

Board of Education Regular Meeting

Tuesday, November 28, 2023 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): Eli Ackerman and Brooke Anderson

IV. Superintendent's Report

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

- 2022-2023 Accountability Index
- 2024-2025, 2025-2026 School Calendars
- HVAC Grant Update

V. Board Members' Comments

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

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

VII.A. Curriculum and Student Development

Speaker (s): Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly

VII.B. Facilities Committee

Speaker (s): Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce

VII.C. Finance Committee

Speaker (s): Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal

VII.D. Personnel Committee

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

VII.E. Policy Committee

Speaker (s): Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

Policy for Rescission, First Reading:

- 5100.9.1 Student Recruitment
- 9740 Board-Community Relations

VII.F. Policy for Rescission, Waive Second Reading:

- 5120.8 Missing School without Parental Consent/Unaccounted for
- 5120.9.1 Supervision of Students

VII.G.

- 5120.9.2 Student Dismissal Precautions

VII.H. Policy for Review, First Reading:

- 5110.4 Student Discipline
- 5040 Admission to the Public Schools at or Before Age

Five

- 9540.2 Construction and Posting of Agenda
- 5180.1 Confidentiality and Access to Educational Records *Repeal and Replace*:
 - 5180.1 Records / Confidentiality
 - 5180.1.1 Directory Information
 - 5180.1.2 Relations with Non-Custodial Parents
 - 5125.1 Health/Medical Records

- 9450 Committees

Repeal and Replace:

- VII.I. 9450 Board Committees
- VII.J. 9450.1 Committee of the Whole
- VII.K. 9460 Advisory Committees

VII.L. Policy for Review, Waive Second Reading:

- 4040 Plan for Minority Educator Recruitment

VII.M. LEARN Liaison

Speaker (s) : Mary Ann Connelly

VIII. **Action Item: Motion to waive the second reading and rescind the following policies: 5120.8 Missing School without Parental Consent/Unaccounted for, 5120.9.1 Supervision of Students, 5120.9.2 Student Dismissal Precautions**

IX. **Action Item: Motion to waive the second reading and approve policy #4040 Plan for Minority Educator Recruitment**

X. **Action Item: Motion to approve the 2024-2025 and 2025-2026 School Year Calendars.**

XI. **Action Item: Motion to approve the disposal of used books and equipment**

XII. **Action Item: Motion to approve the 2023-2024 Chemical Hygiene Plan**

XIII. **Action Item: Motion to approve an international field trip to the Galapagos Islands, Ecuador in April 2025.**

XIV. **Action Item: Motion to approve the minutes of the October 17 Board of Education Meeting (Ref. Bylaw #9540.9)**

XV. **Action Item: Motion to approve the minutes of the November 14 Board of Education Organizational, Regular, and Retreat Meetings (Ref. Bylaw #9540.9)**

XVI. **Action Item: Motion to enter into Executive Session to discuss NAGE Contract.**

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.



School and District Accountability Index School Year 2022-2023

November 28, 2023
BOE presentation

Public Data available at

 | EDSIGHT

[Overview](#) [Students](#) [Educators](#) [Instruction](#) [Performance](#)

What is the State Accountability Index?

A method used by the CT State Department of Education to evaluate schools using a number of indicators:

- The Accountability Index is calculated by using a composite of the indicators on a scale of 0-100.
- These scores place them into school categories on a scale of 1-5.
- Schools/districts in categories 1-3 are based on values and cut scores.

MADISON PUBLIC SCHOOLS: Next Generation Accountability

Index/Rate is derived by converting a student's scale score to an Index score (SBAC, CTAA, NGSS or SAT).

Ultimate target established for all schools and districts statewide.

Points earned on the relevant indicator for the district.

Maximum number of points possible on associated indicator.

Percentage of "max points" earned by the district.

Represents average performance indices & rates earned by districts across the State.

Indicator	Index/Rate	Target	Points Earned	Max Points	% Points Earned	State % Points Earned
1a. ELA Performance Index - All Students	77.7	75	50.0	50	100.0	85.2
1b. ELA Performance Index - High Needs Students	63.6	75	42.4	50	84.8	72.1
1c. Math Performance Index - All Students	77.2	75	50.0	50	100.0	79.6
1d. Math Performance Index - High Needs Students	62.4	75	41.6	50	83.2	65.2
1e. Science Performance Index - All Students	73.9	75	49.2	50	98.5	82.1
1f. Science Performance Index - High Needs Students	60.3	75	40.2	50	80.4	68.2
2a. ELA Academic Growth - All Students	66.7%	100%	66.7	100	66.7	57.2
2b. ELA Academic Growth - High Needs Students	67.3%	100%	67.3	100	67.3	52.5
2c. Math Academic Growth - All Students	80.1%	100%	80.1	100	80.1	61.8
2d. Math Academic Growth - High Needs Students	80.1%	100%	80.1	100	80.1	55.5
2e. Progress Toward English Proficiency - Literacy	60.0%	100%	30.0	50	60.0	55.3
2f. Progress Toward English Proficiency - Oral	74.1%	100%	37.0	50	74.1	56.1
4a. Chronic Absenteeism - All Students	4.2%	<=5%	50.0	50	100.0	39.8
4b. Chronic Absenteeism - High Needs Students	8.9%	<=5%	42.3	50	84.5	6.0
5. Preparation for CCR - Percent Taking Courses	81.1%	75%	50.0	50	100.0	100.0
6. Preparation for CCR - Percent Passing Exams	69.9%	75%	46.6	50	93.2	59.0
7. On-track to High School Graduation	99.0%	94%	50.0	50	100.0	87.7
8. 4-year Graduation: All Students (2022 Cohort)	97.9%	94%	100.0	100	100.0	94.6
9. 6-year Graduation: High Needs Students (2020 Cohort)	92.2%	94%	98.0	100	98.0	91.1
10. Postsecondary Entrance (Graduating Class 2022)	81.8%	75%	100.0	100	100.0	88.2
11. Physical Fitness (estimated participation rate = 97.2%)	59.1%	75%	39.4	50	78.7	60.6
12. Arts Access	65.0%	60%	50.0	50	100.0	90.9
Accountability Index			1260.9	1450	87.0	69.3

Indicator No. 3 is the participation rate for every subject for All Students and the High Needs group. This data is reported in a separate table.

2022-2023 Next Generation Accountability Results

Top 20 Districts by Accountability Index % Points Earned

District Name	Accountability Index % Points Earned
Madison School District	87.0
New Canaan School District	86.9
Hartland School District	86.4
Weston School District	85.7
Regional School District 09	85.6
Darien School District	85.5
Trumbull School District	85.2
Wilton School District	85.1
Farmington School District	84.5
Colebrook School District	83.5
Cheshire School District	82.8
Ridgefield School District	82.7
Litchfield School District	82.5
Greenwich School District	82.5
Guilford School District	82.4
Bethany School District	82.4
Woodbridge School District	82.2
Regional School District 18	81.7
Granby School District	81.6
Westbrook School District	81.5

Assigning School Categories

Category 1

- top quartile in the state

Category 2

- two middle quartiles in the state

Category 3

- bottom quartile in the state

Range of Index Values for
each Category

Category 1

85 - 100

Category 2

70 - 84.9

Category 3

0 - 69.9

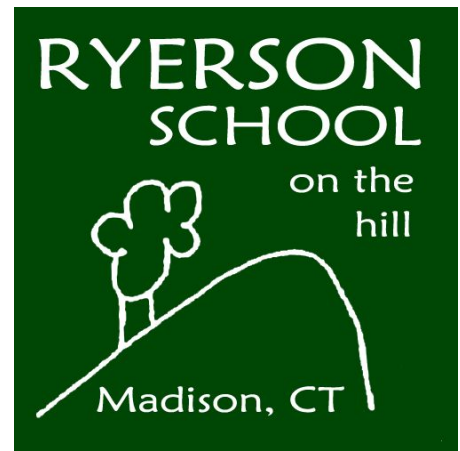
Schools can drop a level for the following reasons:

- Participation Rates lower than 95% in any group or subgroup
- Achievement Gap
 - A district/school is identified as having an “achievement gap” if its gap size is substantially different from the average statewide gap in any subject area or subgroup
- Graduation Gap

2021-2022				2022-2023			
Score	Initial Category	Final Category Rule Impact		Score	Initial Category	Final Category Rule Impact	
DHHS	86.5	1	Level 1 School of Distinction <ul style="list-style-type: none"> Top 10% high performance 	88.4	1	Level 1 School of Distinction <ul style="list-style-type: none"> Top 10% high performance 	
Polson	72.5	2	Level 4 Focus: 1 year credit ELA HN Growth	81.5	2	Level 2 School of Distinction <ul style="list-style-type: none"> Top 10% high performance 	
Brown	78.2	2	Level 4 Focus: 1 year credit HN Math growth	86.9	1	Level 1 School of Distinction <ul style="list-style-type: none"> Top 10% high performance 	
Ryerson	97.5	1	Level 1 School of Distinction <ul style="list-style-type: none"> Top 10% high performance 	95.3	1	Level 1 School of Distinction <ul style="list-style-type: none"> Top 10% high performance 	
Jeffrey	100.0	1	Level 1 School of Distinction <ul style="list-style-type: none"> Top 10% high performance 	94.7	1	Level 1 School of Distinction <ul style="list-style-type: none"> Top 10% high performance 	

22-23 Score Highlights:

The only district in CT with multiple schools has all schools named School of Distinction
District's Accountability Index Score ranks #1 in the state
Polson and Brown exited level 4 Focus and were named School of Distinction



2022-2023

CSDE Accountability Index:

95.3%

**School Category: 1
School of Distinction**



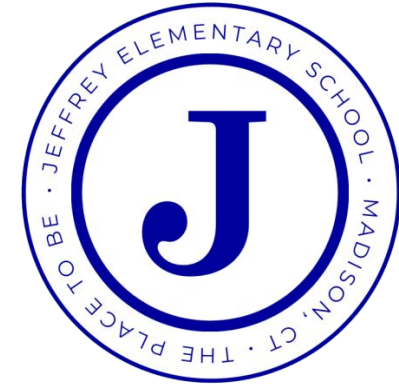
Indicator	Index/Rate	Target	Points Earned	Max Points	% Points Earned	State % Points Earned
1a. ELA Performance Index - All Students	78.8	75	100.0	100	100.0	85.2
1b. ELA Performance Index - High Needs Students	.	75	.	.	.	72.1
1c. Math Performance Index - All Students	77.6	75	100.0	100	100.0	79.6
1d. Math Performance Index - High Needs Students	.	75	.	.	.	65.2
1e. Science Performance Index - All Students	.	75	.	.	.	82.1
1f. Science Performance Index - High Needs Students	.	75	.	.	.	68.2
2a. ELA Academic Growth - All Students	.	100%	.	.	.	57.2
2b. ELA Academic Growth - High Needs Students	.	100%	.	.	.	52.5
2c. Math Academic Growth - All Students	.	100%	.	.	.	61.8
2d. Math Academic Growth - High Needs Students	.	100%	.	.	.	55.5
2e. Progress Toward English Proficiency - Literacy	.	100%	.	.	.	55.3
2f. Progress Toward English Proficiency - Oral	.	100%	.	.	.	56.1
4a. Chronic Absenteeism - All Students	8.2%	<=5%	43.6	50	87.3	39.8
4b. Chronic Absenteeism - High Needs Students	8.9%	<=5%	42.1	50	84.3	6.0
5. Preparation for CCR - Percent Taking Courses	.	75%	.	.	.	100.0
6. Preparation for CCR - Percent Passing Exams	.	75%	.	.	.	59.0
7. On-track to High School Graduation	.	94%	.	.	.	87.7
8. 4-year Graduation: All Students (2022 Cohort)	.	94%	.	.	.	94.6
9. 6-year Graduation: High Needs Students (2020 Cohort)	.	94%	.	.	.	91.1
10. Postsecondary Entrance (Graduating Class 2022)	.	75%	.	.	.	88.2
11. Physical Fitness (estimated participation rate = .)	.	75%	.	.	.	60.6
12. Arts Access	.	60%	.	.	.	90.9
Accountability Index	.	.	285.8	300	95.3	69.3

Gap Indicators

Indicator	Non-High Needs Rate	High Needs Rate	Size of Gap	State Gap Mean +1 Stdev	Is Gap an Outlier?
ELA Performance Index Gap	75.0	.	.	17.0	
Math Performance Index Gap	75.0	.	.	18.6	

Assessment Participation Rates

Indicator	Participation Rate (%)
ELA - All Students	98.8
ELA - High Needs Students	.
Math - All Students	98.8
Math - High Needs Students	.



2022-2023

CSDE Accountability Index:

94.7%

School Category: 1
School of Distinction



Indicator	Index/Rate	Target	Points Eamed	Max Points	% Points Earned	State % Points Earned
1a. ELA Performance Index - All Students	77.4	75	100.0	100	100.0	85.2
1b. ELA Performance Index - High Needs Students	63.3	75	84.4	100	84.4	72.1
1c. Math Performance Index - All Students	77.8	75	100.0	100	100.0	79.6
1d. Math Performance Index - High Needs Students	66.7	75	88.9	100	88.9	65.2
1e. Science Performance Index - All Students	.	75	.	.	.	82.1
1f. Science Performance Index - High Needs Students	.	75	.	.	.	68.2
2a. ELA Academic Growth - All Students	.	100%	.	.	.	57.2
2b. ELA Academic Growth - High Needs Students	.	100%	.	.	.	52.5
2c. Math Academic Growth - All Students	.	100%	.	.	.	61.8
2d. Math Academic Growth - High Needs Students	.	100%	.	.	.	55.5
2e. Progress Toward English Proficiency - Literacy	.	100%	.	.	.	55.3
2f. Progress Toward English Proficiency - Oral	.	100%	.	.	.	56.1
4a. Chronic Absenteeism - All Students	2.2%	<=5%	50.0	50	100.0	39.8
4b. Chronic Absenteeism - High Needs Students	3.1%	<=5%	50.0	50	100.0	6.0
5. Preparation for CCR - Percent Taking Courses	.	75%	.	.	.	100.0
6. Preparation for CCR - Percent Passing Exams	.	75%	.	.	.	59.0
7. On-track to High School Graduation	.	94%	.	.	.	87.7
8. 4-year Graduation: All Students (2022 Cohort)	.	94%	.	.	.	94.6
9. 6-year Graduation: High Needs Students (2020 Cohort)	.	94%	.	.	.	91.1
10. Postsecondary Entrance (Graduating Class 2022)	.	75%	.	.	.	88.2
11. Physical Fitness (estimated participation rate = .)	.	75%	.	.	.	60.6
12. Arts Access	.	60%	.	.	.	90.9
Accountability Index	.	.	473.3	500	94.7	69.3

Gap Indicators

Indicator	Non-High Needs Rate	High Needs Rate	Size of Gap	State Gap Mean +1 Stdev	Is Gap an Outlier?
ELA Performance Index Gap	75.0	63.3	11.7	17.0	N
Math Performance Index Gap	75.0	66.7	8.3	18.6	N

Assessment Participation Rates

Indicator	Participation Rate (%)
ELA - All Students	100.0
ELA - High Needs Students	100.0
Math - All Students	100.0
Math - High Needs Students	100.0

Indicator	Index/Rate	Target	Points Earned	Max Points	% Points Earned	State % Points Earned
1a. ELA Performance Index - All Students	82.7	75	50.0	50	100.0	85.2
1b. ELA Performance Index - High Needs Students	70.2	75	46.8	50	93.6	72.1
1c. Math Performance Index - All Students	79.7	75	50.0	50	100.0	79.6
1d. Math Performance Index - High Needs Students	67.2	75	44.8	50	89.6	65.2
1e. Science Performance Index - All Students	78.4	75	50.0	50	100.0	82.1
1f. Science Performance Index - High Needs Students	65.0	75	43.3	50	86.6	68.2
2a. ELA Academic Growth - All Students	77.2%	100%	77.2	100	77.2	57.2
2b. ELA Academic Growth - High Needs Students	72.7%	100%	72.7	100	72.7	52.5
2c. Math Academic Growth - All Students	83.4%	100%	83.4	100	83.4	61.8
2d. Math Academic Growth - High Needs Students	87.0%	100%	87.0	100	87.0	55.5
2e. Progress Toward English Proficiency - Literacy	.	100%	.	.	.	55.3
2f. Progress Toward English Proficiency - Oral	.	100%	.	.	.	56.1
4a. Chronic Absenteeism - All Students	5.0%	<=5%	49.9	50	99.9	39.8
4b. Chronic Absenteeism - High Needs Students	9.5%	<=5%	41.1	50	82.2	6.0
5. Preparation for CCR - Percent Taking Courses	.	75%	.	.	.	100.0
6. Preparation for CCR - Percent Passing Exams	.	75%	.	.	.	59.0
7. On-track to High School Graduation	.	94%	.	.	.	87.7
8. 4-year Graduation: All Students (2022 Cohort)	.	94%	.	.	.	94.6
9. 6-year Graduation: High Needs Students (2020 Cohort)	.	94%	.	.	.	91.1
10. Postsecondary Entrance (Graduating Class 2022)	.	75%	.	.	.	88.2
11. Physical Fitness (estimated participation rate = 98.8%)	63.5%	75%	42.3	50	84.6	60.6
12. Arts Access	.	60%	.	.	.	90.9
Accountability Index	.	.	738.5	850	86.9	69.3



Brown Intermediate School

2022-2023

CSDE Accountability Index:

86.9%

School Category: 1
School of Distinction



Gap Indicators

Indicator	Non-High Needs Rate	High Needs Rate	Size of Gap	State Gap Mean +1 Stdev	Is Gap an Outlier?
ELA Performance Index Gap	75.0	70.2	4.8	17.0	N
Math Performance Index Gap	75.0	67.2	7.8	18.6	N
Science Performance Index Gap	75.0	65.0	10.0	18.6	N

Assessment Participation Rates

Indicator	Participation Rate (%)
ELA - All Students	100.0
ELA - High Needs Students	100.0
Math - All Students	100.0
Math - High Needs Students	100.0
Science - All Students	99.5
Science - High Needs Students	97.7



2022-2023

**CSDE Accountability Index:
81.5%**

**School Category: 2
School of Distinction**



Indicator	Index/Rate	Target	Points Earned	Max Points	% Points Earned	State % Points Earned
1a. ELA Performance Index - All Students	79.2	75	50.0	50	100.0	85.2
1b. ELA Performance Index - High Needs Students	63.1	75	42.1	50	84.1	72.1
1c. Math Performance Index - All Students	79.1	75	50.0	50	100.0	79.6
1d. Math Performance Index - High Needs Students	61.2	75	40.8	50	81.6	65.2
1e. Science Performance Index - All Students	75.3	75	50.0	50	100.0	82.1
1f. Science Performance Index - High Needs Students	60.9	75	40.6	50	81.1	68.2
2a. ELA Academic Growth - All Students	59.5%	100%	59.5	100	59.5	57.2
2b. ELA Academic Growth - High Needs Students	63.1%	100%	63.1	100	63.1	52.5
2c. Math Academic Growth - All Students	77.9%	100%	77.9	100	77.9	61.8
2d. Math Academic Growth - High Needs Students	74.7%	100%	74.7	100	74.7	55.5
2e. Progress Toward English Proficiency - Literacy	.	100%	.	.	.	55.3
2f. Progress Toward English Proficiency - Oral	.	100%	.	.	.	56.1
4a. Chronic Absenteeism - All Students	4.4%	<=5%	50.0	50	100.0	39.8
4b. Chronic Absenteeism - High Needs Students	8.5%	<=5%	43.0	50	86.0	6.0
5. Preparation for CCR - Percent Taking Courses	.	75%	.	.	.	100.0
6. Preparation for CCR - Percent Passing Exams	.	75%	.	.	.	59.0
7. On-track to High School Graduation	100.0%	94%	50.0	50	100.0	87.7
8. 4-year Graduation: All Students (2022 Cohort)	.	94%	.	.	.	94.6
9. 6-year Graduation: High Needs Students (2020 Cohort)	.	94%	.	.	.	91.1
10. Postsecondary Entrance (Graduating Class 2022)	.	75%	.	.	.	88.2
11. Physical Fitness (estimated participation rate = 98.0%)	63.0%	75%	42.0	50	84.0	60.6
12. Arts Access	.	60%	.	.	.	90.9
Accountability Index	.	.	733.6	900	81.5	69.3

