

## **Policy Committee Meeting**

Tuesday, April 26, 2022 6:30 PM

Hammonasset Room / Zoom, 10 Campus Drive, Madison, CT 06443

### **I. Policies to Rescind and Replace**

I.A. #3260 - Disposal of Obsolete or Surplus  
Equipment/Materials  
(formerly Sale & Disposal of Books, Equipment &  
Supplies)

I.B. #3453 - School Activity Funds

I.C. #4010 - Prohibition on Recommendations for  
Psychotropic Drugs  
(formerly Prohibition on Recommended Psychotropic  
Drugs)

I.D. #4040 - Plan for Minority Educator Recruitment  
(formerly Minority Recruitment Plan)

I.E. #4112 - Hiring of Personnel

I.F. #4112.8 - Nepotism

I.G. #4217 - Evaluation, Termination and Non-Renewal  
of Athletic Coaches  
(formerly Athletic Coaches)

I.H. #4218R - Concussion Management & Training for  
Athletic Coaches  
(formerly #5120.2.1. - Head Injuries)

### **II. Policies for Further Discussion**

II.A. #1150 - Prohibition Against Nicotine and  
Cannabis Use

II.B. Public Comment

**III. "The Town of Madison does not discriminate on  
the basis of disability, and the meeting  
facilities are ADA accessible. Individuals who  
need assistance are invited to make their needs  
known by contacting Paula Carabetta at 203-245-  
5644 or by email to carabettap@madisonct.org at  
least five (5) business days prior to the  
meeting."**

#3260

**Disposal of Obsolete or Surplus Equipment/Materials**  
**(formerly Sale & Disposal of Books, Equipment & Supplies)**

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the First Selectman of the Town of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

33 First Reading:  
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School Activity Funds

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4 The Superintendent or his/her designee may establish school activity funds to handle any  
5 of the following: 1) the finances of that part of the cost for the school lunch program that  
6 is not provided by local appropriations; 2) the finances of that part of the cost of the  
7 driver education program that is not provided by local appropriations; and/or 3) such  
8 funds of schools and school organizations as the Superintendent or his/her designee may  
9 determine to be in the best interest of the school district (which funds may include  
10 amounts received as gifts or donations).

11  
12 The Superintendent or his/her designee shall designate a person to serve as treasurer of  
13 any school activity fund. Such treasurer shall be bonded and shall keep separate accounts  
14 for each school activity fund. The treasurer may expend monies from the school activity  
15 funds only to the extent such expenses are in furtherance of the stated purposes of the  
16 school activity fund, and subject to any restrictions imposed by the Superintendent or  
17 his/her designee at the time the school activity fund is established or subsequently. The  
18 control of school funds and funds of any school organizations shall remain in the name of  
19 the respective schools and organizations.

20  
21 The accounts of any school activity fund shall be considered town accounts and shall be  
22 audited by the town auditor in the same manner as all other town accounts.

23  
24 ~~The Principal of each school is authorized to establish and maintain an Activity Fund in~~  
25 ~~accordance with State law. The purpose of the Fund shall be to ensure proper~~  
26 ~~management, safe keeping, and accountability for: monies belonging to classes and~~  
27 ~~student organizations acting under the name of the school; monies raised and disbursed as~~  
28 ~~a result of student activities such as publications, plays, and social events; and monies~~  
29 ~~which come to the school as gifts or donations.~~

30  
31 ~~The Principal or his/her designee shall be responsible for the proper management and~~  
32 ~~accounting for the Fund in keeping with procedures prescribed by the Director of~~

33 ~~Financial Services. The Principal shall provide the Superintendent and Business Office~~  
34 ~~with a monthly report on the condition of the activity accounts. All accounts shall be~~  
35 ~~subject to audit.~~

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37 (cf. #5100.6 Student Activities Funds / Donations)

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39 Legal Reference: Connecticut General Statutes  
40 10-237 School activity funds

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52 Date of Adoption: April 18, 2006

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54 First Reading:

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**Prohibition on Recommendations for Psychotropic Drugs**

In accordance with Conn. Gen. Stat. § 10-212b, The tbe Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. § 801 et seq.) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parent(s) or guardian(s) of such child, in accordance with the procedures outlined below.

I. Definitions

For the purposes of this policy, the following definitions apply: ~~the term, “recommend” shall mean to directly or indirectly suggest that a child should use psychotropic drugs.~~

A. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medications and anti-depressants.

B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.

