

Policy Committee Meeting

Tuesday, May 24, 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 Discussion

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

II.B. #5090.9 - Use of Private Technology
Devices by Students
(formerly Electronic Communication Devices)

II.C. #6030 - School Calendar

III. Public Comment

IV. **"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.

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.

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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.~~

126

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, or its designee, 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, or its designee, 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, or its designee, 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, or its designee, 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, or its designee, 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

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**

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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.

50

51

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

53

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.

56

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**

73

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.

106

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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~~

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

75
76 **III. Hearing Procedures:**

77
78 An athletic coach who has served in the same coaching position for three or more
79 consecutive school years may appeal any such non-renewal or termination decision
80 (except if such decision was due to cancellation of the sport) to the Board ~~of~~
81 ~~Education~~ in accordance with the following procedures:

82
83 A. The athletic coach must file a written appeal with the Board within ten (10)
84 calendar days of the Superintendent's written notification of non-renewal or
85 termination. Such appeal shall set forth the basis on which the athletic coach
86 seeks review of that decision, and a copy of said appeal shall be sent to the
87 Superintendent. Failure to submit a timely written appeal shall constitute a
88 waiver of said appeal opportunity.

89
90 B. Within a reasonable period of time of its receipt of a written appeal of the
91 Superintendent's decision, the Board or a panel of the Board as designated by the
92 Chairperson shall conduct a hearing to consider such appeal. Reasonable notice
93 of the time and place for such hearing shall be issued to the athletic coach prior to
94 the commencement of the hearing.

95
96 C. At the hearing, the athletic coach shall have an opportunity to present facts and
97 evidence in support of renewal and/or reinstatement, and the Superintendent shall
98 have the opportunity (but shall not be obligated) to present facts and evidence in
99 support of the decision of non-renewal and/or termination. For good cause
100 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

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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)**

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

“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

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

Student and Parent Informed Consent Form - Page 2 of 2

Section 3. Return to Play (RTP) Protocol Overview

Currently, it is impossible to accurately predict how long an individual’s concussion will last. There must be full recovery before a student-athlete is allowed to resume participating in athletic activity. Connecticut law now requires that no athlete may resume participation until she/he has received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

Concussion Management Requirements:

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

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

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

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
248 2. CDC. *Heads Up: Concussion in High School Sports*.
249 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/>
258

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

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.~~

159
160

161 Legal References:

162

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

171

172

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174 Date of Adoption: December 15, 2020

175 First Reading: April 5, 2022

176

#5090.9

**Use of Private Technology Devices by Students
(formerly Electronic Communication Device)**

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3
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5
6 Students may possess privately-owned technological devices on school property and/or
7 during school-sponsored activities, in accordance with the mandates of this policy and
8 any applicable administrative regulations as may be developed by the Superintendent of
9 Schools.

10
11 **Definitions**

12
13 Board Technology Resources

14
15 For the purposes of this policy, “Board technology resources” refers to the Madison
16 Board of Education’s (the “Board’s”) computers and instructional technologies;
17 communications and data management systems; informational technologies and the
18 Internet; and any other technology resources owned and/or used by the school district and
19 accessible by students.
20

21 Privately-owned Technological Devices

22
23 For the purposes of this policy, “privately-owned technological devices” refers to
24 privately-owned desktop computers, wireless and/or portable electronic hand-held
25 equipment that can be used for word processing, wireless Internet access, image capture
26 and recording, sound recording, information transmitting and/or receiving, storing, etc.
27 These devices may include, but are not limited to, desktops, personal laptops,
28 Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios,
29 personal audio players, I-Pads or other tablet computers, walkie-talkies, Blackberries,
30 personal data assistants, I-Phones, Androids and other electronic signaling devices.

31
32 **Use of Privately-Owned Technological Devices**
33

34 Privately-owned technological devices may not be used during instructional time, except
35 as specifically permitted by instructional staff or unless necessary for a student to access
36 the district’s digital learning platform or otherwise engage in remote learning.