Gap Indicators

Indicator	Non-High Needs Rate	High Needs Rate	Size of Gap	State Gap Mean +1 Stdev	Is Gap an Outlier?
ELA Performance Index Gap	75.0	63.1	11.9	17.0	N
Math Performance Index Gap	75.0	61.2	13.8	18.6	N
Science Performance Index Gap	75.0	60.9	14.1	18.6	N

Assessment Participation Rates

Indicator	Participation Rate (%)
ELA - All Students	99.4
ELA - High Needs Students	97.0
Math - All Students	99.4
Math - High Needs Students	97.0
Science - All Students	100.0
Science - High Needs Students	100.0



2022-2023

CSDE Accountability Index:

88.4%

**School Category: 1
School of Distinction**



Indicator	Index/Rate	Target	Points Earned	Max Points	% Points Earned	State % Points Earned
1a. ELA Performance Index - All Students	66.5	75	133.0	150	88.7	85.2
1b. ELA Performance Index - High Needs Students	54.2	75	108.5	150	72.3	72.1
1c. Math Performance Index - All Students	68.8	75	137.6	150	91.8	79.6
1d. Math Performance Index - High Needs Students	55.0	75	109.9	150	73.3	65.2
1e. Science Performance Index - All Students	68.8	75	91.8	100	91.8	82.1
1f. Science Performance Index - High Needs Students	54.8	75	73.1	100	73.1	68.2
2a. ELA Academic Growth - All Students	.	100%	.	.	.	57.2
2b. ELA Academic Growth - High Needs Students	.	100%	.	.	.	52.5
2c. Math Academic Growth - All Students	.	100%	.	.	.	61.8
2d. Math Academic Growth - High Needs Students	.	100%	.	.	.	55.5
2e. Progress Toward English Proficiency - Literacy	.	100%	.	.	.	55.3
2f. Progress Toward English Proficiency - Oral	.	100%	.	.	.	56.1
4a. Chronic Absenteeism - All Students	2.1%	<=5%	50.0	50	100.0	39.8
4b. Chronic Absenteeism - High Needs Students	5.6%	<=5%	48.7	50	97.5	6.0
5. Preparation for CCR - Percent Taking Courses	81.0%	75%	50.0	50	100.0	100.0
6. Preparation for CCR - Percent Passing Exams	71.2%	75%	47.5	50	95.0	59.0
7. On-track to High School Graduation	99.0%	94%	50.0	50	100.0	87.7
8. 4-year Graduation: All Students (2022 Cohort)	98.7%	94%	100.0	100	100.0	94.6
9. 6-year Graduation: High Needs Students (2020 Cohort)	95.8%	94%	100.0	100	100.0	91.1
10. Postsecondary Entrance (Graduating Class 2022)	81.8%	75%	100.0	100	100.0	88.2
11. Physical Fitness (estimated participation rate = 96.5%)	48.2%	75%	32.1	50	64.2	60.6
12. Arts Access	65.1%	60%	50.0	50	100.0	90.9
Accountability Index	.	.	1282.2	1450	88.4	69.3

Gap Indicators

Indicator	Non-High Needs Rate	High Needs Rate	Size of Gap	State Gap Mean +1 Stdev	Is Gap an Outlier?
ELA Performance Index Gap	68.9	54.2	14.6	17.0	N
Math Performance Index Gap	71.5	55.0	16.5	18.6	N
Science Performance Index Gap	71.6	54.8	16.8	18.6	N
Graduation Rate Gap (2020 Cohort)	94.0	95.8	0.0	5.4	N

Assessment Participation Rates

Indicator	Participation Rate (%)
ELA - All Students	99.5
ELA - High Needs Students	97.1
Math - All Students	99.5
Math - High Needs Students	97.1
Science - All Students	97.7
Science - High Needs Students	97.1

Madison Public Schools 2024-2025 School Calendar



August 2024 4						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 24						
Su	M	Tu	W	Th	F	Sa
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October 2024 45						
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November 2024 63						
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December 2024 78						
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January 2025 99						
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February 2025 117						
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March 2025 137						
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April 2025 154						
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May 2025 175						
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June 2025 181						
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Make-up days for unscheduled school closings will be added to the end of the school year through June 20. Additional days will be deducted from the April break. Deduction from April would begin with April 14, working forward to April 17.

Key Dates

- Aug 22-23,26** Professional Development
- Aug 27** First Day of School
- Sept 2** Holiday /No School
- Oct 3** Holiday /No School
- Oct 14** Holiday/No School/Prof. Dev.
- Oct TBD** K-8 Conferences/Early Dismissal
- Oct TBD** DHHS Conferences/Early Dismissal
- Nov 5** No School/Staff Prof. Dev.
- Nov 11** Veterans Day Obs./ School in Session
- Nov 27** Early Dismissal
- Nov 28-29** Thanksgiving Recess
- Dec 23-Jan 1** Winter Recess/ No School
- Jan 20** Holiday/No School
- Feb TBD** DHHS Conferences/Early Dismissal
- Feb TBD** K-8 Conferences/Early Dismissal
- Feb 17 - 18** Feb. Break for Staff/Students
- March 17** No School Students/Staff Prof. Dev.
- April 14 - 18** April Recess/No School
- May 13** Early Dismissal/Staff Prof. Dev.
- May 26** Holiday/No School
- June 6** Early Dismissal/Staff Prof. Dev.
- June 9** Early Dismissal/Last Day Students/ Staff P.D.
- June 10** Staff Prof. Dev.

Madison Public Schools 2025-2026 School Calendar



Key Dates

Aug 26-29	Professional Development
Sept. 1	Holiday / No School
Sept. 2	First Day of School
Sept. 23	Holiday / No School
Oct. 2	Holiday / No School
Oct. 13	Holiday/No School/Prof. Dev.
Oct TBD	K-8 Conferences/Early Dismissal
Oct TBD	DHHS Conferences/Early Dismissal
Nov. 4	No School Students / Staff Prof. Dev.
Nov. 11	Veterans Day Observed/ School in Session
Nov. 26	Early Dismissal
Nov 28-29	Thanksgiving Recess
Dec 24-Jan 2	Winter Recess/ No School
Jan. 19	Holiday/No School
Feb TBD	DHHS Conferences/Early Dismissal
Feb TBD	K-8 Conferences/Early Dismissal
Feb 16 - 17	Feb. Break for Staff/Students
March. 16	No School/Staff Prof. Dev.
April. 3	Holiday / No School
April 6 - 10	April Recess/No School
May. 12	Early Dismissal/Staff Prof. Dev.
May. 25	Holiday/No School
June. 16	Early Dismissal/Last Day Students

August 2025 0						
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September 2025 20						
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October 2025 41						
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November 2025 58						
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December 2025 75						
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January 2026 94						
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February 2026 112						
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March 2026 133						
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April 2026 149						
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May 2026 169						
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June 2026 181						
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Make-up days for unscheduled school closings will be added to the end of the school year through June 26. Additional days will be deducted from the April break. Deduction from April would begin with April 6, working forward to April 10.



MADISON BOARD OF EDUCATION
TOWN OF MADISON, CONNECTICUT

FACILITIES OFFICE

William H. McMinn
Director of Facilities



Memo

To: Polson Middle School/Daniel Hand High School HVAC Building Committee
From: Felicia Smith, Interim Construction Manager
Date: November 11, 2023
Re: 2023 HVAC Grant Application

As part of the committee charge, members were asked to *“Discuss, act, and oversee the construction and Grants of the HVAC IAQ updates at the Polson middle school as well as the Daniel Hand high school. This may include other areas of the school during the HVAC improvements such as the Polson Auditorium.”* After reviewing the guidelines issued by the Department of Administrative Services for the 2024 HVAC Indoor Air Quality Grant Program for Public Schools, it was determined to hold submission until the 2025 grant application period for both schools.

The State anticipates allocating \$150 million dollars in Bonding for the 2025 round of grants. Both the Polson and DHHS projects are currently in the selection process for Design team as of mid-November 2023. Application requirements state that the projects being considered must show project cost estimates and construction bid amounts, as well as resolution of local funding authorization for full project costs. Given the projects have not been designed, these requirements can not yet be met. Further, any portion of the project funded by the grant award must be completed within a year of funding award. Given these stipulations and the current status of project design, it is much more likely that the projects will receive favorable consideration if the applications are submitted next year with the required backup.

We thank the committee for their time and consideration in regards to the HVAC grant participation and will continue to work towards the goal of a full submission package for the 2025 grant application period.

Best,

Felicia Smith
Interim Construction Manager



Policy Committee

Exhibits

Policy for Rescission, First Reading:

- 5100.9.1 Student Recruitment
- 9740 Board-Community Relations

Policy for Rescission, Waive Second Reading:

- 5120.8 Missing School without Parental Consent/Unaccounted for
- 5120.9.1 Supervision of Students
- 5120.9.2 Student Dismissal Precautions

Policy for Review, First Reading:

- 5110.4 Student Discipline
- 5040 Admission to the Public Schools at or Before Age Five
- 9540.2 Construction and Posting of Agenda
- 5180.1 Confidentiality and Access to Educational Records

Repeal and Replace:

- 5180.1 Records / Confidentiality
 - 5180.1.1 Directory Information
 - 5180.1.2 Relations with Non-Custodial Parents
- 5125.1 Health/Medical Records

- 9450 Committees

Repeal and Replace:

- 9450 Board Committees
 - 9450.1 Committee of the Whole
- 9460 Advisory Committees

Policy for Review, Waive Second Reading:

- 4040 Plan for Minority Educator Recruitment

Policy Summary

Nov. 28, 2023

Policy for Rescission, First Reading:

5100.9.1 Student Recruitment

We recommend this policy be repealed and replaced with the model Uniform Treatment of Recruiters policy in Series 2000, and the model Student Records (FERPA) policy. These Model Policies include all of the necessary information. (Uniform Treatment of Recruiters policy has already been adopted)

9740 Board-Community Relations

This bylaw is not required and we recommend repeal. To the extent this bylaw addresses the creation of special committees, we recommend that the Board adopt our model bylaw, Committees, for consistency.

Policy for Rescission, Waive Second Reading:

5120.8 Missing School without Parental Consent/Unaccounted for

Recommend repealing this policy because the topic is addressed by the Model Policy Attendance, Truancy, Chronic Absenteeism. (Model policy has been adopted)

5120.9.1 Supervision of Students

This policy is not mandatory and we recommend repeal. Job descriptions and collective bargaining agreements address "duties" of teachers and other staff members. Further, this policy applies broadly to all schools and age levels, even though necessary and appropriate levels of supervision may differ.

5120.9.2 Student Dismissal Precautions

This policy is not mandatory and we recommend repeal. This topic concerns the day-to-day operation of a school building and is best included in a regulation or school procedures. If the Board wishes to maintain the policy, we recommend internal review to ensure the policy is still being implemented, as it was last reviewed in 1996.

Policy for Review, First Reading:

5110.4 Student Discipline

We have revised this policy to add a definition of "Protected Class Harassment" and clarify that Protected Class Harassment is an offense that may lead to disciplinary action. Further, pursuant to changes in Connecticut law regarding the legalization of cannabis under certain circumstances, we have clarified that the sale or distribution of less than one kilogram of cannabis is not subject to mandatory expulsion pursuant to Connecticut General Statutes Section 10-233d. We have also made additional technical revisions for clarity.

5040 Admission to the Public Schools at or Before Age Five

Under current law, boards of education are required to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the district to attend school in accordance with state law. In addition, current law requires children to be at least five years old on or before January 1 of the school year in order to enroll in the public schools. Beginning July 1, 2024,

children must turn five years old on or before September 1 of the school year in order for that child's parent or guardian to enroll the child in kindergarten. The new law further provides, effective July 1, 2024, that a child who is not five years old on or before September 1 of the school year may be admitted to public school (1) upon written request by the child's parent or guardian to the school principal and (2) after the principal and an appropriate certified staff member conduct an assessment of the child to ensure that admitting the child is developmentally appropriate. In light of the new statutory requirements, we drafted a new policy to address admission to the public schools. We will continue to monitor whether additional guidance will be provided by the State Department of Education as related to the new statutory provisions.

9540.2 Construction and Posting of Agenda

Pursuant to the Freedom of Information Act, boards of education are required to post an agenda in various locations at least twenty-four hours prior to the time of a regular or special meeting. Section 6 of Public Act 23-160 expands the duties of boards of education to require boards to post on the board's website any associated documents that board members may review at such meeting (provided such documents are not exempt from disclosure under the Freedom of Information Act). We revised our model policy to reflect the new requirements.

5180.1 Confidentiality and Access to Educational Records

- *Repeal and Replace:*
 - 5180.1 Records / Confidentiality
Recommend that the Board repeal this policy and replace it with the model Student Records policy for consistency and legal compliance.
 - 5180.1.1 Directory Information
Recommend that the Board repeal this policy because Directory Information is addressed in the model Student Records (FERPA) policy.
 - 5180.1.2 Relations with Non-Custodial Parents
Recommend that the Board repeal this policy because this topic is addressed in the model Student Records (FERPA) policy.
 - 5125.1 Health/Medical Records
This policy is not mandatory and may be repealed. The information included in the policy is either statutory or agency guidance and is not required to be in policy. The model Student Records (FERPA) policy appropriately addresses the confidentiality of all student records, including medical records.

9450 Committees

- *Repeal and Replace:*
 - 9450 Board Committees
We recommend incorporating this bylaw into the model bylaw, Committees. This bylaw is district-specific and was recently revised in January 2022. During the incorporation, we recommend review of this bylaw to ensure it reflects current committee composition and practice. We also recommend further legal review regarding various provisions, including but not limited to: (1) provisions regarding each committee's role to make recommendations to the Board, rather than act pursuant to its own authority (e.g., developing a telecommunications plan), (2) the provision allowing the Board Chair to dissolve any committee (which standing committees are established by Board policy) at a

regular meeting through action by the Board, and (3) the provision regarding the release of reports to the public, to ensure compliance with the FOIA.

- 9450.1 Committee of the Whole
We recommend repeal and replacement with our model bylaw, Committees, and consolidation with Policy 9450, which we recommend for further legal review regarding issues including, but not limited to, those identified above.
- 9460 Advisory Committees
We recommend repeal and consolidation with our model bylaw, Committees, which addresses the creation of special committees.

Policy for Review, Waive Second Reading:

4040 Plan for Minority Educator Recruitment

Under prior law, boards of education were required to develop and implement a “plan for minority educator recruitment” to reduce racial, ethnic and economic isolation and provide students with opportunities to interact with teachers from a variety of racial, ethnic, and economic backgrounds. Effective July 1, 2023, state law requires that such plan be named the “increasing educator diversity plan.” The new law also changes various references from “minority” to “diverse” without redefining the term’s underlying meaning. We revised our model policy to account for these language adjustments. Boards of education should note that, pursuant to Section 10 of Public Act 23-167, they are now required to submit their “increasing educator diversity plan” to the Commissioner of Education by March 15, 2024 for review and approval. In customizing and implementing their plans, boards of education should be mindful of state and federal legal requirements as well as evolving legal developments in the wake of the United States Supreme Court’s decision in *Students for Fair Admissions, Inc. v. President and Fellows of Harvard College* and *Students for Fair Admissions, Inc. v. University of North Carolina*.

**#5100.9.1
Student Recruitment**

The Board shall provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools and inter-district student attendance programs. Additionally, the high school shall provide the same on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

Student names, addresses and telephone numbers, when requested for recruitment purposes, shall be released unless the parent, legal guardian, or student who has attained majority status notifies the school in writing that they choose to exercise their option to withhold consent to the release of such information. The Board of Education shall notify parents / guardians of the option to make such request and shall comply with any request received.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

(cf. 5180.1 Records / Confidentiality)
(cf. 5180.1.1 Directory Information)

Legal Reference: PL 107-110 (No Child Left Behind Act) sec. 9528.
Connecticut General Statutes
1-210(11) Access to public records. Exempt records.
10-221b Board of education to establish written uniform policy re: treatment of recruiters.

Date of Adoption: October 20, 1998
Date of Revision: June 20, 2002
Date of Revision: February 8, 2006
Technical Revision: August 22, 2006

#9740**Board - Community Relations**

Within the bounds of legal and ethical responsibilities to pupils, the Board will endeavor to inform the community about the operations of the school system to establish two-way communications with the community, and to involve citizens in the work of the schools. The Board of Education and the school district operate most successfully with the support of the community. The quality of education in the district is highly dependent upon what the community believes is a good school program and the extent to which the community is able and willing to support such a program. The Chairperson of the Board of Education and / or a Board member designated by the Chairperson will be responsible for the Board's procedures in the area of Board-Community Relations.

- Members of the Board of Education must recognize their individual community relations responsibility.
- At news conferences and similar public functions, the Chairperson of the Board of Education will speak for the Board. The Chairperson may designate another member to speak in his / her behalf
- The Board may form a citizens' consulting committee to assume assigned responsibilities for specific projects of school district. The committee will serve in an advisory capacity. It will cease to function upon the completion of appointed responsibilities and the presentation of a final written report, unless called upon by the Board for additional duties.
- Citizen consulting committees appointed by the Board of Education will conduct their meetings in open public session, unless the topic under discussion would fall within the permissible "executive session" justifications specified in Bylaw 9530.

9740 (Continued)

- In conjunction with the administration, the Board will maintain two-way communications with the many publics of the school district by (1) providing an information program to aid public understanding of the schools and (2) continuously attempting to assess public opinion as a means of assisting the Board of Education in determining policy and of assisting the professional staff operating the schools.
- An annual evaluation of the policies and procedures regarding the relationship between the Board and the community will be made so that the results may be appraised and necessary changes made to improve the program.

Date of Adoption: 3/7/95

#5120.8**Missing School Without Parental Consent / Unaccounted For**

In the event that a student's absence cannot be reconciled per the conditions delineated in Policies #5080 (Absences), #5080.1 (Tardiness) or #5080.2 (Truancy), school officials will cooperate with local authorities to report cases of unaccounted for or missing students.

After notifying the parent, guardian, or legal custodian of an unaccounted for student absence, school personnel will cooperate with the parents and authorities to provide information to assist in locating the student.

Date of Adoption: June 4, 1996

Regulation #5120.8
Missing School Without Parental Consent / Unaccounted For

Reference Code of Conduct Section IV.

**#5120.9.1
Supervision of Students**

Supervision inside and outside the classroom is necessary to protect the physical safety of the students. Each principal will be responsible to draw up a list of supervisory duties and assign staff members within the building to cover them. The duties specifically will include: lunch, recess, hall monitoring, bus duties as well as other duties peculiar to a particular building or educational level. The numbers of staff members required for a particular duty or set of duties will be determined by the principal.

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school sponsored activities. School personnel assigned this supervision are expected to act as prudent adults, keeping student safety as their chief concern.

During school hours, or while engaging in school sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administrators will ensure that anyone who wishes to contact a student during the school day is doing so within approved guidelines.

Date of Adoption: January 23, 1996
Reference: Policy # 5120, Student Welfare/Safety

**#5120.9.2
Student Dismissal Precautions**

No staff member will excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal or his/her designee, who will authorize early or otherwise irregular dismissal only when it is requested by the student's parent or guardian. Students who are eighteen or older may be released without parental permission per the principal's approval.

Special precautions will be taken by the school administration appropriate to the age of students, and as needs arise.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Superintendent of Schools.

