

Board of Education Regular Meeting

Tuesday, September 6, 2022 7:30 PM

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

I. Call to Order / Attendance

I.A. Pledge of Allegiance

II. School / Community Session

II.A. Public Participation

III. Board of Education Student Representatives' Report

Speaker (s): Lucy Fritzingler and Eli Ackerman

IV. Superintendent's Report

Speaker (s): Craig A. Cooke, Ph.D.

IV.A. Unified Sports Recognition

IV.B. Report on Opening of 2022-2023 School Year

IV.C. State of CT Civil Rights Compliance Review Report

IV.D. Personnel Report - Recruitment Plan

V. Board Members' Comments

VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

VII. Board of Selectmen Liaison

Speaker (s): Scott Murphy

VIII. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)

VIII.A. Line Item Transfers as of September 6, 2022

VIII.B. Budget Expenditures as of September 6, 2022

IX. Action Item: Motion to approve the Consent Agenda

X. Board Committees / Liaison Updates (Ref. Bylaw #9450)

X.A. Curriculum and Student Development

Speaker (s): Members: Steve Pynn, Chair; Catherine Miller, Jen Gordon

X.B. Facilities Committee

Speaker (s): Members: Emily Rosenthal, Chair, Steven Pynn, Galen Cawley

X.C. Finance Committee

Speaker (s): Members: Galen Cawley, Chair, Diane Infantine-Vyce, Emily Rosenthal

X.D. Personnel Committee

Speaker (s): Members: Maureen Lewis, Chair; Catherine Miller,

Mary Ann Connelly

X.E. Policy Committee

Speaker (s) : Members:
Diane Infantine-Vyce,
Chair; Maureen Lewis,
Jen Gordon

X.E.1. First Reading: Policy #6030 - School
Calendar

X.E.2. First Reading: Policy #1150 -
Prohibition Against Nicotine and Cannabis Use

X.E.3. First Reading: Policy #5120.3.3. -
Administration of Student Medications in the
Schools (formerly Administering Medication)

X.E.4. First Reading: Policy #9460 - Advisory
Committees

X.F. LEARN Liaison

Speaker (s) : Mary Ann
Connelly

X.G. Town American Rescue Plan Funding Committee

Speaker (s) : Emily
Rosenthal

X.H. Town Marijuana Advisory Committee

Speaker (s) : Mary Ann
Connelly

XI. **Action Item: Motion to approve the use of the
baseball field (closest to school) at Brown
School for a new Kindergarten/1st grade
playground at Brown School.**

XII. **Action Item: Motion to support the Town of
Madison's potential donation to the Madison
Land Trust of a portion of land adjacent to the
new school and Daniel Hand High School .**

XIII. **Action Item: Motion to approve the Town
of Madison's proposed Emergency Management Plan
to build a storage building adjacent to the
Facilities Department building.**

XIV. **Action Item: Motion to approve the revised CIP
Plan**

XV. **Action Item: Motion to approve the minutes of
the August 23, 2022 Board of Education Meeting
(Ref. Bylaw #9540.9)**

XVI. **Old Business**

XVII. **Future Agenda Items**

XVIII. **Meetings / Dates of Importance (see
attached)**

XIX. **Adjournment**

XX. **"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 the Town ADA/Human
Resources Director, Debra Ferrante, at 203-245-
6310 or by email at ferranted@madisonct.org at
least five (5) business days prior to the
meeting."**



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



August 25, 2022

Mr. Craig Cooke, Ph.D.
Superintendent of Schools
Madison Public Schools
Madison, CT 06443

Dear Dr. Cooke:

The State Department of Education has an ongoing responsibility to monitor educational programs for compliance with federal and state civil rights laws in an effort to ensure that all students are served equitably. The Civil Rights Compliance Review process is one of the Department's vehicles for fulfilling that responsibility as well as ensuring that all students achieve at high levels, and that our schools are welcoming and supportive learning environments for all students. This is a federal requirement through the United States Department of Education Office for Civil Rights. Federal civil rights authorities specifically require that we review compliance under Title VI of the Civil Rights Act of 1964 (34 C.F.R. Part 100), Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106), Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Part 104), Title II of the Americans with Disabilities Act of 1990 (28 C.F.R. Part 35), and the Guidelines for Eliminating Discrimination on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (34 C.F.R. Part 100, Appendix B).

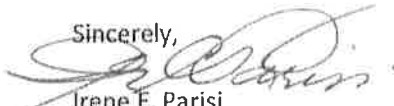
Enclosed is the letter of findings from the Civil Rights Compliance Review that was conducted by the State Department of Education. The letter of findings includes any findings from both types of visits: an onsite review and a facilities review. The State Department of Education has completed the reviews and has not identified any compliance issues.

Accordingly, we are closing the compliance review as of the date of this letter. Please keep in mind that the Madison Public School District is a recipient of federal financial assistance from the U.S. Department of Education; therefore, it has an ongoing responsibility to ensure that it remains in compliance with the abovementioned federal civil rights authorities.

On behalf of the State Department of Education, I want to express our appreciation for the cooperation provided by you and your staff to ensure equal access to educational programs for all students.

If you have any questions about the Civil Rights Compliance Review, please contact Dr. Adrian R. Wood at (860) 713-6795 or via e-mail at adrian.wood@ct.gov.

Sincerely,


Irene E. Parisi
Chief Academic Officer

IEP:dfp

CONNECTICUT STATE DEPARTMENT OF EDUCATION

PROGRAM COMPLIANCE REVIEW REPORT

District: Madison

Federal Civil Rights Authorities: Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, (34 C.F.R. Part 100); Title IX of the Education Amendments of 1972, 20 U.S.C, Sec. 1681 et seq, (34 C.F.R. Part 106); Section 504 of the Rehabilitation Act of 1973, 29 U.S.C Sec. 794, (34 C.F.R. Part 104); Title II of The Americans with Disabilities Act of 1990, 42 U.S.C Sec 12101 et seq., (34 C.F.R. Part 35); Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs (34 C.F.R. Part 100, Appendix B)

Site Visited: Daniel Hand High School
Dates of Visits: May 31, 2022, and July 13, 2022

The Civil Rights Compliance review consisted of two types of visits, an onsite review and facilities review. The onsite review at Daniel Hand High School was held on May 31, 2022. Dr. Adrian R. Wood and two consultants from the Connecticut State Department of Education (CSDE) conducted the onsite review pursuant to Title VI of the Civil Rights Act of 1964 and its implementing regulations found at 34 C.F.R. Part 100, Section 504 and its implementing regulations found at 34 C.F.R. Part 104, and Title II and its implementing regulations found at 28 C.F.R. Part 35, Title IX of the Education Amendments of 1972 and its implementing regulations found at 34 C.F.R. Part 106, and Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs and its implementing regulations found at 34 C.F.R. Part 100, Appendix B.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in any program or activity that receives federal financial assistance. Section 504 prohibits discrimination based on disability in any program or activity that receives federal financial assistance. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in any program and or activity that receives federal financial assistance. Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap prohibits discrimination in career education programs based on race, color, national origin, sex, and handicap. As a recipient of federal financial assistance, Daniel Hand High School is subject to the requirements of the following Federal Civil Rights Authorities: Title VI of the Civil Rights Act of 1964 (34 C.F.R. Part 100), Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106), Title II of The Americans with Disabilities Act of 1990 (28 C.F.R. Part 35), Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Part 104) and Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs (34 C.F.R. Part 100, Appendix B).

Prior to the onsite review, a preliminary data request was made to the school district. The purpose of this request was for the district to submit evidence to the CSDE that demonstrated its compliance with the following Federal Civil Rights Authorities:

Title VI of the Civil Rights Act of 1964 (34 C.F.R. Part 100), Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106), Title II of The Americans with Disabilities Act of 1990 (28 C.F.R. Part 35), Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Part 104) and Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap (34 C.F.R. Part 100, Appendix B). The review team reviewed the evidence submitted prior to the onsite review visit. After reviewing the submitted evidence, a request for additional evidence was made to the recipient and the recipient was instructed to have that evidence available for the onsite review visit. During the onsite review visit, the review team verified the evidence that was submitted prior to the onsite review visit and reviewed any additional evidence that was requested. The review team also interviewed administrators, teachers, and students.

The facilities review at Daniel Hand High School was held on July 13, 2022. Dr. Adrian R. Wood and another consultant from the CSDE conducted the facilities review pursuant to Section 504 and its implementing regulations found at 34 C.F.R. Part 104, and Title II and its implementing regulations found at 28 C.F.R. Part 35. Section 504 prohibits discrimination based on disability in any program or activity that receives federal financial assistance. Title II prohibits discrimination based on disability in any program or activity that receives federal financial assistance. As a recipient of federal financial assistance, Daniel Hand High School is subject to the requirements of Section 504 and Title II.

Prior to the facilities review on July 13, 2022, Madison Public School District was required to submit an 8½ by 11-inch floor plan for each level of the facility and the site, including the dates of construction and/or substantial alteration.

This Letter of Findings includes the review team's findings from all site visits.

SCHOOL PROFILE

Daniel Hand High School is located in Madison, Connecticut. The approximate student enrollment at Daniel Hand High School is approximately 950 students in Grades 9 through 12. The student body's ethnic enrollment is as follows: 0.06 percent Black or African American, 3.8 percent Asian, 5.0 percent Hispanic, 4.0 percent Two or More Races, and 86.4 percent White.

The building has a principal and 2 assistant principals. The building is supported by 4 twelve-month full-time secretaries and 6 ten-month full-time secretaries. The full-time certified staff consists of 88 full-time teachers, 6 school counselors, a full-time school psychologist and full-time social worker. The noncertified instructional staff consists of 15 full-time paraeducators, a part-time paraeducator and 2 full-time library media center paraprofessionals. The full-time non-instructional staff consists of a full-time nurse and 2 technology specialists.

The building has 47 general classrooms, 8 special education classrooms, 8 computer labs, 4 art rooms, 3 family and consumer science rooms, a student assistance center, video/tv production classroom, advanced computer lab, robotics/engineering classroom, wood shop, band room, chorus/orchestra room, and career center. The athletic facility includes a gym, auxiliary gym, and weight room. The onsite athletic fields include a baseball field, softball field, 4 tennis courts, 2 multi-purpose grass fields, and multi-purpose turf field with a 6-lane track.

COMMENDATIONS

1. The students whom we interviewed represented a fair cross section of the student population and responded openly and honestly to all questions.
2. The school facilities and grounds were very clean and well maintained.

RECOMMENDATIONS

1. Continue providing professional development to faculty and staff on cultural sensitivity and culturally responsive education.
2. Continue implementing different strategies to help educate students about Title IX and the role of the Title IX Coordinator.
3. Continue providing professional development to update faculty and staff on non-discrimination policies and practices, Title IX and Section 504.

SCHOOL VISITS (Onsite Review and Facilities Review)

A. ONSITE REVIEW

The onsite review was conducted pursuant to Title VI of the Civil Rights Act of 1964 and its implementing regulations found at 34 C.F.R. Part 100, Title IX of the Education Amendments of 1972 and its implementing regulations found at 34 C.F.R. Part 106, Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs and its implementing regulations found at 34 C.F.R. Part 100, Appendix B, Section 504 and its implementing regulations found at 34 C.F.R. Part 104, and Title II of The Americans with Disabilities Act of 1990 and its implementing regulations found at 28 C.F.R. Part 35.

Legal Requirements

1. Administrative

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of The Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973 have certain base requirements that recipients are required to meet regarding administrative procedures. Recipients of federal financial assistance are required to have an annual public notice, continuous notification, and designation of a person to coordinate activities under Title IX and Section 504, and a grievance procedure that will allow students an avenue for dealing with discrimination from faculty, fellow students, and administrators. To assess the recipient's compliance with the above-mentioned Federal Civil Rights Authorities, the review team evaluated the evidence presented both prior to the onsite review visit and during the onsite review visit. During the onsite review visit, the review team also interviewed administrators, staff (certified and noncertified), and students.

2. Employment

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of The Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973 have certain base requirements that recipients are required to meet regarding employment. Recipients of federal financial assistance are prohibited from engaging in any employment practice, which discriminates against any employee or applicant for employment based on sex, disability, race,

color, or national origin. Specific issues include employment policies, recruitment and selection matters, salary establishment and administration, reasonable accommodation, and overcoming the effects of past discrimination. To assess the recipient's compliance with the above-mentioned Federal Civil Rights Authorities, the review team evaluated the evidence presented both prior to the onsite review visit and during the onsite review visit. During the onsite review visit, the review team also interviewed administrators, staff (certified and noncertified), and students.

3. Counseling and Pre-Career and Technical Programs

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of The Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs, have certain base requirements that recipients are required to meet in regarding Counseling and Pre-Career and Technical Programs. Recipients of federal financial assistance are required to ensure equal access for all students into all career and technical education programs. More specifically, recipients must make sure that their counseling for career and technical programs does not include directing or urging any students toward particular courses or programs that are "traditional" for the student's race, color, national origin, English language proficiency, sex, or disability status. Recipients are also responsible for ensuring that services and materials related to counseling and recruitment are free of discrimination and stereotyping in language, content, and illustration. To assess the recipient's compliance with the above-mentioned Federal Civil Rights Authorities, the review team evaluated the evidence presented both prior to the onsite review visit and during the onsite review visit. During the onsite review visit, the review team also interviewed administrators, staff (certified and noncertified), and students.