C. School health or mental health personnel means:

1. school nurses or nurse practitioners appointed pursuant to Conn. Gen. Stat. § 10-212;

2. school medical advisors appointed pursuant to Conn. Gen. Stat. § 10-205;

- 31 3. school psychologists;
- 32 4. school social workers;
- 33 5. school counselors;
- 34 6. school administrators;
- 35 7. other school personnel (such as a teacher designated as a child's Case Manager)  
36 who have been identified by a Planning and Placement Team, Section 504  
37 team, Student Assistance Team or similar group of district professionals as the  
38 person responsible for communication with a parent or guardian about a child's  
39 need for medical evaluation;
- 40 8. a school professional staff member designated by the Superintendent to  
41 communicate with a child's parent or guardian about a child's need for medical  
42 evaluation.

43

44 II. Procedures

- 45
- 46 A. A school health or mental health personnel, as defined above, may communicate  
47 with other school personnel about a child who may require a recommendation for  
48 a medical evaluation, provided that 1) there is a legitimate educational interest in  
49 sharing such information; and 2) such communication shall remain confidential,  
50 to the extent required by law.
- 51
- 52 B. A school health or mental health personnel, as defined above, may communicate a  
53 recommendation to a parent or guardian that a child be evaluated by a medical  
54 practitioner provided that 1) based on such person's professional experience,  
55 objective factors indicate that a medical evaluation may be necessary to address  
56 concerns relating to the child's education and overall mental health; and 2) any  
57 communication includes the basis for the recommendation.
- 58

59 C. If a parent or guardian determines that it is necessary to share medical  
60 information, including results of any medical evaluation, with school personnel,  
61 he or she may do so at any time. School personnel who receive such information  
62 directly from a parent must maintain the confidentiality of such information, to the  
63 extent required by law.

64  
65 D. Any school personnel with a legitimate educational interest in obtaining  
66 information from a child's medical practitioner outside the school who is not a  
67 school employee must obtain prior, written consent from the child's parent or  
68 guardian to communicate with such outside medical practitioners. Any school  
69 health or mental health personnel, as defined above, may request written consent  
70 from the parent or guardian. To be valid, the written consent must: 1) be signed  
71 by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4)  
72 provide the name of the medical practitioner and relevant contact information, to  
73 the extent known; and 5) indicate the scope of the consent.

74  
75 Nothing in this policy shall be construed to prevent school personnel from consulting  
76 with a medical practitioner who has information concerning a child, as long as the school  
77 district has obtained consent from the parent(s) or guardian(s) of the child, in accordance  
78 with Section II.D., above. Nothing in this policy shall prevent a Planning and Placement  
79 Team from recommending a medical evaluation as part of an initial evaluation or  
80 reevaluation, as needed to determine a child's (i) eligibility for special education and  
81 related services, or (ii) educational needs for an individualized education program.

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83 Legal References:

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85 Conn. Gen. Stat. § 10-76d Duties and powers of boards of education  
86 to provide special education programs and  
87 services.

88  
89 Conn. Gen. Stat. § 10-212b Policies prohibiting the recommendation of  
90 psychotropic drugs by school personnel.

91  
92 34 C.F.R. § 300.174 Prohibition on mandatory medication.  
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96 ~~However, school health or mental health personnel, including school nurses or nurse~~  
97 ~~practitioners and the District's medical advisor, school psychologists, school social~~  
98 ~~workers, school counselors, and the Director of Special Education, may recommend that a~~  
99 ~~student be evaluated by an appropriate medical practitioner. Further, upon the consent of~~  
100 ~~the student's parent(s) or guardian(s), school personnel may consult with the medical~~  
101 ~~practitioner regarding such use.~~

102

103 ~~Communications between and among school health, mental health personnel and other~~  
104 ~~school personnel pertaining to a child in possible need of a recommendation for a medical~~  
105 ~~evaluation shall be accomplished through the schools' Student Study Teams (SST) and /~~  
106 ~~or Planning and Placement Teams (PPT) and its procedures, in conformity with state and~~  
107 ~~federal special education statutes.~~

108

109 ~~The Board of Education directs personnel to recognize that according to state statutes, the~~  
110 ~~refusal of a parent or other person having control of a child to administer or consent to the~~  
111 ~~administration of any psychotropic drug to the child shall not, in and of itself, constitute~~  
112 ~~grounds for the Department of Children and Families (DCF) to take such child into~~  
113 ~~custody or for any court of competent jurisdiction to order that such child be taken into~~  
114 ~~custody by the Department, unless such refusal causes such child to be neglected or~~  
115 ~~abused, as defined in C.G.S. 46h.~~

116

117 ~~Nothing in this policy shall be construed to prohibit a Planning and Placement Team~~  
118 ~~(PPT) from discussing with parent(s) and / or guardian(s) of a child the appropriateness of~~  
119 ~~consultation with, or evaluation by, medical practitioners; or to prohibit school personnel~~  
120 ~~from consulting with appropriate medical practitioners with the consent of the parent(s)~~  
121 ~~and / or guardian(s) of a child.~~

122

123 ~~The Superintendent of Schools or his / her designee shall promulgate this policy to~~  
124 ~~district staff and parents / guardians of students annually and upon the registration of new~~  
125 ~~students.~~