Release of Child to Noncustodial Parent

Before releasing a child to a parent or guardian, the school principal or designee will ascertain that the person calling for the child is the parent/guardian. A child will be released to either parent if the parents are divorced and have joint custody. A child will be released to a noncustodial parent only if there is a permission for doing so signed by the custodial parent on file with the school office.

Permission to Leave Grounds During the School Day

A student will not be permitted to leave school during the school day in the custody of a person other than the student's parent or legal guardian unless that person has the authorization of one of the parents or legal guardians and can identify himself/herself. In

5120.9.2 (Continued)

all cases, the teacher will secure the approval of the principal or his/her designee. The principal will verify the authorization.

Students will not miss classes for errands away from the school grounds except in instances where the activity is related to the course or school activity and with the approval of the principal or assistant principal and permission of the parent.

No student will be released from school early on the basis of a phone call which has not been validated.

**Student Discipline
(formerly Suspension/Expulsion/Exclusion
From School/School Activities)**

It is the policy of the Madison Board of Education (the “Board”) to create a school environment that promotes respect of self, others, and property within the Madison Public Schools (the “District”). Compliance with this policy will enhance the Board and the District’s ability to maintain discipline and reduce interference with the educational process that can result from student misconduct.

I. Definitions

A. **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.

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

C. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

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

E. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational

31 process that a hearing may be delayed until a time as soon after the exclusion of such
32 student as possible.

33 F. **Exclusion** means any denial of public school privileges to a student for disciplinary
34 purposes.

35 **G. Expulsion** means the exclusion of a student from school privileges for more than ten
36 (10) consecutive school days and shall be deemed to include, but not be limited to,
37 exclusion from the school to which such pupil-student was assigned at the time such
38 disciplinary action was taken. The expulsion period may not extend beyond one (1)
39 calendar year.

40 **H. Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun)
41 that will, is designed to, or may be readily converted to expel a projectile by the action
42 of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or
43 silencer, or (d) any destructive device. The term firearm does not include an antique
44 firearm. As used in this definition, a "**destructive device**" includes any explosive,
45 incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a
46 propellant charge of more than four ounces, a missile having an explosive or incendiary
47 charge of more than one-quarter ounce, a mine, or any other similar device; or any
48 weapon (other than a shotgun or shotgun shell which the Attorney General finds is
49 generally recognized as particularly suited for sporting purposes) that will, or may be
50 readily converted to, expel a projectile by explosive or other propellant, and which has
51 a barrel with a bore of more than ½" in diameter. The term "destructive device" also
52 includes any combination of parts either designed or intended for use in converting any
53 device into any destructive device and from which a destructive device may be readily
54 assembled. A "destructive device" does not include: an antique firearm; a rifle intended
55 to be used by the owner solely for sporting, recreational, or cultural purposes; or any
56 device which is neither designed nor redesigned for use as a weapon.

57 **G-I. Protected Class Harassment is a form of discrimination on the basis of any**
58 **protected characteristic (or protected class) including race, color, religion, age, sex,**
59 **sexual orientation, marital status, national origin, alienage, ancestry, disability,**
60 **pregnancy, gender identity or expression, veteran status, status as a victim of domestic**

61 violence, or any other basis prohibited by state or federal law (“Protected Class”).
62 Harassment constitutes unlawful discrimination when it creates a hostile environment,
63 which occurs when the harassment is sufficiently severe, pervasive, or persistent so as
64 to interfere with or limit a student’s ability to participate in or benefit from the services,
65 activities, or opportunities offered by a school. Harassment does not have to include
66 intent to harm, be directed at a specific target, or involve repeated incidents.
67 Harassment against any individual on the basis of that individual’s association with
68 someone in a Protected Class may be a form of Protected Class harassment.

69 H.J. **In-School Suspension** means an exclusion from regular classroom activity for no
70 more than ten (10) consecutive school days, but not exclusion from school, provided
71 such exclusion shall not extend beyond the end of the school year in which such in-
72 school suspension was imposed. No student shall be placed on in-school suspension
73 more than fifteen (15) times or a total of fifty (50) days in one (1) school year,
74 whichever results in fewer days of exclusion.

75 K. **Martial Arts Weapon** means a nunchaku, kama, kasari fundo, octagon sai, tonfa or
76 Chinese star.

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

79 J.M. **School Days** shall mean days when school is in session for students.

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

82 L.O. **Seriously Disruptive of the Educational Process**, as applied to off-campus
83 conduct, means any conduct that markedly interrupts or severely impedes the day-to-
84 day operation of a school.

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

89 of fifty (50) days in one school year, whichever results in fewer days of exclusion,
90 unless such student is granted a formal hearing as provided below.

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

98 **R.** Notwithstanding the foregoing definitions, the reassignment of a student from one
99 regular education classroom program in the **D**istrict to another regular education
100 classroom program in the **D**istrict shall not constitute a suspension or expulsion.

101 **O.S.** For purposes of this policy, references to “school”, “school grounds”, and
102 “classroom” shall include physical educational environments, including on school
103 transportation, as well as in which students are engaged in remote learning, which
104 means instruction by means of one or more Internet-based software platforms as part
105 of a remote learning.

106 **II. Scope of the Student Discipline Policy**

107 A. Conduct on School Grounds, on School Transportation or at a School-Sponsored
108 Activity:

109 1. Suspension. Students may be suspended for conduct on school grounds, on school
110 transportation, or at any school-sponsored activity that violates a publicized policy
111 of the Board or is seriously disruptive of the educational process or endangers
112 persons or property.

113 2. Expulsion. Students may be expelled for conduct on school grounds, on school
114 transportation or at any school-sponsored activity that either (1) violates a
115 publicized policy of the Board and is seriously disruptive of the educational
116 process, or (2) endangers persons or property.

B. Conduct off School Grounds:

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct *violates a* publicized policy of the Board and is seriously disruptive of the educational process.

C. Seriously Disruptive of the Educational Process

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in Section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. The Administration and/or the Board of Education may also consider (5) whether the off-campus conduct involved the illegal use of drugs.

~~On and after January 1, 2022, Aa~~ student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

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

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

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

- 144 3. The use of obscene or profane language or gestures, the possession and/or display of
145 obscenity or pornographic images or the unauthorized or inappropriate possession
146 and/or display of images, pictures or photographs depicting nudity.
- 147 4. Violation of smoking, dress, transportation regulations, or other regulations and/or
148 policies governing student conduct.
- 149 5. Refusal to obey a member of the school staff, law enforcement authorities, or school
150 volunteers, or disruptive classroom behavior.
- 151 6. Any act of Protected Class Harassment or reprisal or retaliation against any individual
152 for reporting in good faith incidents of Protected Class Harassment, or who participate in
153 the investigation of such reports.
154
- 155 7. Refusal by a student to respond to a staff member's request for the student to provide
156 the student's name to a staff member when asked, misidentification of oneself to such
157 person(s), lying to school officials or otherwise engaging in dishonest behavior.
- 158 8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on
159 school grounds, on school transportation, or at a school-sponsored activity.
- 160 9. A walk-out from or sit-in within a classroom or school building or school grounds.
- 161 10. Blackmailing, threatening or intimidating school staff or students (or acting in a
162 manner that could be construed to constitute blackmail, a threat, or intimidation,
163 regardless of whether intended as a joke)
- 164 11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon,
165 electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal
166 knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or
167 unloaded, whether functional or not, or any other dangerous object or instrument.
168 The possession and/or use of any object or device that has been converted or modified
169 for use as a weapon.
- 170 12. Possession of any ammunition for any weapon described above in paragraph 11.
- 171 13. Unauthorized entrance into any school facility or portion of a school facility or aiding
172 or abetting an unauthorized entrance.

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- 173 14. Possession or ignition of any fireworks, combustible or other explosive materials, or
174 ignition of any material causing a fire. Possession of any materials designed to be
175 used in the ignition of combustible materials, including matches and lighters.
- 176 15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine
177 delivery systems (e.g. e-cigarettes), electronic cannabis delivery system, or vapor
178 products, or the unlawful possession, sale, distribution, use or consumption of drugs,
179 narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or
180 alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic
181 beverages), including being under the influence of any such substances or aiding in
182 the procurement of any such substances. For the purposes of this Paragraph 15, the
183 term “electronic nicotine delivery system” shall mean an electronic device used in
184 the delivery of nicotine or other substances to a person inhaling from the device, and
185 includes, but is not limited to, an electronic cigarette, electronic cigar, electronic
186 cigarillo, electronic pipe or electronic hookah and any related device and any
187 cartridge or other component of such device, including, but not limited to, electronic
188 cigarette liquid. For purposes of Paragraph 15, the term “electronic cannabis delivery
189 system” shall mean an electronic device that may be used to simulate smoking in the
190 delivery of cannabis to a person inhaling the device and includes, but is not limited
191 to, a vaporizer, electronic pipe, electronic hookah and any related device and any
192 cartridge or other component of such device. For the purposes of Paragraph 15, the
193 term “vapor product” shall mean any product that employs a heating element, power
194 source, electronic circuit or other electronic, chemical or mechanical means,
195 regardless of shape or size, to produce a vapor that may or may not include nicotine
196 and is inhaled by the user of such product. For the purposes of this Paragraph 15, the
197 term "drugs" shall include, but shall not be limited to, any medicinal preparation
198 (prescription and non-prescription) and any controlled substance whose possession,
199 sale, distribution, use or consumption is illegal under state and/or federal law,
200 including cannabis.
- 201 16. Sale, distribution, or consumption of substances contained in household items;
202 including, but not limited to glue, paint, accelerants/propellants for aerosol canisters,
203 and/or items such as the aerators for whipped cream; if sold, distributed or consumed

- 204 for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering
205 effect.
- 206 17. Possession of paraphernalia used or designed to be used in the consumption, sale or
207 distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above.
208 For purposes of this policy, drug paraphernalia includes any equipment, products and
209 materials of any kind which are used, intended for use or designed for use in planting,
210 propagating, cultivating, growing, harvesting, manufacturing, compounding,
211 converting, producing, processing, preparing, testing, analyzing, packaging,
212 repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or
213 otherwise introducing controlled drugs or controlled substances into the human body,
214 including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco
215 rolling papers, and any object or container used, intended or designed for use in
216 storing, concealing, possessing, distributing or selling controlled drugs or controlled
217 substances, including cannabis.
- 218 18. The destruction of real, personal or school property, such as, cutting, defacing or
219 otherwise damaging property in any way.
- 220 19. Accumulation of offenses such as school and class tardiness, class or study hall
221 cutting, or failure to attend detention.
- 222 20. Trespassing on school grounds while on out-of-school suspension or expulsion.
- 223 21. Making false bomb threats or other threats to the safety of students, ~~staff~~
224 ~~member~~employees, and/or other persons.
- 225 22. Defiance of school rules and the valid authority of teachers, supervisors,
226 administrators, other ~~staff member~~employees and/or law enforcement authorities.
- 227 23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically
228 authorized by ~~school~~school employees responsible for student supervision ~~staff~~.
- 229 24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school
230 grounds or at any school-sponsored activity.

- 231 25. Leaving school grounds, school transportation or a school-sponsored activity without
232 authorization.
- 233 26. Use of or copying of the academic work of another individual and presenting it as the
234 student's own work, without proper attribution; or any other form of academic
235 dishonesty, cheating or plagiarism.
- 236 27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player,
237 blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld
238 device, or similar electronic device, on school grounds, on school transportation, or
239 at a school-sponsored activity in violation of Board policy and/or administrative
240 regulations regulating the use of such devices.
- 241 28. Possession and/or use of a beeper or paging device on school grounds, on school
242 transportation, or at a school-sponsored activity without the written permission of the
243 principal or designee.
- 244 29. Unauthorized use of or tampering with any school computer, computer system,
245 computer software, Internet connection or similar school property or system, or the
246 use of such property or system for inappropriate purposes.
- 247 30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer
248 temporarily for an educational purpose while under the direct supervision of a
249 responsible adult.
- 250 31. Hazing.
- 251 32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive,
252 which:
- 253 a. causes physical or emotional harm to an individual;
- 254 b. places an individual in reasonable fear of physical or emotional harm; or
- 255 d. infringes on the rights or opportunities of an individual at school.
- 256 Bullying shall include, but need not limited be to, a written, oral or electronic
257 communication or physical act or gesture based on any actual or perceived

258 differentiating characteristics, such as race, color, religion, ancestry, national origin,
259 gender, sexual orientation, gender identity or expression, socioeconomic status,
260 academic status, physical appearance, or mental, physical, developmental or sensory
261 disability, or by association with an individual or group who has or is perceived to
262 have one or more of such characteristics.

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

266 34. Acting in any manner that creates a health and/or safety hazard for ~~staff~~
267 ~~member~~employees, students, third parties on school property or the public,
268 regardless of whether the conduct is intended as a joke, including but not limited to
269 violating school or district health and safety protocols developed in connection with
270 the COVID-19 pandemic, such as, but not limited to, physical distancing and mask-
271 wearing requirements.

272 35. Engaging in a plan to stage or create a violent situation for the purposes of recording
273 it by electronic means; or recording by electronic means acts of violence for purposes
274 of later publication (other than to school officials).

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

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

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

- 285 39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual
286 abuse, including stalking, harassing and threatening, which occurs between two
287 students who are currently in or who have recently been in a dating relationship.
- 288 40. Any action prohibited by any Federal or State law.
- 289 41. Any other violation of school rules or regulations or a series of violations which
290 makes the presence of the student in school seriously disruptive of the educational
291 process and/or a danger to persons or property.

292 **IV. Discretionary and Mandatory Expulsions**

- 293 A. ~~A principal~~An administrator responsible for a school program (“responsible
294 administrator”) may consider recommendation of expulsion of a student in grades three
295 to twelve, inclusive, in a case where the ~~principal-responsible administrator~~ has reason
296 to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- 297 B. A ~~principal-responsible administrator~~ must recommend expulsion proceedings in all
298 cases against any student in grades kindergarten to twelve, inclusive, whom the
299 Administration has reason to believe:
 - 300 1. was in possession on school grounds, on school transportation, or at a school-
301 sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon,
302 or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
 - 303 2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation
304 of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C.
305 § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the
306 commission of a crime under chapter 952 of the Connecticut General Statutes; or
 - 307 3. was engaged on or off school grounds or school transportation in offering for sale
308 or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)),
309 whose manufacturing, distribution, sale, prescription, dispensing, transporting, or
310 possessing with intent to sell or dispense, offering or administering is subject to
311 criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278. Sale or

Distribution of less than one (1) kilogram of cannabis is not subject to mandatory expulsion.

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

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

D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or designee determines that a student should or must be expelled, student shall forward such recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

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

V. Procedures Governing Removal from Class

A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed by a teacher, the teacher must send the student to a designated area and notify

340 the ~~principal or principal's~~responsible administrator or administrator's designee at
341 once.

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

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

351 **VI. Procedures Governing Suspension**

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

357 1. Unless an emergency situation exists, no student shall be suspended prior to having
358 an informal hearing before the ~~principal or~~responsible administrator or
359 administrator's designee at which the student is informed of the charges and given
360 an opportunity to respond. In the event of an emergency, the informal hearing shall
361 be held as soon after the suspension as possible.

362 2. If suspended, such suspension shall be an in-school suspension, except the ~~principal~~
363 ~~or~~responsible administrator or administrator's designee may impose an out-of-
364 school suspension on any pupil:

365 a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the
366 ~~principal or~~responsible administrator or administrator's designee determines
367 that the student poses such a danger to persons or property or such a disruption
368 of the educational process that student should be excluded from school during

369 the period of suspension; or (ii) the ~~principal or responsible administrator or~~
370 ~~administrator's~~ designee determines that an out-of-school suspension is
371 appropriate based on evidence of (A) the student's previous disciplinary
372 problems that have led to suspensions or expulsion of such student, and
373 (B) previous efforts by the Administration to address the student's disciplinary
374 problems through means other than out-of-school suspension or expulsion,
375 including positive behavioral support strategies, or

376 b. in grades preschool to two, inclusive, if the ~~principal or responsible~~
377 ~~administrator or administrator's~~ designee determines that an out-of-school
378 suspension is appropriate for such ~~pupil-student~~ based on evidence that such
379 ~~pupil's-student's~~ conduct on school grounds or on school transportation is of a
380 violent or sexual nature that endangers persons.

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

385 4. By telephone, the ~~principal or responsible administrator or the administrator's~~
386 designee shall make reasonable attempts to immediately notify the parent or
387 guardian of a minor student following the suspension and to state the cause(s)
388 leading to the suspension.

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

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

- 398 7. Not later than twenty-four (24) hours after the commencement of the suspension,
399 the ~~principal or~~responsible administrator or administrator's designee shall also
400 notify the Superintendent or designee of the name of the student being suspended
401 and the reason for the suspension.
- 402 8. The student shall be allowed to complete any classwork, including examinations,
403 without penalty, which the student missed while under suspension.
- 404 9. The school Administration may, in its discretion, shorten or waive the suspension
405 period for a student who has not previously been suspended or expelled, if the
406 student completes an Administration-specified program and meets any other
407 conditions required by the Administration. Such Administration-specified program
408 shall not require the student and/or the student's parents to pay for participation in
409 the program.
- 410 10. Notice of the suspension shall be recorded in the student's cumulative educational
411 record. Such notice shall be expunged from the cumulative educational record if
412 the student graduates from high school. In cases where the student's period of
413 suspension is shortened or waived in accordance with Section VI.A(9), above, the
414 Administration may choose to expunge the suspension notice from the cumulative
415 record at the time the student completes the Administration-specified program and
416 meets any other conditions required by the Administration.
- 417 11. If the student has not previously been suspended or expelled, and the
418 Administration chooses to expunge the suspension notice from the student's
419 cumulative record prior to graduation, the Administration may refer to the existence
420 of the expunged disciplinary notice, notwithstanding the fact that such notice may
421 have been expunged from the student's cumulative file, for the limited purpose of
422 determining whether any subsequent suspensions or expulsions by the student
423 would constitute the student's first such offense.
- 424 12. The decision of the ~~principal or~~responsible administrator or administrator's
425 designee with regard to disciplinary actions up to and including suspensions shall
426 be final.

427 13. During any period of suspension served out of school, the student shall not be
428 permitted to be on school property and shall not be permitted to attend or participate
429 in any school-sponsored activities, unless the ~~principal~~ responsible administrator or
430 the administrator's designee specifically authorizes the student to enter school
431 property for a specified purpose or to participate in a particular school-sponsored
432 activity.

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

440 **VII. Procedures Governing In-School Suspension**

441 A. The ~~principal or responsible administrator or administrator's~~ designee may impose in-
442 school suspension in cases where a student's conduct endangers persons or property,
443 violates school policy or seriously disrupts the educational process as determined by
444 the ~~principal or responsible administrator or administrator's~~ designee.

445 B. In-school suspension may not be imposed on a student without an informal hearing by
446 the ~~building principal or responsible administrator or administrator's~~ designee.

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

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

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

455 **VIII. Procedures Governing Expulsion Hearing**

456 A. Emergency Exception

457 Except in an emergency situation, the Board of Education shall, prior to expelling any
458 student, conduct a hearing to be governed by the procedures outlined herein and
459 consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat.
460 § 10-233l, if applicable, as well as the applicable provisions of the Uniform
461 Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-

462 181a. Whenever an emergency exists, the hearing provided for herein shall be held as
463 soon as possible after the expulsion.

464 B. Hearing Panel:

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

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

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

473 1. Written notice of the expulsion hearing must be given to the student, and, if the
474 student is a minor, to student's parent(s) or guardian(s) at least five (5) business
475 days before such hearing.