4. Recruitment

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of The Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap, have certain base requirements that recipients are required to meet regarding recruitment. Recipients of federal financial assistance are required to utilize recruitment activities and materials that convey the message that all career and technical programs are open to all students without regard to race, color, national origin, sex, or disability status. Recipients are also responsible for ensuring that limited English language skills are not a barrier to admission and participation in career and technical education programs. In addition, recipients are responsible for ensuring that promotional materials do not include any stereotyping. Furthermore, recipients should make every effort to have recruitment teams, to the extent possible, that represent persons of different races, national origins, sexes, and abilities. To assess the recipient's compliance with the above-mentioned Federal Civil Rights Authorities, the review team evaluated the evidence presented prior to the onsite review visit and during the onsite review visit. During the onsite review visit, the review team also interviewed administrators, staff (certified and noncertified), and students.

5. Access and Admissions

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of The Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs, have certain base requirements that recipients are required to meet regarding program access and admission.

Recipients of federal financial assistance are responsible for ensuring that their admissions policies, procedures, and criteria do not exclude students from career and technical education programs based on race, color, national origin, sex, or disability. To assess the recipient's compliance with the above-mentioned Federal Civil Rights Authorities, the review team evaluated the evidence presented both prior to the onsite review visit and during the onsite review visit. During the onsite review visit, the review team also interviewed administrators, staff (certified and noncertified), and students.

6. Services for Students with Disabilities

Section 504 of the Rehabilitation Act of 1973, Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap, and Title II of The Americans with Disabilities Act of 1990 have certain base requirements that recipients of federal financial assistance are required to meet regarding services for students with disabilities. Section 504 of the Rehabilitation Act of 1973 and Title II of The Americans with Disabilities Act of 1990 are based upon the premise that students with disabilities will be integrated with their non-disabled peers as much as possible. Therefore, recipients of federal financial assistance are required to ensure that they are not denying a qualified person with a disability from any course, program, activity, or benefit. Recipients must also make sure that they are not restricting access for students with disabilities to schools, programs, services, and activities because of architectural barriers, equipment barriers, the need for related aides and services, or the need for auxiliary aids. Lastly, recipients are required to locate students with disabilities who may need support and services to determine eligibility and provide appropriate accommodations to include auxiliary aides. To assess the recipient's compliance with the above-mentioned Federal Civil Rights Authorities, the review team evaluated the evidence presented both prior to the onsite review visit and during the onsite review visit. During the onsite review visit, the review team also interviewed administrators, staff (certified and noncertified), and students.

ONSITE REVIEW FINDINGS

As previously stated, the purpose of the compliance review was to determine the high school's compliance with the Guidelines for Eliminating Discrimination and Denial Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs, and the following federal laws and regulations:

- Title VI of the Civil Rights Act of 1964 and its implementing regulations at 34 C.F.R. Part 100, which prohibit discrimination on the basis of race, color, and national origin
- Title IX of the Education Amendments of 1972 and its implementing regulations at 34 C.F.R. Part 106, which prohibit discrimination based on sex
- Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 34 C.F.R. Part 104, which prohibit discrimination based on disability

Specifically, the scope of the review included the following areas:

1. Administrative Requirements
2. Recruitment, Admissions, and Counseling
3. Accessibility
4. Services for Students with Disabilities
5. Comparable Facilities
6. Work-Study, Cooperative Programs, and Job Placement

The evidence presented included, but was not limited to, interviews with staff and students, and examination of school policies and procedures. Based on the evaluation of the evidence presented to the review team during the onsite review, no compliance issues were identified. Therefore, no additional action is required.

FACILITIES REVIEW

The facilities review was conducted pursuant to Section 504 and its implementing regulations found at (34 C.F.R Part 104), and Title II and its implementing regulations found at (28 C.F.R. Part 35). The regulations implementing Section 504 of the Rehabilitation Act of 1973 (*Section 504*) and the Americans with Disabilities Act (*ADA*) contain general accessibility requirements that apply to facilities, programs, activities, and services covered by these laws.

The regulation implementing *Section 504* at (34 C.F.R. Section 104.21) and the regulation implementing the *ADA* at (28 C.F.R. Section 35.149) similarly state that no person with a disability shall, because a covered entity's facilities are not accessible to or usable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which *Section 504* or the *ADA* applies. The regulations implementing *Section 504* and *ADA* contain two standards for determining whether a covered entity's programs, activities, and services are accessible to individuals with disabilities.

One standard applies to existing facilities; the other covers new construction and alterations. The applicable standard depends upon the date of construction and/or alteration of the facility.

Under *Section 504* at (34 C.F.R. Section 104.22), buildings constructed prior to June 23, 1977, which is the effective date of the *Section 504* regulation, are considered "existing facilities" and must meet a program accessibility standard, while under (34 C.F.R. 104.23), facilities constructed after that date and parts of "existing facilities" altered after that date are deemed "new construction" and must meet a facility accessibility standard. Under the *ADA*, the effective date of its implementing regulation, January 26, 1992, is the determinant whether a building must meet the "existing facilities" program accessibility standard or the "new construction" facility accessibility standard.

For "existing facilities," the legal standards under *Section 504* and the *ADA* are essentially the same. Neither requires that each "existing" facility or part of such facility be accessible to and usable by persons with mobility disabilities. Instead, the legal standards focus on the specific programs, activities, and services offered in an "existing" facility and require that each program, activity, or service, when viewed in its entirety, be accessible and usable. So long as each program, activity, or service is accessible and usable in one location, the "program accessibility" standards of *Section 504* and the *ADA* generally are satisfied, unless multiple accessible locations are needed for persons with disabilities to participate effectively in the program, activity, or service. The *Section 504* and *ADA* regulations also specifically provide that "program accessibility" for an "existing" facility, may be by nonstructural means of redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of health, welfare, or other social services at alternate accessible sites, or any other methods that result in making its programs or activities accessible to handicapped persons. Structural changes are only required when there is no other feasible way to make a program, activity, or service accessible and usable. To determine the accessibility and usability of programs, activities, and services in "existing facilities," the CSDE generally uses the

Uniform Federal Accessibility Standards (UFAS) as a guide to assess the degree to which certain physical barriers may render the program, activity, or service inaccessible or unusable. The CSDE does not require strict compliance with UFAS but uses UFAS to determine whether a particular feature or features of the “existing facility” would effectively render the program, activity, or service inaccessible to or unusable by persons with disabilities.

By contrast, for buildings and parts of buildings considered “new construction,” the regulations implementing both *Section 504* and the *ADA* require that the buildings or parts of buildings themselves (not just the programs, activities, and services offered in the buildings) be accessible to and usable by persons with disabilities. The *Section 504* regulation at (34 C.F.R. 104.23(c)) further provides that facilities constructed or modified after January 18, 1991, must conform strictly to the requirements of UFAS. Prior to January 18, 1991, the *Section 504* regulation stated that “new construction” commenced after June 23, 1977, had to conform to the American National Standards Institute standards (ANSI 1971).

Where a building or portion of a building is constructed or modified between the effective dates of the *Section 504* and *ADA* regulations, the building or alteration, if it impacts accessibility or usability, is considered “new construction” and must satisfy the facility accessibility standard under *Section 504*, while it is considered an “existing facility” and must satisfy the program accessibility standard under the *ADA*. To the extent that these requirements may be inconsistent, the *ADA* regulation at (28 C.F.R. 35.103) provides that the *ADA* regulation should not be construed to apply a lesser standard than the requirement under *Section 504*.

Thus, the CSDE generally applies the more demanding *Section 504* facility accessibility standard for “new construction” in such circumstances. The *Section 504* regulation at (34 C.F.R. Section 104.22(f)) further requires that recipients adopt and implement procedures to ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities.

FACILITIES REVIEW FINDINGS


If the construction or alteration began on or before June 23, 1977, it is considered an existing facility. The program, when viewed in its entirety, must be “readily accessible” as required by (34 C.F.R. Section 104.22). Compliance may be by means of redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of health, welfare, or other social services at alternate accessible sites, alteration of existing facilities and construction of new facilities in conformance with the requirements of (34 C.F.R. Section 104.23), or any other methods that result in making its programs or activities accessible to handicapped persons. Areas that have been altered after June 23, 1977, are considered “new construction.” The requirement for “new construction” is that building or parts of the building themselves (not just the programs, activities, and services offered in the buildings) are accessible to and usable by persons with disabilities. UFAS or the 1990 *ADA* standards apply if the construction or alteration initiated between January 27, 1992 and September 14, 2010; UFAS, the 1990 *ADA* Standards, or the 2010 *ADA* Standards apply to construction or alteration initiated between September 15, 2010 and March 14, 2012; and the 2010 *ADA* Standards apply if physical construction or alteration commence on or after March 15, 2012.

Daniel Hand High School was built in 2003. UFAS was the standard that was used for the building project. Based on the evaluation of the evidence presented to the review team during the facilities review, no compliance issues were identified during the review. Therefore, no additional action is required.

Report prepared by:

Report reviewed by:

Dr. Adrian R. Wood
Dr. Adrian R. Wood, Education Consultant
Turnaround Office


Mrs. Irene Parisi, Chief Academic Officer

August 24, 2022
Date

August 26, 2022
Date

Connecticut State Department of Education

**Policy #4040 Minority Recruitment Plan
Report to Board of Education
2022-2023**

<p>Recruitment Efforts</p>	<ul style="list-style-type: none"> ● Post all positions internally, as per the provisions of the various union contracts ● Post all positions externally via AppliTrack which is linked to the district website ● AppliTrack will link postings to various job recruitment websites such as K12 JobSpot, Indeed, and Simply Hired ● Post all certified and some classified positions on CT REAP ● Post all certified positions on CEA and potentially job specific websites. ● “Why Madison Public Schools” on the district website to provide candidates an overview of the district to attract candidates https://www.madison.k12.ct.us/departments/human-resources/why-madison-public-schools ● Attended UCONN Educator Recruitment Fair ● Participated and attended CSDE/RESC Alliance Increasing Educator Diversity Recruiting training (4/28/22) and Fair (5/5/22)
<p>Hiring Process*</p> <p><i>*Hiring process (except for reference checks and final interviews) may be shortened depending on the time of the year and feasibility of teaching demo lessons.</i></p>	<ul style="list-style-type: none"> ● All applications are initially reviewed by the Human Resources Department to ensure that all necessary materials have been submitted and applicants have the required qualifications (application, cover letter, resume, certification, transcripts, letters of reference) ● Applications are forwarded from HR to the respective administrator ● Administrator selects team to review applications in order to select the most qualified candidates for interview ● Interviews are conducted with the Administrator and team. ● Demo Lessons are scheduled for candidates successful in initial interview ● 3 references checks are conducted and documented on finalists ● Final Interview for certified staff members conducted by either the Assistant Superintendent, Director of Special Education or Superintendent

NEW HIRE STATISTICS

2022-2023

(as of 8/26/22)

All New Hires

	Caucasian	Black	Asian	Hispanic	Total
Female	30			1	31
Male	8				8

Certified Staff Only

	Caucasian	Black	Asian	Hispanic	Total
Female	16			1	17
Male	2				2

MADISON PUBLIC SCHOOLS LINE ITEM TRANSFERS 9.6.2022

LINE	SOURCE	EFF DATE	ORG	OBJECT	ACCOUNT	COMMENT	DR/CR	AMOUNT
1	BUA	08/09/2022	GE10120B	51110	1000-9101-1000-101-20-00000-51110	Added class section	D	15,517
2	BUA	08/09/2022	GE10121B	51110	1000-9101-1000-101-21-00000-51110	Added class section	C	15,517
3	BUA	08/09/2022	GE10221B	51110	1000-9101-1000-102-21-00000-51110	Staff Turnover	C	25,878
4	BUA	08/09/2022	GE10223B	51110	1000-9101-1000-102-23-00000-51110	Staff Turnover	D	25,878
5	BUA	08/09/2022	GE10230B	51110	1000-9101-1000-102-30-00000-51110	Added class section	C	12,456
6	BUA	08/09/2022	GE10120B	51110	1000-9101-1000-101-20-00000-51110	Added class section	D	12,456
7	BUA	08/09/2022	GE10240B	51110	1000-9101-1000-102-40-00000-51110	Added class section	C	57,252
8	BUA	08/09/2022	GE10120B	51110	1000-9101-1000-101-20-00000-51110	Added class section	D	57,252
9	BUA	08/09/2022	GE10823B	51110	1000-9101-1000-108-23-00000-51110	Staff Transfer	D	52,311
10	BUA	08/09/2022	GE10530B	51110	1000-9101-1000-105-30-00000-51110	Staff Transfer	C	52,311
11	BUA	08/09/2022	GE11110B	51110	1000-9101-1000-111-10-00000-51110	Position Added	D	66,858
12	BUA	08/09/2022	GE11130B	51110	1000-9101-1000-111-30-00000-51110	Position Added	C	66,858
13	BUA	08/09/2022	GE11140B	51110	1000-9101-1000-111-40-00000-51110	Position Added	D	18,711
14	BUA	08/09/2022	GE10630B	51110	1000-9101-1000-106-30-00000-51110	Position Added	C	18,711
15	BUA	08/09/2022	GE11221B	51110	1000-9101-1000-112-21-00000-51110	Staff Turnover	D	10,363
16	BUA	08/09/2022	GE10540B	51110	1000-9101-1000-105-40-00000-51110	Staff Turnover	C	10,363
17	BUA	08/09/2022	SE23021B	51110	1000-9102-1000-230-21-00000-51110	Staff Turnover	D	47,513
18	BUA	08/09/2022	GE11330B	51110	1000-9101-1000-113-30-00000-51110	Staff Turnover	C	47,513
19	BUA	08/09/2022	SE23030B	51110	1000-9102-1000-230-30-00000-51110	Staff Turnover	D	22,790
20	BUA	08/09/2022	GE11330B	51110	1000-9101-1000-113-30-00000-51110	Staff Turnover	C	22,790
21	BUA	08/09/2022	SE23040B	51110	1000-9102-1000-230-40-00000-51110	Staff Turnover	D	14,669
22	BUA	08/09/2022	GE11330B	51110	1000-9101-1000-113-30-00000-51110	Staff Turnover	C	14,669
23	BUA	08/09/2022	GE11925Q	51111	1000-9101-3240-119-25-00000-51111	Leave Payout	D	33,655
24	BUA	08/09/2022	GE32040D	51110	1000-9101-2100-320-40-00000-51110	Leave Payout	C	33,655
25	BUA	08/09/2022	GE33040D	51126	1000-9101-2100-330-40-00000-51126	Salary Adjustment	D	14,995
26	BUA	08/09/2022	GE10530B	51110	1000-9101-1000-105-30-00000-51110	Salary Adjustment	C	14,995
1	BUA	08/09/2022	GE10120B	51110	1000-9101-1000-101-20-00000-51110	Add class section	D	6,120
2	BUA	08/09/2022	GE10530B	51110	1000-9101-1000-105-30-00000-51110	Add class section	C	6,120
3	BUA	08/09/2022	GE10223B	51110	1000-9101-1000-102-23-00000-51110	Staff Turnover	D	464
4	BUA	08/09/2022	GE10423B	51110	1000-9101-1000-104-23-00000-51110	Staff Turnover	C	464
5	BUA	08/09/2022	GE10620B	51110	1000-9101-1000-106-20-00000-51110	Staff Turnover	D	3,894
6	BUA	08/09/2022	GE10540B	51110	1000-9101-1000-105-40-00000-51110	Staff Turnover	C	3,894