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127 ~~(cf. 5120.4.2.5 Child Abuse)~~

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129 ~~Legal Reference: Connecticut General Statutes~~

130 ~~10-212b Policies prohibiting the recommendation of psychotropic~~  
131 ~~drugs by school personnel (as amended by PA 03-211)~~

132 ~~P.A. 01-124: An Act Concerning Recommendations For and Refusals~~  
133 ~~of the Use of Psychotropic Drugs by Children and Utilization Review~~

134 ~~Determinations related to Mental and Nervous Conditions—~~

135 ~~46b-120 Definitions~~

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141 Date of Adoption: December 18, 2001

142 Date of Revision: February 8, 2006

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144 First Reading:

#4040

**Plan for Minority Educator Recruitment**  
**(formerly Minority Recruitment Plan)**

In accordance with Sections 10-4a(3), 10-220(a), and 10-156ee of the Connecticut General Statutes, the Madison Board of Education (the "Board") has developed the following written plan for minority educator recruitment:

1. All recruiting sources will be informed in writing of the Board's non-discrimination policy.
2. The Board will develop contacts with local training and educational institutions, including those with high minority enrollments, to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
3. The Board will develop contacts with local minority community organizations to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
4. The Board will maintain, or expand, as appropriate, its help-wanted advertising to include print and/or broadcast media that is targeted to minorities.
5. The Board will participate in local job fairs, including those that are sponsored by minority community organizations or otherwise targeted toward minorities.
6. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan, including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.
7. The Board will review on an annual basis the effectiveness of this plan in increasing minority applicant flow and attracting qualified candidates for employment.

Legal References:

- Connecticut General Statutes §10-4a (3) Educational interests of state identified
- Connecticut General Statutes §10-220(a) Duties of boards of education
- Connecticut General Statutes §10-156ee Duties re minority teacher recruitment

First Reading:

**Hiring of Personnel**

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**Certified Staff**

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools. The Board of Education shall be responsible for the appointment of all building level and district-wide administrator positions. The Board of Education shall make such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, and in accordance with any applicable collective bargaining agreement.

The Superintendent of Schools shall be responsible for appointments to all other positions requiring a certificate issued by the State Board of Education.

**Non-Certified Staff**

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools, subject to the provisions of any applicable collective bargaining agreement. The Superintendent of Schools or his/her designee shall be responsible for appointments to all positions of employment within the Public Schools which do not require a certificate issued by the State Board of Education.

**Legal Reference:**

Connecticut General Statutes §10-151

Connecticut General Statutes § 10-220

**First Reading:**

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4 **Purpose**

5  
6 It is the policy of the Madison Board of Education (the “Board”) to recruit and hire  
7 qualified applicants for employment within the Madison Public Schools (the “District”),  
8 while avoiding both nepotism and the appearance of nepotism.  
9

10 **Definitions**

11  
12 **“Immediate family”** means a spouse, child, parent, sister, brother, half-sister or half-  
13 brother.  
14

15 **“Relative”** means a sister-in-law, brother-in-law, mother-in-law, father-in-law, daughter-  
16 in-law, son-in-law, step parent, aunt, uncle, niece, nephew, first cousin, grandparent, step  
17 child, foster child, grandchild or individual living in the same household.  
18

19 **“Familial relationship”** means a relationship between a member of one’s immediate  
20 family or a relative, as defined within this policy.  
21

22 **Prohibitions on Hiring**

23  
24 No relative or immediate family member of the Superintendent of Schools  
25 (“Superintendent”) shall be hired to any position of employment.  
26

27 No immediate family member of a Board member or any other district-level administrator  
28 shall be hired to any position of employment.  
29

30 **Restrictions on Employment of Relatives**

31  
32 No individuals shall be hired in a position of employment that would result in a  
33 supervisory or evaluative relationship between a current employee and a relative.

34 No employee may be involved in the process of screening for advancement in the  
35 application process, interviewing or hiring of his or her relatives.

36

37 Employees will not be hired, promoted, transferred or assigned to work in positions in the  
38 same school or work unit or department in which a relative is already employed, unless  
39 the Superintendent approves such an assignment in writing.

40

41 No administrator or supervisor shall supervise any of his or her relatives.

42

43 Employees will not be hired, promoted, transferred or assigned to work in positions in  
44 which they will have access to confidential information regarding a relative, such as, but  
45 not limited to, information regarding benefits selections, confidential medical information  
46 or personnel records that are not subject to public disclosure.

47

48 No individuals shall be hired in a position of employment that would result in a  
49 supervisory or evaluative relationship between a current employee and a relative.

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52 **Restrictions on Employment of Immediate Family Members**

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54 No employee may be involved in the process of screening for advancement in the  
55 application process, interviewing or hiring of an immediate family member.

