards are the most effective.



# Travel protection

Protect yourself, your belongings and your tour investment with the best insurance in educational travel. We suggest all travelers purchase one of our two travel protection plans, so they are covered for lost bags, misplaced tickets or passports, or illness during the tour.

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

**Explorica Travel Protection Plan**

Our standard protection plan covers you for the following events:

- A traveler's injury, sickness, or death of an immediate family member
- Theft of passport or visas
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined.

**Explorica Travel Protection Plan PLUS**

For everything else, there's our Travel Protection Plan PLUS, which includes our exclusive Cancel For Any Reason waiver benefit in addition to our standard insurance. This means that no matter *what* your reason, if you cancel your trip at least 30 days prior to departure, you will be reimbursed for 75% of cancellation fees in *cash*, an option not available anywhere else.



# The Explorica safety plan

Explorica's approach to safety and security is to be prepared. We always plan not to have a crisis, but we prepare for everything just in case. Explorica has a very comprehensive internal response plan (including a major incident response plan) regarding the many emergency situations that may occur while on tour. The following major incidents are considered in Explorica's plan:

- Flight, bus, train, cruise or ferry accident
- Fire
- Terrorism
- Natural disasters
- Injury or death of a tour participant
- Overnight hospitalization
- Criminal charges
- Lost student or adult
- Allegations by participants
- Pandemics

All levels of the company are involved in order to resolve any situation. This includes the direct involvement of the tour director, their communications to the tour director supervisors, the Emergency Department, the Operations Department and our Customer Care Department. There is a corresponding priority and escalation process, with senior executive involvement only a mobile phone call away, 24 hours per day.



# Emergency management

Tour directors are trained on how to address emergency situations at the onset of every travel season. Explorica provides an emergency phone number to all participants, parents, chaperones, tour directors and anyone else associated with the trip. Explorica's emergency and operations staff conduct drills and trainings on an annual basis, to test all processes and procedures.

### Minor Incidents

Tour directors report any minor accident to our operations team at the onset of the incident. Depending on the situation, appropriate personnel are informed via an internal communication system, which alerts multiple departments of minor accidents, allowing them to work quickly and efficiently to resolve the issue. Incidents are not resolved until labeled as closed in the system.

### Major incidents

Similar to a minor accident, all information regarding a major accident is reported via our internal communication system. In a major accident situation, our safety & security officer is contacted immediately to ensure the situation is communicated accordingly to all parties. Tour directors and ground representatives work with the group leader to ensure all parties are safe and taken care of for the remainder of the tour. We will contact the insurance provider when necessary.

### Extreme weather or natural disasters

In the case of extreme weather or natural disasters, the tour director will report the situation via our internal communication system and notify our safety & security officer. Arrangements will be made to ensure the safety and satisfaction of the students on tour.

### Allergies

Explorica advises the tour director and all relevant suppliers of allergies provided by the traveler online or by the group leader by completed allergy forms. The tour director will work with chaperones to ensure students' safety.

### Prevention and action plan for missing students

Head counts are performed at each meeting point on tour, and each time the group boards a bus or other form of transportation. All students receive the hotel's name, address and phone numbers. In the event of a missing student, our emergency procedures would be activated and all parties on location would support efforts in finding the student. Teachers are also accountable for assisting in these efforts.

### Lost or stolen passports

In the event of a lost or stolen passport, your group's tour director and the Explorica operations team will assist you in the proper procedures for obtaining a new one. Explorica is not liable for lost or stolen passports. For coverage in such an event, please purchase one of our travel protection plans.

# Proactive security steps

**Explorica's Safety & Security Guide is available to all group leaders before their tour, and we have emergency contingency plans in place on all travel programs. To ensure the highest level of safety for our travelers in every scenario:**

- We have a global presence with over 45 offices around the world to monitor situations and assist in the event that safety issues arise.
- Our VP of Risk Management, supported by our 24/7 team of dedicated risk management professionals, continually assesses all travel destinations and situations.
- We partner with iJet, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions, and we actively monitor any security issues with them.
- Our tour directors live and work in the cities our students visit and are available at all times to support their groups. We are in regular contact with all of our staff on the ground to provide up-to-date information on local conditions.

**If a terror event or natural disaster occurs in your city during travel (if group is together without the tour director):**

- The tour director and group leader should determine whether to shelter in place, to return to the hotel, or to move to a safer location.

**If a terror event or natural disaster occurs in your city during travel (if group is together with the tour director):**

- If you are at a location/activity determine whether it is best to shelter in place, return to the hotel, or move to a safer location.
- If you are at a restaurant/other public location, you can consult with locals for their recommendations.
- Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

**If a terror event or natural disaster event occurs in your city during travel (if during free time):**

- During free time, it is likely your group will be fragmented and in multiple locations. Your top priority as group leader is to determine the safety of your students.
- All group participants (students, chaperones) must understand that if there is an incident in the city at time of travel, they must either immediately return to the hotel for headcount, or contact you indicating they are safe but unable to safely return to the hotel at the time.
- You may choose to share a secondary meeting location if your hotel is unsafe for return.
- If participants assess that it is not safe for them to return to the hotel, they can shelter in place. They should then reach out to you via phone/text, email, or through social media posts. Students without phones may need to borrow one from local residents.
- Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

**How to reach Explorica in an emergency:**

- Phone **+1.617.210.6194** (24/7 Emergency Contact Line)
- Please program the above number and your school's number into your phone prior to travel.

Explorica disclaimer: The purpose of this document is to serve as a preparatory guide for group leaders and Explorica team in-country in the event of a terror incident/natural disaster in the city in which a group is traveling. This document is not intended for distribution to students. It is based on the best knowledge and recommendations of the Explorica Risk Management team. Note that situations on the ground may dictate a different course of action, and participants should use their judgment about the safest course of action in an emergency.



# Liability

We understand that many school officials are concerned about allowing their students to travel, but we assure you that safety is Explorica's number one priority. We have taken all precautions to protect students and other tour participants, and we have policies in place to protect the school, school board, teachers and participants involved with our tours.

Explorica has an exceptional safety record, but in the unlikely event of injuries or damages resulting from our negligence, we have a $50 million liability policy with Zurich Insurance Group that protects third parties such as the school and school board. For additional information on our liability insurance, or to receive proof of coverage, please contact your Explorica program consultant or call 1.888.310.7120.



# Explorica's Code of Conduct

**Educate yourself about the culture you're visiting.** Before you jet off across the world, do a little research. How do they dress? What do they eat? How do they say "hello"? This will help you adjust to the new environment and keep you from looking like a tourist.

**X marks the spot.** Be where you need to be when you need to be there. Always come prepared with local maps, essential phone numbers, and a watch, so it's easy for you to get to designated meeting spots on time. Scheduled activities are mandatory. If you need to be excused from an activity for any reason, please ask your group leader for permission in advance.

**Pay attention to your surroundings.** In a new environment, there's a lot to take in, but you need to stay alert. Be mindful of your safety and belongings at all times, so that you can avoid any mishaps while traveling.

**Listen to your group leader and tour director.** Your group leader is responsible for your safety, and your Explorica tour director is an expert in every aspect of your destination. It is important that you listen to them and do what they say at all times. This means getting places on time, respecting curfew, and following all rules in place, so everyone can have a fun and safe experience.

**Organize your free time responsibly.** Throughout your trip you'll have periods of free time. During this time, you should always be with a small group, and never stray too far from your meeting place. Be sure to wear a watch, carry a map, and allot plenty of time to get to your meeting place early, so the rest of your group doesn't have to wait.

**Respect the people and the culture.** When you travel, think of yourself as a guest in someone else's home. Even if foods, clothes, or behaviors seem strange to you, be understanding and accepting of the culture.

**Illegal activities will not be tolerated.** The laws abroad may be very different from the laws back home, but no matter how strange they may seem to you, follow them! If not, you are subject to the legal consequences and immediate dismissal from the tour.

**Consumption of hard alcohol will not be tolerated.** We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of your group leader if you are over 18 and of legal drinking age in the country you are visiting.

**Offer help and support to your peers, group leader and tour director.** You're all in this together! Whether a friend needs a hand lifting a suitcase, your group leader needs to get everyone quiet to call roll, or your tour director needs help learning someone's name, lend a helping hand to whoever needs it.

**Damages are your own personal responsibility.** If you break it, you buy it. If you damage anything in your hotel or bus or incur any additional fees (e.g. phone calls, room service, etc.), you will be held responsible and required to pay for it. If you notice any damage upon arrival, notify your tour director immediately.

**Experience the world and have fun!** These rules are in place to keep your entire group safe, healthy, and happy on tour. Now it's your job to get out there and enjoy the experience of a lifetime. *Bon voyage!*



# Contact information

**Emergency information**
Explorica emergency line: +1.617.210.6194

**General information**
Teachers or group leaders 1.888.310.7120

Participants & parents 1.888.310.7121

**Trip Mate Insurance:**
U.S. & Canada 1.800.888 7292

Outside U.S. & Canada +1.603.894.4710

# CERTIFICATE OF LIABILITY INSURANCE

9/30/2018

DATE (MM/DD/YYYY) 3/16/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|---|
| PRODUCER Lockton Companies<br>444 W. 47th Street, Suite 900<br>Kansas City MO 64112-1906<br>(816) 960-9000 | CONTACT NAME:<br>PHONE (A/C, No, Ext):<br>FAX (A/C, No):<br>E-MAIL ADDRESS: |
| INSURED 1432062 EXPLORICA, INC.<br>DBA WORLDSTRIDES<br>218 W. WATER STREET, SUITE 400<br>CHARLOTTESVILLE VA 22901 | INSURER(S) AFFORDING COVERAGE — NAIC #<br>INSURER A : Steadfast Insurance Company — 26387<br>INSURER B : Zurich American Insurance Company — 16535<br>INSURER C : Crum and Forster Insurance Company — 42471<br>INSURER D : Federal Insurance Company — 20281<br>INSURER E :<br>INSURER F : |

**COVERAGES** **CERTIFICATE NUMBER:** 15276147 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | Y | N | EOL532937613 | 9/30/2017 | 9/30/2018 | EACH OCCURRENCE | $ 10,000,000 |
| | CLAIMS-MADE X OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 1,000,000 |
| | X HIRED AUTOS | | | | | | MED EXP (Any one person) | $ 10,000 |
| | X NON-OWNED AUTOS | | | | | | PERSONAL & ADV INJURY | $ 10,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $ 10,000,000 |
| | X POLICY PRO-JECT LOC | | | | | | PRODUCTS - COMP/OP AGG | $ 10,000,000 |
| | OTHER: | | | | | | | $ |
| B | AUTOMOBILE LIABILITY | N | N | PRA1071630 | 9/30/2017 | 9/30/2018 | COMBINED SINGLE LIMIT (Ea accident) | $ 1,000,000 |
| | ANY AUTO | | | | | | BODILY INJURY (Per person) | $ XXXXXXX |
| | X OWNED AUTOS ONLY / SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ XXXXXXX |
| | HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) | $ XXXXXXX |
| | | | | | | | | $ XXXXXXX |
| C | UMBRELLA LIAB X OCCUR | N | N | 5821091334 (25M) | 9/30/2017 | 9/30/2018 | EACH OCCURRENCE | $ 40,000,000 |
| D | X EXCESS LIAB CLAIMS-MADE | | | 93635915 (15M XS 25M) | 9/30/2017 | 9/30/2018 | AGGREGATE | $ 40,000,000 |
| | DED X RETENTION $ 10,000 | | | | | | | $ XXXXXXX |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N | | N | WC1071628 | 9/30/2017 | 9/30/2018 | X PER STATUTE X OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH) N/A | | | | | | E.L. EACH ACCIDENT | $ 1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ 1,000,000 |
| A | PROFESSIONAL LIABILITY | N | N | EOL532937613 | 9/30/2017 | 9/30/2018 | EACH CLAIM: $10,000,000<br>AGGREGATE: $10,000,000 | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
TRIP DATES: APRIL 5, 2018 - APRIL 13, 2019. WINDSOR HIGH SCHOOL IS AN ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY COVERAGE, ONLY AS REQUIRED BY WRITTEN CONTRACT, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

**CERTIFICATE HOLDER**

15276147
WINDSOR HIGH SCHOOL
ATTN: BLANCA JARAMILLO
50 SAGE PARK ROAD
WINDSOR CT 06095

**CANCELLATION** See Attachment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M Agnello

© 1988-2015 ACORD CORPORATION. All rights reserved.



The ACORD name and logo are registered marks of ACORD

**Additional Insured — Automatic Status for Common Trip Sponsors, Venues and Clients**

| Policy No. | eff. Date of Pol. | Exp Date of Pol. |
|---|---|---|
| EOL532937613 | 9/30/2017 | 9/30/2018 |

Additional Insured and Address:
WINDSOR HIGH SCHOOL ATTN: BLANCA JARAMILLO
50 SAGE PARK ROAD
WINDSOR CT 06095

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

This endorsement modifies insurance provided under the:

**Travel Agents and Tour Operators Professional Liability Policy**

A. Section III. **PERSONS INSURED** is amended to include as an **Insured:**
F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.

**B.** The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.
However, regardless of the provisions of paragraphs A. above:
I. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:
a, That is not provided to the Named Insured in this policy; or
b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.
2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:
a. The Limits of Insurance provided to the Named Insured in this policy; or
b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.

**C.** The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury,
Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.

**D.** The additional Insured must see to it that:

1. The Company is notified as soon as practicable of an Occurrence, a negligent act or negligent omission or an offense that may result in a Claim or Suit;
2. The Company receives written notice of a Claim or Suit as soon as practicable; and
3. A request for defense and indemnity of the Claim or Suit will promptly be brought against any policy issued by any other insurer under which the additional Insured may be an insured in any capacity.

**E.** For the purpose of this endorsement only, Standard Tour or Trip Contract means a written contract or written agreement between the Named Insured and a Common Trip Sponsor, Venue and Client under which:
1. The Named Insured has agreed to directly provide or arrange any travel or tour services; or
2. The Common Trip Sponsor, Venue and Client has allowed the Named Insured to use or occupy premises with respect to performing travel or tour services,

**F.** For the purposes of this endorsement only, Common Trip Sponsor, Venue and Client means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.

**G.** For the purpose of this endorsement only, Section II. EXCLUSIONS, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional insured under this endorsement with respect to Travel Agency Operations of the Named Insured.

All other terms, conditions, provisions and exclusions of this policy remain the same,

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 17, 2018

**Prepared By:** Dr. Paul Pierce & Ms. Dawn Hunter **Presented By:** Dr. Paul Pierce & Ms. Dawn Hunter

**Attachments:** Pertinent Information Related for the 2019 German Exchange Trip

**Subject:** German Cultural Exchange Field Trip – Stuttgart, Germany; Vienna, Austria, and Prague, Czech Republic April 2019, 1st Reading

---

**Background:**

Students at Windsor High School were provided the opportunity to host and perform with students from the Musikschule Filderstadt, Germany, (a suburb of Stuttgart) a community arts school similar to the University of Hartford: Hartt School Community Division in November 2017. This opportunity was made possible through the collaborative preparation of Kingswood Oxford School, W. Hartford and Windsor High School. The Musikschule Filderstadt Administrator, Maria Fiedler, was referred to both us and Kingswood Oxford as possible schools to collaborate with. This foreign exchange permitted us to perform in concert with them. We were motivated to a higher standard as we prepared resulting in a concert documented by WIN TV. Our German guests were well prepared and delightful to collaborate with. They have invited us to reciprocate this exchange offering us an opportunity to experience firsthand German culture and perform with them as their families provide us meals and lodging while in their company. Dr. Pierce and Ms. Hunter will serve as tour leaders.

**Status:**

A German Cultural Exchange Field Trip – Stuttgart, Germany; Vienna, Austria; and possibly Prague, Czech Republic is proposed for all WHS students with priority given to students enrolled in Music. April 11-21, 2019 (Thursday-Sunday-11 days) Spring Break 2019. The educational objectives of the trip, as well as the cost, itinerary, trip and cancellation insurance are included in the packet provided to the Windsor Board of Education. As part of the cost of the tour, we have included the price with the Perkins Travel Protection Plan that each student will be required to purchase in the event that the Board determines that it is unsafe to travel at the time of the trip.

**Recommendation:**

That the Windsor Board of Education approve the proposed trip to Germany as a 1st reading reserving the right to cancel if it feels that the safety of the students is at risk.

---

**Recommended by the Superintendent:** _____

**Agenda Item #:** 6b.

10/9/13
Form AR-6153c

**International Travel Request**

Supervising Teacher(s): Paul Pierce & Dawn Hunter
Date: April 11-21, 2019 (Thursday evening-Sunday – 11 days)

**Pertinent Information**

1. Educational Objectives:

**Educational Objectives for Orchestra Students**

- To provide a meaningful connection to creating, performing and responding with musicians of the German culture
- To provide students the opportunity to perform and analyze the social, cultural and historical aspects of European classical music
- To provide students the opportunity to experience first-hand the historical origin and significance where a vast amount of orchestra literature was inspired
- To provide students an opportunity to visit different acoustical performance venues
- To provide students the opportunity to communicate, non-fluently, in German, preparing ahead of time using the Mango language app.

**Educational Objectives for all Students**

- To provide exploratory learning opportunities by immersing students in a culture which differs from their own
- To provide an opportunity for students to develop a sense of global citizenship
- To provide students with an opportunity to learn about cultural similarities and differences between European and American families
- To provide students with an opportunity to discover the cultural similarities and differences between European and American high schools
- To develop an appreciation for art and architecture through visits to museums, cathedrals, and both, private and public buildings
- To provide students with a multicultural experience
- To provide students with an opportunity to appreciate those of another cultural background and nationality
- To develop the students' ability to make sound decisions and judgments in solving problems on foreign soil
- To allow students the opportunity to be immersed in European culture and history and to understand their own culture in a comparative context

- To encourage students to engage in social exchanges even when faced with cultural and communication differences
- To give students the opportunity to connect the classroom with the real world
- To permit students to leave their comfort zone and gain/exhibit independence

2. Organization Profile: Members of the Filderstadt Music School, Filderstadt, Germany (suburb of Stuttgart) performed with Windsor High School this past November. Concert link They have invited us to perform with them in Germany. They will provide meals, housing and transportation during our time in Stuttgart including transportation to and from either Frankfurt or Stuttgart airport.