MADISON PUBLIC SCHOOLS LINE ITEM TRANSFERS 9.6.2022

LINE	SOURCE	EFF DATE	ORG	OBJECT	ACCOUNT	COMMENT	DR/CR	AMOUNT
7	BUA	08/09/2022	GE41210B	51110	1000-9101-1000-412-10-00000-51110	Up in Grade	C	6,111
8	BUA	08/09/2022	GE10840B	51110	1000-9101-1000-108-40-00000-51110	Staff Transfer	D	600
9	BUA	08/09/2022	GE10630B	51110	1000-9101-1000-106-30-00000-51110	Staff Transfer	C	600
10	BUA	08/09/2022	GE11110B	51110	1000-9101-1000-111-10-00000-51110	New Position	D	9,850
11	BUA	08/09/2022	GE10623B	51110	1000-9101-1000-106-23-00000-51110	New Position	C	9,850
12	BUA	08/09/2022	GE11223B	51110	1000-9101-1000-112-23-00000-51110	Budget Correction	D	300
13	BUA	08/09/2022	GE11230B	51110	1000-9101-1000-112-30-00000-51110	Budget Correction	C	300
14	BUA	08/09/2022	GE11240B	51110	1000-9101-1000-112-40-00000-51110	Up in Grade	D	3,591
15	BUA	08/09/2022	GE11230B	51110	1000-9101-1000-112-30-00000-51110	Up in Grade	C	3,591
16	BUA	08/09/2022	GE11540B	51110	1000-9101-1000-115-40-00000-51110	Up in Grade	D	3,334
17	BUA	08/09/2022	GE11530B	51110	1000-9101-1000-115-30-00000-51110	Up in Grade	C	3,334
18	BUA	08/09/2022	SE11218B	51110	1000-9102-1000-112-18-00000-51110	Staff Turnover	D	3,643
19	BUA	08/09/2022	SE10218B	51110	1000-9102-1000-102-18-00000-51110	Staff Turnover	C	3,643
20	BUA	08/09/2022	SE23020B	51110	1000-9102-1000-230-20-00000-51110	Staff Turnover	D	9,644
21	BUA	08/09/2022	GE11530B	51110	1000-9101-1000-115-30-00000-51110	Staff Turnover	C	9,644
22	BUA	08/09/2022	SE35010D	51110	1000-9102-2100-350-10-00000-51110	Budget Correction	D	270
23	BUA	08/09/2022	SE35510D	51110	1000-9102-2100-355-10-00000-51110	Budget Correction	C	270
24	BUA	08/09/2022	GE10830B	51110	1000-9101-1000-108-30-00000-51110	Up in Grade	D	6,111
25	BUA	08/09/2022	GE51010E	51111	1000-9101-2212-510-10-00000-51111	Salary Adjustment	D	1,637
26	BUA	08/09/2022	GE11530B	51110	1000-9101-1000-115-30-00000-51110	Salary Adjustment	C	1,637
27	BUA	08/09/2022	GE11530B	51110	1000-9101-1000-115-30-00000-51110	Salary Adjustment	C	2,950
28	BUA	08/09/2022	GE51010H	51111	1000-9101-2321-510-10-00000-51111	Salary Adjustment	D	2,950
29	BUA	08/09/2022	GE53110M	51116	1000-9101-2800-531-10-00000-51116	Salary Adjustment	D	3,075
30	BUA	08/09/2022	SE23040B	51109	1000-9102-1000-230-40-00000-51109	Salary Adjustment	C	3,075

2022-2023 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 9.6.22

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS/ ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51060	51060 REDUCTION/BUDGET	(38,800)		(38,800)	(38,800)			0.00
51108	51108 SAT TRAINING	15,000		15,000			15,000	0.00
51109	51109 11TH COURSE STIPENDS	16,000	(3,075)	12,925		8,000	4,925	61.90
51110	51110 TEACHERS	23,649,736	(53,237)	23,596,498	956,743	22,304,420	335,336	98.60
51111	51111 ADMINISTRATORS	2,166,498	38,242	2,204,740	485,271	1,719,468		100.00
51112	51112 EPED	308,997		308,997		283,332	25,665	91.70
51113	51113 CO CURRICULAR	514,980		514,980		165,138	349,842	32.10
51114	51114 EARLY RETIREMENT	64,533		64,533			64,533	0.00
51116	51116 DIRECTORS / MANAGERS	370,307	3,075	373,382	287,219	85,686	476	99.90
51120	51120 OFFICE STAFF	1,583,925	(1,256)	1,582,669	173,561	1,340,894	68,214	95.70
51121	51121 INSTRUCTIONAL PARAPROFES	1,957,271		1,957,271	17,711	1,660,919	278,641	85.80
51122	51122 CUSTODIANS	1,679,728		1,679,728	56,344	1,510,209	113,175	93.30
51123	51123 MEDIA / TECH PARAPROFESS	290,910		290,910	18,981	237,541	34,388	88.20
51124	51124 SECURITY / SUSPENSION	433,174		433,174	4,133	319,490	109,551	74.70
51126	51126 SCHOOL HEALTH SERVICES	358,863	14,995	373,858	10,782	352,975	10,101	97.30
51128	51128 ATHLETIC TRAINER	42,690		42,690	2,033	40,657		100.00
51129	51129 ATTENDANCE INCENTIVE	14,500		14,500			14,500	0.00
51130	51130 THERAPISTS / OCCUP & PHY	428,528		428,528	17,141	411,387		100.00
51210	51210 SUBSTITUTE TEACHERS	550,000		550,000	54,914	298,270	196,816	64.20
51212	51212 SUBS / SCHOOL HEALTH SER	16,320		16,320			16,320	0.00
51221	51221 CLASSIFIED SUBS	14,000	1,256	15,256	768		14,488	5.00
51320	51320 OVERTIME	63,575		63,575	12,643		50,932	19.90
51321	51321 CUSTODIAL/CASUAL LABOR	93,806		93,806	26,821		66,985	28.60
52130	52130 LIFE INSURANCE	51,200		51,200	7,617	3,857	39,726	22.40
52200	52200 SOCIAL SECURITY	630,623		630,623	94,918		535,705	15.10
52201	52201 MEDICARE	502,324		502,324	(11,020)		513,344	-2.20
52202	52202 FSA ADMINISTRATION	1,750		1,750	125		1,625	7.10
52300	52300 PENSION-DEF BENEFIT	1,131,899		1,131,899	755,311		376,588	66.70
52301	52301 PENSION-DEF CONTRIBUTION	35,000		35,000	3,140		31,860	9.00
52500	52500 UNEMPLOYMENT	40,000		40,000			40,000	0.00
52600	52600 WORKER'S COMP	265,102	(4,922)	260,180	255,848		4,332	98.30
52700	52700 DISABILITY INSURANCE	74,000		74,000	11,967	6,187	55,846	24.50

2022-2023 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 9.6.22

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL	TRNFRS/	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	
		APPROP	ADJSMT				BUDGET	% USED
53000	53000 UNBUDGETED EXPENSE	75,000		75,000			75,000	0.00
53101	53101 LABOR & LEGAL SVCES	110,000		110,000	46		109,954	0.00
53222	53222 EVALUATION SERVICES	139,500		139,500	1,485	1,905	136,110	2.40
53224	53224 STAFF DEVELOPMENT	234,023		234,023	39,214	19,464	175,346	25.10
53225	53225 NEASC ACCREDITATION SERV	4,676		4,676	4,340		336	92.80
53230	53230 STUDENT SUPPORT SERVICES	54,000		54,000	2,803	1,500	49,697	8.00
53231	53231 ADULT EDUCATION	45,000		45,000	42,000		3,000	93.30
53300	53300 PROF / TECH SVCES	1,280,366	9,805	1,290,171	450,924	655,984	183,263	85.80
53305	53305 PROF TECH MEDICAL	15,630		15,630	1,800	4,910	8,920	42.90
54210	54210 DISPOSAL / RECYCLING	73,200		73,200	21,305	51,895		100.00
54220	54220 SNOW REMOVAL	64,946		64,946		9,500	55,446	14.60
54300	54300 REPAIRS & MAINT	575,047		575,047	186,207	93,869	294,971	48.70
54307	54307 TECH / INFRASTRUCTURE	42,000		42,000			42,000	0.00
54309	54309 EMERGENCY MAINTENANCE	50,000		50,000			50,000	0.00
54310	54310 KITCHEN MAINTENANCE	13,401		13,401	197		13,204	1.50
54313	54313 TREATMENT PLANT REPAIRS	29,000		29,000	1,858	1,717	25,426	12.30
54320	54320 REPAIR / CONTRACTS	36,500		36,500	2,305	843	33,352	8.60
54330	54330 ALARM SERVICES	12,372		12,372	1,913		10,459	15.50
54340	54340 TELEPHONE MAINTENANCE	14,024		14,024			14,024	0.00
54420	54420 RENTAL AGREEMENTS	30,851		30,851	240	1,600	29,011	6.00
54600	54600 TREE SERVICES	8,828		8,828			8,828	0.00
54900	54900 PURCHASE SVCES	163		163			163	0.00
55110	55110 STUDENT ACTIV TRANS	31,178		31,178	396		30,782	1.30
55111	55111 REGULAR TRANSPORTATION	2,022,500		2,022,500			2,022,500	0.00
55113	55113 FUEL / TRANSPORTATION	283,000		283,000	11,173	73,827	198,000	30.00
55114	55114 SCHOOL CHOICE TRANSPORT	70,000		70,000			70,000	0.00
55120	55120 SPED TRANSPORTATION	1,261,079		1,261,079	118,294	226,480	916,305	27.30
55201	55201 GENERAL INSURANCE	324,050	2,922	326,972	320,972		6,000	98.20
55203	55203 STUDENT INSURANCE	14,375		14,375	12,500		1,875	87.00
55301	55301 TELECOMMUNICATIONS	152,178		152,178	30,263	79,098	42,816	71.90
55302	55302 POSTAGE	20,915		20,915	11,970	5,940	3,006	85.60
55303	55303 REPORTS/PUBLIC RELATIONS	4,650		4,650			4,650	0.00

2022-2023 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 9.6.22

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL	TRNFRS/	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	
		APPROP	ADJSMT				BUDGET	% USED
55500	55500 PRINTING & BINDING	45,333		45,333	6,734	31,057	7,542	83.40
55501	55501 PRINTING / INSTRU SUPPLI	34,662		34,662	4,741	4,252	25,669	25.90
55608	55608 TUITION / TYPICALS	(70,000)		(70,000)	(1,030)		(68,970)	1.50
55610	55610 EXT PLACEMENTS / PUBLIC	525,714		525,714	41,499	363,638	120,576	77.10
55630	55630 EXT PLACEMENTS / PRIVATE	1,844,581		1,844,581	132,351	1,540,044	172,187	90.70
55640	55640 SCHOOL CHOICE TUITION	76,000		76,000			76,000	0.00
55641	55641 EXTENDED YEAR SERVICES /	106,000		106,000	129,220		(23,220)	121.90
55643	55643 EXT PLACEMENT/ GENERAL E	10,000		10,000			10,000	0.00
55801	55801 TRAVEL (STAFF)	27,569		27,569	2,392	7,506	17,671	35.90
55802	55802 TRAVEL (BOE)	320		320			320	0.00
55900	55900 MISC PURCH SERVICES	8,850		8,850	550	10,280	(1,980)	122.40
56101	56101 OFFICE SUPPLIES	40,453		40,453	7,589	4,009	28,855	28.70
56110	56110 INSTRUCTIONAL SUPPLIES	409,005	(1,350)	407,655	101,762	53,096	252,798	38.00
56120	56120 INSTRUCTIONAL SOFTWARE	37,885		37,885	19,309	10,626	7,950	79.00
56130	56130 CUSTODIAL SUPPLIES	82,132		82,132	45,670	19,709	16,753	79.60
56131	56131 MAINTENANCE SUPPLIES	78,000		78,000	6,685	16,702	54,613	30.00
56140	56140 FIELDS MAINTENANCE	112,900		112,900	2,683	53,111	57,106	49.40
56206	56206 GAS SERVICES	274,012		274,012	10,033		263,979	3.70
56207	56207 HEATING FUEL	10,944		10,944			10,944	0.00
56210	56210 WATER	43,503		43,503	1,506		41,997	3.50
56220	56220 ELECTRICITY	785,257		785,257	115,556	31,844	637,857	18.80
56260	56260 EQUIPMENT MAINTENANCE	21,672		21,672	489		21,183	2.30
56410	56410 TEXTBOOKS & REPLACEMENT	33,668	(500)	33,168	1,298	13,023	18,846	43.20
56411	56411 TEXTBOOKS / NEW	36,500		36,500	6,358	1,236	28,907	20.80
56420	56420 AWARDS	5,000		5,000			5,000	0.00
56421	56421 MEDIA SUPPLIES	34,074		34,074	794	(421)	33,701	1.10
56422	56422 PERIODICALS	25,600		25,600	3,330	12,066	10,204	60.10
56423	56423 PRINT COLLECTION	48,000	(5,389)	42,611			42,611	0.00
56550	56550 STAFF UNIFORMS	5,258		5,258	5,091		167	96.80
56551	56551 UNIFORMS / STUDENT GROUP	25,000		25,000			25,000	0.00
56900	56900 SUPPLIES	69,487		69,487	4,117	6,387	58,983	15.10
57301	57301 EQUIPMENT	204,539	(566)	203,973	32,035	654	171,283	16.00