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57 Employees will not be hired, promoted, transferred or assigned to work in positions in the  
58 same school or work unit or department in which an immediate family member is already  
59 employed, unless the Superintendent approves such an assignment in writing.

60

61 No person who is a member of the immediate family of a building administrator or  
62 department supervisor may be nominated for or transferred or otherwise assigned to any  
63 position within that administrator's building or supervisor's department. No administrator  
64 or supervisor shall supervise any member of his or her immediate family.

65

66 Employees will not be hired, promoted, transferred or assigned to work in positions in  
67 which they will have access to confidential information regarding an immediate family  
68 member, such as, but not limited to, information regarding benefits selections,  
69 confidential medical information or personnel records that are not subject to public  
70 disclosure.

71

72 **Disclosure Requirements**

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74 A Board member or administrator who has an existing familial relationship with an  
75 employee, as defined above, or who has had a change in circumstances which creates a  
76 familial relationship with any employee of the District, shall declare such relationship to  
77 the Superintendent or Chair of the Board immediately.

78

79 If a change in circumstances creates a familial relationship between an employee and his  
80 or her supervisor, the Board, through its Superintendent, reserves the right to seek a  
81 transfer of any employee in order to resolve any concerns about the operations of the  
82 district with respect to nepotism or the appearance of nepotism. The Superintendent may  
83 also provide for the evaluation and/or supervision of the employee outside of the typical  
84 chain of command in order to resolve any concerns about nepotism or the appearance of  
85 nepotism.

86

87 A Board member or administrator who knows that his or her relative or immediate family  
88 member has applied for a position with the District shall declare such relationship to the  
89 Superintendent or the Chair of the Board as soon practicable.

90

91 In addition to the requirements set forth above regarding familial relationships, if a  
92 romantic relationship develops between an employee and (1) an administrator who has a  
93 supervisory or evaluative relationship with the employee, or (2) a member of the Board,  
94 the affected administrator or member of the Board shall declare such relationship to the  
95 Superintendent.

96

97 **Recusal**

98

99 A member of the Board should not vote on any action of the Board that will directly  
100 affect a relative or member of his or her immediate family.

101

102 **Discharge and Denial of Re-Employment**

103

104 No current employee will be discharged or denied re-employment pursuant to an  
105 applicable recall provision based on this policy.

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108 First Reading:

**Evaluation, Termination and Non-Renewal of Athletic Coaches**  
**(formerly Athletic Coaches)**

It is the policy of the Madison Board of Education (the “Board”) that an athletic coach employed by the Board shall:

- 1) adhere to all Board policies, rules and regulations;
- 2) conduct himself or herself in a professional manner;
- 3) serve as a role model for students; and
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term “**athletic coach**” means any person holding (and required to hold) a coaching permit issued by the Connecticut State Board of Education who is hired by the Madison Board of Education to act as a coach for a sport season.

This term “athletic coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches who serve as coach to a team (*e.g.*, JV)), and the term shall not include other assistant coaches and volunteer coaches.

For purposes of this policy, the term “athletic director” means an individual responsible for administering the athletic program of a school or school district under the jurisdiction of the Board, and who is responsible for the supervision of athletic coaches.

**I. Evaluations**

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the athletic director or the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

35 **II. Employment of an Athletic Coach**

36  
37 A. Athletic coaches serve at the discretion of the Superintendent, and their  
38 employment in their specific coaching positions (e.g., basketball, golf) may be  
39 non-renewed or terminated at any time, subject to the provisions set forth below  
40 which apply to athletic coaches who have served in the same coaching position  
41 for three or more consecutive school years; except as follows.

42  
43 B. If the Superintendent ~~terminates or non-renews~~ or terminates the coaching  
44 contract of an athletic coach who has served in the same coaching position for  
45 three or more consecutive school years, the Superintendent shall inform such  
46 coach of the decision within ninety (90) calendar days of the end of the athletic  
47 season covered by the contract. In such cases, the athletic coach will have an  
48 opportunity to appeal the decision of the Superintendent in accordance with the  
49 procedures set forth below in Section III.

50  
51 C. Notwithstanding any rights an athletic coach may have to a hearing, nothing  
52 prohibits a Superintendent from terminating the employment contract of any  
53 athletic coach at any time, including an athletic coach who has served in the same  
54 coaching position for three or more consecutive school years:

- 55  
56 1) for reasons of moral misconduct, insubordination, failure to  
57 comply with the Board's policies, rules and regulations; or  
58  
59 2) because the sport has been canceled by the Board.

60  
61 D. If a decision to terminate a coach's employment is made during the athletic  
62 season, the Superintendent shall remove the coach from duty during the pendency  
63 of any hearing conducted pursuant to this policy.