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

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

- 481 a. The date, time, place and nature of the hearing, including if the hearing will be
482 held virtually, via video conference.
- 483 a.b. The legal authority and jurisdiction under which the hearing is to be held,
484 including a reference to the particular sections of the legal statutes involved.
- 485 b.c. A short, plain description of the conduct alleged by the Administration.
- 486 e.d. The student may present as evidence relevant testimony and documents
487 concerning the conduct alleged and the appropriate length and conditions of
488 expulsion; and that the expulsion hearing may be the student's sole opportunity
489 to present such evidence.
- 490 d.e. The student may cross-examine witnesses called by the Administration.
- 491 f. The student may be represented by an attorney or other advocate of student's
492 choice at the student's expense or at the expense of student's parent(s) or
493 guardian(s).
- 494 g. A student is entitled to the services of a translator or interpreter, to be provided
495 by the Board of Education, whenever the student or student's parent(s) or
496 guardian(s) requires the services of an interpreter because student(s) do(es) not
497 speak the English language or is(are) disabled.
- 498 h. The conditions under which the Board is not legally required to give the student
499 an alternative educational opportunity (if applicable).
- 500 i. Information concerning the parent's(s') or guardian's(s') and the student's legal
501 rights and about free or reduced-rate legal services and how to access such
502 services.
- 503 j. The parent(s) or guardian(s) of the student have the right to have the expulsion
504 hearing postponed for up to one week to allow time to obtain representation,
505 except that if an emergency exists, such hearing shall be held as soon after the
506 expulsion as possible.
- 507

508 D. Hearing Procedures:

- 509 1. The hearing will be conducted by the Presiding Officer, who will call the meeting
510 to order, introduce the parties, Board members and ~~counsel~~others participating in
511 the hearing (if applicable), briefly explain the hearing procedures, and swear in any
512 witnesses called by the Administration or the student. If an impartial board or more
513 than one person has been appointed, the impartial board shall appoint a Presiding
514 Officer.
- 515 2. The hearing will be conducted in executive session. A verbatim record of the
516 hearing will be made, either by tape or digital recording or by a stenographer. A
517 record of the hearing will be maintained, including the verbatim record, all written
518 notices and documents relating to the case and all evidence received or considered
519 at hearing.
- 520 3. The Administration shall bear the burden of production to come forward with
521 evidence to support its case and shall bear the burden of persuasion. The standard
522 of proof shall be a preponderance of the evidence.
- 523 4. Formal rules of evidence will not be followed. The Board (or the impartial board)
524 has the right to accept hearsay and other evidence if it deems that evidence relevant
525 or material to its determination. The Presiding Officer will rule on testimony or
526 evidence as to it being immaterial, ~~or~~ irrelevant, and/or any other objections to its
527 submission.
- 528 5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the
529 Board (or the impartial board) will receive and consider evidence regarding the
530 conduct alleged by the Administration.
- 531 6. In the first part of the hearing, the charges will be introduced into the record by the
532 Superintendent or designee.
- 533 7. Each witness for the Administration will be called and sworn. After a witness has
534 finished testifying, he/she will be subject to cross-examination by the opposite party
535 or his/her legal counsel, by the Presiding Officer and by Board members (or the
536 impartial board).

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

538 ~~8.9.~~After the Administration has presented its case, the student will be asked if they
539 have any witnesses or evidence to present concerning the charges. If so, the
540 witnesses will be sworn, will testify, and will be subject to cross examination and
541 to questioning by the Presiding Officer and/or by the Board (or the impartial board).
542 The student may also choose to make a statement at this time. If the student chooses
543 to make a statement, they will be sworn and subject to cross examination and
544 questioning by the Presiding Officer and/or by the Board(or the impartial board).
545 Concluding statements will be made by the Administration and then by the student
546 and/or the student’s representative.

547 ~~9.10.~~ In cases where the student has denied the allegation, the Board (or the
548 impartial board) must determine whether the student committed the offense(s) as
549 charged by the Superintendent or Superintendent’s designee.

550 ~~10.11.~~ If the Board (or the impartial board) determines that the student has
551 committed the conduct as alleged, then the Board (or the impartial board) shall
552 proceed with the second portion of the hearing, during which the Board (or the
553 impartial board) will receive and consider relevant evidence regarding the length
554 and conditions of expulsion.

555 ~~11.12.~~ When considering the length and conditions of expulsion, the Board (or the
556 impartial board) may review the student’s attendance, academic and past
557 disciplinary records. The Board (or the impartial board) may not review notices of
558 prior expulsions or suspensions which have been expunged from the student’s
559 cumulative record, except as provided in Section VI.A (9), (10), (11), above, and
560 Section X, below. The Board (or the impartial board) may ask the Superintendent
561 or Superintendent’s designee for a recommendation as to the discipline to be
562 imposed.

563 ~~12.13.~~ Evidence of past disciplinary problems that have led to removal from a
564 classroom, suspension or expulsion of a student being considered for expulsion may
565 be considered only during the second portion of the hearing, during which the

566 Board (or the impartial board) is considering length of expulsion and nature of
567 alternative educational opportunity to be offered.

568 14. Where administrators presented the case in support of the charges against the
569 student, neither such administrative staff nor the Superintendent or
570 Superintendent's designee shall not be present during the deliberations of the Board
571 (or the impartial board) either on questions of evidence or on the final discipline to
572 be imposed. The Superintendent or Superintendent's designee may, after reviewing
573 the incident with administrators, and reviewing the student's records, make a
574 recommendation to the Board (or the impartial board) as to the appropriate
575 discipline to be applied.

576 ~~13.~~15. The Board (or the impartial board) shall make findings as to the truth of the
577 charges, if the student has denied them; and, in all cases, the disciplinary action, if
578 any, to be imposed. While the hearing itself is conducted in executive session, the
579 vote regarding expulsion must be made in open session and in a manner that
580 preserves the confidentiality of the student's name and other personally identifiable
581 information.

582 14.16. Except for a student who has been expelled based on possession of a firearm
583 or deadly weapon as described in subsection IV.B(1) and (2) above, the Board (or
584 the impartial board) may, in its discretion, shorten or waive the expulsion period
585 for a student who has not previously been suspended or expelled, if the student
586 completes a Board-specified program and meets any other conditions required by
587 the Board (or the impartial board). The Board-specified program shall not require
588 the student and/or the student's parents to pay for participation in the program.

589 ~~15.~~17. The Board (or the impartial board) shall report its final decision in writing
590 to the student, or if such student is a minor, also to the parent(s) or guardian(s),
591 stating the reasons on which the decision is based, and the disciplinary action to be
592 imposed. Said decision shall be based solely on evidence presented at the hearing.
593 The parents or guardian or any minor student who has been expelled shall be given
594 notice of such disciplinary action within twenty-four (24) hours of the time of the
595 institution of the period of the expulsion.

596 18. The hearing may be conducted virtually, via video conference, at the direction of
597 the Board (or the impartial board), in the event school buildings are closed to
598 students or individuals are provided limited access to school buildings ~~as a result~~
599 ~~of the COVID-19 pandemic~~ due to a serious health or other emergency. Any virtual
600 hearing must provide the student the due process rights identified in this Subsection
601 D.

602 E. Presence on School Grounds, on School Transportation, and Participation in School-
603 Sponsored Activities During Expulsion:

604 During the period of expulsion, the student shall not be permitted to be on school
605 property or on school transportation and shall not be permitted to attend or participate
606 in any school-sponsored activities, except for the student’s participation in any
607 alternative educational opportunity provided by the district in accordance with this
608 policy, unless the Superintendent specifically ~~authorizes~~ provides written permission
609 for the student to enter school property or school transportation for a specified purpose
610 or to participate in a particular school-sponsored activity.

611 F. Stipulated Agreements:

612 In lieu of the procedures used in this Section, the Administration and the parent(s) or
613 legal guardian(s) of a student facing expulsion may choose to enter into a Joint
614 Stipulation of the Facts and a Joint Recommendation to the Board concerning the length
615 and conditions of expulsion. Such Joint Stipulation and Recommendation shall include
616 language indicating that the parent(s) or legal guardian(s) understand their right to have
617 an expulsion hearing held pursuant to these procedures, and language indicating that
618 the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts
619 and Recommendation. If the Board (or the impartial board) rejects either the Joint
620 Stipulation of Facts or the Recommendation, an expulsion hearing shall be held
621 pursuant to the procedures outlined herein. If the Student is eighteen years of age or
622 older, the student shall have the authority to enter into a Joint Stipulation on the
623 student’s own behalf.

624 If the parties agree on the facts, but not on the disciplinary recommendation, the
625 Administration and the parents (or legal guardians) of a student facing expulsion may

626 also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation
627 of the Facts to the Board (or the impartial board) in lieu of holding the first part of the
628 hearing, as described above. Such Joint Stipulation shall include language indicating
629 that the parents and/or student over the age of 18 understand their right to have a hearing
630 to determine whether the student engaged in the alleged misconduct and that the Board,
631 in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the
632 Board (or the impartial board) rejects the Joint Stipulation of Facts, a full expulsion
633 hearing shall be held pursuant to the procedures outlined herein.

634 **IX. Alternative Educational Opportunities for Expelled Students**

635 A. Students under sixteen (16) years of age:

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

638 B. Students sixteen (16) to eighteen (18) years of age:

639 1. The Board of Education shall provide an alternative educational opportunity to a
640 sixteen (16) to eighteen (18) year-old student expelled for the first time if the
641 student requests it and if the student agrees to the conditions set by the Board ~~of~~
642 Education(or the impartial board). Such alternative educational opportunity may
643 include, but shall not be limited to, the placement of a pupil-student who is at least
644 seventeen years of age in an adult education program. Any pupil-student
645 participating in an adult education program during a period of expulsion shall not
646 be required to withdraw from school as a condition to participation in the adult
647 education program.

648 2. The Board of Education is not required to offer an alternative educational
649 opportunity to any student between the ages of sixteen (16) and eighteen (18) who
650 is expelled for a second, or subsequent, time.

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

655 C. Students eighteen (18) years of age or older:

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

658 D. Content of Alternative Educational Opportunity

659 1. For the purposes of Section IX, and subject to Subsection IX.E, below, any
660 alternative educational opportunity to which an expelled student is statutorily
661 entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j
662 and in accordance with the *Standards for Educational Opportunities for Students*
663 *Who Have Been Expelled*, adopted by the State Board of Education, with an
664 individualized learning plan, if the Board provides such alternative education, or
665 (2) in accordance with the *Standards for Educational Opportunities for Students*
666 *Who Have Been Expelled*, adopted by the State Board of Education.

667 . The Superintendent, or designee, shall develop administrative regulations
668 concerning alternative educational opportunities, which administrative regulations
669 shall be in compliance with the standards adopted by the State Board of Education.
670 Such administrative regulations shall include, but not limited to, provisions to
671 address student placement in alternative education; individualized learning plans;
672 monitoring of student(s) placements and performance; and a process for transition
673 planning.

674 E. Students identified as eligible for services under the Individuals with Disabilities
675 Education Act (“IDEA”):

676 Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels
677 a student who has been identified as eligible for services under the Individuals with
678 Disabilities Education Act (“IDEA”), it shall offer an alternative educational
679 opportunity to such student in accordance with the requirements of IDEA, as it may be
680 amended from time to time, and in accordance with the *Standards for Educational*
681 *Opportunities for Students Who Have Been Expelled*, adopted by the State Board of
682 Education.

683 F. Students for whom an alternative educational opportunity is not required:

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

689 **X. Notice of Student Expulsion on Cumulative Record**

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

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

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

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

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713 **XI. Change of Residence During Expulsion Proceedings**

714 A. Student moving into the ~~school-D~~district:

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

720 2. Where a student enrolls in the district during the period of expulsion from another
721 public school district, the Board may adopt the decision of the student expulsion
722 hearing conducted by such other school district. The student shall be excluded from
723 school pending such hearing. The excluded student shall be offered an alternative
724 educational opportunity in accordance with statutory requirements. The Board (or
725 the impartial board) shall make its determination pertaining to expulsion based
726 upon a hearing held by the Board (or the impartial board), which hearing shall be
727 limited to a determination of whether the conduct which was the basis of the
728 previous public school district's expulsion would also warrant expulsion by the
729 Board.

730 B. Student moving out of the ~~school-D~~district:

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

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

739 A. Suspension of IDEA students:

740 Notwithstanding the foregoing, if the Administration suspends a student identified as
741 eligible for services under the IDEA (an "IDEA student") who has violated any rule or

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code of conduct of the ~~school-district~~District that applies to all students, the following procedures shall apply:

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1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

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

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

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

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1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).

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2. The ~~school-D~~d~~istrict~~ shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between

772 the student's disability and the behavior that led to the recommendation for
773 expulsion or the suspension which constitutes a change in placement, in order to
774 determine whether the student's behavior was a manifestation of the student's
775 disability.

776 3. If the student's PPT finds that the behavior was a manifestation of the student's
777 disability, the Administration shall not proceed with the recommendation for
778 expulsion or the suspension that constitutes a change in placement.

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

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

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

789 C. Removal of Special Education Students for Certain Offenses:

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

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

796 b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a
797 controlled substance while at school, on school transportation or at a school-
798 sponsored activity; or

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

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

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

807 b. **Controlled substance** means a drug or other substance identified under
808 schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act,
809 21 U.S.C. 812(c).

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

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

818 **XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section**
819 **504 of the Rehabilitation Act of 1973 (“Section 504”)**

820 A. Except as provided in subsection B below, notwithstanding any provision to the
821 contrary, if the Administration recommends for expulsion a student identified as
822 eligible for educational accommodations under Section 504 who has violated any rule
823 or code of conduct of the ~~school-D~~district that applies to all students, the following
824 procedures shall apply:

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- 826 1. The parents of the student must be notified of the decision to recommend the
827 student for expulsion.
- 828 2. The District shall immediately convene the student’s Section 504 team (“504
829 team”) for the purpose of reviewing the relationship between the student’s disability
830 and the behavior that led to the recommendation for expulsion. The 504 team will
831 determine whether the student’s behavior was a manifestation of the student’s
832 disability.
- 833 3. If the 504 team finds that the behavior was a manifestation of the student’s
834 disability, the Administration shall not proceed with the recommended expulsion.
- 835 4. If the 504 team finds that the behavior was not a manifestation of the student’s
836 disability, the Administration may proceed with the recommended expulsion.
- 837 B. The Board may take disciplinary action for violations pertaining to the use or
838 possession of illegal drugs or alcohol against any student with a disability who currently
839 is engaging in the illegal use of drugs or alcohol to the same extent that such
840 disciplinary action is taken against nondisabled students. Thus, when a student with a
841 disability is recommended for expulsion based solely on the illegal use or possession
842 of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship
843 between the student’s disability and the behavior that led to the recommendation for
844 expulsion.

845 **XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention**
846 **Center**

- 847 A. Any student who commits an expellable offense and is subsequently placed in a
848 juvenile detention center or any other residential placement for such offense may be
849 expelled by the Board in accordance with the provisions of this section. The period of
850 expulsion shall run concurrently with the period of placement in a juvenile detention
851 center or other residential placement.
- 852 B. If a student who committed an expellable offense seeks to return to a the District after
853 participating in a diversionary program or having been placed in a juvenile

854 detention center or any other residential placement and such student has not been
855 expelled by the board of education for such offense under subdivision (A) of this
856 subsection, the Board shall allow such student to return and may not expel the student for
857 additional time for such offense.

858 **XV. Early Readmission to School**

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

864 **XVI. Dissemination of Policy**

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

868 **XVII. Compliance with Documentation and Reporting Requirements**

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

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

873 C. If the Board of Education expels a student for sale or distribution of a controlled
874 substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture,
875 distribution, sale, prescription, dispensing, transporting or possessing with the intent to
876 sell or dispense, offering, or administration is the subject to criminal penalties under
877 Conn. Gen. Stat. §§ 21a-277 and 21a-278, the ~~Board~~District shall refer such student to
878 an appropriate state or local agency for rehabilitation, intervention or job training and
879 inform the agency of its action.

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

885 **Legal References:**

886 Connecticut General Statutes:

- 887
- 888 § 10-16 Length of school year
- 889
- 890 § 10-74j Alternative education
- 891
- 892 §§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures
893 Act
- 894
- 895 § 10-222d Safe school climate plans. Definitions. Safe school climate
896 assessments
- 897
- 898 §§ 10-233a through 10-233f Suspension and expulsion of students
- 899
- 900 § 10-233l Expulsion and suspension of children in preschool programs
- 901
- 902 § 10-253 School privileges for children in certain placements,
903 nonresident children, children in temporary shelters,
904 homeless children and children in juvenile detention
905 facilities. Liaison to facilitate transitions between school
906 districts and juvenile and criminal justice systems.
- 907
- 908 § 19a-342a Use of electronic nicotine delivery system or vapor product
909 prohibited. Exceptions. Signage required. Penalties
- 910
- 911 § 21a-240 Definitions
- 912
- 913 § 21a-277 Penalty for illegal manufacture, distribution, sale, prescription,
914 dispensing
- 915
- 916 § 21a-278 Penalty for illegal manufacture, distribution, sale, prescription, or
917 administration by non-drug-dependent person
- 918
- 919 §§ 21a-408a through 408p Palliative Use of Marijuana
- 920
- 921 § 29-35 Carrying of pistol or revolver without permit prohibited.
922 Exceptions
- 923
- 924 § 29-38 Weapons in vehicles
- 925

- 926 § 53a-3 Definitions
- 927
- 928 § 53-206 Carrying of dangerous weapons prohibited
- 929
- 930 § 53-344 Sale or delivery of cigarettes or tobacco products to persons under
- 931 twenty-one.
- 932
- 933 § 53-344b Sale and delivery of electronic nicotine delivery system or vapor
- 934 products to persons under twenty-one years or age
- 935

936 Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety

937 and Education of Children.”

938

939 *Packer v. Board of Educ. of the Town of Thomaston*, 717 A.2d 117 (Conn. 1998).

940 *State v. Hardy*, 896 A.2d 755 (Conn. 2006).

941 *State v. Guzman*, 955 A.2d 72 (Conn. App. Ct. 2008).

942

943 Connecticut State Department of Education, *Standards for Educational*

944 *Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

945

946 Federal law:

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948 Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended

949 by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L.

950 108-446.

951

952 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

953 18 U.S.C. § 921 (definition of “firearm”)

954 18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)

955 18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)

956 21 U.S.C. § 812(c) (identifying “controlled substances”)

957 34 C.F.R. § 300.530 (defining “illegal drugs”)

958 Gun-Free Schools Act, 20 U.S.C. § 7961

959 *Honig v. Doe*, 484 U.S. 305 (1988)

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962 Date of Adoption: October 6, 2020

963 Date of Revision: January 4, 2022

964

965 First Reading: November 28, 2023

Admission to the Public Schools at or Before Age Five

The Madison Board of Education (the “Board”) complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board’s jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184.

Effective July 1, 2024, the Madison Public Schools (the “District”) shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child’s parent or guardian may submit a written request to the principal of the school seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or Superintendent’s designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate.

Legal Reference:

Connecticut General Statutes

- 10-15c Discrimination by public schools prohibited. School attendance for five-year-olds
10-220 Duties of boards of education
10-221 Board of education to prescribe rules, policies, and procedures
10-184 Duties of parents. School attendance age requirements

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

First Reading: November 28, 2023

**Construction and Posting of Agenda
(formerly Agenda)**

I. Construction of Agenda

A. The Superintendent in cooperation with the Chairperson of the Board of Education (the “Board”) shall prepare an agenda for each meeting of the Madison Board.

B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda

C. If at least three Board members request in writing that an additional agenda item be placed on the Board’s agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

D. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:

1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.

2) The Secretary of the Board will present the written request to the Executive Committee at its next meeting.

3) The Executive Committee will consider whether the requested item will be placed on a future meeting agenda.

II. Posting of Agenda

A. At least twenty-four (24) hours prior to the time of the regular or special meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.