37

38 On school property, at a school-sponsored activity, while in use for a remote learning
39 activity, or while being used to access or utilize Board technology resources, the use of
40 any such device for an improper purpose is prohibited. Improper purposes include, but
41 are not limited to:

42

- 43 • Sending any form of a harassing, threatening, or intimidating message, at any
44 time, to any person (such communications may also be a crime);
- 45
- 46 • Gaining or seeking to gain unauthorized access to Board technology resources;
- 47
- 48 • Damaging Board technology resources;
- 49
- 50 • Accessing or attempting to access any material that is obscene, obscene as to
51 minors, or contains pornography;
- 52
- 53 • Cyberbullying;
- 54
- 55 • Using such device to violate any school rule, including the unauthorized
56 recording (photographic, video, or audio) of another individual without the
57 permission of the individual or a school staff member; or
- 58
- 59 • Taking any action prohibited by any Federal or State law.

60

61 **Search of Privately-Owned Technological Devices**

62

63 A student’s privately-owned technological device may be searched if the device is on
64 Board property or in a student’s possession at a school-sponsored activity and if there are

65 reasonable grounds for suspecting that the search will turn up evidence that the student
66 has violated or is violating either the law or the rules of the school. Any such search shall
67 be reasonably related to the objectives of the search and not excessively intrusive in light
68 of the age and sex of the student and the nature of the infraction.

69

70 **Responsibility for Privately-owned Technological Devices**

71

72 Students are responsible for the safety and use of their privately-owned technological
73 devices. If a privately-owned technological device is stolen, lost, or damaged while the
74 device is on school property or during a school-sponsored activity, a report should be
75 made to the building principal, who will investigate the loss in a manner consistent with
76 procedures for stolen or damaged personal property. Students and parents should be
77 aware that the Board is not liable for any privately-owned technological device that is
78 stolen, lost, or damaged while at school or during a school-sponsored activity. For that
79 reason, students are advised not to share or loan their privately-owned technological
80 devices with other students.

81

82 **Disciplinary Action**

83

84 Misuse of the Board's technology resources and/or the use of privately-owned
85 technological devices to access or utilize the Board's technology resources in an
86 inappropriate manner or the use of such devices in any manner inconsistent with this
87 policy will not be tolerated and will result in disciplinary action. For students, a violation
88 of this policy may result in loss of access privileges, a prohibition on the use and/or
89 possession of privately-owned technological devices on school property or at school-
90 sponsored activities, and/or suspension or expulsion in accordance with the Board's
91 policies related to student discipline.

92

93 ***[OPTIONAL ADDITIONAL SECTIONS THAT APPLY IF THE BOARD OF***
94 ***EDUCATION INTENDS TO GRANT STUDENTS ACCESS TO A WIRELESS***
95 ***NETWORK OR OTHER MEANS OF CONNECTING WITH THE BOARD'S***
96 ***COMPUTER SYSTEMS WHILE AT SCHOOL OR ENGAGED IN DIGITAL***
97 ***LEARNING PLATFORMS]***

98

99 **Access to Board Technology Resources**

100

101 The Board may permit students, using their privately-owned technological devices, to
102 access the Board’s computers and instructional technologies; communications and data
103 management systems; informational technologies and the Internet; and any other
104 technology resources used by the school district and accessible by students. Additionally,
105 it is the expectation of the Board that students who access these resources while using
106 privately-owned technology devices will act at all times appropriately in ways which are
107 fully in accord with applicable policies concerning technology use as well as all local,
108 state, and federal laws.

109

110 Through the publication and dissemination of this policy statement and others related to
111 use of the Board’s computer systems, as well as other instructional means, the Board
112 educates students about the Board’s expectations for technology users.

113

114 The Board technology resources shall only be used to access educational information and
115 to promote learning activities both at home and at school. Students are expected to act
116 at all times appropriately in ways which are fully in accord with applicable policies
117 concerning technology use as well as all local, state, and federal laws when using the
118 Board technology resources. Failure to do so will result in the consequences outlined
119 herein and in other applicable policies (including, but not limited to, the Safe School
120 Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