Maria Fiedler, Music School Manager/Contact Person
Stadt Filderstadt
Musikschule
Fröbelstraße 3
70794 Filderstadt
Telefon: 0711 / 722576-13
Telefax: 0711 / 722576-12
E-Mail: mfiedler@filderstadt.de
Internet: http://www.musikschule-filderstadt.de

PERKINS TRAVEL CORPORATION
TRAVEL SPECIALISTS
BUSINESS ~ VACATION ~ GROUP ~ CONVENTION
40 SOUTH HIGH STREET, NEW BRITAIN, CONNECTICUT, U.S.A 06051
PHONE: (860) 223-1655 FAX: (860) 828-6421
www.perkinstravel.com

3. Itinerary: (see also Perkins Travel Package)

**Thursday, April 11, 2019 (overnight flight)**
DEPART USA (Bradley or Logan International) Transportation to either airport provided by student's parents. Aer Lingus flies out of Bradley if connections are good and price is right. However, travel agent advises they may not maintain Hartford Connections as they are losing money.

**Friday morning April 12, 2019**
ARRIVE GERMANY (Frankfurt or Stuttgart)
Transportation to host families from either airport - provided by host school.
3-4 days/nights in Stuttgart with host families

**Sunday, April 14, 2019**
*Concert with Musikschule Filderstadt*

**Monday, April 15, 2019**
*Leave for Munich* **via rail** -Stuttgart to Munich (2 hrs 14 mins) -56 euros
- Munich guided sightseeing tour - *Neuschwanstein Castle*

Overnight hotel

**Tuesday, April 16, 2019 to Wednesday, April 17, 2019**
**Rail**-Munich to Vienna (4 hours 13 minutes)

**Vienna sites:**
- St. Stephen's Cathedral
- Opera House
- Mozart House

Overnight in Vienna hotel

**Thursday, April 18, 2019** **A SECOND ITINERARY FORFEITS PRAGUE SO WE CAN HAVE MORE TIME IN VIENNA & RETURN TO STUTTGART AND LOWER COSTS.**
**TRAIN**-Vienna-Prague (5 ½ hours)

**Prague Sites:**
- Prague Castle
- St. Vitus Cathedral
- Prague city walk - Charles Bridge, Mala Strana, Old Town Square, Jewish Quarter

Overnight in Prague hotel

**Friday, April 19, 2019**
Sightsee in morning
**TRAIN**-Prague-Stuttgart (6 ½-7 hours)
Dinner and lodging with host families (recap of trip)

OR

Prague to Frankfurt (not return to Stuttgart)
If we return to Stuttgart, small instruments can remain with host families. Less chance of damage and loss. Musikschule may be able to provide us with smaller instruments so we have zero to transport.

**Saturday, April 20, 2019**
DEPART GERMANY (Stuttgart or Frankfurt to Hartford Bradley or Boston Logan)
Transportation from airport provided by Student's parents.

4. Housing: 3-4 nights with host families in Filderstadt, Germany. 1 night in Munich, Germany (hotel); 2 nights in Vienna & 1 night in Prague or 3 nights in Vienna

5. Transportation-List Carriers: Aer Lingus (if operational from Hartford) otherwise TBA from Boston Logan

6. Insurance: Travel Protection Insurance offered by Perkins Travel – CFAR allowing cancellation for any reason up to 48 hours prior to departure. Cost for a

trip ranging between $2,501 and $3,000 is $121.50. Important to note, that CFAR will only refund up to 75% of the trip total for any reason.

7. Medical Considerations: Must meet criteria to travel internationally as established by WPS. Medications will be reviewed by school nurse and supervised by Chaperons.

8. Immigration Regulations: Passport must be valid at least six months beyond the completion of our travel dates. If someone is not a USA citizen they must contact Perkins Travel so they can see if other documents are necessary to travel.

9. Student Participation Criteria: *This field trip will be open to all Windsor High School students.*

Preference will be given to former/present students who are enrolled in music or foreign language. If any other Windsor High School student shows interest in signing up for the trip, teacher recommendations will be required if the Music/French teachers are not acquainted with the interested student.

Any students applying for permission to go on this trip will receive no more than a conditional acceptance. Final determination will include satisfactory student attendance, appropriate behavior and attitude, and physical and mental health. Conferences will be held with administrators, school counselors, other teachers, and nurses to determine the level of maturity and responsibility of the students wishing to participate in this program.

10. Fundraising Activities: Mattress Sale October 2018; Wreaths; Gig Performances for donation; Pies; Dress Down Day; Krispy Kreme Donuts

11. Cost to Student: Not to exceed $3200 (see attached quote)

12. Number of Students Participating: Due to the expense of this trip, anticipated number of students: 10-20.

12. Chaperones (names, qualifications):
Paul Pierce: WHS Orchestra Director, 413-654-8207cell/text
ppierce@windsorct.org
Dawn Hunter: WHS World Language Teacher, dhunter@windsorct.org

**ACTION:**
Curriculum Leader: _____ Date: _____

Principal: _____ Date: 4/3/18

Superintendent: _____

Date: _____

This request must be submitted for approval at least nine (9) months in advance of the trip.

**PERKINS TRAVEL CORPORATION**
TRAVEL SPECIALISTS
BUSINESS ~ VACATION ~ GROUP ~ CONVENTION
40 SOUTH HIGH STREET, NEW BRITAIN, CONNECTICUT, U.S.A 06051
PHONE: (860) 223-1655 FAX: (860) 828-6421
www.perkinstravel.com

March 27, 2018

Dr. Paul Pierce
Ms. Dawn Hunter
WINDSOR HIGH SCHOOL
50 Sage Park Rd.
Windsor, CT. 06095

Dear Paul and Dawn,

I have been diligently working on your travel arrangements to Germany, Austria and the Czech Republic and am pleased to offer you the following package:

**WINDSOR HIGH SCHOOL**
**APRIL 11, TO APRIL 20, 2019**

- ESTIMATED AIrFARE AND AIRPORT TAXES (THESE ARE SUBJECT TO CHANGE UP UNTIL THE AIRLINE TICKETS ARE PRINTED). THIS HAS BEEN ESTIMATED AT $1,000.00 PER PERSON.
- ASSISTANCE OF ENGLISH SPEAKING GUIDE AT RAIL STATION.
- RAIL SERVICE FROM FRANKFURT TO MUNICH 2ND CLASS ON APRIL 15.
- LOCAL ENGLISH SPEAKING GUIDE TO MEET AT STATION FOR HALF DAY SIGHTSEEING TOUR (DURATION 3 HOURS).
- OVERNIGHT ACCOMMODATIONS IN MUNICH AT THE FERINGAPARK OR SIMILAR IN DOUBLE ROOMS WITH BREAKFAST INC.
- LOCAL TRANSPORT AND ASSISTANCE (ENGLISH SPEAKING) TO STATION.
- TRAIN SERVICE FROM MUNICH TO VIENNA 2ND CLASS ON APRIL 16.
- LOCAL ENGLISH SPEAKING GUIDE TO MEET AT STATION FOR HALF DAY SIGHTSEEING TOUR (DURATION 3 HOURS 30 MIN).
- TWO NIGHTS ACCOMMODATIONS IN VIENNA AT THE SENATOR HOTEL OR SIMILAR INCLUDING HOT BUFFET BREAKFAST.
- LOCAL TRANSPORT AND ASSISTANCE (ENGLISH SPEAKING) TO STATION.
- TRAIN SERVICE FROM VIENNA TO PRAGUE ON APRIL 18.
- LOCAL ENGLISH SPEAKING GUIDE TO MEET AT STATION FOR HALF DAY SIGHTSEEING TOUR (DURATION 5 HOURS).
- OVERNIGHT ACCOMMODATIONS IN PRAGUE AT THE PENTAHOTEL OR SIMILAR INCLUDING HOT BUFFET BREAKFAST.
- LOCAL TRANSPORT AND ASSISTANCE TO STATION.
- RAIL SERVICE FROM PRAGUE TO FRANKFURT 2ND CLASS ON APRIL 19.
- TWO DIRECTORS COMP BASED ON ABOVE PACKAGE FEATURES IN SINGLE ROOMS.

COST: $2930.00 PER PERSON (10 STUDENTS AND 2 ADULTS) + optional Travel Insurance $121.50 = $3051.50

Please note the above price has been predicated on a total of 10 paying people. If this number should change the cost may increase or decrease. Also, the airline taxes and airport fees are subject to change up until the tickets have been issued.

****PLEASE BE SURE EVERYONE HAS A VALID PASSPORT FOR TRAVEL. YOUR PASSPORT MUST BE VALID AT LEAST SIX MONTHS BEYOND THE COMPLETION OF YOUR TRAVEL DATES. IF SOMEONE IS NOT A US CITIZEN PLEASE CONTACT OUR OFFICE SO WE CAN SEE IF OTHER DOCUMENTS ARE NECESSARY TO TRAVEL.****

A group must maintain a minimum of 10 passengers. If you should fall under this number, the airfare will be recalculated. The final ticket cost is subject to change pending the airport and government taxes at that time. These will be finalized at the time of ticketing.

Once the trip has been approved we will move forward in securing arrangementS. At that same time, we will discuss a payment schedule that will fit your student's needs and coincide with vendor contracts.

If you should have any questions or would like to make any changes to the above, please do not hesitate to contact me.

Sincerely,

Dennis Morrell, CTC
PERKINS TRAVEL MANAGEMENT

## *Qualifications*

**Dawn Hunter**
**Windsor High School**

| | |
|---|---|
| **Senior Class Advisor** | **2017-2018** |
| **Junior Class Advisor** | **2016-2017** |
| **Sophomore Class Advisor** | **2015-2016** |
| **WHS Yearbook Advisor** | **2010-present** |
| **National Honor Society Committee** | **2009-present** |
| **Wonders of World Language Night Advisor** | **2009-2010** |
| **French Honor Society Advisor** | **2008-present** |

**Group Leader/Chaperone for the following WHS field trips:**

| | |
|---|---|
| **Canada--Québec & Montréal** | **April 7-11, 2018** |
| **France-Paris & Loire Valley** | **April 8-16, 2017** |
| **Amsterdam- Explorica Group Leader Training** | **Dec. 28, 2016-Jan 1, 2017** |
| **Canada-Québec & Montréal** | **April 19-22, 2015** |
| **Canada-Québec & Montréal** | **April 14-18, 2013** |
| **United Nations Trip** | **April 13, 2012** |
| **Canada-Québec & Montréal** | **April 17-20, 2011** |
| **La Broiche Bakery-Rockville, CT** | **February 20, 2011** |
| ***French pastry lessons for students*** | |
| **France- Paris & the Riviera** | **June 17-25, 2010** |
| **New York City- Statue of Liberty** | **May 18, 2010** |
| **Theater of Performing Arts- "French Reflections"** | **November 16, 2009** |

**LOISIRS CULTURELS A L'ETRANGER (LEC)**
East Freetown, MA & Paris, FRANCE

LEC is a French student travel organization and family homestay program with over 30 years of experience. Their goal is to promote international understanding and friendship. I began working with LEC in June 2006 as a coordinator. I have placed numerous exchange students in the homes of Windsor High French students and oversee their stay. Additionally, I have also hosted numerous exchange students in my own home from 3 weeks to 6 months.

**My LEC responsibilities include:**

- recruiting, screening and selecting American host families for French exchange students
- assisting with planning, organizing and supervising arrival, day trips and activities during visit along with the departure of students

- monitoring visits of exchange students and mediate when issues arise
- having coordinated and chaperoned large groups of exchange students on numerous occasions to New York City, Boston, Misquamicut Beach, R.I., Six Flags Amusement Park & Nomads Adventure Quest

# STUDENT DELUXE

TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

***GROUP TRAVEL PROTECTION***

## SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

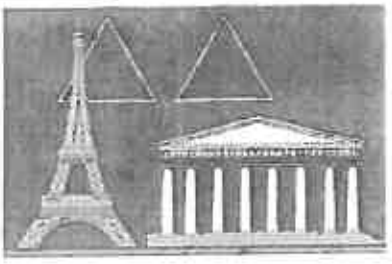
| | |
|---|---|
| Trip Cancellation** | Trip Cost* |
| Trip Interruption** | 150% of Trip Cost* |
| Travel Delay – 6 hours | $750 ($150/day) |
| Missed Connection – 3 hours | $500 |
| Baggage/Personal Effects | $1,500 |
| Baggage Delay – 24 hours | $300 |
| Non-Medical Emergency Evacuation | $150,000 |
| Accident & Sickness Medical Expense | $25,000 |
| Emergency Evacuation & Repatriation | $100,000 |
| Non-Insurance Worldwide Emergency Assistance Services | Included |
| Cancel for Any Reason (CFAR)*** | Optional |

Coverages may vary and not all coverage is available in all jurisdictions.
* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of $10,000
** For $0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to $500 return air only
*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. **This benefit is not available to residents of New York State.**

## PER PERSON RATES

| Cost of Trip | Rates | With CFAR | Cost of Trip | Rates | With CFAR |
|---|---|---|---|---|---|
| $0 | $7 | N/A | $4001 - $4500 | $121 | $181.50 |
| $1 - $200 | $12 | $18.00 | $4501 - $5000 | $135 | $202.50 |
| $201 - $400 | $17 | $25.50 | $5001 - $5500 | $149 | $223.50 |
| $401 - $600 | $21 | $31.50 | $5501 - $6000 | $163 | $244.50 |
| $601 - $800 | $25 | $37.50 | $6001 - $6500 | $177 | $265.50 |
| $801 - $1000 | $30 | $45.00 | $6501 - $7000 | $190 | $285.00 |
| $1001 - $1500 | $41 | $61.50 | $7001 - $7500 | $204 | $306.00 |
| $1501 - $2000 | $54 | $81.00 | $7501 - $8000 | $218 | $327.00 |
| $2001 - $2500 | $68 | $102.00 | $8001 - $8500 | $233 | $349.50 |
| $2501 - $3000 | $81 | $121.50 | $8501 - $9000 | $247 | $370.50 |
| $3001 - $3500 | $94 | $141.00 | $9001 - $10000 | $261 | $391.50 |
| $3501 - $4000 | $108 | $162.00 | | | |

The above rates are for trips up to 30 days – for each day over 30 add $3.00 per person per day.



PERKINS TRAVEL CORPORATION

## PAYMENT INFO:

To purchase the Travel Insured Student Deluxe Protection Plan with or without Cancel for Any Reason, please mail this form with a check to:

**Perkins Travel**
**40 South High St.**
**New Britain, CT 06051**
**860-223-1655**

## APPLICATION:

Applicant Name(s): _____

_____

Trip Name: _____

Trip Dates: _____

Phone: _____

Email: _____

Trip Cost: _____

Optional CFAR*(please circle): YES NO

Premium Amount: _____

_____
Parent/Guardian Signature

**Travel Insured International**
1-800-243-3174, option 6
groups@travelinsured.com
www.travelinsured.com

04.07.2017
T-19021d

## GENERAL LIMITATIONS AND EXCLUSIONS

**Insurance benefits are not payable for any loss due to, arising or resulting from:** 1. suicide, attempted suicide or any intentionally self- inflicted injury of You , a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being Intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

**The following limitation applies to Trip Cancellation:** All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

**Additional Limitations and Exclusions Specific to Baggage and Personal Effects:** Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

**Cancel For Any Reason Protection:** Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

**Purchase up to final Trip Payment for Pre-Existing Condition Waiver!**
The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium.

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

## Details of Coverage

Restrictions apply - see Plan Document for complete coverage details.

## Travel Protection

### Trip Cancellation/Trip Interruption

Provides reimbursement up to your full, prepaid, non-refundable trip cost when you are forced to cancel or interrupt due to:

- Unforeseen sickness, accidental injury or death, which occurs before departure. (Certain exclusions apply)
- Being Hijacked, quarantined, or having to serve on a jury or appear as a witness in court;
- Fire, flood, burglary or other Natural Disaster at your Primary Place of Residence or Destination;
- A documented theft of passports or visas;
- Being directly involved in a traffic accident while en route to Your scheduled point of departure;
- Bankruptcy or Default of an airline or cruise line
- Strike that causes a complete stop of services for at least 18 consecutive hours
- Inclement Weather that causes a complete stop of services for at least 18 consecutive hours
- Being the victim of a Felonious assault within 10 days of the Scheduled Departure Date;
- A Terrorist Incident*
- Your host being unable to accommodate you due to their death or life threatening illness/injury

** Terrorist Incident must occur within 30 days of Your Scheduled Departure Date in a city listed on the itinerary of Your Trip. This same city must not have experienced a Terrorist Incident within the 90 days prior to the Terrorist Incident that is causing Your cancellation of Your Trip. Benefits are not provided if the Travel Supplier offers a substitute itinerary;*

### Travel Delay

Reimburses up to $150 per day when you are delayed en route to or from the covered Trip for 6 or more hours. Covered expenses include:

- Prepaid, unused, non-refundable land and water accommodations.
- Local transportation to join the Trip.
- Reasonable additional expenses incurred for meals and lodging.

### Missed Connection

Reimburses up to $500 in unplanned expenses to rejoin your trip when a 3-hour common carrier delay causes you to miss a cruise or tour departure. Expenses include reasonable accommodations, meal expenses, and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather.

## Baggage Protection

### Baggage/Personal Effects:

Reimburses for loss, theft, or damage to Baggage and Personal Effects up to the maximum benefit. Receipts are required for reimbursement.

Baggage Delay (Outward Journey Only):

Reimburses for expenses of necessary Personal Effects, if Your checked Baggage is delayed or misdirected for more than 24 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place of residence.