B. An agenda will be posted at Town Hall, the Board’s Administrative Offices, and on the Board’s Internet web site. [Any associated documents that may be reviewed by members of the Board at such meeting shall be posted on the Board’s Internet web site, provided such documents are not exempt from disclosure under the Freedom of Information Act.](#)

C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

46 D. If, in accordance with applicable law, the Board holds a public meeting that is
47 accessible to the public by means of electronic equipment or by means of electronic
48 equipment in conjunction with an in-person meeting, the agenda shall include
49 instructions for the public to attend and provide comment or otherwise participate
50 in the meeting by means of electronic equipment or in person, as applicable and
51 permitted by law. Any such agenda shall be posted in accordance with the
52 provisions of Connecticut General Statutes Section 1-225.
53

54 Legal Reference:

55
56 Connecticut General Statutes

57
58 Public Act 22-3, “An Act Concerning Remote Meetings Under the
59 Freedom of Information Act.”

60
61 1-225 Meetings of government agencies to be public. Recording
62 of votes. Schedule and agenda of certain meetings to be
63 filed and posted on web sites. Notice of special meetings.
64 Executive sessions

65
66 10-218 Officers. Meetings

67
68 [Public Act 23-160, “An Act Concerning Education Mandate Relief](#)
69 [and Other Technical and Assorted Revisions and Additions to the](#)
70 [Education and Early Childhood Education Statutes.”](#)

71
72 [10-220 Duties of boards of education.](#)
73

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75
76 Date of Adoption: August 22, 2023

77
78 First Reading: November 28, 2023

Confidentiality and Access to Education Records

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4 **I. POLICY**
5

6 The Board of Education (“Board”) complies with the state and federal laws and regulations
7 regarding confidentiality, access to and amendment of education records. The Board shall
8 implement procedures that protect the privacy of parents and students while providing proper
9 access to records. Availability of these procedures shall be made known annually to parents of
10 students currently in attendance and eligible students currently in attendance.
11

12 **II. DEFINITIONS**
13

- 14 A. Access is defined as the right to inspect or review a student’s education records or any
15 part thereof. Access may include the right to receive copies of records under limited
16 circumstances.
17
- 18 B. Authorized representative means any entity or individual designated by the Board, a
19 State educational authority, or an agency headed by an official listed in 34 C.F.R. §
20 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education
21 programs -- any audit or evaluation, or any compliance or enforcement activity in
22 connection with Federal legal requirements that relate to these programs.
23
- 24 C. Biometric record, as used in the definition of personally identifiable information, means
25 a record of one or more measurable biological or behavioral characteristics that can be
26 used for automated recognition of an individual, such as fingerprints, retina and iris
27 patterns, voiceprints, DNA sequence; facial characteristics and handwriting.
28
- 29 D. De-identified education records means education records or information from education
30 records from which all personally identifiable information has been removed, and for
31 which the district has made a reasonable determination that a student’s identity is not
32 personally identifiable, whether through single or multiple releases, taking into account
33 other reasonably available information.
34
- 35 E. Directory Information includes information contained in an education record of a
36 student that would not generally be considered harmful or an invasion of privacy if
37 disclosed. Directory information includes, but is not limited to, the parent’s name,
38 address and/or e-mail address; the student’s name, address, telephone number, e-mail
39 address, photographic, computer and/or video images, date and place of birth, major
40 field(s) of study, grade level, enrollment status (full-time; part-time), participation in
41 school-sponsored activities or athletics, weight and height (if the student is a member of
42 an athletic team), dates of attendance, degrees, honors and awards received, the most
43 recent previous school(s) attended, and student identification numbers for the limited
44 purposes of displaying a student identification card. The student identification number,
45 however, will not be the only identifier used when obtaining access to education records
46 or data. Directory information does not include a student’s social security number,

47 student identification number or other unique personal identifier used by the student for
48 purposes of accessing or communicating in electronic systems unless the identifier
49 cannot be used to gain access to education records except when used in conjunction
50 with one or more factors that authenticate the user’s identity, such as a PIN or
51 password.
52

53 F. Disciplinary action or proceeding means the investigation, adjudication or imposition of
54 sanctions by an educational agency or institution with respect to an infraction or
55 violation of internal rules of conduct applicable to students.
56

57 G. Disclosure means to permit access to or to release, transfer, or other communication of
58 personally identifiable information as contained in education records by any means,
59 including oral, written or electronic means, to any party except the party identified as
60 the party that provided or created the record.
61

62 H. Education Records
63

64 1. Education records means any information directly related to a student that
65 is recorded in any manner (e.g., handwriting, print, computer media, video
66 or audio tape, film, microfilm, and microfiche) and that is maintained by
67 the school system or persons acting for the school system.
68

69 2. Education records do not include:
70

71 a) private, personal, or working notes in the sole possession of the
72 maker thereof, and which are not accessible or revealed to any
73 other individual except a “substitute”;
74

75 b) records maintained by a law enforcement unit of the school district
76 that were created by that unit for the purpose of law enforcement;
77

78 c) employment records used only in relation to the student’s
79 employment by the school district that are 1) made and maintained
80 in the normal course of business, 2) relate exclusively to the
81 student’s capacity as an employee, and 3) are not made available
82 for any other purpose;
83

84 d) records on an eligible student (i.e. over 18 or attending a
85 postsecondary educational institution) that are considered
86 “treatment records” as they meet the following criteria: 1) the
87 records are maintained by a physician, psychiatrist, psychologist, or
88 other recognized professional or paraprofessional acting in his or
89 her professional capacity or assisting in a paraprofessional
90 capacity, 2) the records are made in connection with the treatment
91 of the student and 3) the records are disclosed only to individuals
92 providing such treatment (treatment does not include remedial

93 educational activities or activities that are part of the program or
94 instruction of the school district); however, the school district must,
95 upon request, permit an eligible student to have a physician or
96 other appropriate professional of the student's choice review
97 his/her treatment records;

98
99 e) records created or received by the school district after an individual
100 is no longer a student in attendance and that are not directly related
101 to the individual's attendance as a student; and

102
103 f) grades on peer-graded papers before they are collected and
104 recorded by a teacher.

105
106 I. Eligible Student is a student or former student who has reached 18 years of age or is
107 attending an institution of post-secondary education or is an emancipated minor.

108
109 ~~J. — If the district maintains a law enforcement unit, the district should include this~~
110 ~~definition within the policy.~~

111
112 ~~Law Enforcement Unit is an individual, office, department, division, or other~~
113 ~~component of an educational agency or institution, that is officially authorized or~~
114 ~~designated by that agency or institution to 1) enforce laws or refer matters of law~~
115 ~~enforcement to appropriate authorities or 2) maintain the physical security and safety~~
116 ~~of the agency or institution.~~

117
118 K. Legitimate Educational Interest means the need for a school official to review an
119 education record in order to fulfill his or her professional responsibilities.

120
121 L. Parent is defined as a parent or parents of a student, including a natural parent, a
122 guardian, or surrogate parent, or an individual acting as a parent in the absence of a
123 parent or guardian. The rights of a parent shall transfer to an eligible student; however,
124 a parent of a student who claims that student as a dependent under Section 152 of the
125 Internal Revenue Code of 1986 is entitled to access to the student's education records
126 without the eligible student's consent.

127
128 M. Personally Identifiable Information includes, but is not limited to, the student's name;
129 the name of the student's parent or other family members; the address of the student or
130 his/her family; a personal identifier, such as the student's social security number,
131 student number or biometric record; other indirect identifiers, such as the student's date
132 of birth, place of birth, and mother's maiden name; other information that, alone or in
133 combination, is linked or linkable to a specific student that would allow a reasonable
134 person in the school community, who does not have personal knowledge of the relevant
135 circumstances, to identify the student with reasonable certainty; or information
136 requested by a person who the school district reasonably believes knows the identity of
137 the student to whom the education record relates.

139 N. School Official is a person employed by the District as an administrator, supervisor,
140 instructor or support staff member (including health or medical staff and law
141 enforcement unit personnel); a person serving on the Board of Education; a volunteer,
142 contractor or consultant or other party who performs an institutional service or function
143 for the District (such as an attorney, auditor, medical consultant, therapist, or school
144 resource officer); or a parent or student serving on an official committee, such as a
145 disciplinary or grievance committee; or a parent, student or other volunteer assisting
146 another school official in performing his or her tasks.
147

148 O. Signed and Dated Written Consent to disclose personally identifiable student
149 information from a student’s education records must specify the records to be disclosed,
150 the purpose of disclosure and the party to whom such records should be provided.
151 Consent may include a record and signature in electronic form provided that the consent
152 identifies and authenticates a particular person as the source of electronic consent.
153

154 **III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY**
155 **INFORMATION**
156

157 A. On an annual basis, the school district will notify parents and/or eligible students
158 currently in attendance of their rights regarding a student’s education records. This
159 notice will be published in all student handbooks in the school district and will also be
160 published in the school district’s guide to Pupil Personnel **[or Special Education]**
161 Services and will be published in any other manner “reasonably likely” to inform such
162 parents and eligible students of their rights. The school district will take steps to ensure
163 that parents or eligible students whose primary or home language is not English or who
164 are disabled will also be notified of their rights regarding a student’s education records.
165

166 B. On an annual basis, the school district will also notify parents and/or eligible students
167 currently in attendance of any categories of information designated as **directory**
168 **information**. This notice will provide such individuals with an opportunity to object to
169 such disclosure. An objection to the disclosure of directory information shall be good
170 for only one school year. Parents and/or eligible students may not use the right to opt
171 out of directory information disclosures to prohibit the school district from requiring
172 students to wear or display a student identification card.
173

174 C. In the annual notification, the school district will also provide notice to parents and/or
175 eligible students that the district is legally obligated to provide military recruiters,
176 institutions of higher education, or school choice programs, upon request, with the
177 names, addresses and telephone numbers of secondary school students, unless the
178 secondary student or the parent of the student objects to such disclosure in writing.
179 Such objection must be in writing and shall be effective for one school year.
180

181 **IV. CONFIDENTIALITY OF EDUCATION RECORDS**
182

183 A. All school officials are directed to maintain the confidentiality of personally identifiable
184 information contained in a student’s education records. Each person who has access to

185 education records is responsible for ensuring personally identifiable information is
186 protected from disclosure at collection, storage, disclosure, and destruction stages.
187 Disclosure of information is permitted only in accordance with Board policy and
188 administrative regulations and in a manner consistent with state and federal law.
189

190 B. Education records are not public records and any disclosure other than to persons
191 authorized to receive the records without prior consent of a parent or an eligible student
192 violates the law and Board policy, except as provided in federal and state statutes.
193

194 C. The school district shall use reasonable methods, including administrative policies and
195 procedures, as well as physical and technological access controls, to ensure that school
196 officials obtain access to only those education records in which they have a legitimate
197 educational interest.
198

199 D. The district shall use reasonable methods to identify and authenticate the identity of
200 parents, students, school officials and other parties to whom the district discloses
201 personally identifiable information from education records.
202

203 E. The district shall require contractors and other outside agencies with access to education
204 records to certify their compliance with the confidentiality requirements of this policy,
205 as well as applicable state and federal law.
206

207 **V. ACCESS TO EDUCATION RECORDS**
208

209 A. Parents and/or an eligible student have the right to inspect and review all education
210 records of the student unless such rights have been waived under Article XI, below.
211 Parents' rights of inspection and review are restricted to information dealing with their
212 own child. In the case of an eligible student, the right to inspect and review is restricted
213 to information concerning the student. All requests for access to education records must
214 be in writing.
215

216 B. When submitting a written request to inspect or review education records, the request
217 must identify the record or records being sought. The school district will notify the
218 parent or eligible student of the date, time, and location where the records may be
219 inspected and reviewed.
220

221 C. The parents or eligible students may designate in writing a representative to inspect and
222 review the records. Consent for disclosure of education records to a designated
223 representative must be signed and dated by the parent or eligible student.
224

225 D. A school professional shall be present at all such inspections and reviews and shall
226 respond to reasonable requests for explanations and interpretations of the records.
227

228 E. For the records of **regular education students**, the Board will make education records
229 available for inspection and review by parents or eligible students within a reasonable

230 period of time, but in any event, no more than forty-five (45) calendar days from the
231 receipt of a written request.

232
233 F. For **students requiring special education**, the Board will comply with a request to
234 review and inspect the child’s education records without unnecessary delay and before
235 any meeting regarding an IEP or any due process hearing or resolution session held in
236 accordance with the IDEA; otherwise, the Board will comply with such request not later
237 than ten (10) school days of such request.

238
239 G. Parents of students eligible to receive special education and related services (or the
240 eligible student) have the right to receive **one free copy** of their child’s (his/her)
241 education records. The request for the free copy must be in writing and the Board will
242 comply with the written request within ten (10) school days of the request.
243 Notwithstanding the fact that a test instrument or portion of a test instrument may meet
244 the criteria of an “education record” under the Family Educational Rights and Privacy
245 Act, 20 U.S.C. § 1232g, any test instrument or portion of a test instrument for which the
246 test manufacturer asserts a proprietary or copyright interest in the instrument shall not
247 be copied. The parent or eligible student retains the right to review and inspect such
248 information and the Board shall respond to reasonable requests from the parent or
249 eligible student for explanations and interpretations of the student’s education record,
250 which may include reviewing copyrighted testing instruments.

251
252 H. Aside from a parent or eligible student, staff members, school employees and other
253 school officials may access a student’s education records **only if** they have been
254 determined by the school system to have a legitimate educational interest in accessing
255 the information contained in such records. Disclosures to any other parties may only be
256 made in accordance with the exemptions and provisions set forth in Article VII, below.

257
258 I. Pursuant to the procedures set forth in Article VI, below, the district maintains a record
259 of all parties that have requested access to education records, including access to
260 education records found in computer memory banks.

261
262
263 J. Non-custodial Parents:

264
265 1. Divorced Parents

266
267 A parent does not lose his or her right to access to education records upon
268 divorce. Non-custodial parents retain their rights to review their child’s
269 education records unless the school district has been provided with
270 evidence that there is a court order, state statute, or legally binding
271 document relating to such matters as divorce, separation, or custody that
272 specifically revokes the non-custodial parent’s rights. School notices shall
273 be mailed to the non-custodial parent/guardian requesting the notices at the
274 same time that they are provided to the custodial parent/guardian. Any
275 requests by the non-custodial parent/guardian to receive school notices

276 shall be effective for as long as the child remains in the school the student
277 is attending at the time of the request.

278
279 2. Incarcerated Parents

280
281 Nothing in this policy shall be construed to limit a parent who is
282 incarcerated from being entitled to knowledge of and access to all
283 educational, medical, or similar records maintained in the cumulative
284 record of any minor student of such incarcerated parent, except that such
285 incarcerated parent shall not be entitled to such records if:

- 286
287 (a) such information is considered privileged under Conn. Gen. Stat.
288 § 10-154a, regarding a communication made privately and in
289 confidence by a student to a professional employee in the course of
290 the professional employee’s employment concerning alcohol or
291 drug abuse or any alcoholic or drug problem of such student;
292
293 (b) such incarcerated parent has been convicted in Connecticut or any
294 other state of sexual assault in violation of Conn. Gen. Stat. §§ 53a-
295 70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or
296
297 (c) such incarcerated parent is prohibited from knowledge of or access
298 to such student’s cumulative record pursuant to a court order.
299

300 K. Unaccompanied Youth:

301
302 Notwithstanding anything in this policy to the contrary, an unaccompanied youth shall
303 be entitled to knowledge of and have access to all educational, medical or similar
304 records in the cumulative record of such unaccompanied youth maintained by the
305 school district. For the purposes of this provision, the term “unaccompanied youth”
306 shall mean a homeless child or youth not in the physical custody of a parent or
307 guardian.
308

309 L. Copies of Education Records/Fees:

- 310
311 1. The school district cannot charge a fee to search for or to retrieve the
312 education records of a student. As noted above, if a student has been
313 identified as requiring special education and related services, the parents’
314 (or eligible student’s) right to inspect and review the child’s records shall
315 include the right to receive **one free copy** of those records. The request for
316 the free copy shall be made in writing. The Board shall comply with such
317 request as stated above. A charge will be levied for additional copies; in
318 no case will the charge exceed **[50¢]** per page. ***Please note that the***
319 ***district may or may not charge for copies, provided such fee is consistent***
320 ***with its policy for charging for copies of records for regular education***

~~students and provided that such fee does not effectively prohibit the parent/student from exercising their rights to access records.~~

2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student’s education records, the district shall:

a. provide the parent or eligible student with a copy of the records requested, or

b. make other arrangements for the parent or eligible student to inspect and review the requested records.

~~As noted above, a school district may charge a fee for all other copies of education records, provided that the imposition of a fee does not effectively prevent a parent and/or eligible student from exercising their rights to access records. If the district elects to charge a fee for copies beyond the one free copy of special education records, we suggest the following provision:~~

~~3. The Board reserves the right to charge for copies of a student’s education records. Such charge will not exceed 50¢ per page.~~

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student’s educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.

B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

1. the name of any individual, agency, or organization that requested or obtained access to the student’s records;
2. the date of the request for access;
3. whether access was given;

- 367 4. the purpose for which the party was granted access to the records;
- 368
- 369 5. the names of additional parties to whom the receiving party may disclose
- 370 the information on behalf of the school district; and
- 371
- 372 6. the legitimate educational interest in obtaining the information.
- 373
- 374 C. The record (log) requirement does not apply to requests from, or disclosure to:
- 375
- 376 1. a parent or eligible student;
- 377
- 378 2. a party seeking directory information;
- 379
- 380 3. a party who has a signed and dated written consent from the parent and/or
- 381 eligible student;
- 382
- 383 4. school officials from the school district in which the student is currently
- 384 enrolled who have a legitimate educational interest in the information
- 385 contained in the student's record; or
- 386
- 387 5. persons seeking or receiving the information as directed by a Federal grand
- 388 jury, other law enforcement subpoena, or ex parte order of the Attorney
- 389 General of the United States (provided that the information requested is
- 390 not to be redisclosed).
- 391
- 392 D. The record (log) is a permanent part of the student's education records and must
- 393 be available to the parent or eligible student upon request.
- 394
- 395 E. If the district makes a release of education records without consent in **a health**
- 396 **and safety emergency**, the district must record:
- 397
- 398 1. the articulable and significant threat to the health and safety of a student or
- 399 other individuals that formed the basis for disclosure; and
- 400
- 401 2. the parties to whom the district disclosed the information.
- 402

403 **VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE**

404 **INFORMATION**

405

- 406 A. The school system or its designated agent(s) may not permit release of education
- 407 records or any information from such records that contain personally identifiable
- 408 student information to any outside individual, agency, or organization without the
- 409 signed and dated written consent of the parents or eligible student, except as indicated
- 410 in Article VII.C below. Personally identifiable information contained in the education
- 411 record, other than directory information, will not be furnished in any form (i.e.,
- 412 written, taped, video or audio recorded, person-to-person, statement over the

- 413 telephone, on computer disk, e-mailed or electronic message, etc.) to any person other
414 than those listed below, unless prior written consent has been obtained.
415
- 416 B. To be effective, the written consent must be signed and dated and must specify the
417 records that may be disclosed, state the purpose of the disclosure, and identify the
418 party or class of parties to whom the disclosure may be made.
419
- 420 C. Personally identifiable information may be released **without consent** of the parents, or
421 the eligible student, only if the disclosure meets one of the criteria set forth below:
422
- 423 1. School Officials:
424
- 425 a) The disclosure is to other school officials within the district,
426 including teachers, who have been determined by the school
427 district to have legitimate educational interests in the education
428 records.
429
- 430 b) A contractor, consultant, volunteer, or other party to whom the
431 district has outsourced institutional services or functions, provided
432 that the party:
433
- 434 1) performs an institutional service or function for which the
435 district would otherwise use employees;
436
- 437 2) is under the direct control of the district with respect to the
438 use and maintenance of education records; and
439
- 440 3) is subject to the requirements of FERPA with respect to the
441 use and redisclosure of personally identifiable information
442 from education records.
443
- 444 c) The Board shall comply with the below Section I of this Article VII
445 prior to the provision of student records, student information or
446 student-generated content to any school official who is a consultant
447 or operator, as those terms are defined in Section I.
448
- 449 3. Transfer Students:
450
- 451 a) The disclosure is to officials of another school, including other
452 public schools, charter schools, and post-secondary institutions, in
453 which the student seeks or intends to enroll, or where the student is
454 already enrolled so long as the disclosure is for purposes related to
455 the student's enrollment or transfer. Disclosure of personally
456 identifiable information will be made only upon condition that the
457 student's parents be notified of the transfer, receive a copy of the