121

122 Students must abide by the procedures outlined in this policy and all policies and
123 applicable regulations outlined in the Board’s computer use and other applicable policies.
124 Students will be given specific information for log-on and access procedures for using
125 school accounts. No user may deviate from these log-on/access procedures. **Students**
126 **are advised that the Board’s network administrators have the capability to identify**
127 **users and to monitor all privately-owned technological devices while they are logged**
128 **on to the network.** Students must understand that the Board has reserved the right to
129 conduct monitoring of Board technology resources and can do so *despite* the assignment

130 to individual users of passwords for system security. Any password systems implemented
131 by the Board are designed solely to provide system security from unauthorized users, not
132 to provide privacy to the individual system user. The system's security aspects, message
133 delete function and personal passwords can be bypassed for monitoring purposes.
134 Therefore, students should be aware that they should not have any expectation of personal
135 privacy in the use of privately-owned technological devices to access Board technology
136 resources. This provision applies to any and all uses of the Board's technology resources
137 and any privately-owned technological devices that access the same.

138

139 **Harm to Board Technology Resources**

140

141 Any act by a student using a privately-owned technological device that harms the Board
142 technology resources or otherwise interferes with or compromises the integrity of Board
143 technology resources will be considered vandalism and will be subject to discipline
144 and/or appropriate criminal or civil action.

145

146 **Closed Forum**

147

148 This policy shall not be construed to establish a public forum or a limited open forum.

149

150

151 Legal References:

152

153 Conn. Gen. Stat. § 10-233j

154

155 Conn. Gen. Stat. § 31-48d

156

157 Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250, *et seq.*

158

159 Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at
160 28 U.S.C. §§ 2510 through 2520

161

162 ADOPTED: _____

163

164

165

The Board of Education shall establish an official school calendar which shall show the number of school days in each month, legal and local holidays, professional development days, early dismissal days, vacation periods, and other pertinent dates. The calendar shall meet or exceed all existing statutory requirements.

The school calendar should adhere to sound principles of calendar design, such as those listed below, so as to maximize the use of instructional time. Therefore, each adopted school calendar should illustrate that the Board of Education has considered the following principles for calendar design:

1. maintain contiguous five-day school weeks to the extent possible throughout the school year;
2. minimize the number of interruptions of school weeks in the fall of each school year prior to Thanksgiving;
3. maintain a balance in the number of weeks between school vacations, including the December vacation, the February vacation, and the April vacation;
4. schedule school vacation (start dates and end dates) in concert with other shoreline towns to the extent possible without violating other principles of calendar design,
5. observe Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving Day (Thursday and Friday), Martin Luther King Day, Good Friday, and Memorial Day as holidays for students;
6. schedule the high school graduation ceremony no earlier than the 183rd day of school, recognizing that an adjustment in the date may be required at the first regular Board meeting in April because of school cancellations;

Instruction

#6030 (cont.)

7. schedule the beginning and end of the school year to permit the first day of school to be as late as possible in August or early September while allowing a reasonable number of make-up days for school cancellations in the month of June; and
8. schedule professional development days for staff per the following: (a) prior to the beginning of school; (b) on days when students *are not* scheduled to attend school; (c) on days immediately *preceding* or *following* a scheduled holiday for students and / or staff; and (d) on such other dates as are consistent with sound principles of professional development and calendar design.

The Superintendent shall be charged with presenting a draft of the school calendar, based on the principles such as those above, to the Board of Education for review and approval no later than the first regular Board meeting in April. The proposal shall cover the school year following the upcoming year's calendar.

Whenever necessary, the Board shall convene a calendar advisory committee to review such concerns and issues. The calendar advisory committee shall include representatives from the following groups: parents, teachers, students, administrators, support staff, and interested community members. The Superintendent shall also consult officials in neighboring school districts in conjunction with the work of the advisory committee.

Within the framework of this policy, the Board of Education shall have the prerogative to amend the school calendar when the Board considers it to be in the best interest of the school district to do so.

Legal Reference: Connecticut General Statutes
 1-4 Days designated as legal holidays
 10-15 Towns to maintain schools
 10-16 Length of school day
 10-29a Certain days to be proclaimed by governor. Distribution and number of
 proclamations
 10-261 Definitions
 PA 95-182 An Act Concerning Reduction of Education Mandates

Date of Adoption: February 25, 1997
Date of Revision: March 21, 2006
Date of Revision: November 15, 2011