### Emergency Accident and Sickness Medical Expense:

Up to $25,000 to cover treatment costs when accident or illness strikes during the trip.

Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to:

- Services of a Physician;
- Charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration);
- X-ray examinations or treatments, laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies.

### Emergency Medical Evacuation/Repatriation:

Up to $100,000 to transport you to nearest treatment by U.S. standards and return you home when able to fly.

All transportation must be authorized and arranged by the Assistance Company.

### Non-Insurance Worldwide Emergency Assistance Services

The non-insurance Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Emergency cash advance
- Prescription drug / eyeglass replacement
- Bail bond

# Why Buy Travel Protection?

Here are some reasons we believe it's important to purchase travel protection when securing your vacation plans.

**1.** You have to cancel your trip due to sickness, accident, or death of a family member or traveling companion.

**2.** If bad weather conditions cause a delay or cancellation of your trip, you could lose any non-refundable deposits and/or incur charges.

**3.** Your luggage could be lost, delayed, or stolen forcing you to buy additional clothes, essentials, or even prescription medications.

**4.** In case your cruise line, airline, or tour operator goes bankrupt.

**5.** What if you have a medical emergency in a foreign country? Most major health plans in the U.S. offer little or no medical expense protection abroad.

**6.** You could have a medical emergency while traveling, requiring emergency medical evacuation. Many U.S. health plans will not cover emergency medical evacuations.

**7.** You could run into major travel delays forcing you to miss a portion of your trip or cruise and be forced to pay additional lodging expenses while you wait.

**8.** You could be forced to evacuate your resort due to a hurricane or other weather conditions, cutting your trip short – with no recourse for reimbursement for the remaining portion of your vacation.

**9.** You could lose your important travel documents, which can be a uneasy situation abroad without the help of travel protection.

**10.** If you were to lose your job but have already paid for your trip or cruise, travel protection can help to get your money back when you cancel.

Contact us for more details.
800.243.3174
www.travelinsured.com

TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

03.03.2017
T-17178

# Why Buy Travel Protection?

Here are some reasons we believe it's important to purchase travel protection when securing your vacation plans.

**1.** You have to cancel your trip due to sickness, accident, or death of a family member or traveling companion.

**2.** If bad weather conditions cause a delay or cancellation of your trip, you could lose any non-refundable deposits and/or incur charges.

**3.** Your luggage could be lost, delayed, or stolen forcing you to buy additional clothes, essentials, or even prescription medications.

**4.** In case your cruise line, airline, or tour operator goes bankrupt.

**5.** What if you have a medical emergency in a foreign country? Most major health plans in the U.S. offer little or no medical expense protection abroad.

**6.** You could have a medical emergency while traveling, requiring emergency medical evacuation. Many U.S. health plans will not cover emergency medical evacuations.

**7.** You could run into major travel delays forcing you to miss a portion of your trip or cruise and be forced to pay additional lodging expenses while you wait.

**8.** You could be forced to evacuate your resort due to a hurricane or other weather conditions, cutting your trip short – with no recourse for reimbursement for the remaining portion of your vacation.

**9.** You could lose your important travel documents, which can be a uneasy situation abroad without the help of travel protection.

**10.** If you were to lose your job but have already paid for your trip or cruise, travel protection can help to get your money back when you cancel.

Contact us for more details.

800-243-3174

www.travelinsured.com

TRAVEL INSURED INTERNATIONAL

A CRUM & FORSTER COMPANY

03.03.2017
T-17178

# STUDENT DELUXE

TRAVEL INSURED INTERNATIONAL
A CSID & FORSTER COMPANY

*GROUP TRAVEL PROTECTION*

## SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

| | |
|---|---|
| Trip Cancellation** | Trip Cost* |
| Trip Interruption** | 150% of Trip Cost* |
| Travel Delay – 6 hours | $750 ($150/day) |
| Missed Connection – 3 hours | $500 |
| Baggage/Personal Effects | $1,500 |
| Baggage Delay – 24 hours | $300 |
| Non-Medical Emergency Evacuation | $150,000 |
| Accident & Sickness Medical Expense | $25,000 |
| Emergency Evacuation & Repatriation | $100,000 |
| Non-Insurance Worldwide Emergency Assistance Services | Included |
| Cancel for Any Reason (CFAR)*** | Optional |

Coverages may vary and not all coverage is available in all jurisdictions.
* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of $10,000
** For $0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to $500 return air only
*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. **This benefit is not available to residents of New York State.**

## PER PERSON RATES

| Cost of Trip | Rates | With CFAR* | Cost of Trip | Rates | With CFAR* |
|---|---|---|---|---|---|
| $0 | $7 | N/A | $4001 - $4500 | $121 | $181.50 |
| $1 - $200 | $12 | $18.00 | $4501 - $5000 | $135 | $202.50 |
| $201 - $400 | $17 | $25.50 | $5001 - $5500 | $149 | $223.50 |
| $401 - $600 | $21 | $31.50 | $5501 - $6000 | $163 | $244.50 |
| $601 - $800 | $25 | $37.50 | $6001 - $6500 | $177 | $265.50 |
| $801 - $1000 | $30 | $45.00 | $6501 - $7000 | $190 | $285.00 |
| $1001 - $1500 | $41 | $61.50 | $7001 - $7500 | $204 | $306.00 |
| $1501 - $2000 | $54 | $81.00 | $7501 - $8000 | $218 | $327.00 |
| $2001 - $2500 | $68 | $102.00 | $8001 - $8500 | $233 | $349.50 |
| $2501 - $3000 | $81 | $121.50 | $8501 - $9000 | $247 | $370.50 |
| $3001 - $3500 | $94 | $141.00 | $9001 - $10000 | $261 | $391.50 |
| $3501 - $4000 | $108 | $162.00 | | | |

The above rates are for trips up to 30 days – for each day over 30 add $3.00 per person per day.



PERKINS TRAVEL CORPORATION

## PAYMENT INFO:

To purchase the Travel Insured Student Deluxe Protection Plan with or without Cancel for Any Reason, please mail this form with a check to:

**Perkins Travel**
**40 South High St.**
**New Britain, CT 06051**
**860-223-1655**

## APPLICATION:

Applicant Name(s): _____

_____

Trip Name: _____

Trip Dates: _____

Phone: _____

Email: _____

Trip Cost: _____

Optional CFAR*(please circle): YES NO

Premium Amount: _____

_____
Parent/Guardian Signature

**Travel Insured International**
1-800-243-3174, option 6
groups@travelinsured.com
www.travelinsured.com

## GENERAL LIMITATIONS AND EXCLUSIONS

**Insurance benefits are not payable for any loss due to, arising or resulting from:** 1. suicide, attempted suicide or any intentionally self- inflicted injury of You , a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being Intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

**The following limitation applies to Trip Cancellation:** All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

**Additional Limitations and Exclusions Specific to Baggage and Personal Effects:** Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

**Cancel For Any Reason Protection:** Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

### Purchase up to final Trip Payment for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium.

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

## Details of Coverage
Restrictions apply - see Plan Document for complete coverage details.

## Travel Protection
### Trip Cancellation/Trip Interruption
Provides reimbursement up to your full, prepaid, non-refundable trip cost when you are forced to cancel or interrupt due to:

- Unforeseen sickness, accidental injury or death, which occurs before departure. (Certain exclusions apply)
- Being Hijacked, quarantined, or having to serve on a jury or appear as a witness in court;
- Fire, flood, burglary or other Natural Disaster at your Primary Place of Residence or Destination;
- A documented theft of passports or visas;
- Being directly involved in a traffic accident while en route to Your scheduled point of departure;
- Bankruptcy or Default of an airline or cruise line
- Strike that causes a complete stop of services for at least 18 consecutive hours
- Inclement Weather that causes a complete stop of services for at least 18 consecutive hours
- Being the victim of a Felonious assault within 10 days of the Scheduled Departure Date;
- A Terrorist Incident*
- Your host being unable to accommodate you due to their death or life threatening illness/injury

** Terrorist Incident must occur within 30 days of Your Scheduled Departure Date in a city listed on the itinerary of Your Trip. This same city must not have experienced a Terrorist Incident within the 90 days prior to the Terrorist Incident that is causing Your cancellation of Your Trip. Benefits are not provided if the Travel Supplier offers a substitute itinerary;*

### Travel Delay
Reimburses up to $150 per day when you are delayed en route to or from the covered Trip for 6 or more hours. Covered expenses include:

- Prepaid, unused, non-refundable land and water accommodations.
- Local transportation to join the Trip.
- Reasonable additional expenses incurred for meals and lodging.

### Missed Connection
Reimburses up to $500 in unplanned expenses to rejoin your trip when a 3-hour common carrier delay causes you to miss a cruise or tour departure. Expenses include reasonable accommodations, meal expenses, and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather.

## Baggage Protection
### Baggage/Personal Effects:
Reimburses for loss, theft, or damage to Baggage and Personal Effects up to the maximum benefit. Receipts are required for reimbursement.
Baggage Delay (Outward Journey Only):
Reimburses for expenses of necessary Personal Effects, if Your checked Baggage is delayed or misdirected for more than 24 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place of residence.

### Emergency Accident and Sickness Medical Expense:
Up to $25,000 to cover treatment costs when accident or illness strikes during the trip.
Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to:

- Services of a Physician;
- Charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration);
- X-ray examinations or treatments, laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies.

### Emergency Medical Evacuation/Repatriation:
Up to $100,000 to transport you to nearest treatment by U.S. standards and return you home when able to fly.
All transportation must be authorized and arranged by the Assistance Company.

### Non-Insurance Worldwide Emergency Assistance Services
The non-insurance Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Emergency cash advance
- Prescription drug / eyeglass replacement
- Bail bond

# Why Buy Travel Protection?

## Here are some reasons we believe it's important to purchase travel protection when securing your vacation plans.

**1.** You have to cancel your trip due to sickness, accident, or death of a family member or traveling companion.

**2.** If bad weather conditions cause a delay or cancellation of your trip, you could lose any non-refundable deposits and/or incur charges.

**3.** Your luggage could be lost, delayed, or stolen forcing you to buy additional clothes, essentials, or even prescription medications.

**4.** In case your cruise line, airline, or tour operator goes bankrupt.

**5.** What if you have a medical emergency in a foreign country? Most major health plans in the U.S. offer little or no medical expense protection abroad.

**6.** You could have a medical emergency while traveling, requiring emergency medical evacuation. Many U.S. health plans will not cover emergency medical evacuations.

**7.** You could run into major travel delays forcing you to miss a portion of your trip or cruise and be forced to pay additional lodging expenses while you wait.

**8.** You could be forced to evacuate your resort due to a hurricane or other weather conditions, cutting your trip short – with no recourse for reimbursement for the remaining portion of your vacation.

**9.** You could lose your important travel documents, which can be a uneasy situation abroad without the help of travel protection.

**10.** If you were to lose your job but have already paid for your trip or cruise, travel protection can help to get your money back when you cancel.

**Contact us for more details.**

**800-243-3174**

**www.travelinsured.com**

TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

03.03.2017
T-17178

# Why Buy Travel Protection?

## Here are some reasons we believe it's important to purchase travel protection when securing your vacation plans.

**1.** You have to cancel your trip due to sickness, accident, or death of a family member or traveling companion.

**2.** If bad weather conditions cause a delay or cancellation of your trip, you could lose any non-refundable deposits and/or incur charges.

**3.** Your luggage could be lost, delayed, or stolen forcing you to buy additional clothes, essentials, or even prescription medications.

**4.** In case your cruise line, airline, or tour operator goes bankrupt.

**5.** What if you have a medical emergency in a foreign country? Most major health plans in the U.S. offer little or no medical expense protection abroad.

**6.** You could have a medical emergency while traveling, requiring emergency medical evacuation. Many U.S. health plans will not cover emergency medical evacuations.

**7.** You could run into major travel delays forcing you to miss a portion of your trip or cruise and be forced to pay additional lodging expenses while you wait.

**8.** You could be forced to evacuate your resort due to a hurricane or other weather conditions, cutting your trip short – with no recourse for reimbursement for the remaining portion of your vacation.

**9.** You could lose your important travel documents, which can be a uneasy situation abroad without the help of travel protection.

**10.** If you were to lose your job but have already paid for your trip or cruise, travel protection can help to get your money back when you cancel.

**Contact us for more details.**

**800-243-3174**
**www.travelinsured.com**




TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

03.03.2017
T-17178

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 17, 2018

**Prepared By:** Santosha Oliver

**Presented By:** N. Black-Burke
S. Oliver

**Attachments:**

**Subject:** Curriculum Development 2nd Reading: Physical Education Grade 9, Physical Education Grade 10R, Physical Education Grade 10I (Intermediate Swim) and Physical Education Grade 10B (Beginner Swim)

---

**Background:**

**Grade 9 Physical Education** - The goal of this Physical Education course is the development of a physically-educated person, one who has learned skills necessary to perform a variety of physical activities, is physically fit, participates regularly in physical activity, knows the benefits from involvement in physical activity and values physical activity and its contributions to a healthy lifestyle. Physical Education is a valuable part of developing the whole child.

**Grade 10 Physical Education, 10-R** - The purpose of this course is to provide students in 10th grade who have tested out of swimming classes to receive their required PE credit while continuing to develop fitness skills. This course focuses on a variety of sports such as softball, volleyball and team handball.

**Grade 10 Physical Education, Intermediate Swim (10I) and Beginner Swim (10B)**- All Windsor High School swim classes are based on a logical progression that help swimmers develop water safety, survival, and swimming skills. The American Red Cross learn-to-swim guidelines are followed. Classes are designed to give participants a positive learning experience in and around the pool.
10B-Beginner swim class follows level 1 and level 2 of the American Red Cross learn-to-swim guidelines which focuses on the fundamental aquatic skills.
10I-Intermediate swim class follows level 3 and 4 of the American Red Cross learn-to-swim progression which focuses on stroke development.

**Status:**

Physical Education Grade 9, Physical Education Grade 10R, Physical Education Grade 10I (Intermediate Swim) and Physical Education Grade 10B (Beginner Swim) were presented at the Regular BOE Meeting on March 20, 2018 as a 1st reading.

**Recommendation:**

The Board approves Physical Education Grade 9, Physical Education Grade 10R, Physical Education Grade 10I (Intermediate Swim) and Physical Education Grade 10B (Beginner Swim) as a 2nd Reading as presented.

---

**Reviewed by:** S. Oliver **Recommended by the Superintendent:**

**Agenda Item #** 6c.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** March 20, 2018

**Prepared By:** Craig A. Cooke **Presented By:** Maryam Khan/Craig A. Cooke

**Attachments:**
1. Revised P/AR 3541 Transportation
2. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
3. Revised P 5114 Student Discipline
4. For Deletion: P 5131.7 Firearms, Weapons and Dangerous Instruments
5. Revised P 5141.21 Administration of Student Medications in the Schools
6. Revised AR 5141.31 Immunizations
7. Revised P/AR 6114.1 Fire Emergency Drills

**Subject:** Policy Adoption, 1st Reading

---

**BACKGROUND:**

The Board of Education Policy Committee reviewed the following policies and administrative regulations at their meeting on March 5, 2018 and are bringing them to the full Board as a 1st reading.

**STATUS:**

1. P/AR 3541 Transportation is being revised to align with current operational practices.
2. P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder is being revised due to the dissolution of the Office of Protection and Advocacy for Persons with Disabilities (OPA) in which reports of abuse or neglect were previously sent to. Reports of abuse or neglect should now be sent to the Department of Developmental Services (DDS).
3. P 5114 Student Discipline is being revised based on PA 16-147 and PA 17-220 which revised the expulsion statute and added new requirements relating to expulsion notices and procedures and the alternative educational opportunity for expelled students.
4. P 5131.7 Firearms, Weapons and Dangerous Instruments is being recommended for deletion as both P 1317 Possession of Deadly Weapons or Firearms and P 5114 Student Discipline provide definitions of what constitutes a deadly weapon/firearm as well as the consequences that exist for any individual that are found to be in possession of a weapon/firearm in school buildings or administrative office buildings or at a school-sponsored activity.
5. P 5141.21 Administration of Student Medications in the Schools is being revised due to changes in PA 14-176 and in accordance with the state regulations concerning the emergency use of epinephrine and to add optional provisions regarding the emergency administration of Naloxone.
6. AR 5141.31 Immunizations is being revised to update legal references and change the link to the immunization regulations and to reference the requirement in CGS 10-204a that a town pay for immunizations required for school attendance in the event that parents or guardians of a child are unable to pay for such immunizations.
7. P/AR 6114.1 Fire Emergency Drills is being revised to align with CGS 10-222m and CGS 10-222n regarding school security and safety plans, committees and standards.

**RECOMMENDATION:**

Move to approve Policy 3541 Transportation, Policy 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, Policy 5114 Student Discipline, Policy 5141.21 Administration of Student Medications in the Schools, and Policy 6114.1 Fire Emergency Drills and to delete Policy 5131.7 Firearms, Weapons and Dangerous Instruments as a 1st reading.

---

**Recommended by the Superintendent:** CAC

**Agenda Item #** 6d.

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 17, 2018

**Prepared By:** Craig A. Cooke **Presented By:** Maryam Khan/Craig A. Cooke

**Attachments:**
1. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
2. Revised P 5114 Student Discipline
3. For Deletion: P 5131.7 Firearms, Weapons and Dangerous Instruments
4. Revised P 5141.21 Administration of Student Medications in the Schools
5. Revised AR 5141.31 Immunizations
6. Revised P/AR 6114.1 Fire Emergency Drills

**Subject:** Policy Adoption, 2nd Reading

---

**BACKGROUND:**

The Board of Education Policy Committee reviewed the following policies and is recommending immediate adoption. The full Board of Education received these policies at their March 20, 2018 meeting as a 1st reading.