- 458 record if desired, and have an opportunity for a hearing to
459 challenge the content of the record pursuant to Article X.
460
- 461 b) When a student enrolls in a new public school district (including a
462 public charter school), the receiving school district must send
463 written notice of such enrollment to the school the student
464 previously attended not later than two (2) business days after the
465 student enrolls. Not later than ten (10) days after receipt of such
466 notice, the sending school shall transfer the student’s records to the
467 new school district.
468
- 469 c) Upon notification by the Department of Children and Families
470 (“DCF”) of a decision to change the school placement for a student
471 attending district schools who is placed in out-of-home care by
472 DCF pursuant to an order of temporary custody or an order of
473 commitment, in accordance with Section 46b-129 of the
474 Connecticut General Statutes, the Board shall transmit to the
475 receiving school, not later than one (1) business day after receipt of
476 such notification from DCF, all essential education records for the
477 student, including, but not limited to, the student’s individualized
478 education program (“IEP”) and behavioral intervention plan, if
479 any, and all documents necessary for the receiving school to
480 determine appropriate class placement and to provide educational
481 services. The Board shall transfer nonessential records to the
482 receiving school in accordance with subsection b above.
483
- 484 4. The disclosure is to authorized representatives of the U.S. Comptroller, the
485 U.S. Attorney General, the U.S. Secretary of Education, or State or local
486 educational authorities. Disclosures of this nature may be made only in
487 connection with an audit or evaluation of Federal or State supported
488 education programs, or for the enforcement of or compliance with the
489 Federal legal requirements that related to these programs. These entities
490 may make further disclosures of personally identifiable information that
491 are designated by them as their authorized representatives to conduct any
492 audit, evaluation, or enforcement or compliance activity on their behalf, if
493 applicable requirements are met.
494
- 495 5. The disclosure is made in connection with a student’s application for, or
496 receipt of, financial aid, if such information is necessary to determine
497 eligibility for, the amount of, or the conditions for financial aid, or to
498 enforce the terms and conditions of financial aid.
499
- 500 6. The disclosure is to state and local officials or authorities within the
501 juvenile justice system as long as the officials and authorities to whom the
502 records are disclosed certify in writing to the school district that (a) the
503 information is required by the court, and (b) will not be disclosed to any

- 504 other party without the prior, written consent of the parent of the student,
505 except as provided under state law. Disclosure shall be permitted for
506 information relating to the student's school attendance, adjustment and
507 behavior, as well as the student's IEP and related documents if the student
508 receives special education services. If a student is placed on probation by
509 the juvenile court, school officials may issue their own recommendation
510 concerning the conditions of the student's probation.
511
- 512 7. The disclosure is to organizations conducting studies for, or on behalf of,
513 educational agencies or institutions for the purpose of developing,
514 validating, or administering predictive tests, administering student aid
515 programs, or improving instruction, so long as:
516
- 517 a) the study does not permit personal identification of parents or
518 students by individuals other than representatives of the
519 organization,
520
- 521 b) the information is destroyed after it is no longer needed for the
522 purposes for which the study was conducted, and
523
- 524 c) the Board enters into a written agreement with the organization
525 conducting the study that satisfies the requirements of 34 C.F.R.
526 § 99.31(a)(6).
527
- 528 8. The disclosure is to accrediting organizations in order to carry out their
529 accrediting functions.
530
- 531 9. The disclosure is to parents of an eligible student who claim that student as
532 a dependent student as defined in Section 152 of the Internal Revenue
533 Code of 1986.
534
- 535 10. The disclosure is to comply with a judicial order or lawfully issued
536 subpoena, provided that the educational agency makes a reasonable effort
537 to notify the parent or the eligible student in advance of compliance, unless
538 such disclosure is in compliance with
539
- 540 a) a federal grand jury subpoena and the court has ordered that the
541 existence or the contents of the subpoena or the information
542 furnished in response to the subpoena not be disclosed;
543
- 544 b) any other subpoena issued for a law enforcement purpose and the
545 court or other issuing agency has ordered that the existence or the
546 contents of the subpoena or the information furnished in response
547 to the subpoena not be disclosed; or
548

- 549 c) an ex parte order obtained by the United States Attorney General
550 (or designee not lower than an Assistant Attorney General)
551 concerning the investigation or prosecution of terrorism crimes
552 specified in 18 U.S.C. §§ 2331 and 2332b(g)(5)(B).
553
- 554 11. If the school district initiates legal action against a parent or student, the
555 school district may disclose to the court, without a court order or
556 subpoena, the education records of the student that are relevant for the
557 school district to proceed with the legal action as plaintiff.
558
- 559 12. If a parent or eligible student initiates legal action against the school
560 district, the school district may disclose to the court, without a court order
561 or subpoena, the student's education records that are relevant for the
562 school district to defend itself.
563
- 564 13. The disclosure is to appropriate parties, including parents of an eligible
565 student, in connection with a health and safety emergency if knowledge of
566 the information is necessary to protect the health or safety of the student or
567 other individuals. In making a determination regarding the disclosure of
568 education records without consent in a health and safety emergency, the
569 district may take into account the totality of the circumstances pertaining
570 to the threat to the health or safety of a student or other individuals. If the
571 district reasonably determines that there is an articulable and significant
572 threat to the health or safety of a student or other individuals, it may
573 disclose information from education records to any person whose
574 knowledge of the information is necessary to protect the health or safety of
575 the student or other individuals, provided, however, that the district record
576 such disclosure in accordance with Article VI.D, above.
577
- 578 14. The disclosure is to the parent of a student who is under 18 years of age or
579 to the student.
580
- 581 15. The disclosure concerns sex offenders and other individuals required to
582 register under Section 170101 of the Violent Crime Control and Law
583 Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was
584 provided to the district under 42 U.S.C. § 14071 and applicable federal
585 guidelines.
586
- 587 16. The disclosure is to the Secretary of Agriculture or an authorized
588 representative from the Food and Nutrition Service, or contractors acting
589 on its behalf, for the purposes of conducting program monitoring,
590 evaluations, and performance measurements of state and local educational
591 and other agencies and institutions receiving funding or providing benefits
592 of one or more federal meal or nutrition programs in order to report
593 aggregate results that do not identify any individual. Such disclosures may
594 only be made if:

- 595
596 a) the data collected will be protected to prevent the personal
597 identification of students and their parents by other than the
598 authorized representatives of the Secretary of Agriculture, and
599
600 b) any personally identifiable data will be destroyed when they are no
601 longer needed for program monitoring, evaluations, and
602 performance measurements.
603
604 17. The disclosure is to an agency caseworker or other representative of the
605 DCF or other child welfare agency or tribal organization who has the right
606 to access a student’s case plan when the agency or organization is legally
607 responsible for the care and protection of the student. The agency or
608 organization may not disclose the education records or personally
609 identifiable information contained in such records, except to an individual
610 or entity engaged in addressing the student’s educational needs and
611 authorized by the agency or organization to receive such disclosure. Any
612 disclosures made by the agency or organization must comply with
613 applicable confidentiality laws for student education records.
614

615 **D. Directory Information**
616

617 The school district will notify parents (of students currently enrolled within the
618 district) or eligible students (currently enrolled in the district) annually of any
619 categories of information designated as directory information. This notice will
620 provide such individuals with an opportunity to object to such disclosure. An
621 objection to the disclosure of directory information shall be good for only one
622 school year.
623

- 624 1. School districts are legally obligated to provide military recruiters or
625 institutions of higher education, upon request, with the names, addresses
626 and telephone numbers of secondary school students, unless the secondary
627 student or the parent of the student objects to such disclosure in writing.
628 Such objection must be in writing and shall be effective for one school
629 year.
630
631 2. In all other circumstances, information designated as directory information
632 will not be released when requested by a third party unless the release of
633 such information is determined by the administration to be in the
634 educational interest of the school district and is consistent with the
635 district’s obligations under both state and federal law.
636
637 3. The school district may disclose directory information about students after
638 they are no longer in enrollment in the school district. Notwithstanding the
639 foregoing, the district will continue to honor any valid objection to the

640 disclosure of directory information made while a student was in attendance
641 unless the student rescinds the objection.
642

643 4. An objection to the disclosure of directory information shall not prevent
644 the school district from disclosing or requiring a student to disclose the
645 student's name, identified or institutional email address in a class in which
646 the student is enrolled. Parents and/or eligible students may not use the
647 right to opt out of directory information disclosures to prohibit the school
648 district from requiring students to wear or display a student identification
649 card.

650
651 5. The school district will not use the student's social security number or
652 other non-directory information alone or combined with other elements to
653 identify or help identify the student or the student's records.
654

655 **E. De-identified Records and Information**
656

657 1. The school district may release education records or information from
658 education records without the consent of a parent or eligible student after
659 the removal of all personally identifiable information, provided that the
660 district has made a reasonable determination that a student's identity is not
661 personally identifiable, whether through single or multiple releases, taking
662 into account other reasonably available information.
663

664 2. The school district may release de-identified education records including
665 student level data from education records for the purpose of education
666 research by attaching a code to each record that may allow the recipient to
667 match information received from the same source, provided that:

668
669 a) the district does not disclose any information about how it
670 generates and assigns a record code, or that would allow a recipient
671 of the information to identify a student based on the record code;
672

673 b) the record code is used for no purpose other than identifying a de-
674 identified record for the purposes of education research and cannot
675 be used to ascertain personally identifiable information about a
676 student; and
677

678 c) the record code is not based on a student's social security number
679 or other personal information.
680

681 **F. Disciplinary Records:**
682

683 Nothing in this policy shall prevent the school district from:
684

- 685 1. Including in the education records of a student appropriate information
686 concerning disciplinary action taken against the student for conduct that
687 posed a significant risk to the safety or well-being of that student, other
688 students, or other members of the school community.
689
- 690 2. Disclosing appropriate information concerning disciplinary action taken
691 against a student for conduct that posed a significant risk to the safety or
692 well-being of that student, other students, or other members of the school
693 community, to teachers and school officials who have been determined to
694 have legitimate educational interests in the behavior of the student.
695
- 696 G. In accordance with state and federal law, the district will facilitate the transfer of
697 records of suspension and expulsion of a student to officials of any private elementary
698 or secondary school in which the student is subsequently enrolled or seeks, intends or
699 is instructed to enroll.
700
- 701 H. **Records of the Department of Children and Families (“DCF”)**
702
- 703 1. Documents related to any DCF child abuse and/or neglect investigations
704 that are maintained by the Board are considered education records under
705 the FERPA. As such, they are subject to the confidentiality and disclosure
706 requirements set forth in this policy and in corresponding provisions of
707 state and federal law. Such records, including records of allegations,
708 investigations and reports made to DCF, should be kept in a confidential
709 and central location, with restricted access and shall be disclosed only as
710 authorized by law. In addition to meeting the requirements under FERPA,
711 should the Board receive a request to disclose confidential DCF records to
712 an outside third party, the Board shall redact the name or other personally
713 identifiable information concerning the individual suspected of being
714 responsible for the alleged abuse and/or neglect unless the requested
715 records are being released to the individual named in the DCF records.
716
- 717 2. In addition, the district shall redact the name or any personally identifiable
718 information related to the identity of any individual responsible for making
719 a report of alleged child abuse and/or neglect before releasing or
720 transferring any DCF records containing such reports.
721
- 722 I. Except as set forth in Subsection I.5, below, the Board shall enter into a written
723 contract with a consultant or operator any time the Board shares or provides access to
724 student information, student records, or student-generated content with such consultant
725 or operator.
726
- 727 1. The provisions of said contract shall comply with the requirements of Conn.
728 Gen. Stat. §§ 10-234aa to 10-234dd.
729

- 730 2. The district shall maintain and update an Internet web site with information
731 relating to all contracts entered into pursuant to Subsection I, above. On or
732 before September 1st of each school year, the Board shall electronically notify
733 students and the parents or legal guardians of students of the address of such
734 Internet website. Not later than five (5) business days after executing a
735 contract pursuant to this subsection, the Board shall post notice of such
736 contract on the Board’s website. The notice shall:
737
- 738 a. State that the contract has been executed and the date that such contract
739 was executed;
740
- 741 b. Provide a brief description of the contract and the purpose of the
742 contract; and
743
- 744 c. State what student information, student records or student-generated
745 content may be collected as a result of the contract.
746
- 747 3. For purposes of this subsection, upon receipt of notice of a breach of security
748 that results in the unauthorized release, disclosure or acquisition of directory
749 information, student information, student records or student-generated content,
750 the Board shall electronically notify, not later than two business days after
751 receipt of such notice, the student and the parents or guardians of the student
752 whose information is involved in such breach. The Board shall thereafter post
753 notice of such breach on the Board’s Internet web site. The Internet posting
754 shall comply with the requirements of FERPA. All questions and concerns
755 relative to breach of security shall be referred to ~~*Insert Name and Contact*~~
756 ~~*Information*~~ *the Superintendent of Schools.*
757
- 758 4. For purposes of this subsection, the following definitions are applicable:
759
- 760 a. Consultant means a professional who provides noninstructional
761 services, including but not limited to, administrative, planning,
762 analysis, statistical or research services, to the Board pursuant to a
763 contract with the Board.
764
- 765 b. Operator means any person who (a) operates an Internet web site,
766 online service or mobile application with actual knowledge that such
767 Internet web site, online service or mobile application is used for
768 school purposes and was designed and marketed for school purposes, to
769 the extent it is engaged in the operation of such Internet web site,
770 online service or mobile application, and (b) collects, maintains or uses
771 student information.
772
- 773 c. School Purposes means purposes that customarily take place at the
774 direction of a teacher or the Board, or aid in the administration of
775 school activities, including but not limited to instruction in the

- 776 classroom, administrative activities and collaboration among students,
777 school personnel or parents or legal guardians of students.
778
- 779 d. Student means a person who is a resident of the state and (a) enrolled in
780 a preschool program participating in the state-wide public school
781 information system, pursuant to Conn. Gen. Stat. § 10-10a; (b) enrolled
782 in grades kindergarten to twelve, inclusive, in a school under the
783 jurisdiction of the Board; (c) receiving special education and related
784 services under an individualized education program; or (d) otherwise
785 the responsibility of the Board.
786
- 787 e. Student Information means personally identifiable information or
788 material of a student in any media or format that is not publicly
789 available and is any of the following:
790
- 791 1) Created or provided by a student or the parent or legal guardian
792 of a student, to the operator in the course of the student, parent
793 or legal guardian using the operator’s Internet web site, online
794 service or mobile application for school purposes;
795
 - 796 2) Created or provided by an employee or agent of the Board to an
797 operator for school purposes;
798
 - 799 3) Gathered by an operator through the operation of the operator’s
800 Internet web site, online service or mobile application and
801 identifies a student, including but not limited to, information in
802 the student’s records or electronic mail account, first or last
803 name, home address, telephone number, date of birth, electronic
804 mail address, discipline records, test results, grades, evaluations,
805 criminal records, medical records, health records, Social
806 Security number, biometric information, disabilities,
807 socioeconomic information, food purchases, political
808 affiliations, religious affiliations, text messages, documents,
809 student identifiers, search activity, photographs, voice
810 recordings, survey responses or behavioral assessments.
811
- 812 f. Student Record means any information directly related to a student that
813 is maintained by the Board or any information acquired from a student
814 through the use of educational software assigned to the student by a
815 teacher or employee of the Board, except student record does not
816 include de-identified student information allowed under the contract to
817 be used by the consultant or operator to:
818
- 819 1) Improve educational products for adaptive learning purposes
820 and customize student learning;
821

- e. The Board shall, upon the request of a parent or legal guardian of a child, provide the evidence described in Subsection 5.b, above.

VIII. REDISCLOSURE OF EDUCATION RECORDS

- A. The school district may disclose personally identifiable information from an education record only on the conditions that:
 - 1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
 - 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of Section A above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C above, and at least one of the following conditions is met.
 - 1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 - 2. The original disclosure was to a state or local educational authority or federal official or agency as set forth in Article VII, Section C, and such state or local educational authority or federal official or agency has complied with the requirements of 34 C.F.R. § 99.32(b)(2).
 - 3. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C (10)).
 - 4. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
 - 5. The information is considered directory information.
- C. In the event that the Student Privacy Policy Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

913 **IX. AMENDMENT OF EDUCATION RECORDS**

- 914
- 915 A. If a parent or an eligible student believes that information in the student’s education
- 916 records is inaccurate, misleading or in violation of the student’s right to privacy,
- 917 he/she is entitled to:
- 918
- 919 1. Request in writing that the school district amend the records;
- 920
- 921 2. Receive within a reasonable period of time a decision from the school district
- 922 with respect to its decision on the amendment(s) requested by the parent or
- 923 eligible student.
- 924
- 925 B. If the school district decides to amend the records, the school district shall promptly
- 926 take such steps as may be necessary to put the decision into effect with respect to the
- 927 requested amendments, and shall inform the parent or eligible student of the
- 928 amendment.
- 929
- 930 C. If the school district decides that an amendment of the records in accordance with the
- 931 request is not warranted, it shall so inform the parent or eligible student and advise
- 932 him/her of the right to a hearing pursuant to this policy.
- 933

934 **X. HEARING RIGHTS AND PROCEDURES**

- 935
- 936 A. Rights
- 937
- 938 1. Upon written request of a parent or eligible student to the Superintendent of
- 939 Schools, an opportunity for a hearing shall be provided to challenge the content
- 940 of a student’s education records on the grounds that the information contained
- 941 in the education records is inaccurate, misleading, or otherwise in violation of
- 942 the privacy rights of the student.
- 943
- 944 2. If, as a result of the hearing, the school district decides that information
- 945 contained in the education records of a student is inaccurate, misleading, or
- 946 otherwise in violation of the privacy rights of the student, the records shall be
- 947 amended, and the parent or eligible student shall be informed in writing.
- 948
- 949 3. If, as a result of the hearing, the school district decides that information
- 950 contained in the education records of a student is not inaccurate, misleading, or
- 951 otherwise in violation of the privacy rights of the student, the parent or eligible
- 952 student shall be informed of the right to place in the student’s education
- 953 records a statement commenting on the contested information or stating why
- 954 he or she disagrees with the district’s decision, or both.
- 955
- 956 a. Any statement placed in the records of the student shall be
- 957 maintained by the school system as part of the records of the

958 student as long as the record or contested portion is maintained by
959 the school system.

960
961 b. If the contested portion of the education record is disclosed by the
962 school system, the statement of disagreement by the parents and/or
963 eligible student shall also be disclosed.