2022-2023 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 9.6.22

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS/ ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57302	57302 OS SOFTWARE	297,100		297,100	171,316	3,465	122,319	58.80
57303	57303 EQUIP - LEASE/PURCHASE	39,120		39,120			39,120	0.00
57304	57304 COMPUTER HARDWARE	549,550		549,550	328,997	39,284	181,269	67.00
57330	57330 FURNISHINGS & FIXTURES				68,943	(68,943)		100.00
57400	57400 PUBLIC SAFETY	6,623		6,623			6,623	0.00
58100	58100 DUES, FEES & MEMBSHPS	62,483		62,483	18,071	1,051	43,361	30.60
58101	58101 ATHLETIC EVENT FEES	11,000		11,000	325	150	10,525	4.30
Grand Total		50,376,687		50,376,687	5,734,788	34,130,789	10,511,110	79.20

Policy Notes August 2022

#6030 – School Calendar

Policy has not been revised since 2011 and needs to be reviewed for accuracy. Note, Shipman does not have a comparable policy.

Additional notes from Shipman & Goodwin:

There is no explicit requirement, nor specific prohibition, in Connecticut law concerning the designation of days on the school calendar.

Naming the holidays in the calendar does assist in providing the community notice of the reason for school cancellation on that date and ensures that the school complies with the calendar requirements in Connecticut law (i.e. school cannot be held on legal holidays in December and January.) Naming the holidays also assists in ensuring compliance with any applicable collective bargaining agreements relative to work on legal holidays. However, as indicated above, there is no legal requirement that the holiday be named in the school calendar. While a majority of school districts do name the holiday in their calendar, we identified at least one other district (Colchester) that identifies holidays as “School Holiday” as is being proposed by Madison.

#1150 – Prohibition Against Nicotine and Cannabis Use

Shipman has further reviewed this policy and made revisions related to smoking and added a reference to alcohol.

#5120.3.3 – Administering Medication

Shipman recommends the Board repeal and replace the current policy from 2015 for consistency and legal compliance. Of particular note is the inclusion of the use of Naloxone (Narcan) which school nurses recently received training in. This needs to be added to our Safety and Security Plans which are submitted annually (November 1) to the Department of Emergency Management and Homeland Security.

#9460 – Advisory Committees

Changes suggested by Shipman, at our request, as this policy is referenced in policy #7551.

NOTE: The following policies will be returning to the September Policy Committee Meeting:

#4112.8 – Nepotism

Shipman recommends repealing this policy and replacing with theirs for consistency.

#7551 – Naming/Renaming of School Buildings, Components of School Buildings and/or School Grounds

At the request of the committee, and with regard to the building of a new school, Shipman has reviewed this policy and provided suggested changes.

#6030
School Calendar

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

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, Columbus Day, Thanksgiving Day (Thursday and Friday), Christmas, New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, ~~and~~ Memorial Day and Independence Day as holidays for students; legal holidays for students.
- ~~5.6.~~ Veterans Day – observe Veterans Day by holding school-based Veterans Day observance activities.

#6030(b)

6.7. schedule the high school graduation ceremony no earlier than the 180th ~~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; 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

7.8. 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~~ January. 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

70 10-261 Definitions
71 PA 95-182 An Act Concerning Reduction of Education Mandates
72
73 Date of Adoption: February 25, 1997
74 Date of Revision: March 21, 2006
75 Date of Revision: November 15, 2011
76
77 First Reading: September 6, 2022

#1150

Prohibition Against Smoking

The Madison Board of Education (“Board”) prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes) or vapor product, within any of its schools, including any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity. For purposes of this policy, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. The term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. The term “school-sponsored activity” shall mean any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

The Board further prohibits smoking including smoking using an electronic nicotine delivery system (e.g., e-cigarettes) or vapor product on the real property of any administrative office building. Real property means the land and all temporary and permanent structures comprising the district’s administrative office building(s) and includes, but is not limited to storage facilities and parking lots.

Legal References:

Public Act 19-13
Conn. Gen. Stat. § 10-233a(h)
Conn. Gen. Stat. § 19a-342
Conn. Gen. Stat. § 19a-342a
Conn. Gen. Stat. § 53-344b
Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

Date of Adoption: December 15, 2020

#1150

**Prohibition Against Smoking, Possession
And Use of Tobacco, Cannabis and Alcohol
Smoking Nicotine and Cannabis Use**

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 delivery ~~ing~~ 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.~~

Community/School Relations

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

37

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

40

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

42

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

45

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

50

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

56

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

60

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

63

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

66

67

68 ~~The term~~ “Vapor product” shall mean any product that employs a heating element, power source,
69 electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to

70 produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such
71 product. ~~The term “school sponsored activity” shall mean any activity sponsored, recognized or~~
72 ~~authorized by the Board and includes activities conducted on or off school property.~~

73
74

75 Legal References:

76

77

~~Public Act 19-13~~

78

Conn. Gen. Stat. § 10-233a(h)

79

Conn. Gen. Stat. § 19a-342

80

Conn. Gen. Stat. § 19a-342a

81

Conn. Gen. Stat. § 53-344b

82

June Special Session, Public Act No. 21-1

83

84

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

85

86

87

88

Date of Adoption: December 15, 2020

89

First Reading: September 6, 2022

90

#5120.3.3**Administering Medications**

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

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

Definitions

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

Advanced practice registered nurse means an individual licensed pursuant to C.G.S. 20-94a.

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

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

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

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

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

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

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

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

Error means:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

such Board for employment as a health care aide or assistant or instructional aide or assistant.

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

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

Physician assistant means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.

Principal means the administrator in the school.

Qualified medical professional, as defined in C.G.S. 10-212, means a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced practice registered nurse licensed to prescribe in accordance with Section 20-94a or a physician assistant licensed to prescribe in accordance with Section 20-12d.

Qualified personnel for schools means (a) a full-time employee who is a qualified school employee, except that a coach, an athletic trainer, or school paraprofessional need not be a fulltime employee. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

Qualified school employee, as defined in C.G.S. 10-212, means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.

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

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

School medical advisor means a physician appointed pursuant to C.G.S. 10-205.

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

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

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

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

Supervision means the overseeing of the process of the administration of medication in a school.

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

General Policies on Administration of Medication

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

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

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

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

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

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

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

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

Administration of Medication by Paraprofessionals

A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications

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

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

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

Administration of medications shall be provided only when it is medically necessary for program participants to access the program and maintain their health status while attending the program. A child attending any before- or after-school program, defined as any child care program operated and administered by the Board in any building or on the grounds of any district school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's authorized prescriber, will be supervised by the District staff member (Director or designee, lead teacher, school administrator) trained to administer medication including a cartridge injector. Such administration shall be to a particular student medically diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. Investigational drugs or research or study medications may not be administered by Directors or their designees, lead teachers or school administrators.

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

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

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

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

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

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

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

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

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

THE PORTION OF THIS POLICY PERTAINING TO THE ADMINISTRATION OF MEDICATION IN SCHOOL READINESS PROGRAMS AND BEFORE- AND

AFTERSCHOOL PROGRAMS SHALL BE REVIEWED BY THE BOARD ON AN ANNUAL BASIS WITH INPUT FROM THE SCHOOL MEDICAL ADVISOR OR A LICENSED PHYSICIAN AND THE SCHOOL NURSE SUPERVISOR.

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

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse.

The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

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

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

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

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

Storage and Use of Epinephrine Cartridge Injectors (Emergency Administration of Epinephrine to Students without Prior Written Authorization)

A school nurse or, in the absence of a school nurse, a "qualified school employee" who has completed the training required by PA 14-176, shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

Note: Epipens expire yearly. Therefore schools are responsible for refilling their prescriptions annually. It is estimated that each school would require two to three two-pack Epipens.

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors (Epipens) for such emergency use.

Note: This requirement pertains only during regular school hours and does not include afterschool activities.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

The school nurse or, in the absence or unavailability of such school nurse, such qualified school employee may administer epinephrine to a student experiencing a life-threatening undiagnosed allergic reaction as emergency first aid, to students who do not have a prior written authorization from a parent or guardian or a prior written order from a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an Epipen.

The parent/guardian of a student may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.

The Board of Education, recognizing this emergency use of epinephrine for previously undiagnosed students, per the statute, is to take place during "regular school hours" establishes such hours to be from the arrival of the first students to the school site to the

departure of the last bus serving the school at the conclusion of the day's instructional programs.

Note: The regulations indicate that boards of education determine the regular school hours for each school. Another definition could be the hours specified in the Teacher's Contract for the normal school/employment day in terms of hours.

Administration of Anti-Epileptic Medications to Students

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

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

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

(cf. 5141 - Student Health Services)

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

Legal Reference: Connecticut General Statutes

- 10-206 Health Assessment
- 10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.
- 10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198 and PA 14-176 and PA 15-215)
- 10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA12-198)

- 19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.
- 21a-240 Definitions
- 29-17a Criminal history checks. Procedure. Fees.
- 52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)
- Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.
- Code of Federal Regulations: Title 21 Part 1307.2
- 20-12d Medical functions performed by physician assistants. Prescription authority.
- 20-94a Licensure as advanced practice registered nurse.
- PA 07-241 An Act Concerning Minor Changes to the Education Statutes
- 29-17a Criminal history checks. Procedure. Fees.

Date of Adoption: April 2, 1996

Date of Revision: December 15, 1998

Date of Revision: February 4, 2003

Date of Revision: October 20, 2015

#5120.3.3

**Administration of Student Medications
In the Schools
(formerly Administering Medication)**

A. Definitions

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

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

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

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

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

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

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

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

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

Error means:

(1) the failure to do any of the following as ordered:

(a) administer a medication to a student;

- 47 (b) administer medication within the time designated by the prescribing physician;
48 (c) administer the specific medication prescribed for a student;
49 (d) administer the correct dosage of medication;
50 (e) administer medication by the proper route;
51 (f) administer the medication according to generally accepted standards of
52 practice; or
53
54 (2) the administration of medication to a student which is not ordered, or which is
55 not authorized in writing by the parent or guardian of such student, except for
56 the administration of epinephrine or naloxone for the purpose of emergency first
57 aid as set forth in Sections D and E below.
58

59 Guardian means one who has the authority and obligations of guardianship of the
60 person of a minor, and includes: (1) the obligation of care and control; and (2) the
61 authority to make major decisions affecting the minor's welfare, including, but not
62 limited to, consent determinations regarding marriage, enlistment in the armed forces
63 and major medical, psychiatric or surgical treatment.
64

65 Intramural athletic events means tryouts, competition, practice, drills, and
66 transportation to and from events that are within the bounds of a school district for the
67 purpose of providing an opportunity for students to participate in physical activities
68 and athletic contests that extend beyond the scope of the physical education program.
69

70 Interscholastic athletic events means events between or among schools for the
71 purpose of providing an opportunity for students to participate in competitive contests
72 that are highly organized and extend beyond the scope of intramural programs and
73 includes tryouts, competition, practice, drills and transportation to and from such
74 events.
75

76 Investigational drug means any medication with an approved investigational new drug
77 (IND) application on file with the Food and Drug Administration (FDA), which is
78 being scientifically tested and clinically evaluated to determine its efficacy, safety and
79 side effects and which has not yet received FDA approval.
80

81 Licensed athletic trainer means a licensed athletic trainer employed by the school
82 district pursuant to Chapter 375a of the Connecticut General Statutes.
83

84 Medication means any medicinal preparation, both prescription and non-prescription,
85 including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This
86 definition includes Aspirin, Ibuprofen or Aspirin substitutes containing
87 Acetaminophen.
88

89 Medication Emergency means a life-threatening reaction of a student to a medication.
90

91 Medication plan means a documented plan established by the school nurse in
92 conjunction with the parent and student regarding the administration of medication in

93 school. Such plan may be a stand-alone plan, part of an individualized health care
94 plan, an emergency care plan or a medication administration form.

95
96 Medication order means the authorization by an authorized prescriber for the
97 administration of medication to a student which shall include the name of the student,
98 the name and generic name of the medication, the dosage of the medication, the route
99 of administration, the time of administration, the frequency of administration, the
100 indications for medication, any potential side effects including overdose or missed
101 dose of the medication, the start and termination dates not to exceed a 12-month
102 period, and the written signature of the prescriber.