**STATUS:**

1. P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder is being revised due to the dissolution of the Office of Protection and Advocacy for Persons with Disabilities (OPA) in which reports of abuse or neglect were previously sent to. Reports of abuse or neglect should now be sent to the Department of Developmental Services (DDS).
2. P 5114 Student Discipline is being revised based on PA 16-147 and PA 17-220 which revised the expulsion statute and added new requirements relating to expulsion notices and procedures and the alternative educational opportunity for expelled students.
3. P 5131.7 Firearms, Weapons and Dangerous Instruments is being recommended for deletion as both P 1317 Possession of Deadly Weapons or Firearms and P 5114 Student Discipline provide definitions of what constitutes a deadly weapon/firearm as well as the consequences that exist for any individual that are found to be in possession of a weapon/firearm in school buildings or administrative office buildings or at a school-sponsored activity.
4. P 5141.21 Administration of Student Medications in the Schools is being revised due to changes in PA 14-176 and in accordance with the state regulations concerning the emergency use of epinephrine and to add optional provisions regarding the emergency administration of Naloxone.
5. AR 5141.31 Immunizations is being revised to update legal references and change the link to the immunization regulations and to reference the requirement in CGS 10-204a that a town pay for immunizations required for school attendance in the event that parents or guardians of a child are unable to pay for such immunizations.
6. P/AR 6114.1 Fire Emergency Drills is being revised to align with CGS 10-222m and CGS 10-222n regarding school security and safety plans, committees and standards.

**RECOMMENDATION:**

Move to approve the revisions made to Policy 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, Policy 5114 Student Discipline, Policy 5141.21 Administration of Student Medications in the Schools, and Policy 6114.1 Fire Emergency Drills and to delete Policy 5131.7 Firearms, Weapons and Dangerous Instruments.

---

**Recommended by the Superintendent:**

**Agenda Item #** 6d.

# REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Social Services' ("DSS") Division of Autism Spectrum Disorder Services. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from DSS' Division of Autism Spectrum Disorder Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

   This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of adults with intellectual disabilities, but also to ALL EMPLOYEES of the Board of Education.

2. Definitions

   For the purposes of this policy:

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

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

   "Statutory Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of adults with intellectual disabilities. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists, and licensed professional counselors.

3. Reporting Procedures for Statutory Mandated Reporters

If a statutory mandated reporter has reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report to ~~the Director of the Office of Protection and Advocacy for Persons with Disabilities.~~ :

Abuse Investigation Division
Department of Developmental Services ("DDS")
460 Capitol Avenue
Hartford, Connecticut 06106
Telephone: 1-844-878-8923

The statutory mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the ~~Director of the Office of Protection and Advocacy for Persons with Disabilities~~Abuse Investigation Division of DDS not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as set forth above.

a) If an employee who is not a statutory mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.

(1) The employee shall as soon as practicable, but not later than seventy-two (72) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an

intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.

b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, directly to the ~~Office of Protection and Advocacy for Persons with Disabilities~~Abuse Investigation Division of DDS.

5. Contents of Report

Any oral or written report made pursuant to this policy shall contain the following information, if known:

a) the name and address of the allegedly abused or neglected person;

b) a statement from the reporter indicating a belief that the person is intellectually disabled or receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;

c) information concerning the nature and extent of the abuse or neglect; and,

d) any additional information that the reporter believes would be helpful in investigating the report or in protecting the person with an intellectual disability or who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services.

6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any such investigation with the investigation conducted by the ~~Office of Protection and Advocacy for Persons with Disabilities~~Abuse Investigation Division of DDS.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the

employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the ~~Office of Protection and Advocacy~~Abuse Investigation Division of DDS produces evidence that a person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

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

8. Disciplinary Action for Failure to Follow Policy

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

9. Non-discrimination Policy

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

Legal References:

Connecticut General Statutes:

Section 46a-11a
Section 46a-11b et seq.

~~Public Act 16-3, "An Act Concerning Revenue and Other Items to Implement the Budget for the Biennium Ending June 30, 2017"~~

Policy adopted: March 17, 2015
Policy revised: January 18, 2017

Windsor Public Schools
Windsor, CT

## STUDENT DISCIPLINE

I. Definitions

A. Dangerous Instrument means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

B. 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. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

C. Electronic Defense Weapon means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

D. Emergency means a situation in which the continued presence of the student in school poses 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.

E. Exclusion means any denial of public school privileges to a student for disciplinary purposes.

F. Expulsion means the exclusion of a student from school privileges 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 pupil was assigned at the time such disciplinary action was taken**. The expulsion period may not extend beyond one (1) calendar year.

G. Firearm, as defined in 18 U.S.C § 921, means (a) any weapon **(including a starter gun)** that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition,

a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

H. In-School Suspension means an 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. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

I. Martial Arts Weapon means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

J. Removal is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

K. School Days shall mean days when school is in session for students.

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

M. Seriously Disruptive of the Educational Process, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

N. Suspension means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one

school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

O. Weapon means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under ~~section~~ Section 29-38 of the Connecticut General Statutes.

P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

A. *Conduct on School Grounds or at a School-Sponsored Activity:*

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.

B. *Conduct off School Grounds:*

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (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~~ Section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or

the Board of Education may also consider whether such off-campus conduct involved the **illegal** use of drugs.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.

2. Theft.

3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.

4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.

5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.

6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ~~or~~ ancestry, **gender identity or expression or any other characteristic protected by law**.

7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.

9. A walk-out from or sit-in within a classroom or school building or school grounds.

10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).

11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

12. Possession of any ammunition for any weapon described above in paragraph 11.

13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances **or aiding in the procurement of any such substances**. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean 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. For the purposes of Paragraph 15, the term "vapor product" shall mean 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. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint,

accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

17. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.

23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.

24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a cellular telephone, radio, ~~walkman~~portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.

29. Unauthorized use of **or tampering with** any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

31. Hazing.

32. Bullying, defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at ~~or referring to~~ another student attending school in the same ~~school~~ district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:

    a) causes physical or emotional harm to such student or damage to such student's property;

    b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

    c) creates a hostile environment at school for such student;

    d) infringes on the rights of such student at school; or

    e) substantially disrupts the education process or the orderly operation of a school.

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

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.

36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.

37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

40. Any action prohibited by any Federal or State law.

41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school

seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

A. A principal may consider recommendation of expulsion of a student in grades three to twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at ~~sections~~ Sections II.A. ~~and~~ or II.B., above.

B. A principal must recommend expulsion proceedings in all cases against any student in grades kindergarten to twelve, inclusive, whom the ~~administration~~ Administration has reason to believe:

1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or

2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or

3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms "dangerous instrument," "deadly weapon," electronic defense weapon," "firearm," and "martial arts weapon," are defined above in Section I.

C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no student enrolled in such a preschool program shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the ~~administration~~ Administration has reason to believe that that a student enrolled in such preschool program was in possession of a firearm as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a

preschool program-sponsored event. The term "firearm" is defined above in Section I.

D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV(B)(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV(C). For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.

B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at

which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

2. If suspended, such suspension shall be an in-school suspension except the principal or designee may impose an out-of-school suspension on any pupil:

   a. ~~(1)~~ in grades three to twelve, inclusive, if, during the informal hearing, ~~(a)~~ i. the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or should be excluded from school during the period of suspension; or ~~(b)~~ (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A~~i~~) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B~~ii~~) previous efforts by the ~~administration~~ Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or

   b. ~~(2)~~ in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.

4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.

5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.

6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.

7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.

9. The school ~~administration~~ Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an ~~administration~~Administration-specified program and meets any other conditions required by the ~~administration~~ Administration. Such ~~administration~~Adminstration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the ~~administration~~ Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the ~~administration~~ Administration-specified program and meets any other conditions required by the ~~administration~~ Administration.

11. If the student has not previously been suspended or expelled, and the ~~administration~~ Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the ~~administration~~ Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.

12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.

B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.

C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.

D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d ~~and Public Act 15-96, and~~ or Conn. Gen.Stat. § 10-233*l*, if applicable, as well as the applicable provisions of the Uniform

Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) ~~within a reasonable time prior to the time of the~~ at least five (5) business days before such hearing.

2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.

3. The written notice of the expulsion hearing shall inform the student of the following:

a. The date, time, place and nature of the hearing.

b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.

c. A short, plain description of the conduct alleged by the ~~administration~~ Administration.

d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.

e. The student may cross-examine witnesses called by the Administration.

f. The student may be represented by ~~any third party~~ an attorney or other advocate of his/her choice, ~~including an attorney~~, at his/her expense or at the expense of his/her ~~parents~~ parent(s) or guardian(s).

g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.

h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and concerning about free or reduced-rate legal services and how to access such services.

j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. ***Hearing Procedures:***

1. ~~1.~~ The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.

2. ~~2.~~ The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.

3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.

4. ~~3.~~ Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.

5. ~~4.~~ The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.

6. ~~5.~~ In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.

7. ~~6.~~ Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.

8. The student shall not be compelled to testify at the hearing.

9. ~~7.~~ After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.

10. ~~8.~~ In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.

11. ~~9.~~ If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.

12. ~~10.~~ When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the

Superintendent for a recommendation as to the discipline to be imposed.

13. ~~11.~~ Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

14. ~~12.~~ Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.

15. ~~13.~~ The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

16. ~~14.~~ Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.

17. ~~15.~~ The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

E. Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion:

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational ~~program~~opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. Stipulated Agreements:

In lieu of the procedures used in this ~~section~~Section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Alternative Educational Opportunities for Expelled Students

A. For the purposes of this Section, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education.

B. ***Students under sixteen (16) years of age:***

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

~~B~~C. ***Students sixteen (16) to eighteen (18) years of age:***

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.

2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for ~~the~~a second ~~time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity~~, or subsequent, time.

3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

~~C~~D. ***Students eighteen (18) years of age or older:***

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

~~D~~E. ***Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):***

Notwithstanding Sections IX.AB. through ~~C~~D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer

an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

~~E~~E. ***Students for whom an alternative educational opportunity is not required:***

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

X. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D.~~14.~~(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the ~~administration~~Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the ~~administration~~Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. ***Suspension of IDEA students:***

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The ~~administration~~Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and

a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. ***Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:***

Notwithstanding any provision to the contrary, if the ~~administration~~Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the ~~administration~~Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. ~~The parents~~Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student ~~must be notified~~ of the ~~decision to recommend for~~recommendation of expulsion ~~(or to suspend if~~or the suspension that would constitute a change in educational placement~~) on the date on which the decision to suspend was made~~, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards ~~must~~ either ~~be~~by hand-~~delivered~~delivery or ~~sent~~ by mail ~~to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made~~(unless other means of transmission have been arranged).

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the

recommendation for expulsion or the suspension that constitutes a change in placement.

4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. ~~*Transfer of IDEA students*~~*Removal of Special Education Students for Certain Offenses:*

1. School personnel may ~~transfer an IDEA~~remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

   a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or

   b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or

   c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

2. The following definitions shall be used for this subsection XII.C.:

   a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

## XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504")

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.

2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.

4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XIV. Procedures Governing Expulsions for Students Committed to a Juvenile Detention Center

A. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

B. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).

B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.

C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency

for rehabilitation, intervention or job training and inform the agency of its action.

D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon ~~or firearm~~, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation ~~shall be reported~~ to the local police.

Legal References:

Connecticut General Statutes:

Public Act 17-237, An Act Concerning Education Mandate Relief

Public Act 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act
§ 10-222d Safe school climate plans. Definitions. Safe school climate assessments
§§ 10-233a through 10-233f Suspension and expulsion of students.
§ 10-233*l* Expulsion and suspension of children in preschool programs
§ 19a-342a Use of electronic nicotine delivery system or vapor product prohibited
§§ 21a-408a through 408p Palliative Use of Marijuana
§ 29-38 Weapons in vehicles
§ 53a-3 Definitions
§ 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to minors
§ 53-206 Carrying of dangerous weapons prohibited.

*Packer v. Board of Educ. of the Town of Thomaston*, 246 Conn. 89 (1998).
*State v. Hardy*, 896 A.2d 755, 278 Conn. 113 (2006).
*State v. Guzman*, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of "firearm")
18 U.S.C. § 930(g)(2) (definition of "dangerous weapon")
18 U.S.C. § 1365(h)(3) (identifying "serious bodily injury")
21 U.S.C. § 812(c) (identifying "controlled substances")
34 C.F.R. § 300.530 (defining "illegal drugs")
Gun-Free Schools Act, 20 U.S.C. § 7961
*Honig v. Doe*, 484 U.S. 305 (1988)

ADOPTED: 9/18/07
REVISED: 6/18/13
REVISED: 1/20/16

Windsor Public Schools
Windsor, CT

| | | |
|---|---|---|
| **Section:** | **Students** | |
| **Subject:** | **FIREARMS, WEAPONS AND DANGEROUS INSTRUMENTS** | **P-5131.7** |

**BOARD OF EDUCATION POLICY**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

The Board of Education determines that possession and/or use of a firearm, weapon, or dangerous instrument by a student is detrimental to the welfare and safety of the students and school personnel and seriously disrupts the educational environment. Possession and/or use of any weapon as defined within Administrative Regulation AR-5114 in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

The possession or use of any such firearm, weapon, or dangerous instrument will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. Recommendation for expulsion for up to one calendar year will be considered in all incidents involving the possession and/or use of a firearm, weapon, or dangerous instrument. In addition, expulsion proceedings shall be mandatory in certain situations as required by law. The Board of Education or hearing board may modify the period of expulsion on a case by case basis. All legal restrictions and requirements will be adhered to pertaining to special education students.

The Board shall consider a student's conduct off school grounds that is seriously disruptive of the educational process and is violative of publicized policies of the Board as grounds for expulsion, as well as conduct that is subject to mandatory expulsion pursuant to law.

(cf. 5114 – Suspension/Expulsion)
(cf. 5145.12 – Search & Seizure)
(cf. 5131.21 Violent and Aggressive Behavior)

Legal Reference: Connecticut General Statutes
10-233a through 10-233i.
29-35 Carrying of pistol or revolver without permit prohibited.
29-38 Weapons in vehicles.
53a-3 Firearms and deadly weapons.
53a-217b Possession of firearms and deadly weapons on school Grounds.
53-206 Carrying and sale of dangerous weapons.
20 U.S.C. § 7151
Free Requirements: Gun Free School Act of 1994.
18 U.S.C. 921 Definitions.
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education (SC15862).

Policy approved: October 21, 2008

**Students**

## ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

A. 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 or After School Program means any child care program operated and administered by a local or regional board of education exempt from licensure by the ~~Department~~Office of ~~Public Health~~Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the ~~Department of Public Health~~Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

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 reactions.

Coach means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before-and-after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

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;
(f) administer the medication according to generally accepted standards of practice; or

(2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth Section D below.

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

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

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests ~~which~~that 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.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means a life-threatening reaction of a student to a medication.

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 authorization 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, Conn. Gen. Stat.

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

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board of 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.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

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

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

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

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

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

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

Teacher means a person employed full time by the Board who has met the minimum standards as established by the 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.

B. General Policies On Administration of Medications

(1) ~~No~~**Except as provided below in Section D, no** medication, including non-prescription drugs, may be administered by any school personnel without:

(a) the written medication order of an authorized prescriber;
(b) the written authorization of the student's parent or guardian or eligible student; and
(c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.

(2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.

(3) ~~Medications~~Except as provided in Section D, medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:

(a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.

(b) students with chronic medical conditions who are able to self administer medication, provided all of the following conditions are met:

(i) an authorized prescriber provides a written medication order, including the recommendation for such self administration;

(ii) there is a written authorization for self administration from the student's parent or guardian or eligible student;

(iii) the school nurse has developed a plan for self administration and general supervision, and has documented the plan in the student's cumulative health record;

(iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan.

(v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is self administering prescribed medication;

(vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and

(vii) controlled drugs, as defined in this policy, may not be self-administered by students, except in extraordinary situations, such as international field trips, with approval of

the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.

(c) a student diagnosed with asthma who is able to self administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

(i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;

(ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;

(iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

(iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

(d) a student diagnosed with an allergic condition who is able to self administer medication shall be permitted to retain possession of an automatic prefilled injection cartridge or similar automatic injectable equipment at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

(i) an authorized prescriber provides a written order requiring the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and

authorizing the student's self-administration of medication, and such written order is provided to the school nurse;

(ii) there is a written authorization from the student's parent or guardian regarding the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;

(iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

(iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

(e) a coach of intramural or interscholastic athletic events or licensed athletic trainer, who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:

(i) the school nurse has determined that a self-administration plan is not viable;

(ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;

(iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section ~~H~~J of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and

(iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements

the emergency care plan, identified in Section ~~E~~G of this policy, when appropriate.

(f) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D below, and the following additional conditions are met:

(i) there is written authorization from the student's parents/guardian to administer the medication in school;

(ii) medication is administered pursuant to the written order of (A) a physician licensed ~~to practice medicine,~~**under chapter 370 of the Connecticut General Statutes,** (B) an optometrist licensed to practice optometry under chapter ~~380,~~380 of the Connecticut General Statutes,, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes; and

(iii) medication is administered only with approval by the school nurse and school medical advisor, **if any,** in conjunction with the school nurse supervisor, and under the supervision of the school nurse; and

(iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and

(v) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations

(g) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:

(i) there is written authorization from the student's parents/guardians to administer the medication; and

(ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes; and

(iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication; and

(iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and

(v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.

(h) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:

(~~h~~i) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:

(i) training in administration of medications as part of their basic nursing program;

(ii) successful completion of a pharmacology course and subsequent supervised experience; or

(iii) supervised experience in the administration of medication while employed in a health care facility.

(4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.

(5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications

being administered according to a 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.

C. Diabetic Students

(1) The Windsor Board of Education permits blood glucose testing by students who have a written order from a physician stating the need and capability of such student to conduct self-testing.

(2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.

(3) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:

(a) The student's parent or guardian has provided written authorization;

(b) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;

(c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;

(d) The school nurse shall provide general supervision to the selected school employee;

(e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;

(f) The school nurse and school medical advisor have attested in writing that selected school employee completed the required training; and

(g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require

prompt treatment in order to protect the student against serious harm or death.