964
965 B. Procedures

- 966
967 1. The hearing shall be held within a reasonable time after the school system has
968 received the request, unless the parent or eligible student requests a delay.
969
970 2. The parent or eligible student shall be given notice of the date, place, and time
971 of the hearing, within a reasonable time in advance of the hearing.
972
973 3. The hearing will be conducted by a person or persons appointed by the
974 Superintendent of Schools. This person(s) shall be knowledgeable of the
975 policies relating to confidentiality and shall not have a direct interest in the
976 outcome of the hearing.
977
978 4. The parent or eligible student and the school system shall have the right to be
979 represented by person(s) of their choosing at their own expense, to cross-
980 examine witnesses, to present evidence, and to receive a written decision of the
981 hearing.
982
983 5. The decision reached through the hearing shall be made in writing within a
984 reasonable period of time after the hearing. The decision will be based solely
985 upon the evidence presented at the hearing and shall include a summary of the
986 evidence and the reasons for the decision.
987

988 **XI. WAIVER OF RIGHTS**

989
990 A. A student who is an applicant for admission to an institution of post-secondary
991 education, or is in attendance at an institution of post-secondary education, may
992 waive his or her right to inspect and review confidential letters and confidential
993 statements of recommendations with the following limitations:

- 994
995 1. The student is notified, upon request, of the names of all individuals providing
996 the letters or statements.
997
998 2. The letters or statements are used only for the purpose for which they were
999 originally intended.
1000
1001 3. The waiver is not required by the district as a condition of admission to or
1002 receipt of any other service or benefit from the district.
1003

- 1004 4. The waiver is in writing and executed by the student, regardless of age, rather
- 1005 than by the parent.
- 1006
- 1007 B. A waiver may be revoked with respect to any actions occurring after the
- 1008 revocation.
- 1009
- 1010 C. Revocation of a waiver must be in writing.
- 1011

1012 **XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED**

1013 **INFORMATION**

1014

- 1015 A. The following definitions shall apply to Article XII of this policy:
- 1016
- 1017 1. Confidential HIV-Related Information
- 1018
- 1019 “Confidential HIV-related information” means any information pertaining
- 1020 to the protected individual or obtained pursuant to a release of confidential
- 1021 HIV-related information, concerning whether a person has been counseled
- 1022 regarding HIV infection, has been the subject of an HIV-related test, or has
- 1023 HIV infection, HIV-related illness or AIDS, or information which
- 1024 identifies or reasonably could identify a person as having one or more of
- 1025 such conditions, including information pertaining to such individual’s
- 1026 partners.
- 1027
- 1028 2. Health Care Provider
- 1029
- 1030 “Health Care Provider” means any physician, dentist, nurse, provider of
- 1031 services for the mentally ill or persons with intellectual disabilities, or
- 1032 other person involved in providing medical, nursing, counseling, or other
- 1033 health care, substance abuse or mental health service, including such
- 1034 services associated with, or under contract to, a health maintenance
- 1035 organization or medical services plan.
- 1036
- 1037 3. Protected Individual
- 1038
- 1039 “Protected individual” means a person who has been counseled regarding
- 1040 HIV infection, is the subject of an HIV-related test or who has been
- 1041 diagnosed as having HIV infection, AIDS or HIV-related illness.
- 1042
- 1043 4. Release of confidential HIV-related information
- 1044
- 1045 “Release of confidential HIV-related information” means a written
- 1046 authorization for disclosure of confidential HIV-related information which
- 1047 is signed by the protected individual, if an eligible student, or a person
- 1048 authorized to consent to health care for the individual and which is dated
- 1049 and specifies to whom disclosure is authorized, the purpose for such

1050 disclosure and the time period during which the release is to be effective.
1051 A general authorization for the release of medical or other information is
1052 not a release of confidential HIV-related information, unless such
1053 authorization specifically indicates its dual purpose as a general
1054 authorization and an authorization for the release of confidential HIV-
1055 related information.

1056
1057 5. School Medical Personnel

1058
1059 “School medical personnel” means an employee of the Board who is a
1060 school nurse or the school district medical adviser.

1061
1062 B. Confidentiality of HIV-related Information

1063
1064 1. All school staff must understand that no person who obtains confidential
1065 HIV-related information regarding a protected individual may disclose or
1066 be compelled to disclose such information. Each person who has access to
1067 confidential HIV-related information is responsible for ensuring that
1068 confidential HIV-related information is protected from disclosure and/or
1069 redisclosure.

1070
1071 2. Confidential HIV-related information is not public information and any
1072 disclosure, other than to persons pursuant to a legally sufficient release or
1073 to persons authorized by law to receive such information without a legally
1074 sufficient release, violates the law and Board policy.

1075
1076 C. Accessibility of Confidential HIV-related Information

1077
1078 1. No school staff member who obtains confidential HIV-related information
1079 may disclose or be compelled to disclose such information, except to the
1080 following:

1081
1082 a) the protected individual, his/her legal guardian or a person
1083 authorized to consent to health care for such individual;

1084
1085 b) any person who secures a release of confidential HIV-related
1086 information;

1087
1088 c) a federal, state or local health law officer when such disclosure is
1089 mandated or authorized by federal or state law;

1090
1091 d) a health care provider or health facility when knowledge of the
1092 HIV-related information is necessary to provide appropriate care or
1093 treatment to the protected individual or when confidential HIV-
1094 related information is already recorded in a medical chart or record

1095 and a health care provider has access to such record for the purpose
1096 of providing medical care to the protected individual;

1097
1098 e) a medical examiner to assist in determining cause of death; or

1099
1100 f) any person allowed access to such information by a court order.

1101
1102 D. Procedures

1103
1104 1. If a school staff member, other than school medical personnel, is given
1105 confidential HIV-related information regarding a protected individual, who
1106 is also a student, from the student's legal guardian or the student, the
1107 school staff member shall attempt to secure a release of confidential HIV-
1108 related information for the sole purpose of disclosing such information to
1109 school medical personnel.

1110
1111 2. If a school medical personnel member is given confidential HIV-related
1112 information regarding a protected individual, who is also a student, by a
1113 student's legal guardian, or by the student, and the legal guardian or the
1114 student requests accommodations to the student's program for reasons
1115 related thereto, the school medical personnel member shall inform the
1116 legal guardian or the student, if an eligible student, that a release of
1117 confidential HIV-related information is necessary before such information
1118 may be disclosed to other educational personnel capable of assessing the
1119 need for and implementing appropriate accommodations to the student's
1120 program.

1121
1122 3. Any school staff member who obtains confidential HIV-related
1123 information from a source other than the protected individual or his/her
1124 legal guardian, shall keep such information confidential and shall not
1125 disclose such information.

1126
1127 4. No school staff member may disclose confidential HIV-related
1128 information to other school staff members without first obtaining a release
1129 of confidential HIV-related information.

1130
1131 5. Any record containing confidential HIV-related information shall be
1132 maintained in a separate file, and shall not be subject to the provisions of
1133 this policy regarding accessibility of general student records.

1134
1135 6. If school medical personnel determine that the health and safety of the
1136 student and/or others would be threatened if a release of confidential HIV-
1137 related information is not obtained, the school medical personnel may seek
1138 a court order authorizing disclosure. In such cases, such confidential HIV-
1139 related information may be disclosed as set forth in and subject to any
1140 limitation of such court order.

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E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, “This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose.”
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter’s responsibility to report suspected child abuse or neglect under the Board’s Child Abuse and Neglect Reporting Policy #4119 & #4120.

XIV. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Legal References:

State Law:

- Conn. Gen. Stat. § 1-210 *et seq.*
- Conn. Gen. Stat. § 10-220h
- Conn. Gen. Stat. § 10-15b
- Conn. Gen. Stat. § 10-233d
- Conn. Gen. Stat. § 10-234aa
- Conn. Gen. Stat. § 10-234bb

1187	Conn. Gen. Stat. § 10-234cc
1188	Conn. Gen. Stat. § 10-234dd
1189	Conn. Gen. Stat. § 10-234ff
1190	Conn. Gen. Stat. § 10-234gg
1191	Conn. Gen. Stat. § 10-220d
1192	Conn. Gen. Stat. § 10-253
1193	Conn. Gen. Stat. § 17-16a
1194	Conn. Gen. Stat. § 17a-28
1195	Conn. Gen. Stat. § 17a-101k
1196	Conn. Gen. Stat. § 19a-581 <i>et seq.</i>
1197	Conn. Gen. Stat. § 46b-134
1198	
1199	Regs. Conn. State Agencies § 10-76d-18
1200	
1201	State Department of Education, Guidance on Civil Rights Protections and
1202	Supports for Transgender Students, June 2017
1203	
1204	State Department of Education, Guidance on Civil Rights Protections and
1205	Supports for Transgender Students: Frequently Asked Questions, June 2017
1206	
1207	State Department of Education memorandum dated December 21, 2010, on
1208	school choice recruitment
1209	
1210	Office of the Public Records Administrator, Retention Schedule M8-Education
1211	Records, Revised 2/2005, available at http://ctstatelibrary.org/wp-
1212	content/uploads/2015/07/M8.pdf
1213	
1214	
1215	Federal Law:
1216	Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g
1217	
1218	USA Patriot Act of 2001, Pub. L. No. 107-56
1219	
1220	Every Student Succeeds Act, Pub. L. No. 114-95
1221	
1222	Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296
1223	
1224	The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 <i>et</i>
1225	<i>seq.</i> , as amended by Every Student Succeeds Act, Pub. L. No. 114-95.
1226	
1227	34 C.F.R. §§ 99.1 - 99.67
1228	34 C.F.R. § 106.45
1229	34 C.F.R. §§ 300.560 - 300.576
1230	Balancing Student Privacy and School Safety: A Guide to the Family Educational
1231	Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department

1232 of Education (October 2007), available at
1233 <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

1234
1235

1236 First Reading: November 28, 2023

#5180.1**Records / Confidentiality**

Educational records will be kept for each student reflecting the physical, social, and cognitive aspects of a student's development in the educational process. However, safeguards shall be practiced by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information in student records, and to provide accessibility to information by those legally entitled thereto.

Definition of Terms

- *Parent* means a natural parent, an adopted, or a legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated, the parent granted custody and the parent not granted custody of a minor student both have the right of access to the academic, medical, hospital, or other health records of the student, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the student.
- *Student record* means any item of information directly related to an identifiable student, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his / her duties whether recorded in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other means. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information which is maintained for the purpose of second party review is considered a student record.

#5180.1 (continued)

- *Student record* shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. For purposes of this policy, "substitute" means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.
- *School official* means a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the District. He / She will develop procedures providing for the following:

- informing parents of their rights annually;
- permitting parents to inspect and review educational records, including at least a statement of the procedure to be followed by a parent or an eligible student who requests to inspect and review the educational records, with an understanding that it may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records;
- not disclosing personally identifiable information from a student's education records without the prior written consent of the student's parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are "school officials" and what the school

#5180.1 (continued)

- considers to be a "legitimate educational interest;" and a specification of the personally identifiable information to be designated as directory information;
- maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record;
 - providing a parent with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing, and permitting the parent or an eligible student to place a statement in the education records of the student;
 - guaranteeing access to student records to authorized persons within five days following the date of the request;
 - assuring security of student records; and
 - enumerating and describing the student records maintained by the district.

(cf. 5180.1.1 Directory Information)

Legal Reference: Connecticut General Statutes
10-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.
10-154a Professional communications between teacher or nurse and student. Surrender of physical evidence obtained from students.
10-209 Records not to be public.
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.
Regulations of the U.S. Dept. of Health, Education and Welfare, published in 45 C.F.R. 99 (June 17, 1976).

Date of Adoption: March 5, 1996
Date of Revision: May 7, 2002
Date of Revision: February 8, 2006

**#5180.1.1
Directory Information**

Directory information or class lists of student names and / or addresses shall not be distributed without the knowledge of the parent or legal guardian of the student or by the student who has attained majority status.

“Directory information” means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the students.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

(cf. 5180.1: Records / Confidentiality)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-221b Boards of education to establish written uniform policy re treatment of recruiters

Date of Adoption: February 6, 2001

#5180.1.2**Relations with Noncustodial Parents**

The Board of Education, unless informed otherwise in writing, assumes that there are no restrictions regarding the noncustodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a copy of the court order to the superintendent, which curtails these specific rights.

Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, the noncustodial parent, upon written request and in accordance with Board of Education records policies 5124 and 5125 (a-c) may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports, visit the child briefly at school and have an opportunity to confer with the student's teacher(s).

In addition, upon written request to the child's school principal, the school will subsequently and routinely mail to the parent making the request copies of all school information which is normally sent home with the child. This will include mailings of copies of report cards and class and school newsletters during the school year in which the request is made. Noncustodial parents and parents with shared custody not normally receiving materials from the school may annually request this service.

The custodial parent has the responsibility to keep the school office informed as to the address of residence, in a manner determined by the school, and how he / she may be contacted at all times. Any legal documents which restrict the rights of the noncustodial parent must be provided by the custodial parent. Unless otherwise indicated by a verified note from the parent or by a legal document provided by a parent, only the custodial parent has the right to remove the student from school property. If school personnel

#5180.1.2 (continued)

anticipate possible student abduction, law enforcement personnel are to be notified immediately.

(cf. 5060.1.2 Nonresidents)

(cf. 5080 Student Absences)

(cf. 5080.3 Request for Late Arrival, Early Dismissal, or Release of Student for Part of the School Day)

(cf. 5090.1.2 Age of Majority / Emancipated Minors)

(cf. 5120 Student Welfare / Safety)

(cf. 5120.9.2 Student Dismissal Precautions)

(cf. 5180.1 Records / Confidentiality)

(cf. 5180.1.1 Directory Information)

Date of Adoption: March 19, 2002

#5125.1 – Health / Medical Records

When applicable, District schools will comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of protected health information that it receives, obtains, transmits or sends. The Board of Education designates the Director of Special Education as its HIPAA Privacy Officer.

Student education records, including personally identifiable health information, maintained by the District is subject to and protected by the Family Educational Rights and Privacy Act (FERPA). Both the United States Department of Health and Human Services and the United States Department of Education Family Policy Compliance Office have stated that student records under FERPA are not subject to HIPAA. Therefore, District schools will comply with FERPA's confidentiality provisions rather than HIPAA's.

The District will seek Medicaid eligibility information to determine if services to a student may be billed. Bills will be processed electronically for Medicaid reimbursement for qualified services to eligible special education students. The District will comply with HIPAA's electronic transactions requirements. Procedures and safeguards will be developed to protect the privacy of health information and prevent wrongful user and disclosure. At a minimum, the policy and procedure for student records will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) with assurances that the District has obtained authorization from the parent or adult student prior to the release of protected health information for the purpose of Medicaid billing. Individuals involved in the Medicaid billing process for the District shall be trained on the privacy procedures. Discipline shall be imposed, up to and including discharge, for staff that wrongfully uses or discloses protected health information.

(cf. [3150](#) - Medical Reimbursement for Special Education Students)
(cf. [5180.1](#) - Student Records; Confidentiality)

#5125.1 (cont'd.)

Legal Reference: Connecticut General Statutes

[1-19\(b\)\(11\)](#) Access to public records. Exempt records.

[10-15b](#) Access of parent or guardians to student's records.

[10-154a](#) Professional communications between teacher or nurse & student.

[10-209](#) Records not to be public

[46b-56 \(e\)](#) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. [34 C.F.R. Part 99](#) (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 50312-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53182-53273

Policy adopted: August 28, 2018

1. The Madison Board of Education (the “Board”) shall act as a committee of the whole on all matters coming before it except that special/advisory committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
 - A. Such special/advisory committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
 - B. All special/advisory committee reports affecting Board policy shall be submitted in writing.
 - C. A special/advisory committee’s only authority is to make recommendations to the Board regarding matters that that have been referred to it, unless the Board specifically authorizes otherwise, and such action conforms to the Connecticut General Statutes.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.
4. An Executive Committee consisting of the Chairperson, the Vice Chairperson and the Secretary shall be a standing committee of the Board.
 - A. The Executive Committee shall meet with the Superintendent as requested by the Superintendent or as directed by the Chairperson to review matters related to administrative, personnel, pupil personnel, issues and general matters not requiring action of the Board as a whole.
 - B. Other responsibilities of the Executive Committee include:
 - (1) Long-range agenda planning
 - (2) Facilitating communication between the Superintendent and Board members.

5. Standing Committees

In addition to the Executive Committee, the Board of Education shall have five (5) standing committees as follows: Curriculum and Student Development Committee, Facilities Committee, Finance Committee, Personnel Committee and Policy Committee.

The following rules apply specifically to standing committees:

1. Standing committee chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.
2. No board member may chair more than one standing committee.
3. The Board Chairperson shall designate standing committee members, subject to Board action. Board members interested in serving on a particular standing committee shall notify the chairperson.

Duties of Standing Committees

Standing committees are assigned regular duties as described below.

Curriculum and Student Development Committee

- Recommend to the Board curriculum revisions, additions, and deletions submitted by the superintendent.
- Monitor the effectiveness of the curriculum in achieving Board goals and objectives.
- Monitor progress and report regularly to the full Board regarding District curriculum and programmatic initiatives.
- Review instructional technology plans to provide for district programmatic and curriculum needs.

Facilities Committee

- Develop Planned and Cycled Maintenance 10-year plan for operational improvements and oversee implementation.
- Make recommendations to the Board on the effective utilization of all buildings and grounds to address educational programming, school safety and school security.
- Receive periodic reports from the Superintendent and the District Facilities Director regarding maintenance projects, facilities project progress and other facilities-related matters.

Finance Committee

- Review, deliberate, and adjust the budget, proposed by the administration, for the operation of the district for the upcoming school year.
- Recommend to the entire Board a budget which in the committee's view supports the goals and objectives of the district for the upcoming school year.
- Recommend projects for the Capital Improvement Program.
- Serve as an advocate for the budget adopted by the Board during the town budget adoption process.
- Oversee the ongoing financial status of the district budget during each school year.
- Recommend action to the entire Board that the committee deems appropriate

91 concerning the fiscal affairs of the district.

92
93 **Personnel Committee**

- 94 • Negotiate contracts with administration, professional staff, and non-certified
- 95 personnel toward the goal of reaching a fair and equitable agreement.
- 96 • Maintain confidentiality while negotiations are ongoing.
- 97 • Research the Board’s position referring to current and local data to substantiate
- 98 proposals.
- 99 • Work with the Board to set parameters within which to negotiate.
- 100 • Keep the Board apprised of the negotiations process.
- 101 • Present a package of negotiated items for the Board’s approval.

102 **Policy Committee**

- 103 • Formulate policies to be presented to entire Board for action.
- 104 • Suggest amendments to / revisions of existing policies.
- 105 • Serve as a resource to provide policy reference to other board members.
- 106 • Regularly review Board policies.
- 107 • Review legislative updates to ensure district policy compliance.

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110 **Legal Reference**

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112 Conn. Gen. Stat. § 10-218 Officers. Meetings

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115 First Reading: November 28, 2023

#9450**Board Committees**

Standing Committees

The Board of Education shall have five (5) standing committees as follows: Curriculum and Student Development Committee, Facilities Committee, Finance Committee, Personnel Committee and Policy Committee. Temporary and liaison assignments are not considered to be standing committees.

Standing Committee Membership

The Board Chairperson shall designate standing committee members, subject to Board action. Therefore, any member of the Board who is interested in serving on a particular standing committee shall notify the Chairperson.

The following rules apply specifically to standing committees:

1. Standing committee chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.
2. No board member may chair more than one standing committee.

Duties of Standing Committees

Standing committees are assigned regular duties as described below. The Board Chairperson may assign additional tasks or responsibilities to a standing committee as needed. If the tasks or responsibilities become a recurring and substantial part of the standing committee's work, the Board of Education may consider revising the duties of that standing committee in the bylaws.

Standing committees discuss and vote on matters to be presented with the committee's approval to the Board when such matters are within the purview of the Board and subject to Board vote. They also regularly report to the Board on committee matters.

Communications Committee

The Communications Committee has been sunset by the Board of Education effective November 9, 2021.

Curriculum and Student Development Committee

- Recommend to the Board curriculum revisions, additions, and deletions submitted by the superintendent.
- Participate as appropriate in all phases of curriculum review.
- Monitor the effectiveness of the curriculum in achieving Board goals and objectives.
- Monitor progress and report regularly to the full Board regarding District programmatic initiatives.
- Monitor progress and report regularly to the full Board regarding District curriculum initiatives.
- Receive regular updates and projections regarding enrollment.
- Recommend to the entire Board, in cooperation with administrators and staff, program development needs in the area of student development, including health, safety, and student growth needs outside the curriculum, including recommendations for staff, related to new or revised programs and initiatives.
- Review instructional technology plans to provide for district programmatic and curriculum needs.