64  
65 ~~If the athletic coach has served in the same coaching position for three or more~~  
66 ~~consecutive school years, the following procedures shall apply. The Superintendent may~~  
67 ~~non-renew the employment of any such athletic coach by providing written notification~~

~~of that action within ninety (90) calendar days of the end of the season. The Superintendent may terminate the employment of any such athletic coach at any time for 1) for reasons of moral misconduct, insubordination, failure to comply with the Board's policies, rules and regulations; or 2) because the sport has been canceled. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.~~

**III. Hearing Procedures:**

An athletic coach who has served in the same coaching position for three or more consecutive school years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board ~~of Education~~ in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a panel of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there

101 is a clear need for witnesses to present factual information (rather than simply  
102 expressing an opinion on the skill or competence of the athletic coach). In any  
103 event, cumulative or redundant testimony shall not be allowed.

104  
105 D. The decision of non-renewal or termination shall be affirmed unless the Board  
106 determines that the decision is arbitrary and capricious. The coach shall bear the  
107 burden of proof on this point.

108  
109 E. Within a reasonable period of time following the hearing, the Board or designated  
110 panel thereof shall determine whether the Superintendent acted in an arbitrary and  
111 capricious manner in making his/her decision not to renew and/or to terminate,  
112 and shall provide a written decision to the coach. The decision of the Board ~~or~~  
113 ~~designated panel thereof~~ shall be final.

114  
115 Legal References:

116  
117 Conn. Gen. Stat. § 10-222e Policy on evaluation and termination of athletic  
118 coaches.  
119  
120 Conn. Gen. Stat. § 10-149d Athletic directors. Definitions, Qualifications and  
121 hiring. Duties.  
122

123  
124  
125 Date of Adoption: November 3, 2009

126 First Reading:

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#4218R

**Concussion Management & Training  
For Athletic Coaches  
(formerly #5120.2.1. – Head Injuries)**

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For purposes of these administrative regulations concerning training regarding concussions and head injuries, the term “**coach**” means any person who holds or is issued a coaching permit by the Connecticut State Department of Education and who is hired by the Madison Board of Education (the “Board”) to coach intramural or interscholastic athletics.

Mandatory Training Concerning Concussions

1. Any coach of intramural or interscholastic athletics, who holds or is issued a coaching permit, must, before commencing his/her coaching assignment for the season, complete an initial training course concerning concussions, which are a type of brain injury. This training course must be approved by the State Department of Education.
2. Coaches must provide proof of initial course completion to the Athletic Director or his/her designee prior to commencing their coaching assignments for the season in which they coach.
3. One year after receiving an initial training, and every year thereafter, coaches must review current and relevant information regarding concussions prior to commencing their coaching assignments for the season. This current and relevant information shall be that approved by the State Department of Education. Coaches need not review this information in the year they are required to take a refresher course, as discussed below.
4. Coaches must complete a refresher course concerning concussions and head injuries not later than five (5) years after receiving their initial training course, and once every five (5) years thereafter. Coaches must provide proof of refresher course completion

33 to the Athletic Director or his/her designee prior to commencing their coaching  
34 assignments for the season in which they coach.

- 35
- 36 5. The Board shall consider a coach as having successfully completed the initial training  
37 course regarding concussions and head injuries if such coach completes a course that  
38 is offered by the governing authority for intramural and interscholastic athletics and is  
39 substantially similar, as determined by the Department of Education, to the training  
40 course required by subsection 1 of these administrative regulations, provided such  
41 substantially similar course is completed on or after January 1, 2010, but prior to the  
42 date the State Board of Education approves the training course discussed in  
43 subsection 1 of these administrative regulations.

44

45 Concussion Management

- 46
- 47 1. Any coach of any intramural or interscholastic athletics shall immediately remove a  
48 student athlete from participating in any intramural or interscholastic athletic activity  
49 who:
- 50
- 51 a. is observed to exhibit signs, symptoms or behaviors consistent with a concussion  
52 following an observed or suspected blow to the head or body; or
- 53
- 54 b. is diagnosed with a concussion, regardless of when such concussion may have  
55 occurred.
- 56
- 57 2. Upon removal from participation, a school principal, teacher, licensed athletic trainer,  
58 licensed physical or occupational therapist employed by a school district, or coach  
59 shall notify the student athlete's parent or legal guardian that the student athlete has  
60 exhibited such signs, symptoms or behaviors consistent with a concussion or has been  
61 diagnosed with a concussion. Such principal, teacher, licensed athletic trainer,  
62 licensed physical or occupational therapist employed by a school district, or coach  
63 shall provide such notification not later than twenty-four (24) hours after such

64 removal and shall make a reasonable effort to provide such notification immediately  
65 after such removal.