D. **Epinephrine for Purposes of Emergency First Aid Without Prior Authorization**

(1) For purposes of this Section D, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day.

(2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

(~~2~~a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.

(b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.

(3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (~~1~~2) above, in the absence of the school nurse.

(a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.

(~~3~~b) The selected personnel, ~~as described in Paragraph (2) above~~before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid ~~before conducting such administration~~.

(c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.

(4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (~~2~~3) above shall be on the grounds of ~~the~~each school during regular school hours.

(a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours;

(b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall send an email to all staff indicating that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine

5) The administration of epinephrine pursuant to this section must be done in accordance with ~~these Administrative Regulations~~this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication; and the Regulations adopted by the Department of Education.

(6) The parent or guardian of any student may submit, in writing, to the school nurse ~~and~~or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.

(a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine;

(b) The Board shall annually notify parents or guardians of the need to provide such written notice.

(7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:

(a) Such emergency administration shall be reported immediately to:

(i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and

(ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.

(b) A medication administration record shall be:

(i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and

(ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

***E. Naloxone for Purposes of Emergency First Aid***

***(1) Pursuant to a standing order of the Board's medical advisor and authorization from the Superintendent of Schools, and in accordance with Connecticut law and this policy, a school nurse may maintain naloxone, for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose.***

***(a) The school nurse, in consultation with the Board's medical advisor, shall determine the supply of naloxone that shall be maintained in the individual school.***

***(b) The school nurse shall be responsible for the safe storage of naloxone maintained in a school and shall ensure any supply of naloxone maintained is stored in accordance with the manufacturer's instructions.***

***(c) The school nurse shall be responsible for maintaining an inventory of naloxone maintained in the school, tracking the date(s) of expiration of the supply of naloxone maintained in a school, and, as appropriate, refreshing the supply of naloxone maintained in the school.***

***(2) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board's policies and procedures regarding the emergency administration of naloxone in the event of a known or suspected opioid overdose.***

***(3) A school nurse shall be approved to administer naloxone for the purpose of emergency first aid, as described in Paragraph (1) above, in the event of a known or suspected opioid overdose, provided that such nurse has completed appropriate training, as identified by the Board's medical advisor, which shall include training in the identification of opioid abuse and overdose.***

***(3) The administration of naloxone pursuant to this section must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.***

*(4) Following the emergency administration of naloxone by a school nurse:*

*(a) Such emergency administration shall be reported immediately to:*

*(i) The Board medical advisor; and*

*(ii) The Superintendent; and*

*(iii) The student's parent or guardian.*

*(b) A medication administration record shall be:*

*(i) Maintained by the school nurse who administered the naloxone as soon as possible, but no later than the next school day; and*

*(ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.*

F. Documentation and Record Keeping

(1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:

(a) the name of the student;
(b) the student's state-assigned student identifier (SASID);
(c) the name of the medication;
(d) the dosage of the medication;
(e) the route of the administration, (i.e., oral, topical, inhalant, etc.);
(f) the frequency of administration;
(g) the name of the authorized prescriber;
(h) the dates for initiating and terminating the administration of medication, including extended year programs;
(i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
(j) the date the medication is to be reordered (if any);
(k) any student allergies to food and/or medication(s);
(l) the date and time of each administration or omission, including the reason for any omission;
(m) the dose or amount of each medication administered; and,
(n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; **and,**

(o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.

(2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.

(3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.

(4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.

(5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.

(a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.

(b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.

(6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:

(a) a medication administration record for each student shall be maintained in the athletic offices;

(b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;

(c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

(d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

~~F~~G.: Errors In Medication Administration

(1) Whenever any error in medication administration occurs, the following procedures shall apply:

(a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary;

(b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s).; and

(c) the principal shall notify the Superintendent or the Superintendent's designee.

(2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.

(3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.

(4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

~~G~~H. Medication Emergency Procedures

(1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized

prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.

(2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:

(a) use of the 911 emergency response system;
(b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
(c) administration of emergency medication in accordance with this policy;
(d) contact with a poison control center; and
(e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.

(3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

H1. Supervision

(1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.

(2) The school nurse's duty of general supervision includes, but is not limited to the following:

(a) availability on a regularly scheduled basis to:

(i) review orders or changes in orders, and communicate these to personnel designated to give medication for appropriate follow-up;

(ii) set up a plan and schedule to ensure medications are given properly;

(iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and to identified paraprofessionals designated in accordance with Section B(3)(c), above,

which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;

(iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(c), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;

(v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes; and

(vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.

(b) In addition, the school nurse shall be responsible for:

(i) implementing policies and procedures regarding the receipt, storage, and administration of medications;

(ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;

(iii) ~~perform~~performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who have been newly trained to administer medications; and,

(iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section

B(3)(f), above, regarding the needs of any student receiving medication.

~~I~~J. Training of School Personnel

(1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who are designated to administer medications shall at least annually receive training in their safe administration; and only trained full-time principals, full-time teachers, full-time licensed physical or occupational ~~therapist~~therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall be allowed to administer medications.

(2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall include, but is not necessarily limited to the following:

(a) the general principles of safe administration of medication;

(b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and

(c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.

(3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.

(4) The Board shall maintain documentation of medication administration training as follows:

(a) dates of general and student-specific trainings;

(b) content of the trainings;

(c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and

(d) names and credentials of the nurse or school medical advisor trainer or trainers.

(45) Licensed practical nurses may not conduct training in the administration of medication to another individual.

JK. Handling, Storage and Disposal of Medications

(1) All medications, except those approved for transporting by students for self -medication ~~and,~~ those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(e) above, and epinephrine or naloxone to be used for emergency first aid in accordance with Sections D and E above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(e) above.

(2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D and E above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.

(3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections D and E above.

(4) Emergency Medications

(a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, or in the absence of the school nurse, the

principal or the principal's designee who has been trained in the administration of medication;

(b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.

(5) All medications, except those approved for keeping by students for self medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

(6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.

(7) All medications, prescription and non prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.

(8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.

(9) Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled ~~medication~~medications may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box ~~which~~that is affixed to the refrigerator shelf.

(10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:

(a) non controlled drugs shall be destroyed in the presence of at least one witness;

(b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and

(c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.

(11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:

(a) in containers for the exclusive use of holding medications;

(b) in locations that preserve the integrity of the medication;

(c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and

(d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.

(12) In no event shall a school store more than a three (3) month supply of a medication for a student.

~~K~~L. School Readiness Programs and Before-and-After School Programs

(1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before-and-after school programs run by the Board, which are exempt from licensure by the ~~Department~~Office of ~~Public Health~~Early Childhood:

(a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.

(b) ~~No~~Except as provided by Sections D and E above, no medication shall be administered in these programs without:

(i) the written order of an authorized prescriber; and

(ii) the written authorization of a parent or guardian or an eligible student.

(c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the

administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.

(d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse ~~or other registered nurse~~. . Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.

(e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.

(f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision making regarding medication administration.

(g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

(2) Local poison control center information shall be readily available at these programs.

(3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.

(4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section G of this policy.

(5) All medications must be handled and stored in accordance with Section H of this policy. Where possible, a separate supply of medication shall be stored at the site of the before-and-after or school readiness program. In the event that it is not possible for the parent or guardian to provide a

separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

(6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:

(a) a medication administration record for each student shall be maintained by the program;

(b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;

(c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

(d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.

(7) The procedures for the administration of medication at school readiness programs and before-and-after school programs shall be reviewed annually by the school medical advisor, **if any,** and school nurse supervisor.

~~L~~M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a ~~2~~(a)(2), the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, **if any,** , or other qualified licensed physician, and the school nurse supervisor ~~or other qualified licensed physician~~. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:
Connecticut General Statutes:
Section 10-206
Section 10-212
Section 10-212a
Section 19a-900
Section 21a-240
Section 52-557b

~~Public Act 15-215, An Act Concerning Various Additions to the Education Statutes~~

Regulations of Conn. State Agencies:
Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

~~Code of Federal Regulations:~~
~~Title 21 Part 1307.21~~

ADOPTED: April 24, 2007
REVISED: April 9, 2013

Windsor Board of Education
REFUSAL TO PERMIT ADMINISTRATION
OF EPINEPHRINE FOR EMERGENCY FIRST AID

Name of Child:_____ Date of Birth:_____

Address of Child:

_____

Name of
Parent(s):_____

Address of
Parent(s):_____
(if different from child)

Connecticut law requires the school nurse and other qualified school personnel in all public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of administering emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. State law permits the parent or guardian of a student to submit a written directive to the school nurse that epinephrine shall not be administered to such student in emergency situations. This form is provided for those parents who refuse to have epinephrine administered to their child. The refusal is valid for only for the 20__-20__ school year.

I, _____, the parent/guardian of
Print name of parent/guardian

_____,
Print name of student
refuse to permit the administration of epinephrine to the above named student for purposes of emergency first aid in the case of an allergic reaction.

_____

Signature of Parent/Guardian

_____

Date

**Please return the completed original form to your child's school nurse.**

# IMMUNIZATIONS

In accordance with state law and accompanying regulations, the Windsor Board of Education requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction.

Among other requirements, before being permitted to enter seventh grade, the Board requires each child to be vaccinated against meningococcal disease. The Board further requires each child to receive a second immunization against measles and tetanus, diphtheria and pertussis (Tdap) before being permitted to enter seventh grade.

Further, each child must have received two doses of immunization against varicella before being permitted to enter kindergarten and seventh grade, and each child must have received two doses of immunization against rubella and mumps before being permitted to enter grades kindergarten through twelve.

By January 1 of each year, children aged 24-59 months enrolled in the Board's preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. All children aged 24-59 months who have not received vaccination against influenza previously must show proof of receipt of two doses of the vaccine the first influenza season that they are vaccinated. Children seeking to enroll in the Board's preschool program between January 1 and March 31 are required to receive the influenza vaccine prior to being permitted to enter the program. Children who enroll in the preschool program after March 31 of any given year are not required to meet the influenza vaccine requirement until the following January.

Exemption from the pertinent requirements of these administrative regulations shall be granted to any child who, prior to enrollment:

(1) presents a certificate from a physician, physician assistant, advanced practice registered nurse or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health; or

(2) presents a certificate from a physician, physician assistant, or advance practice registered nurse stating that in the opinion of a such physician, such immunization is medically contraindicated because of the physical condition of such child; or

(3) presents a statement from the parents or guardian of such child that such immunization would be contrary to the religious beliefs of such child or the parents or guardian of such child, which statement shall be acknowledged by

(A) a judge of a court of record or a family support magistrate,
(B) a clerk or deputy clerk of a court having a seal,
(C) a town clerk,
(D) a notary public,
(E) a justice of the peace,
(F) an attorney admitted to the bar of the State of Connecticut, or
(G) a school nurse; or

(4) in the case of measles, mumps or rubella, presents a certificate from a physician, physician assistant or advanced practice registered nurse or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or

(5) in the case of hemophilus influenzae type B, has passed his/her fifth birthday; or

(6) in the case of pertussis, has passed his/her sixth birthday.

Before being permitted to enter the seventh grade, the parents or guardian of any child who is exempt on religious grounds from the immunization requirements, pursuant to subsection (3) above, shall present to the Board a statement that such immunization requirements are contrary to the religious beliefs of such child or the parents or guardian of such child, which statement shall be acknowledged in the same manner as required by subsection (3) above.

In accordance with state law, the Windsor Board of Education shall not be liable for civil damages resulting from an adverse reaction to a nondefective vaccine required to be administered by state law.

If the parents or guardians of any child are unable to pay for any required immunization, the expense of such immunization shall, upon the recommendation of the Board of Education, be paid by the town of the child's residence.

The Board of Education designates Steven Carvalho, Director of Pupil and Special Education Services as the representative for receipt of reports from health care providers concerning student immunizations.

The regulations concerning required immunizations for elementary (including preschool), middle and high school students can be found at: ~~http://www.ct.gov/dph/lib/dph/school_regulations_2010.pdf~~http://www.dir.ct.gov/dph/PHC/browse.asp.

Legal Reference: Connecticut General Statutes
§ 10-204a Required immunizations
§ 10-204c Immunity from liability

~~Public Act 15-174, "An Act Concerning Childhood Vaccinations."~~

~~Public Act 15-242, "An Act Concerning Various Revisions to the Public Health Statutes."~~

Connecticut Agencies Regulations
§ 10-204a-2a Adequate Immunization

Letter to Superintendents of Schools et al. from Connecticut State ~~Department~~Departments of Public Health and Education, *Reinstatement of Prekindergarten and Kindergarten School Immunization Entry Requirement for Haemophilus Influenza Type B (Hib) Vaccine*, June 25, 2010.

Letter to Superintendents of Schools et al. from Connecticut State ~~Department of~~Departments of Public Health and Education, *Changes in the Immunization Requirements for School Entry*, March 15, 2011.

Regulation Approved: November 30, 2015

Craig A. Cooke, Ph.D.
Superintendent of Schools

Windsor Public Schools
Windsor, CT

# FIRE EMERGENCY DRILLS/CRISIS RESPONSE DRILLS

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Each building principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

Principals shall keep a record of all fire and crisis response drills held in their schools, stating the date the drill was held and the time required for the response protocols utilized in the drill ~~evacuation of the building~~. They shall furnish such reports to the Superintendent or his designate as may from time to time be required.

Local law enforcement and other local public safety officials may evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes 10-231. "Public Safety Officials" include the local emergency management director, fire marshal, building inspector and emergency medical services representative. Each of the named officials should evaluate and provide feedback on a representative sampling of fire/crisis response drills each year. The Board of Education shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

(cf. 5141.6 – Crisis Management Plan)

(cf. 5142 Student Safety)

cf. 6114 Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-222m School security and safety plans, School security and safety committees

10-222n School security and safety plan standards

10-231 Fire drills (as amended by PA 00-220 and PA 09-131)

Policy Adopted: 3/18/14
Policy Revised:

Windsor Public Schools
Windsor, CT

# FIRE EMERGENCY DRILLS/CRISIS RESPONSE DRILLS

In the event that fire is discovered in any of the school campuses ~~buildings~~, the Fire Department shall be called immediately following giving the signal to evacuate the building.

The Principal of each school shall hold at least one fire drill each month in which all students, teachers and other employees shall be required to leave the school building. The initial fire drill must be held not later than thirty days after the first day of each school year. ~~A crisis response drill shall be substituted for one of the required monthly school fire drills every three months.~~

A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency, the Fire Department and other community first responders including the local emergency management director, fire marshal, building inspector and emergency medical services representative. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills.

Local law enforcement and other local public safety officials, as listed above, may evaluate, score and provide feedback on fire drills and crisis response drills.

1. Students, during an evacuation response, must leave the building in an orderly and rapid manner and teachers are required to check to ascertain that no student remains in the building.

2. Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.

3. All stairways and exits must be marked. Exit lights must be on at all times while the building is in use. Fire doors to stairwells and other enclosed areas must be kept closed at all times.

4. Clear directions shall be posted in all rooms concerning procedure and route in case of fire exit drill. Every member of the school shall know the location of stairways and exits and the proper route and alternate route for leaving the building.

5. The principal of each school is responsible for organizing and maintaining an effective system of fire exit drills. He/she is expected to provide, within the intent of these regulations, for all adjustments peculiar to the needs of his/her building at any particular time for prompt and safe evacuation. The principal shall designate and notify sufficient staff members to assume responsibility in his/her absence so that at all times there will be a person responsible for this task in the building.

6. A record shall be kept in the Principal's office of each fire and crisis response drill conducted. A copy of the record shall also be filed in the Office of the Superintendent. In the manner required, the Board of Education annually will submit reports of the fire and crisis response drills to the Department of Emergency Services and Public Protection.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

The District shall annually submit a report, by July 1, to the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) regarding types, frequency and feedback related to the fire drills and crisis response drills, utilizing the DESPP/DEMHS template for such reports.

Legal Reference: Connecticut General Statutes

10-231 Fire drills (as amended by PA 00-220 and PA 09-131)

10-222m School security and safety plans, School security and safety committees

10-222n School security and safety plan standards

PA 13-3 An Act Concerning Gun Violence Prevention and Children's Safety

Regulation Approved: 3/18/14

Craig A. Cooke, Ph.D., Superintendent of Schools

Windsor Public Schools
Windsor, CT

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of**: April 17, 2018

**PREPARED BY**: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** March 31, 2018 Financial Report

**SUBJECT: Financial Report**

---

**BACKGROUND:**

A report of operating expenditures is prepared monthly for the Board of Education. The report details monthly and year-to-date expenditures for each site within Windsor Public Schools.

**STATUS:**

The attached report is for the month of March 2018.

There were no inter-site transfers during the month.

**RECOMMENDATION:**

No action is necessary. The report is for information only.