103
104 Nurse means an advanced practice registered nurse, a registered nurse or a practical
105 nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

106
107 Occupational Therapist means an occupational therapist employed full time by the
108 local or regional board of education and licensed in Connecticut pursuant to Chapter
109 376a of the Connecticut General Statutes.

110
111 Optometrist means an optometrist licensed to provide optometry pursuant to Chapter
112 380 of the Connecticut General Statutes.

113
114 Paraprofessional means a health care aide or assistant or an instructional aide or
115 assistant employed by the local or regional board of education who meets the
116 requirements of such board of employment as a health care aide or assistant or
117 instructional aide or assistant.

118
119 Physical therapist means a physical therapist employed full time by the local or
120 regional board of education and licensed in Connecticut pursuant to Chapter 376 of
121 the Connecticut General Statutes.

122
123 Physician means a doctor of medicine or osteopathy licensed to practice medicine in
124 Connecticut pursuant to Chapter 370 of the Connecticut General Statutes, or licensed
125 to practice medicine in another state.

126
127 Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to
128 Chapter 375 of the Connecticut General Statutes.

129
130 Principal means the administrator in the school.

131
132 Research or study medications means FDA-approved medications being administered
133 according to an approved study protocol. A copy of the study protocol shall be
134 provided to the school nurse along with the name of the medication to be
135 administered and the acceptable range of dose of such medication to be administered.

136
137 School means any educational facility or program which is under the jurisdiction of
138 the Board excluding extracurricular activities.

139

140 School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section
141 10-212.

142
143 School nurse supervisor means the nurse designated by the local or regional board of
144 education as the supervisor or, if no designation has been made by the board, the lead
145 or coordinating nurse assigned by the board.

146
147 School readiness program means a program that receives funds from the State
148 Department of Education for a school readiness program pursuant to subsection (b) of
149 Section 10-16p of the Connecticut General Statutes and exempt from licensure by the
150 Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section
151 19a-77 of the Connecticut General Statutes.

152
153 Self-administration of medication means the control of the medication by the student
154 at all times and is self-managed by the student according to the individual medication
155 plan.

156
157 Teacher means a person employed full time by the Board who has met the minimum
158 standards as established by the Board for performance as a teacher and has been
159 approved by the school medical advisor and school nurse to be designated to
160 administer medications pursuant to the Regulations of Connecticut State Agencies
161 Sections 10-212a-1 through 10-212a-7.

162
163 B. General Policies on Administration of Medications

164
165 (1) Except as provided below in Section D, no medication, including non-
166 prescription drugs, may be administered by any school personnel without:

- 167
168 (a) the written medication order of an authorized prescriber;
169 (b) the written authorization of the student's parent
170 or guardian or eligible student; and
171 (c) the written permission of a parent for the exchange of information between
172 the prescriber and the school nurse necessary to ensure safe administration
173 of such medication.

174
175 (2) Prescribed medications shall be administered to and taken by only the person for
176 whom the prescription has been written.

177
178 (3) Except as provided in Section D, medications may be administered only by a
179 licensed nurse or, in the absence of a licensed nurse, by:

- 180
181 (a) a full-time principal, a full-time teacher, or a full-time licensed physical or
182 occupational therapist employed by the school district. A full-time
183 principal, teacher, licensed physical or occupational therapist employed by
184 the school district may administer oral, topical, intranasal or inhalant
185 medications. Such individuals may administer injectable medications only

- 186 to a student with a medically diagnosed allergic condition that may require
187 prompt treatment to protect the student against serious harm or death.
188
- 189 (b) students with chronic medical conditions who are able to possess, self-
190 administer, or possess and self-administer medication, provided all of the
191 following conditions are met:
- 192
- 193 (i) an authorized prescriber provides a written medication order,
194 including the recommendation for possession, self-administration, or
195 possession and self-administration;
- 196
- 197 (ii) there is a written authorization for possession, self-administration, or
198 possession and self-administration from the student's parent or
199 guardian or eligible student;
- 200
- 201 (iii) the school nurse has developed a plan for possession, self-
202 administration, or possession and self-administration, and general
203 supervision, and has documented the plan in the student's cumulative
204 health record;
- 205
- 206 (iv) the school nurse has assessed the student's competency for self-
207 administration and deemed it safe and appropriate, including that the
208 student: is capable of identifying and selecting the appropriate
209 medication by size, color, amount or other label identification;
210 knows the frequency and time of day for which the medication is
211 ordered; can identify the presenting symptoms that require
212 medication; administers the medication appropriately; maintains safe
213 control of the medication at all times; seeks adult supervision
214 whenever warranted; and cooperates with the established medication
215 plan;
- 216
- 217 (v) the principal, appropriate teachers, coaches and other appropriate
218 school personnel are informed the student is possessing, self-
219 administering, or possessing and self-administering prescribed
220 medication;
- 221
- 222 (vi) such medication is transported to school and maintained under the
223 student's control in accordance with this policy; and
- 224
- 225 (vii) controlled drugs, as defined in this policy, may not be possessed or
226 self-administered by students, except in extraordinary situations,
227 such as international field trips, with approval of the school nurse
228 supervisor and the school medical advisor in advance and
229 development of an appropriate plan.
- 230
- 231 (c) a student diagnosed with asthma who is able to self-administer medication
232 shall be permitted to retain possession of an asthmatic inhaler at all times

- 233 while attending school, in order to provide for prompt treatment to protect
234 such child against serious harm or death, provided all of the following
235 conditions are met:
- 236
- 237 (i) an authorized prescriber provides a written order requiring the
238 possession of an inhaler by the student at all times in order to provide
239 for prompt treatment in order to protect the child against serious
240 harm or death and authorizing the student's self-administration of
241 medication, and such written order is provided to the school nurse;
242
- 243 (ii) there is a written authorization from the student's parent or guardian
244 regarding the possession of an inhaler by the student at all times in
245 order to protect the child against serious harm or death and
246 authorizing the student's self-administration of medication, and such
247 written authorization is provided to the school nurse;
248
- 249 (iii) the conditions set forth in subsection (b) above have been met,
250 except that the school nurse's review of a student's competency to
251 self-administer an inhaler for asthma in the school setting shall not
252 be used to prevent a student from retaining and self-administering an
253 inhaler for asthma. Students may self-administer medication with
254 only the written authorization of an authorized prescriber and written
255 authorization from the student's parent or guardian or eligible
256 student; and
257
- 258 (iv) the conditions for self-administration meet any regulations as may be
259 imposed by the State Board of Education in consultation with the
260 Commissioner of Public Health.
- 261
- 262 (d) a student diagnosed with an allergic condition who is able to self-
263 administer medication shall be permitted to retain possession of a cartridge
264 injector at all times while attending school, in order to provide for prompt
265 treatment to protect such child against serious harm or death, provided all
266 of the following conditions are met:
- 267
- 268 (i) an authorized prescriber provides a written order requiring the
269 possession of a cartridge injector by the student at all times in order
270 to provide for prompt treatment in order to protect the child against
271 serious harm or death and authorizing the student's possession, self-
272 administration, or possession and self-administration of medication,
273 and such written order is provided to the school nurse;
274
- 275 (ii) there is a written authorization from the student's parent or guardian
276 regarding the possession of a cartridge injector by the student at all
277 times in order to protect the child against serious harm or death and
278 authorizing the student's possession, self-administration, or

- 279 possession and self-administration of medication, and such written
280 authorization is provided to the school nurse;
- 281
- 282 (iii) the conditions set forth in subsection (b) above have been met,
283 except that the school nurse’s review of a student’s competency to
284 self-administer cartridge injectors for medically-diagnosed allergies
285 in the school setting shall not be used to prevent a student from
286 retaining and self-administering a cartridge injector for medically-
287 diagnosed allergies. Students may self-administer medication with
288 only the written authorization of an authorized prescriber and written
289 authorization from the student’s parent or guardian or eligible
290 student; and
- 291
- 292 (iv) the conditions for self-administration meet any regulations as may be
293 imposed by the State Board of Education in consultation with the
294 Commissioner of Public Health.
- 295
- 296 (e) a student with a medically diagnosed life-threatening allergic condition
297 may possess, self-administer, or possess and self-administer medication,
298 including but not limited to medication administered with a cartridge
299 injector, to protect the student against serious harm or death, provided the
300 following conditions are met:
- 301
- 302 (i) the parent or guardian of the student has provided written
303 authorization for the student to possess, self-administer, or possess
304 and self-administer such medication; and
- 305
- 306 (ii) a qualified medical professional has provided a written order for the
307 possession, self-administration, or possession and self-
308 administration.
- 309
- 310 (f) a coach of intramural or interscholastic athletic events or licensed athletic
311 trainer who has been trained in the administration of medication, during
312 intramural or interscholastic athletic events, may administer inhalant
313 medications prescribed to treat respiratory conditions and/or medication
314 administered with a cartridge injector for students with medically
315 diagnosed allergic conditions which may require prompt treatment to
316 protect the student against serious harm or death, provided all of the
317 following conditions are met:
- 318
- 319 (i) the school nurse has determined that a self-administration plan is not
320 viable;
- 321
- 322 (ii) the school nurse has provided to the coach a copy of the authorized
323 prescriber’s order and parental permission form;
- 324

- 325 (iii) the parent/guardian has provided the coach or licensed athletic
326 trainer with the medication in accordance with Section K of this
327 policy, and such medication is separate from the medication stored in
328 the school health office for use during the school day; and
329
- 330 (iv) the coach or licensed athletic trainer agrees to the administration of
331 emergency medication and implements the emergency care plan,
332 identified in Section H of this policy, when appropriate.
333
- 334 (g) an identified school paraprofessional who has been trained in the
335 administration of medication, provided medication is administered only to
336 a specific student in order to protect that student from harm or death due to
337 a medically diagnosed allergic condition, except as provided in Section D
338 below, and the following additional conditions are met:
339
- 340 (i) there is written authorization from the student's parents/guardian to
341 administer the medication in school;
342
- 343 (ii) medication is administered pursuant to the written order of (A) a
344 physician licensed under chapter 370 of the Connecticut General
345 Statutes, (B) an optometrist licensed to practice optometry under
346 chapter 380 of the Connecticut General Statutes, (C) an advanced
347 practice registered nurse licensed to prescribe in accordance with
348 section 20-94a of the Connecticut General Statutes, or (D) a
349 physician assistant licensed to prescribe in accordance with section
350 20-12d of the Connecticut General Statutes;
351
- 352 (iii) medication is administered only with approval by the school nurse
353 and school medical advisor, if any, in conjunction with the school
354 nurse supervisor and under the supervision of the school nurse;
355
- 356 (iv) the medication to be administered is limited to medications necessary
357 for prompt treatment of an allergic reaction, including, but not
358 limited to, a cartridge injector; and
359
- 360 (v) the paraprofessional shall have received proper training and
361 supervision from the school nurse in accordance with this policy and
362 state regulations.
363
- 364 (h) a principal, teacher, licensed athletic trainer, licensed physical or
365 occupational therapist employed by the Board, coach or school
366 paraprofessional, provided medication is antiepileptic medication,
367 including by rectal syringe, administered only to a specific student with a
368 medically diagnosed epileptic condition that requires prompt treatment in
369 accordance with the student's individual seizure action plan, and the
370 following additional conditions are met:
371

- 372 (i) there is written authorization from the student’s parents/guardians to
373 administer the medication;
- 374
- 375 (ii) a written order for such administration has been received from the
376 student’s physician licensed under Chapter 370 of the Connecticut
377 General Statutes;
- 378
- 379 (iii) the principal, teacher, licensed athletic trainer, licensed physical or
380 occupational therapist employed by the Board, coach or school
381 paraprofessional is selected by the school nurse and school medical
382 advisor, if any, and voluntarily agrees to administer the medication;
- 383
- 384 (iv) the principal, teacher, licensed athletic trainer, licensed physical or
385 occupational therapist employed by the Board, coach or school
386 paraprofessional annually completes the training program established
387 by the Connecticut State Department of Education and the
388 Association of School Nurses of Connecticut, and the school nurse
389 and medical advisor, if any, have attested, in writing, that such
390 training has been completed; and
- 391
- 392 (v) the principal, teacher, licensed athletic trainer, licensed physical or
393 occupational therapist employed by the Board, coach or school
394 paraprofessional receives monthly reviews by the school nurse to
395 confirm competency to administer antiepileptic medication.
- 396
- 397 (i) a director of a school readiness program or a before or after school
398 program, or the director’s designee, provided that the medication is
399 administered:
 - 400
 - 401 (i) only to a child enrolled in such program; and
 - 402
 - 403 (ii) in accordance with Section L of this policy.
 - 404
- 405 (j) a licensed practical nurse, after the school nurse has established the
406 medication plan, provided that the licensed practical nurse may not train or
407 delegate the administration of medication to another individual, and
408 provided that the licensed practical nurse can demonstrate one of the
409 following:
 - 410
 - 411 (i) training in administration of medications as part of their basic
412 nursing program;
 - 413
 - 414 (ii) successful completion of a pharmacology course and subsequent
415 supervised experience; or
 - 416
 - 417 (iii) supervised experience in the administration of medication while
418 employed in a health care facility.