66

67 3. The coach shall not permit such student athlete to participate in any supervised team  
68 activities involving physical exertion, including, but not limited to, practices, games  
69 or competitions, until such student athlete receives written clearance to participate in  
70 such supervised team activities involving physical exertion from a licensed health  
71 care professional trained in the evaluation and management of concussions.

72

73 4. Following receipt of clearance, the coach shall not permit such student athlete to  
74 participate in any full, unrestricted supervised team activities without limitations on  
75 contact or physical exertion, including, but not limited to, practices, games or  
76 competitions, until such student athlete:

77

78 a. no longer exhibits signs, symptoms or behaviors consistent with a concussion at  
79 rest or with exertion; and

80

81 b. receives written clearance to participate in such full, unrestricted supervised team  
82 activities from a licensed health care professional trained in the evaluation and  
83 management of concussions.

84

85 5. The Board shall prohibit a student athlete from participating in any intramural or  
86 interscholastic athletic activity unless the student athlete, and a parent or guardian of  
87 such athlete, [receives training regarding the concussion education plan developed or](#)  
88 [approved by the State Board of Education by:](#)

89

90 a. reading written materials;

91

92 b. viewing online training videos; or

93

94 c. attending in-person training regarding the concussion education plan developed or  
95 approved by the State Board of Education.

96

97 6. The Board shall annually provide each participating student athlete’s parent or legal  
98 guardian with a copy of an informed consent form approved by the State Board of  
99 Education and obtain the parent or guardian’s signature, attesting to the fact that such  
100 parent or guardian has received a copy of such form and authorizes the student athlete  
101 to participate in the athletic activity.

102

103 Reporting Requirements

104

105 1. The school principal, teacher, licensed athletic trainer, licensed physical or  
106 occupational therapist employed by a school district, or coach who informs a student  
107 athlete’s parent or guardian of the possible occurrence of a concussion shall also  
108 report such incident to the nurse supervisor or designee.

109

110 2. The nurse supervisor, or designee, shall follow-up on the incident with the student  
111 and/or the student’s parent or guardian and maintain a record of all incidents of  
112 diagnosed concussions. Such record shall include, if known:

113

114 a. The nature and extent of the concussion; and

115

116 b. The circumstances in which the student sustained the concussion.

117

118 3. The nurse supervisor, or designee, shall annually provide such record to the State  
119 Board of Education.

120

121 Miscellaneous

122

123 1. For purposes of these administrative regulations, “licensed health care professional”  
124 means a physician licensed pursuant to Chapter 370 of the Connecticut General

125 Statutes, a physician assistant licensed pursuant to Chapter 370 of the Connecticut  
126 General Statutes, an advanced practice registered nurse licensed pursuant to Chapter  
127 378 of the Connecticut General Statutes, or an athletic trainer licensed pursuant to  
128 Chapter 375a of the Connecticut General Statutes.

129

130 2. Should a coach fail to adhere to the requirements of these administrative regulations,  
131 the coach may be subject to discipline up to and including termination, as well as  
132 permit revocation by the State Board of Education.

133

134

135 Legal References

136 Conn. Gen. Stat. § 10-149b. Concussions: Training courses for coaches.  
137 Education plan. Informed consent form.

138

139 Conn. Gen. Stat. § 10-149c. Student athletes and concussions. Removal from  
140 athletic activities.

141

142 Conn. Gen. Stat. § 10-149e. School districts to collect and report occurrences of  
143 concussions. Report by Commissioner of Public Health.

144

School Name \_\_\_\_\_  
Student and Parent Concussion Informed Consent Form

This consent form was developed to provide students, parents and legal guardians with current and relevant information regarding concussions and to comply with Connecticut General Statutes (C.G.S.) Chapter 166, Section 10-149b: *Concussions: Training courses for coaches. Education plan. Informed consent form. Development or approval by State Board of Education. Revocation of coaching permit;* and Section 10-149c: *Student athletes and concussions. Removal from athletic activities. Notification of parent or legal guardian. Revocation of coaching permit.*

**What is a Concussion?**

**National Athletic Trainers Association (NATA)** - *A concussion is a “trauma induced alteration in mental status that may or may not involve loss of consciousness.”*

**Centers for Disease Control and Prevention (CDC)** - *“A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, stretching and damaging the brain cells and creating chemical changes in the brain.”* -CDC, Heads Up: Concussion.