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

| | |
|---|---|
| Expenditures for March 2018 | $ 5,979,826 |
| Expenditures through March 31, 2018 | $45,866,778 |

---

**Reviewed by:** _____ **Recommended by the Superintendent:** _____

**Agenda Item #** 8a.

Windsor Public Schools
Financial Report
March 2018

| | 2017/2018 *Budget | Expenditures YTD 3/31/2018 | Encumbrance | Balance 3/31/2018 | % Balance |
|---|---|---|---|---|---|
| **Instructional Services** | | | | | |
| Clover Street School | 59,019 | 24,797 | 2,437 | 31,785 | **54%** |
| John F. Kennedy School | 79,405 | 43,322 | 7,215 | 28,868 | **36%** |
| Oliver Ellsworth School | 76,864 | 46,111 | 1,837 | 28,916 | **38%** |
| Poquonock School | 59,820 | 23,847 | 1,426 | 34,547 | **58%** |
| Sage Park Middle School | 214,220 | 135,900 | 25,128 | 53,192 | **25%** |
| Windsor High School | 389,056 | 265,116 | 36,456 | 87,484 | **22%** |
| Windsor High School Interscholastic Sports | 202,000 | 134,536 | 24,813 | 42,651 | **21%** |
| Athletic Coaches | 239,800 | 130,866 | 0 | 108,934 | **45%** |
| WHS Career & Technical Education | 59,745 | 38,603 | 5,746 | 15,396 | **26%** |
| Continuing Education | 70,400 | 59,650 | 8,560 | 2,190 | **3%** |
| Instructional Mgt. & Curriculum Development | 335,045 | 242,633 | 40,540 | 51,872 | **15%** |
| Magnet School Tuition | 1,500,600 | 1,449,921 | 0 | 50,679 | **3%** |
| Technology | 664,295 | 618,838 | 20,675 | 24,782 | **4%** |
| **Total Instructional Services** | **3,950,269** | **3,214,140** | **174,833** | **561,296** | **14%** |
| | | | | | |
| **Education Support Services** | | | | | |
| Pupil Personnel Services | 368,191 | 125,920 | 47,730 | 194,541 | **53%** |
| Special Education | 94,350 | 42,035 | 4,633 | 47,682 | **51%** |
| Special Education Tuition | 4,870,979 | 2,558,207 | 390,746 | 1,922,026 | **39%** |
| Policy & Planning | 142,350 | 93,838 | 12,568 | 35,944 | **25%** |
| Employee Personnel Services | 84,000 | 58,737 | 1,839 | 23,424 | **28%** |
| Financial Management | 280,442 | 244,522 | 2,155 | 33,765 | **12%** |
| Financial Services | 38,500 | 32,002 | 1,861 | 4,637 | **12%** |
| Pupil Transportation & Safety | 2,545,489 | 1,138,481 | 237,722 | 1,169,286 | **46%** |
| Special Education Transportation | 1,843,680 | 1,079,714 | 201,971 | 561,995 | **30%** |
| Physical Plant Services | 2,035,850 | 1,311,517 | 656,662 | 67,671 | **3%** |
| Major Maintenance | 386,000 | 366,305 | 5,323 | 14,372 | **4%** |
| L.P. Wilson Center | 254,800 | 159,980 | 62,630 | 32,190 | **13%** |
| Benefits | 10,799,364 | 6,592,605 | 121,864 | 4,084,895 | **38%** |
| Certified Salaries | 30,328,729 | 22,093,450 | 0 | 8,235,279 | **27%** |
| Non-Certified Salaries | 8,227,119 | 5,831,993 | 0 | 2,395,126 | **29%** |
| Regular Ed Tutor Salaries | 227,699 | 127,972 | 0 | 99,727 | **44%** |
| Special Ed Tutor Salaries | 350,000 | 219,128 | 0 | 130,872 | **37%** |
| Substitute Salaries | 643,519 | 576,232 | 28,727 | 38,560 | **6%** |
| | | | | | |
| **Total Education Support Services** | **63,521,061** | **42,652,638** | **1,776,431** | **19,091,992** | **30%** |
| | | | | | |
| **Total All Sites** | **$67,471,330** | **$45,866,778** | **$1,951,264** | **$19,653,288** | **29%** |

*** The 2017/2018 budget numbers are now reflecting the actual BOE Approved 2017/2018 Budget. The prior financial reports for Sept 2017 through Dec 2017 reflected the 2016/2017 budget numbers due to the fact that the BOE did not approve the 2017/2018 Budget until 1/17/2018.**

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of**: April 17, 2018

**PREPARED BY**: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS: Student Enrollment Report & Recap**

**SUBJECT: Student Enrollment as of April 2, 2018**

---

**BACKGROUND:**

Attached are the official enrollment figures as of April 2, 2018. Mrs. Batchelder will answer any questions.

**STATUS:**

In prior BOE enrollment reports, the enrollment report group all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning at the September 2016 BOE meeting, the Out Placement/Private Placement (SPED) line will be separated into two categories:

- One category will be labeled - *Out of District Placement-Special Education students*
- The second category will be labeled - *Private Placement Special Education students*

**Out of District - Special Education:** Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

**Private Placement - Special Education:** Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

**RECOMMENDATION:**

Informational

---

**Reviewed by:**  **Recommended by the Superintendent:** 

**Agenda Item #** 8b

**Windsor Public Schools**
**Student Enrollment Report Recap**
**April 2, 2018**

| **Enrollment in Windsor Public Schools** | |
|---|---|
| Grades PreK-5 | 1,408 |
| Grades 6-8 | 714 |
| Grades 9-12 | 1,183 |
| **Total District Enrollment** | **3,305** |

| **Windsor Students not in district schools** | |
|---|---|
| Out of District Placement (Special Education) | 46 |
| Private Schools' Placements (Special Education) (Examples: St. Gabriel, Trinity Christian, Madina Academy) | 23 |
| CREC Montessori Hartford | 12 |
| CREC Metropolitan Learning Center | 97 |
| CREC Miscellaneous Magnet Schools | 242 |
| Hartford Host Magnet Schools | 216 |
| Miscellaneous Magnet Schools | 10 |
| A.I. Prince Technical High School | 9 |
| Howard Cheney Technical High School | 6 |
| | **661** |
| **Total Windsor** | **3,966** |

**Windsor Public Schools**
**Student Enrollment Report**
**April 2, 2018**

| Grade | | Poquonock | Clover St | O Ellsworth | JF Kennedy | Totals |
|---|---|---|---|---|---|---|
| Pre K | | 53 | | 69 | | 122 |
| K | | 89 | | 104 | | 193 |
| 1 | | 80 | | 121 | | 201 |
| 2 | | 89 | | 114 | | 203 |
| 3 | | | 106 | | 126 | 232 |
| 4 | | | 90 | | 127 | 217 |
| 5 | | | 100 | | 140 | 240 |
| Subtotal K-5 | | | | | | 1286 |
| **Total** | | **311** | **296** | **408** | **393** | **1,408** |

| Grade | Sage Park MS |
|---|---|
| 6 | 217 |
| 7 | 262 |
| 8 | 235 |
| **Total** | **714** |

| Grade | Windsor High |
|---|---|
| 9 | 287 |
| 10 | 304 |
| 11 | 285 |
| 12 | 307 |
| **Total** | **1,183** |

| **Total District Enrollment** | **3,305** |
|---|---|

# Windsor Public Schools
## Student Enrollment Report Recap
### April 2, 2018

| **Enrollment in Windsor Public Schools** | |
|---|---|
| Grades PreK-5 | 1,408 |
| Grades 6-8 | 714 |
| Grades 9-12 | 1,183 |
| **Total District Enrollment** | **3,305** |

| **Windsor Students not in district schools** | |
|---|---|
| Out of District Placement (Special Education) | 46 |
| Private Schools' Placements (Special Education) (Examples: St. Gabriel, Trinity Christian, Madina Academy) | 23 |
| CREC Montessori Hartford | 12 |
| CREC Metropolitan Learning Center | 97 |
| CREC Miscellaneous Magnet Schools | 242 |
| Hartford Host Magnet Schools | 216 |
| Miscellaneous Magnet Schools | 10 |
| A.I. Prince Technical High School | 9 |
| Howard Cheney Technical High School | 6 |
| | **661** |

| | |
|---|---|
| **Total Windsor** | **3,966** |

**Windsor Public Schools**
**Student Enrollment Report**
**April 2, 2018**

| Grade | | Poquonock | Clover St | O Ellsworth | JF Kennedy | Totals |
|---|---|---|---|---|---|---|
| Pre K | | 53 | | 69 | | 122 |
| K | | 89 | | 104 | | 193 |
| 1 | | 80 | | 121 | | 201 |
| 2 | | 89 | | 114 | | 203 |
| 3 | | | 106 | | 126 | 232 |
| 4 | | | 90 | | 127 | 217 |
| 5 | | | 100 | | 140 | 240 |
| Subtotal K-5 | | | | | | 1286 |
| **Total** | | **311** | **296** | **408** | **393** | **1,408** |

| Grade | Sage Park MS |
|---|---|
| 6 | 217 |
| 7 | 262 |
| 8 | 235 |
| | |
| **Total** | **714** |

| Grade | Windsor High |
|---|---|
| 9 | 287 |
| 10 | 304 |
| 11 | 285 |
| 12 | 307 |
| **Total** | **1,183** |

| **Total District Enrollment** | **3,305** |
|---|---|

POQUONOCK SCHOOL

ENROLLMENT REPORT
2017-2018

| Room # | Teacher | Grade | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 2-Jan | 1-Feb | 1-Mar | 2-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | |
| | | Kindergarten | | | | | | | | | | | | |
| 1 | C McCann | | | | | 14 | 14 | 14 | 14 | 14 | 14 | 15 | | |
| 2 | R Brown | | | | | 13 | 13 | 13 | 14 | 14 | 14 | 14 | | |
| 3 | M Scott | | | | | 14 | 14 | 15 | 15 | 15 | 15 | 15 | | |
| 22 | L Roche | | | | | 15 | 15 | 15 | 15 | 15 | 15 | 15 | | |
| 23 | R Elkey | | | | | 15 | 15 | 15 | 15 | 15 | 15 | 15 | | |
| 24 | L Eskanazi | | | | | 15 | 14 | 14 | 14 | 15 | 15 | 15 | | |
| | | Total | 74 | | 87 | 86 | 85 | 86 | 87 | 88 | 88 | 89 | 0 | 0 |
| | | | | | | | | | | | | | | |
| | | Grade 1 | | | | | | | | | | | | |
| 8 | E Lamb | | | | | 15 | 15 | 15 | 15 | 14 | 14 | 14 | | |
| 16 | N Nabil | | | | | 17 | 17 | 17 | 18 | 18 | 18 | 17 | | |
| 17 | K Stoll | | | | | 17 | 17 | 17 | 17 | 17 | 17 | 17 | | |
| 18 | B Neals | | | | | 14 | 13 | 13 | 13 | 14 | 14 | 15 | | |
| 15 | E Velez | | | | | 17 | 17 | 17 | 17 | 17 | 17 | 17 | | |
| | | Total | 74 | | 81 | 80 | 79 | 79 | 80 | 80 | 80 | 80 | 0 | 0 |
| | | | | | | | | | | | | | | |
| | | Grade 2 | | | | | | | | | | | | |
| 9 | S Trummel-Cadieux | | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | | |
| 11 | J Delsky | | | | | 19 | 19 | 19 | 19 | 19 | 19 | 19 | | |
| 12 | K Filmer | | | | | 18 | 18 | 17 | 17 | 17 | 17 | 17 | | |
| 13 | E Hoogewerff | | | | | 15 | 16 | 16 | 16 | 16 | 16 | 18 | | |
| 14 | S Couchon | | | | | 16 | 16 | 17 | 17 | 17 | 17 | 17 | | |
| | | Total | 88 | | 89 | 86 | 87 | 87 | 87 | 87 | 87 | 89 | 0 | 0 |
| | | | | | | | | | | | | | | |
| | PK Smart Start | | 30 | | 30 | 29 | 30 | 30 | 30 | 30 | 30 | 30 | | |
| | Sped & Peer | | 19 | | 19 | 19 | 19 | 21 | 22 | 22 | 23 | 23 | | |
| | | Total | 49 | | 49 | 48 | 49 | 51 | 52 | 52 | 53 | 53 | 0 | 0 |
| | Poquonock | Totals | 285 | | 306 | 300 | 300 | 303 | 306 | 307 | 308 | 311 | 0 | 0 |

**CLOVER STREET SCHOOL**
**ENROLLMENT REPORT**
**2017 - 2018**

| Room# | Teacher | | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 2-Jan | 1-Feb | 1-Mar | 2-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Grade 3** | | | | | | | | | | | | |
| 11 | A Sanchez | | | | | 22 | 22 | 23 | 22 | 22 | 22 | 22 | | |
| 24 | S Michalic | | | | | 23 | 23 | 22 | 22 | 21 | 21 | 21 | | |
| 10 | J Murray | | | | | 20 | 20 | 21 | 21 | 23 | 22 | 21 | | |
| 25 | J Darrell | | | | | 20 | 20 | 21 | 21 | 22 | 22 | 22 | | |
| 13 | C Messenger | | | | | 20 | 20 | 19 | 20 | 20 | 20 | 20 | | |
| | | **Total** | **98** | | **108** | **105** | **105** | **106** | **106** | **108** | **107** | **106** | **0** | **0** |
| | | **Grade 4** | | | | | | | | | | | | |
| 14 | J Su | | | | | 22 | 22 | 23 | 23 | 23 | 23 | 23 | | |
| 15 | L Savage | | | | | 22 | 22 | 23 | 24 | 24 | 24 | 24 | | |
| 26 | C Nowsch | | | | | 23 | 23 | 22 | 22 | 22 | 22 | 22 | | |
| 27 | D Williams | | | | | 22 | 21 | 21 | 21 | 21 | 21 | 21 | | |
| | | **Total** | **77** | | **90** | **89** | **88** | **89** | **90** | **90** | **90** | **90** | **0** | **0** |
| | | **Grade 5** | | | | | | | | | | | | |
| 9 | N Arroyo | | | | | 19 | 19 | 20 | 19 | 19 | 19 | 19 | | |
| 18 | E Chartier | | | | | 20 | 20 | 20 | 19 | 20 | 20 | 20 | | |
| 19 | S Lewis | | | | | 19 | 19 | 19 | 20 | 19 | 19 | 19 | | |
| 8 | C Lindsley | | | | | 17 | 18 | 18 | 19 | 20 | 20 | 20 | | |
| 12 | R Grimes | | | | | 21 | 21 | 21 | 21 | 22 | 22 | 22 | | |
| | | **Total** | **102** | | **97** | **96** | **97** | **98** | **98** | **100** | **100** | **100** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | **Clover** | **TOTAL** | **277** | | **295** | **290** | **290** | **293** | **294** | **298** | **297** | **296** | **0** | **0** |

**OLIVER ELLSWORTH SCHOOL**

**ENROLLMENT REPORT**
**2017-2018**

| Room# | Teacher | Grade | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 2-Jan | 1-Feb | 1-Mar | 2-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 19 | G Drake | Kindergarten | | | | 13 | 13 | 13 | 12 | 12 | 12 | 12 | | |
| 20 | L Butterick | | | | | 12 | 13 | 11 | 11 | 13 | 13 | 13 | | |
| 21 | T Tedeschi | | | | | 13 | 12 | 13 | 13 | 13 | 13 | 13 | | |
| 22 | A Bishop | | | | | 12 | 14 | 12 | 12 | 12 | 11 | 11 | | |
| 23 | L Adamski | | | | | 14 | 12 | 14 | 15 | 14 | 14 | 14 | | |
| 24 | A Bartholomew | | | | | 11 | 12 | 12 | 13 | 13 | 13 | 13 | | |
| 25 | C Chapple | | | | | 13 | 13 | 14 | 14 | 14 | 14 | 14 | | |
| 26 | S Marcella | | | | | 14 | 14 | 14 | 14 | 14 | 14 | 14 | | |
| | | **Total** | **107** | | **103** | **102** | **103** | **103** | **104** | **105** | **104** | **104** | **0** | **0** |
| | | | | | | | | | | | | | | |
| 11 | S Capizzi | Grade 1 | | | | 21 | 20 | 20 | 19 | 18 | 17 | 18 | | |
| 12 | K Furie | | | | | 20 | 21 | 21 | 21 | 21 | 21 | 21 | | |
| 13 | E Larson | | | | | 18 | 18 | 19 | 19 | 20 | 21 | 21 | | |
| 15 | T Strickland | | | | | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | |
| 16 | L Miller | | | | | 20 | 20 | 20 | 19 | 19 | 19 | 20 | | |
| 17 | K Strempfer | | | | | 19 | 19 | 19 | 20 | 20 | 20 | 21 | | |
| | | **Total** | **107** | | **117** | **118** | **118** | **119** | **118** | **118** | **118** | **121** | **0** | **0** |
| | | **Grade 2** | | | | | | | | | | | | |
| 1 | B Mayo | | | | | 17 | 18 | 18 | 20 | 20 | 20 | 20 | | |
| 2 | J Goicochea | | | | | 19 | 18 | 19 | 19 | 19 | 19 | 19 | | |
| 3 | K Carlin | | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | | |
| 6 | E Heilman | | | | | 18 | 18 | 19 | 19 | 18 | 18 | 18 | | |
| 7 | L Majors | | | | | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | |
| 8 | D Jaworski | | | | | 16 | 17 | 18 | 17 | 17 | 17 | 19 | | |
| | | **Total** | **102** | | **108** | **108** | **109** | **112** | **113** | **112** | **112** | **114** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | PK Smart Start | | 30 | | 30 | 30 | 29 | 30 | 30 | 30 | 30 | 30 | | |
| | Sped & Peers | | 29 | | 29 | 29 | 29 | 30 | 33 | 33 | 34 | 39 | | |
| | | **Total** | **59** | | **59** | **59** | **58** | **60** | **63** | **63** | **64** | **69** | **0** | **0** |
| | | | | | | | | | | | | | | |
| | **Ellsworth** | **Total** | **375** | | **387** | **387** | **388** | **394** | **398** | **398** | **398** | **408** | **0** | **0** |