- 419
420 (4) Medications may also be administered by a parent or guardian to his/her
421 own child on school grounds.
422
423 (5) Investigational drugs or research or study medications may be
424 administered only by a licensed nurse. For FDA-approved medications
425 being administered according to a study protocol, a copy of the study
426 protocol shall be provided to the school nurse along with the name of the
427 medication to be administered and the acceptable range of dose of such
428 medication to be administered.
429

430 C. Diabetic Students

- 431
432 (1) The Madison Board of Education (the “Board”) permits blood glucose testing by
433 students who have a written order from a physician or an advanced practice
434 registered nurse stating the need and capability of such student to conduct self-
435 testing.
436
437 (2) The Board will not restrict the time or location of blood glucose testing by a
438 student with diabetes on school grounds who has written authorization from a
439 parent or guardian and a written order from a physician or an advanced practice
440 registered nurse stating that such child is capable of conducting self-testing on
441 school grounds.
442
443 (3) In the absence or unavailability of the school nurse, select school employees
444 may administer medication with injectable equipment used to administer
445 glucagon to a student with diabetes that may require prompt treatment in order
446 to protect the student against serious harm or death, under the following
447 conditions:
448
449 (a) The student’s parent or guardian has provided written authorization;
450
451 (b) A written order for such administration has been received from the
452 student’s physician licensed under Chapter 370 of the Connecticut General
453 Statutes;
454
455 (c) The school employee is selected by either the school nurse or principal and
456 is a principal, teacher, licensed athletic trainer, licensed physical or
457 occupational therapist employed by a school district, coach or school
458 paraprofessional;
459
460 (d) The school nurse shall provide general supervision to the selected school
461 employee;
462
463 (e) The selected school employee annually completes any training required by
464 the school nurse and school medical advisor in the administration of
465 medication with injectable equipment used to administer glucagon;

- 466
467 (f) The school nurse and school medical advisor have attested in writing that
468 the selected school employee completed the required training; and
469
470 (g) The selected school employee voluntarily agrees to serve as one who may
471 administer medication with injectable equipment used to administer
472 glucagon to a student with diabetes that may require prompt treatment in
473 order to protect the student against serious harm or death.
474

475 D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization
476

- 477 (1) For purposes of this Section D, “regular school hours” means the posted hours
478 during which students are required to be in attendance at the individual school
479 on any given day.
480
481 (2) The school nurse shall maintain epinephrine in cartridge injectors for the
482 purpose of emergency first aid to students who experience allergic reactions and
483 do not have prior written authorization of a parent or guardian or a prior written
484 order of a qualified medical professional for the administration of epinephrine.
485
486 (a) The school nurse, in consultation with the school nurse supervisor, shall
487 determine the supply of epinephrine in cartridge injectors that shall be
488 available in the individual school.
489
490 (b) In determining the appropriate supply of epinephrine in cartridge injectors,
491 the nurse may consider, among other things, the number of students
492 regularly in the school building during the regular school day and the size
493 of the physical building.
494
495 (3) The school nurse or school principal shall select principal(s), teacher(s),
496 licensed athletic trainer(s), licensed physical or occupational therapist(s)
497 employed by the Board, coach(es) and/or school paraprofessional(s) to maintain
498 and administer the epinephrine in cartridge injectors for the purpose of
499 emergency first aid as described in Paragraph (2) above, in the absence of the
500 school nurse.
501
502 (a) More than one individual must be selected by the school nurse or school
503 principal for such maintenance and administration in the absence of the
504 school nurse.
505
506 (b) The selected personnel, before conducting such administration, must
507 annually complete the training made available by the Department of
508 Education for the administration of epinephrine in cartridge injectors for
509 the purpose of emergency first aid.
510

- 511 (c) The selected personnel must voluntarily agree to complete the training and
512 administer epinephrine in cartridge injectors for the purpose of emergency
513 first aid.
514
- 515 (4) Either the school nurse or, in the absence of the school nurse, at least one of the
516 selected and trained personnel as described in Paragraph (3) above shall be on
517 the grounds of each school during regular school hours.
518
- 519 (a) The school principal, in consultation with the school nurse supervisor,
520 shall determine the level of nursing services and number of selected and
521 trained personnel necessary to ensure that a nurse or selected and trained
522 personnel is present on the grounds of each school during regular school
523 hours.
524
- 525 (b) If the school nurse, or a substitute school nurse, is absent or must leave
526 school grounds during regular school hours, the school nurse, school
527 administrator or designee shall send an email to all staff indicating that the
528 selected and trained personnel identified in Paragraph (3) above shall be
529 responsible for the emergency administration of epinephrine.
530
- 531 (5) The administration of epinephrine pursuant to this section must be done in
532 accordance with this policy, including but not limited to the requirements for
533 documentation and record keeping, errors in medication, emergency medical
534 procedures, and the handling, storage and disposal of medication, and the
535 Regulations adopted by the Department of Education.
536
- 537 (6) The parent or guardian of any student may submit, in writing, to the school
538 nurse or school medical advisor, if any, that epinephrine shall not be
539 administered to such student pursuant to this section.
540
- 541 (a) The school nurse shall notify selected and trained personnel of the students
542 whose parents or guardians have refused emergency administration of
543 epinephrine.
544
- 545 (b) The Board shall annually notify parents or guardians of the need to provide
546 such written notice.
547
- 548 (7) Following the emergency administration of epinephrine by selected and trained
549 personnel as identified in this section:
550
- 551 (a) Such emergency administration shall be reported immediately to:
552
- 553 (i) The school nurse or school medical advisor, if any, by the personnel
554 who administered the epinephrine; and
555
- 556 (ii) The student's parent or guardian, by the school nurse or personnel
557 who administered the epinephrine.

558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603

- (b) A medication administration record shall be:
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student’s cumulative health record, in accordance with Section E of this policy.

~~*[Optional insert for boards of education wishing to make Naloxone (“Narcan”) available in its schools. Naloxone is a controlled medication that is used as an emergency first aid measure in the event of an opioid overdose. Boards of education are not required to make Naloxone available in its schools. We encourage boards of education considering inclusion of this optional language to consult with legal counsel, so that the relevant legal considerations may be discussed.]*~~

~~*If a board of education chooses not to include Section E, all references to Sections E-M should be revised accordingly.]*~~

E. Naloxone for Purposes of Emergency First Aid

- (1) Pursuant to a standing order of the Board’s medical advisor and authorization from the Superintendent of Schools, and in accordance with Connecticut law and this policy, a school nurse may maintain naloxone, for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose.
 - (a) The school nurse, in consultation with the Board’s medical advisor, shall determine the supply of naloxone that shall be maintained in the individual school.
 - (b) The school nurse shall be responsible for the safe storage of naloxone maintained in a school and shall ensure any supply of naloxone maintained is stored in accordance with the manufacturer’s instructions.
 - (c) The school nurse shall be responsible for maintaining an inventory of naloxone maintained in the school, tracking the date(s) of expiration of the supply of naloxone maintained in a school, and, as appropriate, refreshing the supply of naloxone maintained in the school.
- (2) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board’s policies and procedures regarding the emergency administration of naloxone in the event of a known or suspected opioid overdose.

- 604 (3) A school nurse shall be approved to administer naloxone for the purpose of
605 emergency first aid, as described in Paragraph (1) above, in the event of a
606 known or suspected opioid overdose, provided that such nurse has completed
607 appropriate training, as identified by the Board’s medical advisor, which shall
608 include training in the identification of opioid abuse and overdose.
609
- 610 (4) The administration of naloxone pursuant to this section must be effected in
611 accordance with this policy and procedures regarding the acquisition,
612 maintenance, and administration established by the Superintendent in
613 consultation with the Board’s medical advisor.
614
- 615 (5) Following the emergency administration of naloxone by a school nurse:
616
- 617 (a) Such emergency administration shall be reported immediately to:
618
- 619 (i) The Board medical advisor; and
620
- 621 (ii) The Superintendent; and
622
- 623 (iii) The student’s parent or guardian.
624
- 625 (b) A medication administration record shall be:
626
- 627 (i) Maintained by the school nurse who administered the naloxone as soon
628 as possible, but no later than the next school day; and
629
- 630 (ii) filed in or summarized on the student’s cumulative health record, in
631 accordance with Section F of this policy.
632

633 F. Documentation and Record Keeping
634

- 635 (1) Each school or before-and-after school program and school readiness program
636 where medications are administered shall maintain an individual medication
637 administration record for each student who receives medication during school or
638 program hours. This record shall include the following information:
639
- 640 (a) the name of the student;
641 (b) the student’s state-assigned student identifier (SASID);
642 (c) the name of the medication;
643 (d) the dosage of the medication;
644 (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
645 (f) the frequency of administration;
646 (g) the name of the authorized prescriber;
647 (h) the dates for initiating and terminating the administration of
648 medication, including extended-year programs;
649 (i) the quantity received at school and verification by the adult delivering the
650 medication of the quantity received;

- 651 (j) the date the medication is to be reordered (if any);
- 652 (k) any student allergies to food and/or medication(s);
- 653 (l) the date and time of each administration or omission, including the reason
- 654 for any omission;
- 655 (m) the dose or amount of each medication administered;
- 656 (n) the full written or electronic legal signature of the nurse or other
- 657 authorized school personnel administering the medication; and
- 658 (o) for controlled medications, a medication count which should be conducted
- 659 and documented at least once a week and co-signed by the assigned nurse
- 660 and a witness.
- 661
- 662 (2) All records are either to be made in ink and shall not be altered, or recorded
- 663 electronically in a record that cannot be altered.
- 664
- 665 (3) Written orders of authorized prescribers, written authorizations of parent or
- 666 guardian, the written parental permission for the exchange of information by the
- 667 prescriber and school nurse to ensure safe administration of such medication,
- 668 and the completed medication administration record for each student shall be
- 669 filed in the student's cumulative health record or, for before-and-after school
- 670 programs and school readiness programs, in the child's program record.
- 671
- 672 (4) Authorized prescribers may make verbal orders, including telephone orders, for
- 673 a change in medication order. Such verbal orders may be received only by a
- 674 school nurse and must be followed by a written order, which may be faxed, and
- 675 must be received within three (3) school days.
- 676
- 677 (5) Medication administration records will be made available to the Department of
- 678 Education for review until destroyed pursuant to Section 11-8a and Section 10-
- 679 212a(b) of the Connecticut General Statutes.
- 680
- 681 (a) The completed medication administration record for non-controlled
- 682 medications may, at the discretion of the school district, be destroyed in
- 683 accordance with Section M8 of the Connecticut Record Retention Schedules
- 684 for Municipalities, so long as it is superseded by a summary on the student
- 685 health record.
- 686
- 687 (b) The completed medication administration record for controlled medications
- 688 shall be maintained in the same manner as the non-controlled medications.
- 689 In addition, a separate medication administration record needs to be
- 690 maintained in the school for three (3) years pursuant to Section 10-212a(b)
- 691 of the Connecticut General Statutes.
- 692
- 693 (6) Documentation of any administration of medication by a coach or licensed
- 694 athletic trainer shall be completed on forms provided by the school and the
- 695 following procedures shall be followed:
- 696

- 697 (a) a medication administration record for each student shall be maintained in
698 the athletic offices;
- 699
- 700 (b) administration of a cartridge injector medication shall be reported to the
701 school nurse at the earliest possible time, but no later than the next school
702 day;
- 703
- 704 (c) all instances of medication administration, except for the administration of
705 cartridge injector medication, shall be reported to the school nurse at least
706 monthly, or as frequently as required by the individual student plan; and
707
- 708 (d) the administration of medication record must be submitted to the school
709 nurse at the end of each sport season and filed in the student's cumulative
710 health record.
- 711

712 G. Errors in Medication Administration

- 713
- 714 (1) Whenever any error in medication administration occurs, the following
715 procedures shall apply:
716
 - 717 (a) the person making the error in medication administration shall
718 immediately implement the medication emergency procedures in this
719 Policy if necessary;
 - 720
 - 721 (b) the person making the error in medication administration shall in all cases
722 immediately notify the school nurse, principal, school nurse supervisor,
723 and authorized prescriber. The person making the error, in conjunction
724 with the principal, shall also immediately notify the parent or guardian,
725 advising of the nature of the error and all steps taken or being taken to
726 rectify the error, including contact with the authorized prescriber and/or
727 any other medical action(s); and
 - 728
 - 729 (c) the principal shall notify the Superintendent or the Superintendent's
730 designee.
- 731
- 732 (2) The school nurse, along with the person making the error, shall complete a
733 report using the authorized medication error report form. The report shall
734 include any corrective action taken.
- 735
- 736 (3) Any error in the administration of medication shall be documented in the
737 student's cumulative health record or, for before-and-after school programs and
738 school readiness programs, in the child's program record.
- 739
- 740 (4) These same procedures shall apply to coaches and licensed athletic trainers
741 during intramural and interscholastic events, except that if the school nurse is
742 not available, a report must be submitted by the coach or licensed athletic trainer
743 to the school nurse the next school day.