[http://www.cdc.gov/headsup/basics/concussion\\_what.html](http://www.cdc.gov/headsup/basics/concussion_what.html)

*“Even a ‘ding,’ ‘getting your bell rung,’ or what seems to be mild bump or blow to the head can be serious.”* -CDC, Heads Up: Concussion Fact Sheet For Coaches

[http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion\\_fact\\_sheet\\_coaches.pdf](http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_coaches.pdf)

**Section 1. Concussion Education Plan Summary**

The Concussion Education Plan and Guidelines for Connecticut Schools was approved by the Connecticut State Board of Education in January 2015. Below is an outline of the requirements of the Plan. The complete document is accessible on the CSDE Web site:

<https://portal.ct.gov/SDE/Publications/Concussion-Education-Plan-and-Guidelines-for-Connecticut-Schools>

State law requires that each local and regional board of education must approve and then implement a concussion education plan by using written materials, online training or videos, or in-person training that addresses, at a minimum, the following:

1. The recognition of signs or symptoms of a concussion.
2. The means of obtaining proper medical treatment for a person suspected of sustaining a concussion.
3. The nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion.
4. The proper procedures for allowing a student-athlete who has sustained a concussion to return to athletic activity.
5. Current best practices in the prevention and treatment of a concussion.

**Section 2. Signs and Symptoms of a Concussion: Overview**

**A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure, following an impact or suspected impact as described in the CDC definition above.**

**Signs of a concussion may include (i.e. what the athlete displays/looks like to an observer):**

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/slurred speech
- Acts silly, combative or aggressive
- Repeatedly asks the same questions
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play

- Slow/clumsy movements
- Loss of consciousness
- Amnesia/memory problems
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

191 **Symptoms of a concussion may include (i.e. what the athlete reports)**

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

192 State law requires that a coach MUST immediately remove a student-athlete from participating in any  
193 intramural or interscholastic athletic activity who: a) is observed to exhibit signs, symptoms or  
194 behaviors consistent with a concussion following a suspected blow to the head or body, or b) is  
195 diagnosed with a concussion, regardless of when such concussion or head injury may have occurred.

196 **Upon removal of the athlete, a qualified school employee must notify the parent or legal**  
197 **guardian within 24 hours that the student athlete has exhibited signs and symptoms of a**  
198 **concussion.**

199

200 **Student and Parent Informed Consent Form - Page 2 of 2**

201

202 **Section 3. Return to Play (RTP) Protocol Overview**

203 Currently, it is impossible to accurately predict how long an individual’s concussion will last. There  
204 must be full recovery before a student-athlete is allowed to resume participating in athletic activity.

205 Connecticut law now requires that no athlete may resume participation until she/he has received  
206 written medical clearance from a licensed health care professional (physician, physician assistant,  
207 advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management  
208 of concussions.

209 ***Concussion Management Requirements:***

- 210 1. No athlete shall return to participation in the athletic activity on the same day of a concussion.
- 211 2. If there is any loss of consciousness, vomiting or seizures, the athlete **MUST** be transported  
212 immediately to the hospital.
- 213 3. Close observation of an athlete **MUST** continue following a concussion. The athlete should be  
214 monitored following the injury to ensure that there is no worsening/escalation of symptoms.
- 215 4. Any athlete with signs or symptoms related to a concussion **MUST** be evaluated by a licensed  
216 health care professional (physician, physician assistant, advanced practice registered nurse  
217 (APRN), athletic trainer) trained in the evaluation and management of concussions.
- 218 5. The athlete **MUST** obtain an initial written clearance from one of the license health care  
219 professionals identified above directing her/him into a well-defined RTP stepped protocol similar  
220 to the one outlined below. If at any time signs or symptoms return during the RTP progression,  
221 the athlete should cease activity.
- 222 6. After the RTP protocol has been successfully administered (no longer exhibits any signs or  
223 symptoms or behaviors consistent with concussions), final written medical clearance is required  
224 by one of the licensed health care professionals identified above for the athlete to fully return to  
225 unrestricted participation in practices and competitions.

226 ***Medical Clearance RTP protocol (at least one full day between steps recommended)***

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic; School activities may need to be modified	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling maintaining intensity at less than 70% of maximal exertion; no resistance training	Increase heart rate
3. Sport-specific exercise No contact	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add movement
4. Non-contact sport drills	Progression to more complex training drills, such as passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full contact sport drills	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Full activity	No restrictions	Return to full athletic performance

227 \*If at any time signs or symptoms should worsen during the RTP progression the athlete should stop  
228 activity that day. If the athlete’s symptoms are gone the next day, she/he may resume the RTP  
229 progression at the last step completed in which no symptoms were present. If symptoms return and do  
230 not resolve, the athlete should be referred back to her/his medical provider.

231 **Section 4. Local/Regional Board of Education Policies Regarding Concussions**

\*\*\*\*\* Attach local or regional board of education concussion policies \*\*\*\*\*

232 I have read and understand the Student and Parent Concussion Informed Consent Form and  
233 the attached board of education policies regarding concussions and understand the severities  
234 associated with concussions and the need for immediate treatment of such injuries.