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2017-2018

| Room# | Teacher | Grade | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 2-Jan | 1-Feb | 1-Mar | 2-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Grade 3** | | | | | | | | | | | | |
| 1 | L Macaluso | | | | | 21 | 20 | 20 | 21 | 21 | 21 | 21 | | |
| 2 | K Richards | | | | | 21 | 20 | 20 | 21 | 21 | 21 | 22 | | |
| 3 | A Moyal | | | | | 21 | 21 | 22 | 20 | 22 | 22 | 22 | | |
| 4 | D Ghanesh-May | | | | | 22 | 21 | 21 | 20 | 19 | 19 | 20 | | |
| 6 | M Johnston | | | | | 20 | 20 | 20 | 21 | 21 | 21 | 20 | | |
| 8 | V Vaicunas | | | | | 20 | 21 | 21 | 21 | 21 | 21 | 21 | | |
| | | **Total** | **111** | | **124** | **125** | **123** | **124** | **124** | **125** | **125** | **126** | **0** | **0** |
| | | **Grade 4** | | | | | | | | | | | | |
| 9 | M Macaluso | | | | | 19 | 19 | 18 | 18 | 18 | 17 | 17 | | |
| 10 | S Silliman | | | | | 16 | 17 | 16 | 18 | 18 | 18 | 19 | | |
| 12 | L Bishop | | | | | 18 | 18 | 18 | 18 | 18 | 18 | 18 | | |
| 14 | S Brown | | | | | 17 | 18 | 17 | 18 | 18 | 18 | 17 | | |
| 15 | K Bowman | | | | | 18 | 18 | 18 | 18 | 19 | 19 | 18 | | |
| 16 | D Taylor | | | | | 17 | 17 | 18 | 18 | 17 | 19 | 19 | | |
| 18 | A Caselli | | | | | 18 | 18 | 19 | 19 | 19 | 18 | 18 | | |
| | | **Total** | **120** | | **123** | **123** | **125** | **124** | **127** | **127** | **127** | **126** | **0** | **0** |
| | | **Grade 5** | | | | | | | | | | | | |
| 19 | J Somero | | | | | 21 | 20 | 18 | 20 | 17 | 17 | 16 | | |
| 20 | S Paley | | | | | 20 | 20 | 20 | 18 | 21 | 20 | 19 | | |
| 24 | J Freitas | | | | | 21 | 20 | 21 | 21 | 20 | 20 | 20 | | |
| 25 | S Fye | | | | | 21 | 22 | 22 | 22 | 22 | 22 | 22 | | |
| 26 | K Mazur | | | | | 21 | 21 | 21 | 21 | 21 | 21 | 21 | | |
| 27 | N Donzella | | | | | 21 | 20 | 22 | 22 | 22 | 22 | 22 | | |
| 28 | G Davies | | | | | 22 | 23 | 24 | 22 | 20 | 21 | 21 | | |
| | | **Total** | **136** | | **148** | **147** | **146** | **148** | **146** | **143** | **143** | **141** | **0** | **0** |
| | **Kennedy** | **Total** | **367** | | **395** | **395** | **394** | **396** | **397** | **395** | **395** | **393** | **0** | **0** |

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2017 - 2018

| | | Projected | | 8-Sep | 1-Oct | 1-Nov | 1-Dec | 2-Jan | 1-Feb | 1-Mar | 2-Apr | 1-May | 1-Jun | # of Teachers | Average C. Size |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Grade 6** | | | | | | | | | | | | | | | |
| Team 1 | | | | | 74 | 74 | 75 | 77 | 77 | 76 | 76 | | | 4 | 19 |
| Team 2 | | | | | 68 | 69 | 70 | 70 | 68 | 68 | 69 | | | 5 | 13.8 |
| Team 3 | | | | | 70 | 71 | 72 | 72 | 72 | 71 | 71 | | | 5 | 14.2 |
| | **Total** | **214** | | **218** | **212** | **214** | **217** | **219** | **217** | **215** | **216** | **0** | **0** | | |
| **Grade 7** | | | | | | | | | | | | | | | |
| Team 4 | | | | | 85 | 86 | 86 | 87 | 87 | 87 | 88 | | | 4 | 22 |
| Team 5 | | | | | 81 | 80 | 81 | 86 | 85 | 84 | 85 | | | 4 | 21.25 |
| Team 6 | | | | | 83 | 83 | 84 | 84 | 86 | 86 | 86 | | | 5 | 17.2 |
| | **Total** | **245** | | **253** | **249** | **249** | **251** | **257** | **258** | **257** | **259** | **0** | **0** | | |
| **Grade 8** | | | | | | | | | | | | | | | |
| Team 7 | | | | | 80 | 78 | 81 | 82 | 81 | 81 | 81 | | | 4 | 20.25 |
| Team 8 | | | | | 78 | 79 | 77 | 78 | 77 | 77 | 75 | | | 5 | 15 |
| Team 9 | | | | | 76 | 77 | 77 | 77 | 77 | 77 | 77 | | | 5 | 15.4 |
| | **Total** | **219** | | **236** | **234** | **234** | **235** | **237** | **235** | **235** | **233** | **0** | **0** | | |
| **SPARK** | | | | | **6** | **6** | **6** | **6** | **6** | **6** | **6** | | | | |
| **Sage Park** | **Total** | **678** | | **707** | **701** | **703** | **709** | **719** | **716** | **713** | **714** | **0** | **0** | | |

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2017 - 2018

| | Projected | | 7-Sep | 1-Oct | 1-Nov | 1-Dec | 2-Jan | 1-Feb | 1-Mar | 2-Apr | 1-May | 1-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| **Grade 9** | **224** | | 309 | 300 | 296 | 293 | 293 | 298 | 285 | 287 | | |
| | | | | | | | | | | | | |
| **Grade 10** | **300** | | 303 | 299 | 306 | 306 | 309 | 308 | 306 | 304 | | |
| | | | | | | | | | | | | |
| **Grade 11** | **281** | | 285 | 273 | 272 | 271 | 272 | 270 | 282 | 285 | | |
| | | | | | | | | | | | | |
| **Grade 12** | **307** | | 312 | 305 | 308 | 314 | 311 | 311 | 315 | 307 | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **Windsor High Total** | **1112** | | **1209** | **1177** | **1182** | **1184** | **1185** | **1187** | **1188** | **1183** | **0** | **0** |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 17, 2018

**Prepared By:** Dana Plant **Presented By:** Danielle Batchelder

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – March 2018

---

**Background:** The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities, at St. Gabriel's and CREC's Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, Wilson Library, the Performing Arts Academy in Windsor and added Poquonock Elementary School location during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in all our programs.

A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

**Status:** Financial Report for March 2018

**Recommendation:** Informational only.

---

**Reviewed by:** NOB **Recommended by the Superintendent:**

**Agenda Item #** 8c.

WINDSOR SCHOOL FOOD SERVICE
FINANCIAL STATEMENT
MARCH 2018

| REVENUE | March 2017 | 7/1/16 - YTD | March 2018 | 7/1/17-YTD |
|---|---|---|---|---|
| SALES | $115,232.79 | $851,029.12 | $82,172.82 | $616,022.07 |
| REIMBURSEMENTS - STATE | | 62,374.00 | 6,318.00 | 59,756.00 |
| ACCOUNTS RECEIVEABLE | 137,314.68 | 906,596.98 | 89,579.39 | 681,584.68 |
| CLOC | | 142,624.05 | | 185,977.90 |
| MISC. (Rebates) | | 601.37 | 378.00 | 2,542.25 |
| 6 Cents Certification | 3,454.62 | 22,064.28 | 2,282.10 | 16,886.22 |
| **REVENUE TOTALS** | **$256,002.09** | **$1,985,289.80** | **$180,730.31** | **$1,562,769.12** |
| **EXPENSES** | | | | |
| | 3 paydates | | 3 paydates | |
| WAGES | $100,662.29 | $611,201.45 | $85,937.77 | $528,917.97 |
| PAYROLL TAXES | 7,700.66 | 44,174.35 | 6,574.24 | 40,462.22 |
| BENEFITS | 7,621.77 | 75,678.14 | 7,944.27 | 72,481.88 |
| FOOD/MILK/ICE CREAM | 144,086.27 | 1,041,439.60 | 95,662.51 | 800,883.52 |
| PAPER | 5,911.05 | 52,859.17 | 6,721.11 | 45,383.79 |
| TRUCK | 432.21 | 4,652.71 | 112.22 | 3,381.10 |
| SUPPLIES | 114.22 | 7,495.61 | 377.22 | 17,331.79 |
| EQUIPMENT | 6,879.17 | 20,012.74 | 4,190.00 | 41,491.54 |
| SERVICES | 226.40 | 4,702.39 | 459.40 | 6,596.17 |
| **EXPENSE TOTALS** | **$273,634.04** | **$1,862,216.16** | **$207,978.74** | **$1,556,929.98** |
| **NET INCOME** | **-$17,631.95** | **$123,073.64** | **($27,248.43)** | **$5,839.14** |
| **INVENTORY** | | **$18,020.64** | | **$25,259.77** |
| **OPENING BALANCE 7/1** | | **$166,304.74** | | **$347,470.46** |
| **COMPUTED OPERATING POSITION** | | **$307,399.02** | | **$378,569.37** |

Windsor School Food Service
Program Participation
March 2018

| WHS | Mar 2017 | Mar 2018 |
|---|---|---|
| DAYS | 21 | 18 |
| SALES | $30,370.50 | $24,518.33 |
| AVERAGE | $1,446.21 | $1,362.13 |

| Reimbursable Meals | Average LUNCH per day | |
|---|---|---|
| **ELEMENTARY** | 845 | 883 |
| **Academy of Aerospace & Engineering** | 379 | 428 |
| **SPMS** | 400 | 407 |
| **WHS** | 558 | 551 |

| Reimbursable Meals | Average BREAKFAST per day | |
|---|---|---|
| **ELEMENTARY** | 332 | 373 |
| **Academy of Aerospace & Engineering** | 117 | 127 |
| **SPMS** | 84 | 72 |
| **WHS** | 183 | 156 |

| Reimbursable Meals | Average SNACK per day | |
|---|---|---|
| **Treehouse Program** | 91 | 94 |

# WINDSOR BOARD OF EDUCATION
# AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** April 17, 2018

**Prepared By:** Terrell M. Hill, PhD, Assistant Superintendent for Human Resources **Presented By:** Terrell M. Hill, PhD

**Attachments:** None

**Subject:** Human Resources Report for March 1, 2018 – March 31, 2018

---

## RESIGNATIONS/SEPARATIONS

| | | |
|---|---|---|
| Michael Lupacchino | Safety Assistant | Sage Park |
| Peter Pecora | Safety Assistant | Clover |
| Amanda Racht | Family Resource Center Leader | Ellsworth |

## RETIREMENTS

| | | |
|---|---|---|
| Denise Lee | Special Education Paraeducator | Kennedy |

## TRANSFERS/REASSIGNMENTS

| | | |
|---|---|---|
| Derek Gaudet | From: Substitute Custodian | District |
| | To: Custodian II Evening | Windsor High |
| Lorenzo Parker | From: Custodian II Evening | Windsor High |
| | To: Custodian II Swing Shift | Sage Park |
| Jessica Puiia | From: Building Substitute | Kennedy |
| | To: Long Term Substitute Grade 3 Teacher | Kennedy |
| Garry Weaver | From: Bus Monitor | Poquonock |
| | To: Full-time Food Service Driver | LPW/District |

## HIRES

| | | |
|---|---|---|
| Jacqueline Baker | Special Education Paraeducator (Limited) | Clover |
| David Greenberg | Long Term Substitute Social Studies Teacher | Windsor High |
| Nancy Nunez | Lunchroom Monitor | Ellsworth |
| Angela Spence | Special Education Paraeducator (Limited) | Poquonock |
| Christopher White | Special Education Paraeducator (Limited) | Clover |

---

**Reviewed by:** _____ **Recommended by the Superintendent:** _____

**Agenda Item #** 8d.

**WINDSOR BOARD OF EDUCATION**
**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** April 17, 2018

**Prepared By**: Danielle Batchelder **Presented by:** Danielle Batchelder

**Attachments:** State DOE Operational Memorandum No. 4-18

**Subject:** Healthy Food Certification (Section 10-215f of the CT General Statutes)
(Pending Approval of Governor's Budget)

---

**BACKGROUND:**
Public Act 06-63* *An Act Concerning Healthy Food and Beverages in Schools* became effective July 1, 2006. Compliance with Section 1, "Requirement for Beverages," is required. Section 3, "Optional Healthy Food Certification," is optional. The Windsor Public Schools chose to comply with Section. 3. Compliance with the Optional Healthy Food Certification enabled the District to receive an additional ten cents per student meal from the state. The BOE had to have adopted a Wellness Policy, which it has.

**STATUS:**

The Windsor Public Schools has successfully completed twelve years of the Healthy Food Certification. In order to receive the supplemental meal (10 cents) reimbursement for the 2018-2019 school year, the Board of Education is required to certify compliance with the Act.

**RECOMMENDATION:** That the Board of Education accepts the Healthy Food Certification program (Section 10-215f of the Connecticut General Statutes), as well as the following resolutions:

> The Windsor Board of Education, pursuant to Connecticut General Statute 10-215f, certifies that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the nutrition standards published by the Connecticut State Department of Education on August 1, 2006, will meet said standards again for the 2018-2019 school year. Such certification shall include food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.
>
> Pursuant to Connecticut General Statute 10-215f, that the Windsor Board of Education may exclude from certification food items that do not meet the Connecticut Nutrition Standards provided (1) such sale is in connection with an event occurring after the end of the regular school day or on the weekend; (2) the sale is at the location of the event; and (3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

The Windsor Board of Education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.

---

*Has been changed to Section 10-215f of the Connecticut General Statutes

---

**Reviewed by:** NOB **Recommended by the Superintendent:**

**Agenda Item #** 8e.

# STATE OF CONNECTICUT
## DEPARTMENT OF EDUCATION

**TO:** Sponsors of the National School Lunch Program

**FROM:** John D. Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** February 14, 2018

**SUBJECT:** Operational Memorandum No. 04-18
Process for Submitting the Healthy Food Certification (HFC) Statement for School Year 2018-19

This memo summarizes the requirements for submitting the 2018-19 HFC Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

**Annual HFC Statement**

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2018-19, the HFC period is July 1, 2018, through June 30, 2019. **All public school districts participating in the NSLP must submit the online *Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)* by July 1, 2018.** The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2018, or the district/school is **ineligible** for HFC participation during school year 2018-19.

**HFC Application Process for 2018-19**

The annual HFC Statement is completed **online** in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2018-19 application module for Child Nutrition Programs. Please do not submit hard copies of the annual HFC Statement to the CSDE.

The 2018-19 application module for Child Nutrition Programs is expected to be available in the CNP System in May 2018. The CSDE will notify sponsors when the module is open and the HFC application module becomes available. In the meantime, districts **must follow the procedures below** to ensure timely submission of the 2018-19 HFC Statement by the deadline of July 1, 2018.

1. Schedule the HFC vote at a meeting of your board of education or governing authority that occurs **before June 30, 2018**. The board of education or governing authority for

each public school that participates in the NSLP must **vote** "yes" or "no" on whether to implement the healthy food option, as indicated below.

- **Healthy Food Option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2018, through June 30, 2019. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

If the board of education or governing authority votes "yes" for the healthy food option above, the board of education or governing authority **must also vote** on whether to allow food exemptions, as indicated below. ***Note:*** *If the board of education or governing authority votes "no" for the healthy food option above, a vote on whether to allow food exemptions is not required.*

- **Exemption for Food Items:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

2. **Conduct the HFC vote** at the scheduled meeting of the board of education or governing authority. **Maintain a copy of the meeting minutes** indicating the results of the HFC vote outlined in step 1 above.
    - The minutes must indicate whether the board of education or governing authority voted "yes" or "no" to implement the healthy food option.
    - If the board of education or governing authority voted "yes," for the healthy food option, the minutes must also indicate whether the board of education or governing authority voted "yes" or "no" to allow food exemptions.
3. When the CSDE notifies districts that the HFC application module is available, **complete the online HFC application module and upload the meeting minutes** indicating the results of the HFC vote. ***Note:*** *The CSDE will e-mail school nutrition programs when the 2018-19 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time.*

**Interschool Agreements for HFC Schools**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the CNS. This must be indicated on the interschool agreement between the recipient site and the providing sponsor district. In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by July 1, 2018.

Schools must still submit hard copies of the interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP Online System. The interschool agreements for school year 2018-19 are available on the CSDE's Forms for School Nutrition Programs webpage.

**Connecticut Nutrition Standards (CNS)**

A summary of the CNS is available in the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's CNS webpage. The CSDE's HFC webpage provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC Presentation;
- Ensuring District Compliance with HFC;
- Food and Beverage Requirements for Fundraisers;
- Guide to Competitive Foods in Schools;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Requirements for Food and Beverages in Vending Machines; and
- Food and Beverage Requirements for School Stores.

**State Beverage Requirements**

As a reminder, the beverage requirements of C.G.S. Section 10-221q apply to all public schools, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies, and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements webpage.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.

# Windsor Board of Education
# Regular Meeting
# Unapproved Minutes

Tuesday, March 20, 2018 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the March 20, 2018 Regular Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 7:00 PM:**

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. Brian Bosch
Mr. David Furie
Ms. Nuchette Black-Burke
Mr. James Dobler
Mr. Ronald Eleveld
Ms. Michaela Fissel
Mr. Jeremy Halek

**1. Call to Order, Pledge to the Flag and Moment of Silence**

Discussion:
The meeting was called to order at 7:00 PM by Mr. Lockhart with the Pledge to the Flag and Moment of Silence. Also in attendance were Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Dr. Terrell Hill, Director of Pupil and Special Education Services Steven Carvalho.

**2. Recognitions/Acknowledgements**

Discussion:
Dr. Cooke recognized March as Board of Education Appreciation Month and thanked board members for their continued efforts and support of the district.

**2.a. Recognition--Windsor Education Foundation Grants**

Discussion:
The Windsor Education Foundation was recognized for its financial support of teacher programs by means of grants that support that cannot otherwise be supported under the Windsor Public School operating budget. The WEF program donated a check in the amount of $15,989 to the district to support 2018 teacher grants.

**3. Audience to Visitors**

Discussion:
Otris Koenig, 33 Milo Peck, thanked the board for its support of the Robotics program and provided an update of the team's activities and accomplishments. A video was played of the seasons highlights.

Cameron Abbot, 53 Strawberry Hill, thanked the board for its support and expressed appreciation for the program.

Sienna Mastroianni, 192 Carriage Way, thanked the board for its support.

**4. Student Representative Report**

Discussion:
Mr. Hepler was not in attendance tonight.