744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790

H. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;
 - (d) contact with a poison control center; and
 - (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

I. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to, the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational

- 791 therapists employed by the school district, coaches of intramural and
792 interscholastic athletics, licensed athletic trainers and identified
793 paraprofessionals designated in accordance with Section B(3)(g),
794 above, which training shall pertain to the administration of
795 medications to students, and assess the competency of these
796 individuals to administer medication;
- 797
- 798 (iv) support and assist other licensed nursing personnel, full-time
799 principals, full-time teachers, full-time licensed physical or
800 occupational therapists employed by the school district, coaches of
801 intramural and/or interscholastic athletics, licensed athletic trainers
802 and identified paraprofessionals designated in accordance with
803 Section B(3)(g), above, to prepare for and implement their
804 responsibilities related to the administration of specific medications
805 during school hours and during intramural and interscholastic
806 athletics as provided by this policy;
- 807
- 808 (v) provide appropriate follow-up to ensure the administration of
809 medication plan results in desired student outcomes, including
810 providing proper notification to appropriate employees or contractors
811 regarding the contents of such medical plans; and
- 812
- 813 (vi) provide consultation by telephone or other means of
814 telecommunications, which consultation may be provided by an
815 authorized prescriber or other nurse in the absence of the school
816 nurse.
- 817
- 818 (b) In addition, the school nurse shall be responsible for:
- 819
- 820 (i) implementing policies and procedures regarding the receipt, storage,
821 and administration of medications;
- 822
- 823 (ii) reviewing, on a periodic basis, all documentation pertaining to the
824 administration of medications for students;
- 825
- 826 (iii) performing observations of the competency of medication
827 administration by full-time principals, full-time teachers, full-time
828 licensed physical or occupational therapists employed by the school
829 district, coaches of intramural and/or interscholastic athletics and
830 licensed athletic trainers in accordance with Section B(3)(f), above,
831 and identified paraprofessionals designated in accordance with
832 Section B(3)(g), above, who have been newly trained to administer
833 medications; and,
- 834
- 835 (iv) conducting periodic reviews, as needed, with licensed nursing
836 personnel, full-time principals, full-time teachers, full-time licensed
837 physical or occupational therapists employed by the school district,

838 coaches of intramural and/or interscholastic athletics and licensed
839 athletic trainers in accordance with Section B(3)(f), above, and
840 identified paraprofessionals designated in accordance with Section
841 B(3)(g), above, regarding the needs of any student receiving
842 medication.
843

844 J. Training of School Personnel
845

846 (1) Full-time principals, full-time teachers, full-time licensed physical or
847 occupational therapists employed by the school district, coaches of intramural
848 and/or interscholastic athletics and licensed athletic trainers in accordance with
849 Section B(3)(f), above, and identified paraprofessionals designated in
850 accordance with Section B(3)(g), above, who are designated to administer
851 medications shall at least annually receive training in their safe administration,
852 and only trained full-time principals, full-time teachers, full-time licensed
853 physical or occupational therapists employed by the school district, coaches of
854 intramural and/or interscholastic athletics and licensed athletic trainers in
855 accordance with Section B(3)(f), above, and identified paraprofessionals
856 designated in accordance with Section B(3)(g), above, shall be allowed to
857 administer medications.
858

859 (2) Training for full-time principals, full-time teachers, full-time licensed physical
860 or occupational therapists employed by the school district, coaches of intramural
861 and/or interscholastic athletics and licensed athletic trainers in accordance with
862 Section B(3)(f), above, and identified paraprofessionals designated in
863 accordance with Section B(3)(g), above, shall include, but is not necessarily
864 limited to, the following:
865

- 866 (a) the general principles of safe administration of medication;
- 867
- 868 (b) the procedures for administration of medications, including the safe
869 handling and storage of medications, and the required record-keeping; and
870
- 871 (c) specific information related to each student's medication plan, including
872 the name and generic name of the medication, indications for medication
873 dosage, routes, time and frequency of administration, therapeutic effects of
874 the medication, potential side effects, overdose or missed doses of the
875 medication, and when to implement emergency interventions.
876

877 (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or
878 occupational therapist(s) employed by the Board, coach(es) and/or school
879 paraprofessional(s) who administer epinephrine as emergency first aid, pursuant
880 to Section D above, shall annually complete the training program developed by
881 the Departments of Education and Public Health and training in
882 cardiopulmonary resuscitation and first aid.
883

- 884 (4) The Board shall maintain documentation of medication administration training
885 as follows:
886
887 (a) dates of general and student-specific trainings;
888
889 (b) content of the trainings;
890
891 (c) individuals who have successfully completed general and student-specific
892 administration of medication training for the current school year; and
893
894 (d) names and credentials of the nurse or school medical advisor, if any,
895 trainer or trainers.
896
897 (5) Licensed practical nurses may not conduct training in the administration of
898 medication to another individual.
899
900 (6) Bus Drivers
901
902 (a) Not later than June 30, 2019, the Board shall provide training to all of its
903 school bus drivers, which training may be completed using an online
904 module, on topics including, but not limited to, the following:
905
906 (i) the identification of the signs and symptoms of anaphylaxis;
907
908 (ii) the administration of epinephrine by a cartridge injector;
909
910 (iii) the notification of emergency personnel; and
911
912 (iv) the reporting of an incident involving a student and a life-threatening
913 allergic reaction.
914
915 (b) On and after July 1, 2019, the Board shall provide the training described in
916 subsections J(6)(a), above as follows:
917
918 (i) In the case of a school bus driver who is employed by the Board, such
919 training shall be provided to such school bus driver following the
920 issuance or renewal of a public passenger endorsement to operate a
921 school bus pursuant to Conn. Gen. Stat. 14-44(a), to such school bus
922 driver; and
923
924 (ii) In the case of a school bus driver who is not employed by the Board at
925 the time when such endorsement is issued or renewed to such school
926 bus driver, upon the hiring of such school bus driver by the Board,
927 except the Board is not required to provide such training to any school
928 bus driver who has previously received such training following the
929 most recent issuance or renewal of such endorsement to such school
930 bus driver.]

931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977

K. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(f) above, and epinephrine or naloxone to be used for emergency first aid in accordance with Sections D and E above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(f) above.
- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D and E above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections D and E above.
- (4) Emergency Medications
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse or, in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.
 - (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

- 978 (6) Access to stored medications shall be limited to persons authorized to
979 administer medications. Each school or before-and-after school program and
980 school readiness program shall maintain a current list of such authorized
981 persons.
982
- 983 (7) All medications, prescription and non-prescription, shall be delivered and stored
984 in their original containers and in such a manner that renders them safe and
985 effective.
986
- 987 (8) At least two sets of keys for the medication containers or cabinets shall be
988 maintained for each school building or before-and-after school program and
989 school readiness program. One set of keys shall be maintained under the direct
990 control of the school nurse or nurses and an additional set shall be under the
991 direct control of the principal and, if necessary, the program director or lead
992 teacher who has been trained in the general principles of the administration of
993 medication shall also have a set of keys.
994
- 995 (9) Medications that must be refrigerated shall be stored in a refrigerator at no less
996 than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The
997 refrigerator must be located in the health office that is maintained for health
998 services with limited access. Non-controlled medications may be stored directly
999 on the refrigerator shelf with no further protection needed. Controlled
1000 medication shall be stored in a locked box that is affixed to the refrigerator
1001 shelf.
1002
- 1003 (10) All unused, discontinued or obsolete medications shall be removed from storage
1004 areas and either returned to the parent or guardian or, if the medication cannot
1005 be returned to the parent or guardian, the medication shall be destroyed in
1006 collaboration with the school nurse:
1007
- 1008 (a) non-controlled drugs shall be destroyed in the presence of at least one
1009 witness;
1010
- 1011 (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the
1012 Regulations of Connecticut State Agencies; and
1013
- 1014 (c) accidental destruction or loss of controlled drugs must be verified in the
1015 presence of a second person, including confirmation of the presence or
1016 absence of residue, and jointly documented on the student medication
1017 administration record and on a medication error form pursuant to Section
1018 10-212a(b) of the Connecticut General Statutes. If no residue is present,
1019 notification must be made to the Department of Consumer Protection
1020 pursuant to Section 21a-262-3 of the Regulations of Connecticut State
1021 Agencies.
1022
- 1023 (11) Medications to be administered by coaches of intramural or interscholastic
1024 athletic events or licensed athletic trainers shall be stored:

- 1025
- 1026 (a) in containers for the exclusive use of holding medications;
- 1027
- 1028 (b) in locations that preserve the integrity of the medication;
- 1029
- 1030 (c) under the general supervision of the coach or licensed athletic trainer
- 1031 trained in the administration of medication; and
- 1032
- 1033 (d) in a locked secured cabinet when not under the general supervision of the
- 1034 coach or licensed athletic trainer during intramural or interscholastic
- 1035 athletic events.
- 1036
- 1037 (12) In no event shall a school store more than a three (3) month supply of a
- 1038 medication for a student.
- 1039
- 1040 L. School Readiness Programs and Before-and-After School Programs
- 1041
- 1042 (1) As determined by the school medical advisor, if any, and school nurse
- 1043 supervisor, the following procedures shall apply to the administration of
- 1044 medication during school readiness programs and before-and-after school
- 1045 programs run by the Board, which are exempt from licensure by the Office of
- 1046 Early Childhood:
- 1047
- 1048 (a) Administration of medication at these programs shall be provided only
- 1049 when it is medically necessary for participants to access the program and
- 1050 maintain their health status while attending the program.
- 1051
- 1052 (b) Except as provided by Sections D and E above, no medication shall be
- 1053 administered in these programs without:
- 1054
- 1055 (i) the written order of an authorized prescriber; and
- 1056
- 1057 (ii) the written authorization of a parent or guardian or an eligible
- 1058 student.
- 1059
- 1060 (c) A school nurse shall provide consultation to the program director, lead
- 1061 teacher or school administrator who has been trained in the administration
- 1062 of medication regarding the safe administration of medication within these
- 1063 programs. The school medical advisor and school nurse supervisor shall
- 1064 determine whether, based on the population of the school readiness
- 1065 program and/or before-and-after school program, additional nursing
- 1066 services are required for these programs.
- 1067
- 1068 (d) Only school nurses, directors or directors' designees, lead teachers or
- 1069 school administrators who have been properly trained may administer
- 1070 medications to students as delegated by the school nurse or other
- 1071 registered nurse. Properly trained directors or directors' designees, lead

- 1072 teachers or school administrators may administer oral, topical, intranasal
1073 or inhalant medications. Investigational drugs or research or study
1074 medications may not be administered in these programs.
1075
- 1076 (e) Students attending these programs may be permitted to self-medicate only
1077 in accordance with the provisions of Section B(3) of this policy. In such a
1078 case, the school nurse must provide the program director, lead teacher or
1079 school administrator running the program with the medication order and
1080 parent permission for self-administration.
1081
- 1082 (f) In the absence of the school nurse during program administration, the
1083 program director, lead teacher or school administrator is responsible for
1084 decision-making regarding medication administration.
1085
- 1086 (g) Cartridge injector medications may be administered by a director, lead
1087 teacher or school administrator only to a student with a medically-
1088 diagnosed allergic condition which may require prompt treatment to
1089 protect the student against serious harm or death.
1090
- 1091 (2) Local poison control center information shall be readily available at these
1092 programs.
1093
- 1094 (3) Procedures for medication emergencies or medication errors, as outlined in this
1095 policy, must be followed, except that in the event of a medication error a report
1096 must be submitted by the program director, lead teacher or school administrator
1097 to the school nurse the next school day.
1098
- 1099 (4) Training for directors or directors' designees, lead teachers or school
1100 administrators in the administration of medication shall be provided in
1101 accordance with Section J of this policy.
1102
- 1103 (5) All medications must be handled and stored in accordance with Section K of
1104 this policy. Where possible, a separate supply of medication shall be stored at
1105 the site of the before-and-after or school readiness program. In the event that it
1106 is not possible for the parent or guardian to provide a separate supply of
1107 medication, then a plan shall be in place to ensure the timely transfer of the
1108 medication from the school to the program and back on a daily basis.
1109
- 1110 (6) Documentation of any administration of medication shall be completed on
1111 forms provided by the school and the following procedures shall be followed:
1112
- 1113 (a) a medication administration record for each student shall be maintained by
1114 the program;
1115
- 1116 (b) administration of a cartridge injector medication shall be reported to the
1117 school nurse at the earliest possible time, but no later than the next school
1118 day;

- 1119
1120 (c) all instances of medication administration, except for the administration of
1121 cartridge injector medication, shall be reported to the school nurse at least
1122 monthly, or as frequently as required by the individual student plan; and
1123
1124 (d) the administration of medication record must be submitted to the school
1125 nurse at the end of each school year and filed in the student's cumulative
1126 health record.
1127
1128 (7) The procedures for the administration of medication at school readiness
1129 programs and before-and-after school programs shall be reviewed annually by
1130 the school medical advisor, if any, and school nurse supervisor.
1131

1132 M. Review and Revision of Policy
1133

1134 In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2) and
1135 Section 10-212a-2 of the Regulations of Connecticut State Agencies, the Board
1136 shall review this policy periodically, and at least biennially, with the advice and
1137 approval of the school medical advisor, if any, or other qualified licensed physician,
1138 and the school nurse supervisor. Any proposed revisions to the policy must be
1139 made with the advice and approval of the school medical advisor, school nurse
1140 supervisor or other qualified licensed physician.
1141
1142

1143 Legal References:
1144

1145 Connecticut General Statutes:

- 1146 Section 10-206
1147 Section 10-212
1148 Section 10-212a
1149 Section 10-212c
1150 Section 10-220j
1151 Section 14-276b
1152 Section 19a-900
1153 Section 21a-240
1154 Section 52-557b
1155

1156 Regulations of Conn. State Agencies:

- 1157 Sections 10-212a-1 through 10-212a-10, inclusive
1158

1159 Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to
1160 Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing
1161 (April 5, 1995)
1162

1163 First Reading: September 6, 2022
1164

1165 [NOTE: This form makes reference to a school medical advisor. If your district does not,
1166 and is not required to, have a medical advisor, all references to such should be deleted
1167 before providing this form to parents]

1168

1169 [Board of Education/School Letterhead]

1170

**REFUSAL TO PERMIT ADMINISTRATION
OF EPINEPHRINE FOR EMERGENCY FIRST AID**

1171

1172

1173 Name of Child: _____ Date of Birth: _____

1174

1175 Address of Child: _____

1176

1177 Name of Parent(s): _____

1178

1179 Address of Parent(s): _____

1180

(if different from child)

1181

1182 Connecticut law requires the school nurse and other qualified school personnel in all
1183 public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of
1184 administering emergency first aid to students who experience allergic reactions and do
1185 not have a prior written authorization of a parent or guardian or a prior written order of a
1186 qualified medical professional for the administration of epinephrine. State law permits the
1187 parent or guardian of a student to submit a written directive to the school nurse or school
1188 medical advisor that epinephrine shall not be administered to such student in emergency
1189 situations. This form is provided for those parents who refuse to have epinephrine
1190 administered to their child. The refusal is valid for only for the 20__-20__ school year.