235 Student name: \_\_\_\_\_ Date: \_\_\_\_\_

236 Signature: \_\_\_\_\_  
237 (Print Name)

238 I authorize my child to participate in \_\_\_\_\_ for school  
239 year \_\_\_\_\_

240 (Sport/Activity)

241 Parent/Guardian name: \_\_\_\_\_ Date: \_\_\_\_\_

242 Signature: \_\_\_\_\_  
243 (Print Name)

244 **References:**

- 245 1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82.  
246 <http://www.nfhs.org>  
247 [http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus\\_Statement\\_on\\_Concussion\\_in\\_Sport\\_3rd.1.aspx](http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx)  
248 2. CDC. *Heads Up: Concussion in High School Sports*.  
249 [http://www.cdc.gov/NCIPC/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm)  
250 3. CIAC Concussion Central - <http://concussioncentral.ciacsports.com/>

251 **Resources:**

- 252 • CDC. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on July 27, 2020.  
253 <http://www.cdc.gov/TraumaticBrainInjury/index.html>  
254 • CDC. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on July 27, 2020.  
255 <http://www.cdc.gov/headsup/highschoolsports/coach.html>  
256 • CDC. *Heads Up: Concussion* materials, fact sheets and online courses. Retrieved on July 27, 2020.  
257 <http://www.cdc.gov/headsup/>  
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**Prohibition Against Smoking Nicotine and Cannabis Use**

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The Madison Board of Education (“Board”) prohibits smoking of tobacco or tobacco products, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, within any of its schools, including in any area of a school building, including but not limited to any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular preschool, kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity.

~~It is the policy of the Board of Education to prevent and~~The Board further prohibits the use or possession of cannabis, tobacco, cannabis or tobacco products, ~~including chewing tobacco, or, and cannabis or tobacco paraphernalia (together, “cannabis and tobacco products”) including electronic nicotine delivery systems or vapor products in any school building, or on any school property grounds,~~ and at school-sponsored activities at any time. ~~Tobacco and tobacco products~~Cannabis and tobacco products include, but are not limited to cigarettes, cigars, snuff, bidis, smoking tobacco, smokeless tobacco, vapor products, electronic nicotine and cannabis deliverying devices, chemicals, or devices that, when used, produce the same flavor or physical effect of nicotine substances; and any other tobacco, ~~or nicotine, or cannabis innovations.~~

The Board further prohibits the possession, sale or use of alcohol in any area of a school building, on school property, and at school-sponsored activities by any individual at any time.

Members of the community who fail to comply with this policy may be required to leave school property and may be referred to the police. Students or employees who fail to comply with this policy, or other relevant policies, may face discipline up to and including expulsion or termination and may be referred to the police, as appropriate.

The Board further prohibits smoking including smoking using an electronic nicotine delivery system (e.g., e-cigarettes) electronic cannabis delivery system, or vapor product on the -school property of any administrative office building.

The following definitions shall apply to this policy~~For purposes of this policy, the term~~

## Community/School Relations

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104 “Any area” shall mean the interior of a school building and the outside area within twenty-five feet of  
105 any doorway, operable window or air intake vent of a school building.

106  
107 “Cannabis” shall mean marijuana, as defined in Conn. Gen. Stat. § 21a-240.

108  
109 “Controlled substance” shall mean a controlled substance in schedules I through V of section 202 of the  
110 Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 812), including marijuana.

111  
112 “Electronic cannabis delivery system” shall mean an electronic device that may be used to  
113 simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is  
114 not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any  
115 cartridge or other component of such device.

116  
117 “Electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or  
118 other substances to a person inhaling from the device and includes, but is not limited to, an electronic  
119 cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related  
120 device and any cartridge or other component of such device, including, but not limited to, electronic  
121 cigarette liquid or synthetic nicotine.

122  
123 “School property” shall mean any land and all temporary and permanent structures comprising the  
124 district’s school and administrative office buildings and includes, but is not limited to, classrooms,  
125 hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

126  
127 “School-sponsored activity” shall mean any activity sponsored, recognized or authorized by the Board  
128 and includes activities conducted on or off school property.

129  
130 “Smoke” or “smoking” shall mean the burning of a lighted cigar, cigarette, pipe or any other similar  
131 device, whether containing, wholly or in part, tobacco, cannabis or hemp.

132  
133  
134 ~~The term~~ “Vapor product” shall mean any product that employs a heating element, power source,  
135 electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to  
136 produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such

157 product. ~~The term “school sponsored activity” shall mean any activity sponsored, recognized or~~  
158 ~~authorized by the Board and includes activities conducted on or off school property.~~

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160

161 Legal References:

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163 ~~Public Act 19-13~~

164 Conn. Gen. Stat. § 10-233a(h)

165 Conn. Gen. Stat. § 19a-342

166 Conn. Gen. Stat. § 19a-342a

167 Conn. Gen. Stat. § 53-344b

168 June Special Session, Public Act No. 21-1

169

170 Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

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174 Date of Adoption: December 15, 2020

175 First Reading: April 5, 2022

176