**5. Board of Education**
**5.a. President's Report**

Discussion:
President Lockhart congratulated all academic and sports teams that completed their winter activities and expressed appreciation for the students' representation of the district. Mr. Lockhart shared his professional development updates including participation in the February 28 Alliance District Meeting in Rocky Hill with some of the other board members as well as the CABE Leadership Institute. Mr. Lockhart also expressed his appreciation for his fellow board members with respect to March Board of Education Appreciation Month. Mr. Lockhart shared information regarding a magnet school funding meeting at Bloomfield High School on March 16, which provided a breakdown of the funding model for CREC schools in the state. Statistics regarding children in Windsor attending CREC schools were shared and Mr. Lockhart encouraged families to be actively engaged in the financial process of school funding.

**5.b. School Liaison Reports**
**5.b.1. Windsor High School**

Discussion:
Mr. Furie shared that Windsor High School participated in a program in support of the Parkwood High School in Florida. Mr. Furie also thanked the Robotics team for supporting the board meeting and spoke to the updates of the Robotics team as well as the Windsor High School students and coaches who participated in winter sports. Parent Teacher conferences were held on March 15, as well as a Counseling Night for Juniors. Scholarship Deadlines for Seniors were March 16. SAT School Day Testing will be held on March 21. Mrs. Black-Burke added that Project Graduation for the class of 2018 is very near and anyone wishing to volunteer is encouraged to speak with any member of the Project Graduation team or contact the High School directly for further details. April 22 will be the first Annual Vendor Fair at the Hilton Garden Inn. Anyone interested should contact the High School for further information.

**5.b.2. Sage Park Middle School**

Discussion:
Mr. Halek shared that he and Ms. Fissel met with the Dean of Students at Sage Park Middle School to discuss the climate survey. He encouraged families to submit surveys if they have not already done so. A day of compassion was held at middle school in honor of Parkwood High School. Parent Teacher Conferences were held March 14 with most teachers being booked for full 4 hours of time. PTO will be held March, 21 at 6:30 pm as well as Grade Content Night. Unified content night will be held March 28. Ms. Khan encouraged middle school families to utilize the detailed school newsletter as it provides a very descriptive overview of the schools latest activities and focuses including the Second Step Social Emotional Program that promotes healthy character building.

**5.b.3. Clover Street School**

Discussion:
Mr. Eleveld spoke to the schools structure and how the school utilizes its four major pods by subject. He also provided an update on the schools innovative approach to education including "flexible seating". Clover Street School has a Media Program that is student lead in which Mr. Eleveld encouraged to families to look into. Mr. Dobler added that a Book Club has been instituted that will include parent/guardian participation.

**5.b.4. John F. Kennedy School**

Discussion:
Mr. Bosch shared that JFK will have early dismissals for the remainder of the week due to Parent Teacher conferences, these conferences are to be student lead. A PTA meeting will be held on Monday, April 2. Mr. Bosch encouraged families to attend and to get involved. He also directed families to the JFK website calendar for further updates on school activities.

**5.b.5. Oliver Ellsworth School**

Discussion:
Mr. Dobler reported that Oliver Ellsworth's preschool program is now accredited by the National Association for the Education of Young Children. Mr. Dobler shared the principal's expressions regarding the school's future direction. Activities that have taken place recently at OE include, Read to Therapy Dogs and Study Circles involving high school students, parents, teachers and administrators. Mr. Dobler encouraged families with young children to sign up for the preschool program as soon as possible during the month of March. On March 21, the Smart Money program will be offered to help parents achieve new spending and budgeting goals. Dinner and child care will be provided.

**5.b.6. Poquonock School**

Discussion:
Mrs. Fissel expressed her appreciation for Mrs. Peterson's work at Poquonock Elementary School regarding social media concerns from parents via the online platform. Mrs. Fissel shared that Amazon donated funds to the school on Read Across America Day including instructional materials for both the library and classrooms. Early dismissals will take place this week due to Parent Teacher conferences. On March 27, a strings concert will be held and a STEM Fun event will be held on April 5 at 6:30 pm.

**6. Superintendent's Report**

Discussion:
Dr. Cooke shared that Poquonock's visit for NAEYC accreditation will be held in late April. Dr. Cooke also thanked Amazon for their donations to both Poquonock and Oliver Ellsworth. Seven Sage Park Middle School students are state finalists in the "Letters about Literature Contest" sponsored by the Library of Congress. Sage Park leaders participated in the "What's Right with School?" segment on Channel 8. The video is still up on the middle school website for those interested in viewing the video. Middle School student has been notified by the National Geographic Society that he is a semi-finalist eligible to compete in the 2018 CT National Geography State Bee which will be held at Central CT State University, Friday April 6. Ava Peters of Windsor High School has been selected as a finalist for the 2018 National Merit Scholarship program. Three Windsor High School orchestra students were accepted into the New England Music Festival Association this year. Kristina Wallace, Windsor's current Teacher of the Year has been selected by CT School Counselor Association as the School Counselor of the Year and will be participating in a national process. The Co-op Hockey Team of Farmington Valley has won the state championship and there is one Windsor student on the team that will be recognized in the near future. Windsor Public Schools is a direct beneficiary of the Windsor Chamber Auction, the event to be held April 6. Anyone interested in purchasing tickets should reach out to Sally Brown in the Superintendent's Office. Town of Windsor Human Relations Commission is sponsoring a student forum "Speaking Out" on March 29 at 6:00 pm in the Windsor High School Auditorium. Local and state level politicians have been invited to attend for open dialogue. Annual Senior Citizens Breakfast will be held on May 4 from 8:00 am -10:00 am at the Windsor High School Library. RSVP for the Senior Citizens breakfast can be done through Sally Brown or Jenna Herrick.

**6.a. Windsor Leadership Corps**

Discussion:
Director of Arts and Humanities Bonnie Fineman, WHS Teacher Chris Todd, and teachers Derrith Green, Eric Spoldi and Dahlia Ghanesh-May gave a presentation on the Windsor Leadership Corps. Questions and discussion ensued.

**6.b. District Data Team Overview**

Discussion:
Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Director of Arts and Humanities Bonnie Fineman and Director of Information, Technology and CATE Matt Dadona presented an update on the District Data Team's work. Discussion ensued.

**6.c. Curriculum Development, 1st Reading**
**6.c.1. Physical Education (Grade 9)**
**6.c.2. Physical Education (Grade 10)**

**Motion Passed:** Move that the Board of Education approves Physical Education Grade 9, Physical Education Grade 10, Physical Education 10i (Intermediate Swim), and Physical Education 10b (Beginner Swim) as a 1st Reading passed with a motion by Ms. Nuchette Black-Burke and a second by Ms. Michaela Fissel.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

**6.d. Policy Adoption, 1st Reading**
**6.d.1. Revised P/AR 3541 Transportation**
**6.d.2. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder**
**6.d.3. Revised P 5114 Student Discipline**
**6.d.4. Review P 5131.7 Firearms, Weapons and Dangerous Instruments (for deletion)**
**6.d.5. Revised P 5141.21 Administration of Student Medications in the Schools**
**6.d.6. Revised AR 5141.31 Immunizations**
**6.d.7. Revised P/AR 6114.1 Fire Emergency Drills**

**Motion Passed:** Move to approve Policy 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, Policy 5114 Student Discipline, Policy 5141.21 Administration of Student Medications in the Schools, and Policy 6114.1 Fire Emergency Drills and to delete Policy 5131.7 Firearms, Weapons and Dangerous Instruments as a 1st reading passed with a motion by Ms. Maryam Khan and a second by Mr. Brian Bosch.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

**Motion Passed:** Move to approve Policy 3541 Transportation as a 1st reading passed with a motion by Ms. Maryam Khan and a second by Mr. Brian Bosch.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

**7. Committee Reports**
**7.a. Curriculum Committee**

Discussion:
Ms. Black-Burke shared that the next Curriculum Meeting will be held April 5 at 4:30 pm.

**7.b. Finance Committee**

Discussion:
Mr. Furie shared that the Finance Committee has finished with its review of the budget which has now been approved by the Board of Education. The presentation of this budget will be presented to the Council on April 4 at Town Council Chambers at 6:30.

**7.c. Policy Committee**

Discussion:
Ms. Khan shared that the Policy Committee met on Monday March 5, in which revisions of several policies were reviewed. Most revisions were shared at tonight's meeting.

**8. Consent Agenda**
**8.a. Financial Report**

Discussion:
Expenditures for February 2018 $6,201,317
Expenditures through February 28, 2018 $39,886,952

**8.b. Enrollment Report**
**8.c. Food Service Report**
**8.d. Human Resources Report**

**Motion Passed:** Move that the Board of Education accept the Consent Agenda, 8a. Financial Report, 8b. Enrollment Report and 8c.Food Service Report passed with a motion by Ms. Maryam Khan and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes

Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

**Motion Passed:** Move to accept 8d. Human Resources Report passed with a motion by Ms. Maryam Khan and a second by Ms. Michaela Fissel.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

**9. Approval of Minutes**
**9.a. February 13, 2018 Finance Committee**
**9.b. February 21, 2018 Regular Meeting**
**9.c. February 27, 2018 Special Meeting-Community Forum**
**9.d. March 1, 2018 Curriculum Committee**
**9.e. March 5, 2018 Policy Committee**
**9.f. March 6, 2018 Special Meeting**

**Motion Passed:** Move that the Board of Education approve the minutes including the February 13, 2018 Finance Committee, February 21, 2018 Regular Meeting, February 27, 2018 Special Meeting-Community Forum, March 1, 2018 Curriculum Committee, March 5, 2018 Policy Committee, March 6, 2018 Special Meeting passed with a motion by Ms. Maryam Khan and a second by Ms. Nuchette Black-Burke.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

**10. Other Matters/Announcements/Regular BOE Meetings**
**10.a. BOE Special Meeting, Tuesday, April 3, 2018, 7:00 PM, LPW, Board Room**
**10.b. BOE Curriculum Committee, Thursday, April 5, 2018, 4:30 PM, LPW, Room 17**
**10.c. BOE Long Range Planning Committee, Thursday, April 5, 2018, 6:30 PM, LPW, Room 17**
**10.d. Next BOE Regular Meeting is Tuesday, April 17, 2018, 7:00 PM, Town Hall, Council Chambers**

Discussion:
Mr. Halek shared that over 15 high school students will be working on their community service hours including the Junior ROTC students in support of a cancer patient in our town on March 24 at the Hayden Station Firehouse. April 2, will be World Autism Awareness Day and Mr. Halek encouraged all to wear blue that day.

Mr. Bosch shared that two breakfasts will be held in the community. The first one will be held on March 24 at Northwest Park from 8:00 am-11:00 am. The second breakfast will be held at Hayden Station Fire Station on April 14, 7:00 am-11:00 am.

Ms. Fissel shared that registration has opened for the 2018 5K Kiwanis Club Shad Derby Road Race. Those interested can sign up on the Kiwanis Club website.

Mr. Lockhart commended the board members for their professional development efforts

**11. Audience to Visitors**

Discussion:
None

**12. Adjournment**

**Motion Passed:** Move to adjourn the meeting at 10:27 p.m. passed with a motion by Mr. Ronald Eleveld and a second by Mr. David Furie.

**9 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

_____

Maryam F. Khan, Secretary
Windsor Board of Education

# Windsor Board of Education
# Special Meeting
# Unapproved Minutes
Tuesday, April 3, 2018 6:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the April 3, 2018 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:30 PM:**

Present Board Members:
Mr. Leonard Lockhart
Mr. Brian Bosch
Mr. David Furie
Ms. Nuchette Black-Burke
Mr. James Dobler
Mr. Ronald Eleveld
Ms. Michaela Fissel
Mr. Jeremy Halek

Absent Board Members:
Ms. Maryam Khan

**1. Call to Order, Pledge to the Flag and Moment of Silence**
Discussion:
The meeting was called to order by Mr. Lockhart at 6:32 p.m. with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke.

**2. Audience to Visitors**
Discussion:
None.

**3. Set Graduation Date for Class of 2018 and Last Day of School for 2017-2018 (Action Anticipated)**
Discussion:
Dr. Cooke reported that The Bushnell is only available on June 13. He also reported that, based on 7 snow days June 20 would normally be the last day of school. He is asking that June 19 be set as the last day of school for students as an early release day. He has worked with the administration and teacher unions to set June 19 as an early release day with building staff meetings in the afternoon to conclude the school year and discuss School Improvement Plans for the next school year. June 20 would be a professional development day, with professional development in the morning followed by work time/early release for teachers after completing their end of year work and classroom check outs. This request would decrease the student school year by one day.

**Motion Passed:** Motion that the Board of Education approve Wednesday, June 13, 2018 as the graduation date for the Class of 2018 passed with a motion by Mr. David Furie and a second by Ms. Nuchette Black-Burke.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes

Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

**Motion Passed:** Motion that the Board of Education approve a change to their approved 2017-2018 calendar, setting Tuesday, June 19, 2018 as the last day of school for students in grades kindergarten to grade 11, and the last day for teachers would be Wednesday, June 20, 2018 passed with a motion by Mr. David Furie and a second by Ms. Michaela Fissel.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

**4. Next Generation School and District Accountability Reports for 2016-2017**
Discussion:
Dr. Cooke presented on the 2015-2016 District Accountability Report. Each building principal then presented on their respective Building Accountability Report and achievement data, including STAR data, Areas of Greatest Achievements and Strategies for Improvement, as follows:
Tracie Peterson – Poquonock
Virginia Hoerle - Oliver Ellsworth
Michelle Williams - Clover Street
Mary Kay Ravenola - John F. Kennedy
Paul Cavaliere - Sage Park Middle School
Uyi Osunde - Windsor High School

Questions and comments from Board members ensued.

**5. Announcements**

**6. Adjournment**

**Motion Passed:** The meeting adjourned at 8:54 p.m. with a motion by Mr. Ronald Eleveld and a second by Ms. Nuchette Black-Burke.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

_____
Maryam F. Khan, Secretary
Windsor Board of Education

**WINDSOR BOARD OF EDUCATION**
**AGENDA ITEM**
**HUMAN RESOURCES REPORT - ADDENDUM**

**For Consideration by the Board of Education at the Meeting of:** April 17, 2018

**Prepared By:** Craig A. Cooke, Ph.D.
Terrell M. Hill, PhD

**Presented By:** Craig A. Cooke, Ph.D.

**Attachments:** None

**Subject:** Recommended Non-Renewal of Teachers

---

**BACKGROUND:** In accordance with Section 10-151(c) of the Connecticut General Statutes and the advice of legal counsel, the Superintendent of Schools will recommend the non-renewal of non-tenured teachers at the regular April 17, 2018 meeting of the Board of Education.

**STATUS:** The teaching contracts for the teachers listed below are being recommended for non-renewal:

| | | |
|---|---|---|
| Bergquist, Catherine | - | Health/Physical Education Teacher, LPW/Kennedy/Poquonock |
| Husovsky, Rebecca | - | Grade 8 Language Arts Teacher, Sage Park |
| Puiia, Jessica* | - | Grade 3 Teacher, Kennedy |
| Reynolds, Brie | - | Grade 1 Teacher, Poquonock |
| Schwartz, Wendy | - | Grade 8 Math Teacher, Sage Park |
| Sullivan, Kallie | - | School Counselor, Windsor High |
| Wezdenko, Arielle | - | School Psychologist, Ellsworth |

*Long-term Substitute Teacher

---

**RECOMMENDATION:**

**Motion to move into executive session:** "Move to go into executive session to discuss the performance and employment of the employees listed on the agenda addendum before possible taking action in the Regular meeting. We invite Dr. Cooke and Dr. Hill into executive session."

**Motion to take action in Regular meeting:** "Move that the contract of employment of 'employees listed in the Superintendent's Human Resources Report – Addendum' not be renewed for the following year upon its expiration at the end of the 2017-2018 school year and that the Superintendent of Schools is directed to advise such persons in writing of this action."

**Reviewed by:** _____ **Recommended by Superintendent** _____
**Agenda Item #** 11.

**Windsor Public Schools**

# Memo

To: Board of Education

From: Craig A. Cooke, Ph.D., Superintendent of Schools

Date: April 17, 2018

Re: Personnel: Non-Renewal Procedures

---

In accordance with section 10-151 of the Connecticut General Statutes the Board of Education is to receive my recommendation for the non-renewal of identified teachers. The Board is expected to take action at the April 17, 2018 regular meeting.

There are two categories for non-renewals this year:

1. Non-Renewal of Non-Tenured Teachers on Limited Employment
   For open positions created by teachers on a one-year leave and for certified positions filled after August 25, the teachers who are hired to fill these positions are placed on a "Limited Employment" contract. Temporary and part-time assignments, (e.g., if we hire a .4 teacher at Sage Park in September), also fall under "limited employment." Limited employment means that the contract is time-bound; specifically, it ends at the end of the school year. Open positions are then re-posted, and anyone on a limited contract can apply for them. The conditions of the Limited Employment contract were clearly explained to those who are working under it, and teachers confirmed their understanding in writing at the time of employment. It should be noted that these non-renewals **are not a reflection of teaching competency**, but rather reflect that they were hired for a specific length of time, i.e., until June 30, 2018. There are teachers in this category to be non-renewed.

2. Non-Renewal of Non-Tenured Teachers - Quality of Service
   The basis for non-renewal in this category is that the teacher's service is not of the quality expected in Windsor. Teachers in this category have not received tenure. Under the law, we can non-renew a teacher who is non-tenured without having to build a case for termination. The principal informs the Superintendent that the teacher has not shown the level of performance we expect, and recommends that the teacher not be renewed. There may be teachers in this category.

Legal Procedures for Board and Superintendent

1. The teacher is advised by the Superintendent and/or Assistant Superintendent for Human Resources that a recommendation will be made at the April 17, 2018 Board meeting that his/her contract be non-renewed.

2. The Superintendent makes a recommendation not to renew the contract.

3. The Board of Education accepts the recommendation and votes affirmatively.

4. Notice is forwarded by certified mail and/or hand delivered to the teacher no later than May 1, 2018.

CAC:TMH:mao