1191

1192 I, _____, the parent/guardian of _____,

1193

Print name of parent/guardian

Print name of student

1194

refuse to permit the administration of epinephrine to the above named student for
1195 purposes of emergency first aid in the case of an allergic reaction.

1196

1197 _____

1198

Signature of Parent/Guardian

Date

1199

1200

1201 Please return the completed original form to your child's school nurse or school medical
1202 advisor, _____ [Insert name of medical advisor] at

1203

_____ [Insert

1204

address of medical advisor].

#9460
Advisory Committees

The establishment and functioning of citizens advisory committees will be subject to the following requirements:

- The Board will create the committee and issue its assignment. This will be fully outlined to the committee when it is appointed.
- All committees will be temporary. They will be created to serve only during the fiscal year of appointment or until completion of their assignment, whichever is shorter. Continuing the committee for all or part of the subsequent fiscal year is at the discretion of the Board.
- Committee members will be appointed by the Board. Vacancies will be filled by the Board upon the advice of the committee, or otherwise. Persons appointed will be residents concerned with public education who are able to give the effort, time, and talents needed for the committee's assignment. At the discretion of the Board, one of its members may be appointed to serve the committee in an advisory capacity.
- The Board may appoint the chairperson, or it may appoint a committee member to serve as chairperson until the committee selects a chairperson from its membership. The committee will appoint a member as secretary.
- Meetings will be announced to all committee members and Board members through the office of the Superintendent. Members of the Board, and the Superintendent or a designee, may attend committee meetings.
- Minutes of meetings will be promptly distributed to members, Board members, and the Superintendent.
- Joint meetings of the Board and the committee will be held at the request of the Board or of the chairperson of the committee.

9460 (Continued)

- To ensure smooth and orderly procedures, the chairperson of the committee will maintain liaison with the Board through the Superintendent's office.
- At the conclusion of its assignment, the committee will submit a written report to the Board. At this time a joint meeting will be called to discuss the report and the committee's recommendations.
- Through the public records of the Board and other appropriate means, the public will be informed on the organization, purpose, and membership of citizens committees and of each committee's final recommendations.

Date of Adoption: 3/7/95

Advisory Committees

The Madison Board of Education (the “Board”) shall establish an Advisory Committee (“Committee”) by Board vote when the Board determines and after consultation with the Superintendent, that the establishment of a Committee is necessary or desirable. The establishment and functioning of ~~citizens advisory committees a~~ the Committee will be subject to the following requirements:

- The Board will ~~create the committee and issue its assignment. This will be fully outlined to the committee when it is appointed.~~
- ~~All committees will be temporary. They will be created to serve only during the fiscal year of appointment or until completion of their assignment, whichever is shorter. Continuing the committee for all or part of the subsequent fiscal year is at the discretion of the Board.~~
- ~~Committee members will be appointed by the Board. Vacancies will be filled by the Board upon the advice of the committee, or otherwise. Persons appointed will be residents concerned with public education who are able to give the effort, time, and talents needed for the committee's assignment. At the discretion of the Board, one of its members may be appointed to serve the committee in an advisory capacity.~~ appoint the members of the Committee and establish the scope and general schedule or expected timeframe of the Committee’s work, which will be clearly communicated to the Committee when it is appointed. Persons appointed will be residents concerned with public education who are able to dedicate the effort, time, and talents needed for the Committee’s assignment. At the discretion of the Board, one or more Board members may be appointed to serve on the Committee in an advisory role.
- All Committees will be temporary. Committees generally will serve only during the fiscal year of appointment or until completion of the assignment, whichever is shorter. At the end of the fiscal year or the completion of the assignment, the Board will determine, by Board vote, whether to dissolve the Committee. Continuing the

Committee for all or part of the subsequent fiscal year is at the discretion of the Board.

- The Board may appoint the chairperson of the Committee, or it may appoint a ~~committee~~Committee member to serve as chairperson until the ~~committee~~Committee selects a chairperson from its membership. The ~~committee~~Committee will appoint a member as secretary.
- ~~Meetings will be announced to all committee members and Board members through the office of the Superintendent. Members of the Board, and the Superintendent or a designee, may attend committee meetings.~~Vacancies will be filled by the Board upon the advice of the Committee.
- The Committee shall follow the provisions of the Freedom of Information Act (“FOIA”) as required by state law. As such, unless an exemption applies, the Committee will follow the FOIA’s requirements, including but not limited to those related to the conduct of meetings and the posting and construction of notices and agenda.
- Minutes of meetings will be ~~promptly distributed to members, Board members, and~~posted to the public, in accordance with the ~~Superintendent~~FOIA.
- Joint meetings of the Board and the ~~committee~~Committee will be held at the request of the Board or of the chairperson of the ~~committee~~Committee.
- To ensure smooth and orderly procedures, the chairperson of the ~~committee~~Committee will maintain liaison with the Board through the Superintendent’s office.
- At the conclusion of its assignment, the ~~committee~~Committee will submit a written report of its findings and/or recommendations to the Board. At ~~this~~such time, a joint meeting ~~will~~may be called to discuss the report and the ~~committee~~Committee’s recommendations.

- The Board retains the right to determine whether to adopt such recommendations and/or take further action, or no action, in light of the report.

- ~~Through the public records of the Board and other appropriate means, the public will be informed on the organization, purpose, and membership of citizens committees and of each committee's final recommendations.~~

Date of Adoption: 3/7/95
First Reading: September 6, 2022

Madison Public Schools Board of Education
Regular Meeting
Tuesday, August 23, 2022, 7:30 PM
Hammonasset Room / Zoom
10 Campus Drive
Madison, CT 06443

Subject to Approval

Meeting Minutes

1. Call to Order / Attendance

The public meeting of the Madison Board of Education was called to order by Chair Seth Klaskin. Mr. Klaskin led the Pledge of Allegiance.

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Cathy Miller, Emily Rosenthal, Steve Pynn, Jen Gordon, Maureen Lewis.

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent

2. School / Community Session

2.1. Public Participation

Susan Yankee, mother of former Board of Education Student Representative Eric Dillner, expressed her concern regarding ADA accessibility within the new school building. Ms. Yankee spoke to Public Act 19-84 which states the School Safety Infrastructure Council shall revise the school safety infrastructure criteria for school building projects. Ms. Yankee asked the Board to place someone in special education on the new school building committee.

3. Superintendent's Report

Craig A. Cooke, Ph.D.

Dr. Cooke provided the following. The first day of the 2023 school year is rapidly approaching. Buses have been practicing runs and teachers have returned to their classrooms. New teacher orientation occurred today.

Two days of professional learning for our school administrators occurred last week, with day one including teacher leaders. Human Resources has been very busy – last week we had a number of unfilled paraprofessional positions, with up to 15 as of today. The paraprofessional job market has been a difficult one and is a common theme statewide. The admin team has been working diligently to shift paras as needed.

Our Board of Education retreat is currently scheduled for Tuesday, September 27, beginning at 5 p.m. in the Hammonasset Room.

COVID protocols for the 22-23 school year are similar to how we ended the 21-22 school year, moving to masks optional, which follows the CT State Department of Education recommendations. Staff and students are welcome to wear masks if they so choose. We do have COVID tests available for distribution and the current isolation period for testing positive is 5 days (which will continue). Return to school can occur on day 6 but it is recommended to wear a mask

for 5 days thereafter. We will continue to not contact trace but will take any steps necessary to protect the school community and will watch local hospitalization rates. We will continue to report cases to the State on a daily basis as they are reported to us and will update the website accordingly.

Each summer, we work to improve school security. This is a topic of discussion at each administrative meeting. This summer, major changes occurred at the front entrances of Polson and Brown. Double entry doors allow office staff to view and converse with visitors before entering the building. Increased site lines from school offices to the outside and our new visitor management system (Raptor) have enhanced security. Dr. Cooke presented a slide which detailed changes in security staffing, as well a slide delineating salary and benefit costs for armed security officers, and start-up costs.

Dr. Cooke also spoke to the addition of air conditioning in the district, noting he does not anticipate early release at this time due to excessive heat. He did, however, encourage parents to watch phones & messages in the event of unforeseen circumstances (i.e. power outages). The Facilities Committee and the Board discussed supporting the town's intention to donate a small portion of the Jansen property to the Madison Land Trust.

4. Board Members' Comments

Chair Klaskin noted the Board of Education retreat is scheduled for Tuesday, September 27, the focus of which will be how the Board can take its work to the next level. Information will be emailed in advance.

Dr. Infantine-Vyce would like to hear updates from the new athletic director and Dr. Cooke noted he would like to hear about the academic achievements of our athletes by team. Cathy Miller suggested our student athletes, possibly team captains, present to the Board. Steven Pynn commended the enhancement of security regarding external threats in the district but would like to have a larger conversation about student safety and well-being. Mary Ann Connelly suggested this be discussed at the September 27 retreat. Chair Klaskin noted this will be an agenda item.

5. Audience Response to Information Presented (Ref. Bylaw #9540.10) - None

6. Board of Selectmen Liaison Scott Murphy

Mr. Murphy was not in attendance this evening.

7. Board Committees / Liaison Updates (Ref. Bylaw #9450)

7.1. Curriculum and Student Development

Members: Steve Pynn, Chair; Catherine Miller, Jen Gordon

The committee has not met. Next meeting scheduled for September 6.

7.2. Facilities Committee

Members: Emily Rosenthal, Chair, Steven Pynn, Galen Cawley

The Facilities Committee met this evening and was given an extensive update from Tecton Architects regarding the Brown building project. The presentation will be shared on the district website. Looking ahead, public workshops will be planned to gather community input and a "share an idea" book will be distributed to students for their input as well. At the

request of the chairs of the Boards of Selectmen and Finance, the CIP will again be reviewed for possible reductions. A special Facilities Committee meeting will be held on Tuesday, August 30 beginning at 4 p.m. by Zoom. Bill McMinn spoke to the donation of a piece of land adjacent to Neck River, abutting the Land Trust property. The Town would like to build a storage area adjacent to the Facilities Department building.

7.3. Finance Committee

Members: Galen Cawley, Chair, Diane Infantine-Vyce, Emily Rosenthal

The committee has not met. Next meeting scheduled for September 20.

7.4. Personnel Committee

Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

Maureen Lewis reported that MAESS negotiations are ongoing.

7.5. Policy Committee

Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Jen Gordon

Dr. Infantine-Vyce reported the committee met this evening and will be bringing the following policies to the September 6 Board meeting for a first reading:

- #6030 School Calendar
- #1150 Prohibition Against Nicotine and Cannabis Use
- #5120.3.3. Administration of Student Medications in the Schools
- #9460 Advisory Committees

Policy #4112.8 Nepotism and Policy #7551 Naming/Renaming of School Buildings will require further discussion and return to the next Policy Committee agenda.

7.6. LEARN Liaison

No meetings have occurred over the summer.

7.7. Town American Rescue Plan Funding Committee

Emily Rosenthal reported meetings have occurred and applications are being received. Mrs. Rosenthal reiterated that funding is intended to assist small businesses, non-profits and recovery efforts for the Town due to COVID.

7.8. Town Marijuana Advisory Committee

Mary Ann Connelly reported no meetings have taken place this summer.

8. Action Item: Discuss and take possible action on the addition of Armed School Security Specialists

MOTION: by Infantine-Vyce, seconded by Gordon to approve the new positions of Armed School Security Specialists.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Lewis, Miller, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 9-0

MOTION: by Infantine-Vyce, seconded by Gordon to approve the Superintendent to request a special appropriation for the 2022-2023 School Year to fund the positions of Armed School Security Specialists.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Lewis, Miller, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 9-0

9. Action Item: Motion to approve the \$10,000 donation to Jeffrey Elementary School from the Jeffrey PTO

MOTION: by Infantine-Vyce, seconded by Miller to approve the \$10,000 donation to Jeffrey Elementary School from the Jeffrey PTO.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Lewis, Miller, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 9-0

10. Action Item: Motion to approve the minutes of the July 12, 2022 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Infantine-Vyce, seconded by Rosenthal to approve the minutes of the July 12, 2022 Board of Education meeting.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Lewis, Miller, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 9-0

11. Old Business - none

12. Future Agenda Items - none

13. Meetings / Dates of Importance (see attached)

14. Adjournment

MOTION: by Gordon, seconded by Connelly to adjourn the meeting at 8:47 p.m.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Lewis, Miller, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 9-0

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 the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.



DATES OF IMPORTANCE

September 20, 2022	Finance Committee Meeting – 5:30 p.m. Policy Committee Meeting – 6:30 p.m. Board of Education Meeting – 7:30 p.m.
September 26, 2022	Rosh Hashanah – no school
October 10, 2022	Professional Development – no school
October 11, 2022	Curriculum & Student Development Mtg. – 5:30 p.m. Facilities Committee Meeting – 6:30 p.m. Board of Education Meeting – 7:30 p.m.
October 25, 2022	Finance Committee Meeting – 5:30 p.m. Policy Committee Meeting – 6:30 p.m. Board of Education Meeting – 7:30 p.m.