Facilities Committee

- Develop Planned and Cycled Maintenance 10-year plan for operational improvements and oversee implementation.
- Make recommendations to the Board on the effective utilization of all buildings and grounds to address educational programming, school safety and school security.
- Develop and maintain a telecommunications plan to provide for district needs, including but not limited to school community safety and security.
- Receive periodic reports from the Superintendent and the District Facilities Director regarding maintenance projects, facilities project progress and other facilities-related matters.
- Invite District and Town employees and officials as appropriate to committee and Board meetings to report on or discuss facilities-related matters.

Finance Committee

- Review, deliberate, and adjust the budget, proposed by the administration, for the operation of the district for the upcoming school year.
- Recommend to the entire Board a budget which in the committee's view supports the goals and objectives of the district for the upcoming school year.
- Recommend the format and procedures for budget presentations and hearings.
- Serve as an advocate for the budget adopted by the Board during the town budget adoption process, including:
 - Board of Education hearings
 - Presentations to the Board of Selectmen and the Board of Finance Town meetings
 - Budget referenda
- Oversee the ongoing financial status of the district budget during each school year.
- Recommend action to the entire Board that the committee deems appropriate concerning the fiscal affairs of the district.
- Provide and maintain services related to operations, such as transportation, fuel, food services, and telecommunications.
- Using enrollment data provided by the Curriculum and Student Development Committee, make recommendations for future staffing.

Personnel Committee

- Act as an agent for the Board while deferring decision making to the full Board.
- Negotiate contracts with administration, professional staff, and non-certified personnel toward the goal of reaching a fair and equitable agreement.
- Maintain confidentiality while negotiations are ongoing.
- Research the Board's position referring to current and local data to substantiate proposals.
- Work with the Board to set parameters within which to negotiate.
- Keep the Board apprised of the negotiations process.
- Present a package of negotiated items for the Board's approval.

Policy Committee

- Formulate policies to be presented to entire Board for action.
- Suggest amendments to / revisions of existing policies.
- Serve as a resource to provide policy reference to other board members.
- Conduct annual reviews of policies.
- Review legislative updates to ensure district policy compliance.
- Review bylaws on an annual basis.

Ad Hoc Committees

The Chairperson of the Board may establish an ad hoc committee at any regular meeting of the Board. The committee purpose, membership, and term shall be determined at the time of creation. An ad hoc committee is considered dissolved when its final report has been accepted by the Board of Education.

Committee Objectives

- Responsible for oversight/development of Master Facilities Plan.
- Develop Capital Improvement Program (CIP) 5-year plan, 10-year plan and Planned and Cycled Maintenance 10-year plan for operational improvements and oversee implementation.
- Review CIP ten-year plan for approval and recommendation to the Board.
- Monitor and oversee implementation of ten-year plan.
- Create an overall 10 year planned and cycled maintenance plan for operational improvements.
- Determine what, if any, steps are necessary to address the needs of students within our buildings.
- Investigate and examine the state of repair of the school buildings and make recommendations for a holistic approach over a specific timespan to the Board as may be deemed necessary for alterations or repairs of said buildings.
- Make recommendations to the Board on the effective utilization of all buildings and grounds to address the needs of students, including policies on rentals, etc.

#9540(e)

- Liaise with other Board Committees to ensure smooth management of facilities and facilities projects and to ensure clear communication with community.
- Review non-instructional technology plans to provide for district needs.

Rules Governing Appointment and Functions of Standing and Ad Hoc Committees:

1. A committee may be established or dissolved by the Board Chairperson at any regular Board of Education meeting through action of the Board.
2. The committee members shall be appointed by the Board, as designated by the Board Chairperson.
3. The Board Chairperson shall be an *ex-officio* member of all Board committees.
4. The Board Chairperson shall select a committee chairperson from among the members of a committee, subject to Board approval.
5. Advisory members, community, staff, or student representatives may be appointed by the Board to serve as advisory members to a Board committee for a specific length of time or purpose. Staff and student advisory members will be named by the Board only upon the Superintendent's recommendation.
6. The status of *ex-officio* members and advisory members of Board committees shall be as follows:
 - a. These members may not be included in considering whether a quorum of the committee is present.
 - b. These members may not vote on recommendations to be made by the committee to the Board.
 - c. *Ex-officio* and / or advisory members may present in writing a minority report to the Board whenever they disagree with recommendations made by the committee to the Board.
7. Board of Education committees have no authority independent of the entire Board of Education.
8. All reports of Board committees will be made directly to the Board. Board committees will not release reports to the public without prior Board approval.

#9540(f)

Legal Reference:

Connecticut General Statutes
1-18a Definitions
1-21 Meetings of Government Agencies to be Public

Date of Adoption: June 4, 1973 (as #8130)
Date of Revision: September 10, 2019
Date of Revision: January 4, 2022

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**#9450.1
Committees of the Whole**

The Board of Education shall act as a committee of the whole in final consideration of all matters.

Legal Reference: Connecticut General Statutes
1-18a Definition
1-21 Meetings of Government Agencies to be Public

Date of Adoption: 3/21/89
1st Revision: 1/3/95

#9460**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 the Committee will be subject to the following requirements:

- The Board will 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 member to serve as chairperson until the Committee selects a chairperson from its membership. The Committee will appoint a member as secretary.
- 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.

#9460(b)

- Minutes of meetings will be posted to the public, in accordance with the FOIA.
- Joint meetings of the Board and the Committee will be held at the request of the Board or of the chairperson of the Committee.
- 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 of its findings and/or recommendations to the Board. At such time, a joint meeting may be called to discuss the report and the 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.

Date of Adoption: March 7, 1995
Date Revised: October 11, 2022

#4040

**Increasing Educator Diversity Plan for ~~Minority Educator Recruitment~~
(formerly Minority Recruitment Plan)**

In accordance with Sections 10-4a(3), 10-220(a), ~~and 10-156ee,~~ and 10-156hh of the Connecticut General Statutes, the Madison Board of Education (the “Board”) has developed the following written plan for ~~minority—increasing~~ educator recruitmentdiversity:

1. All recruiting sources will be informed in writing of the Board's non-discrimination policy.
2. Each Board employee involved in hiring educators for the Madison Public Schools (the “District”) shall successfully complete the video training module relating to implicit bias and anti-bias in the hiring process, developed pursuant to Connecticut General Statutes § 10-156ee, prior to such employee’s participation in the educator hiring process for the District.
32. The Board, or its designee, will develop contacts with local training and educational institutions, including those with ~~high minority~~highly diverse enrollments, to publicize job openings within the school district and to solicit referrals of diverse and qualified ~~minority~~ candidates.
43. The Board, or its designee, will develop contacts with local ~~minority~~ community organizations, including diverse community organizations, to publicize job openings within the school district and to solicit referrals of diverse and qualified ~~minority~~ candidates.
54. The Board, or its designee, will maintain, or expand, as appropriate, its help-wanted advertising to include print and/or broadcast media that is targeted to diverse individuals ~~minorities~~.

65. The Board, or its designee, will participate in local job fairs, including those that are sponsored by minority-diverse community organizations or otherwise targeted toward ~~minorities~~diverse individuals.
76. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan, including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.
8. The Board, or its designee, will review on an annual basis the effectiveness of this plan in increasing minority-diverse applicant flow and attracting qualified candidates for employment.

Legal References:

Connecticut General Statutes §10-4a (3) Educational interests of state identified
Connecticut General Statutes §10-220(a) Duties of boards of education
Connecticut General Statutes §10-156ee Duties re minority teacher recruitment
Connecticut General Statutes §10-156hh Completion of video training module
re implicit bias and anti-bias in hiring
process for certain school district
employees

Date of Adoption: June 15, 1999
Technical Revision: April 4, 2006
Date of Revision June 21, 2022

First Reading: November 28, 2023

Daniel
Hand High
School
Science
Department
Chemical
Hygiene
Plan

September 1, 2023 to June 30, 2024

Daniel Hand High School Science Department Chemical Hygiene Plan

In accordance with the Federal Laboratory Standard and the Connecticut State Department of Education guidelines and the Ct-OSHA Laboratory Standard, the Madison Board of Education and Superintendent recognize their responsibility for the protection of their employees. The attached chemical hygiene plan is therefore instituted to assist the overall safety program for the high school's Science Department staff. Representing the Madison Board of Education, the Superintendent hereby appoints Paul T. Mezick to be its high school Science Department's Chemical Hygiene Officer for the 2021-2022 school year.

Although we have designated a Chemical Hygiene Officer, we realize that the success of the Chemical Hygiene Plan rests with all employees. The ultimate responsibility for the Chemical Hygiene Plan rests with the School District, Superintendent and the Madison Board of Education.

Paul T. Mezick

Date 9/1/2023

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Connecticut Science Supervisors Association

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Introduction

This Chemical Hygiene Plan applies to all science classrooms, laboratories and chemical store rooms/prep rooms in Daniel Hand High School; specifically, Rooms 204, 205 (Storage), 207, 219, 226, 242, 244 (Storage), 249, 304, 305 (Storage), 307, 318 (Storage), 319, 326, 342, 344 (Storage), 349 and the Greenhouse. This Chemical Hygiene Plan has been developed in conformance with OSHA regulations at 29 CFR 1910.1200, known as the “Hazard Communication Standard” and 29 CFR 1910.1450, known as the “Laboratory Standard”.

The Laboratory Standard outlines the basic components of a Chemical Hygiene Plan, as follows:

- Standard Operating Procedures, i.e. general laboratory rules and procedures relevant to health and safety considerations
- Criteria the School System will use to determine and implement control measures to reduce exposure to chemical hazards, e.g. Engineering Controls (hoods, eyewashes, etc.), administrative procedures (SOPs), and use of Personal Protective Equipment (PPE)
- A requirement that hoods and other protective equipment are functioning properly
- Provision for employee information and training
- The circumstances under which a particular laboratory procedure will require prior approval from the School System or its designee
- Provisions for medical consultation and examination in the event of a chemical exposure
- Designation of Chemical Hygiene Officer and others personnel that are responsible for enforcement of this Chemical Hygiene Plan
- Provisions for additional employee protection for work with particularly hazardous chemicals

This Chemical Hygiene Plan is to be reviewed and updated annually.

A. General Employee Rules and Procedures

Conditions for employment in science classrooms require that teachers and other employees abide by the following principles and guidelines, especially when working with chemicals for instructional purposes.

1. Take proven measures to minimize all chemical exposures.
2. Avoid skin contact or inhalation of chemicals
3. Wear safety goggles and other necessary Personal Protective Equipment at all times when working with chemicals.
4. Know and understand the hazards for any chemical used. Know and understand the procedure for proper use, handling, storage and disposal of any chemicals used.
5. Ensure that classroom occupants have unrestricted access to basic safety equipment including a fire blanket, safety goggles, fire extinguisher, eyewash, and shower station.
6. Properly label all chemicals dispensed including those temporarily stored in a classroom. Include special hazard(s) where appropriate.

7. Do not store chemicals in a classroom for extended periods. If chemicals are to be stored for several days in order to perform a scheduled experiment, then all potentially hazardous chemicals must be stored in a cabinet.
8. Only authorized personnel are allowed in chemical storerooms.
9. In the case of teachers or students performing demonstrations, a teacher should perform and document a hazard risk assessment, provide a safety briefing to students, and place a safety barrier (as required) between the audience and the demonstration.
10. Know where and how to use master utility controls to shut off gas, electrical and water supplies. Gas jets must be turned off when not in use.
11. Do not dispense chemicals directly from a stock bottle nor return dispensed chemicals to a stock bottle.
12. Inform students and support staff of the locations of classroom safety devices (e.g., eyewash, fire extinguisher, etc.). Provide instruction on how to properly use classroom safety devices during a laboratory emergency.
13. Require all students to return signed DHHS Laboratory Safety Agreement for each science course, and to pass a science safety assessment.
14. No experiment should be conducted in a laboratory in which the exhaust system is not properly functioning. If, while running an experiment, the exhaust system fails for any reason, the experiment must be halted and all exposed chemicals properly sealed.
15. Certain chemicals must only be used in the fume hoods. If the fume hood is not working properly, the chemical cannot be used until the hood is repaired.
16. No more than the legal occupancy limit of students is allowed in the lab.
17. All laboratory users, including, but not limited to instructors and students, shall be trained prior to laboratory use and at least annually on the Emergency Evacuation Plan (page 11 Chemical Hygiene Plan).
18. The Madison School System reserves the right to prohibit the purchase or use of certain particularly hazardous chemicals that would endanger staff and students.
19. The Madison School System will not allow any staff member to facilitate laboratory instruction who is not properly trained in the Chemical Hygiene Plan, the safe handling of chemicals or other science-related hazards.

B. General Laboratory Rules and Procedures for Students

To ensure that all chemistry laboratory experiences are safe, positive experiences, the student will be required to abide by all of the following guidelines:

- a. All students will be issued a Laboratory Safety Acknowledgement. They will return a copy of this acknowledgement, signed by both the student and the parent or guardian. This acknowledgement is required for participation in laboratory activities. It will be kept on file by the instructor.
- b. Always conduct yourself in a responsible manner at all times. No horseplay or other fooling around should ever occur in the laboratory.
- c. Work only in your assigned lab station. Please do not wander around the room and distract other students or interfere with their work.

- d. Be properly prepared to conduct all experiments. Read written procedures in advance. Many experiments will have special safety instructions and techniques. Pay attention to laboratory safety instructions and be sure you understand what you are doing before you proceed.
- e. Wear the appropriate Personal Protective Equipment as designated by your instructor. Wear safety goggles, gloves, aprons, and face shields where required. Failure to use proper protective equipment may result in your being expelled from the classroom.
- f. Perform all experiments as directed. Do not do anything that is not part of an approved experimental procedure. Follow all instructions, both written and verbal, that are provided by your instructor. Obtain approval before making any changes. Do not perform any unauthorized experiments.
- g. Never work alone in the laboratory without instructor supervision.
- h. Wear appropriate clothing in the laboratory. Shoes should cover the entire foot, clothing should not be loose and floppy, especially the sleeves.
- i. Tie back long hair to keep it away from flames and chemicals.
- j. Keep the aisles clear at all times. Put large book bags completely under the tables or leave them in your locker. Push stools and chairs under the tables when they are not in use.
- k. Know the locations of the fume hoods, eyewash, fire blanket, and fire extinguishers.
- l. Absolutely no food or beverages for human consumption are allowed in the laboratory area. Do not eat in the laboratory area.
- m. Never take chemicals, supplies or equipment out of the laboratory without the knowledge and consent of the instructor.
- n. Do not enter the laboratory chemical stockroom without specific permission from your instructor.
- o. Handle all chemicals with care. Never taste a chemical. Check odors when instructed to do so by gently wafting some of the vapor toward your nose by hand.
- p. Read chemical labels and hazard warnings very carefully. Make sure that you have the correct substance in the correct concentration. Check the label twice before removing any of the contents. Review the instructor's safety instructions for handling hazardous materials.
- q. Report all accidents, spills, or injuries to your instructor immediately.
- r. Always protect the balance pans when weighing chemicals. If you spill material, clean it up immediately. Never return chemicals to the original stock bottles.
- s. Use the fume hood or make appropriate provisions for trapping hazardous gases that might be evolved during an experiment.
- t. Clean up spills immediately. Clean all lab equipment when you are finished with the laboratory experiment. Return your equipment to the place designated by your instructor when you are finished.
- u. Dispose of waste chemicals properly according to your instructor's instructions. Do not put hazardous chemicals or other solids in the sinks.

- v. If you break any glassware, inform your instructor and list the item broken on the breakage inventory sheet (See Appendix G for a sample sheet).
- w. Turn off your Bunsen burner when it is not in use.
- x. Treat burns immediately by putting the burned area under cold water.
- y. Do not leave glass thermometers unattended. Store them between the water tap and gas jets when you are not actually using them.
- z. I agree to provide my instructor with a list of allergies or other medical problems that could endanger my safety in the laboratory.

C. Personal Hygiene Guidelines for Instructors and Students

1. Do not eat or drink, or apply cosmetics in the laboratory.
2. Wash your hands thoroughly after working in the laboratory.
3. Never smell chemicals directly.
4. Never bring foods, open or closed into the laboratory.

D. Protective Clothing Requirements for Instructors and Students

1. Eye protection must be worn at all times when working with chemicals in the laboratory.
2. Additional safety clothing such as aprons and gloves may be required when the experiment warrants it. These **MUST BE WORN** if your instructor requires it.
3. Wear closed-toe and low-heeled shoes.
4. Do not wear clothing with loose or balloon sleeves that will get in the way of chemicals, flames or other objects.
5. Avoid ties and hanging jewelry.
6. Keep book bags and personal items out of the aisles and emergency exits.

E. Instructor's 'Housekeeping' Rules

1. Do not keep chemicals that are not involved in a current experiment stored in your lab. Chemicals that are involved in a current experiment should be either stored in a working hood or placed in a locked cabinet.
2. Properly dispose of waste chemicals.
3. Waste disposal containers should be properly marked.
4. All chemicals including solutions should be properly labeled with hazards.
5. All spills should be cleaned up promptly and properly.
6. Work areas and floors should be cleaned regularly.
7. Access to all safety equipment must be kept clear at all times.
8. If a circuit breaker panel box is located in a room, it must be (a) kept locked, and (b) the outlined area marked on the floor must be kept clear at all times.
9. The main gas supply for the student lab stations must be turned off via the emergency shut off switch when not in use.

F. Accidents and Spills

In the event of an emergency, all students will be evacuated from the laboratory using the nearest exit. Students will exit using the posted classroom evacuation route. All chemical spills will be cleaned up immediately using approved spill cleanup procedures.

- A Type ABC fire extinguisher will be kept available in each chemistry lab.
- A supply of sodium carbonate will be available to neutralize acid spills.
- A supply of spill cleanup absorbent will be available to contain spills.

G. General Chemical Storage Rules for the Chemical Hygiene Officer

1. An updated inventory will be kept detailing all chemicals in stock and their location. Stored chemicals will be inspected periodically.
2. All stored chemical solutions will be labeled with the chemical identity, concentration and hazard information
3. All new chemicals will be dated on arrival.
4. Chemicals will be stored in a separate secure area.
5. All incoming chemicals will be opened and transported by qualified science teachers.
6. All chemicals will be stored in compatible chemical groupings using an approved storage scheme (such as Flynn Scientific's system).
7. All flammable chemicals will be stored in approved flammable storage cabinets, away from ignition sources and oxidizers, out of direct sunlight and at the recommended temperature.
8. Chemicals will not be stored under fume hoods.
9. The chemical storage area will be labeled to properly identify the hazardous chemicals that are stored within.
10. Storage areas should be well ventilated with continuous ventilation to the outside air (no recirculation of storage room air is allowed).
11. Food shall not be stored in a laboratory refrigerator.
12. Chemicals shall not be exposed to heat or direct sunlight.
13. Compressed gases shall be handled as high energy sources and therefore potential explosives.
14. Compressed gas cylinders will be chained or otherwise securely fastened to the wall so they do not fall over.
15. Small gas cylinders of flammable gasses must be stored in their OWN Flammables cabinet
16. Corrosives will be stored in separate corrosive cabinets. Nitric Acid and Acetic Acid will be stored separately from other acids.
17. Water-active solids such as sodium and potassium will be stored under dry oil. The presence of water-active solids/metals requires the presence of a Type D Fire Extinguisher in the storeroom and a Type D Powder Fire Extinguisher in each classroom in which these chemicals are in use.

H. Specific Safety Rules for Hazardous Chemicals and Biologicals

1. All chemicals that emit potentially hazardous vapors should be used in the fume hood.
2. The fume hood will be used whenever a chemical is used that has a Permissible Exposure Limit less than 50 ppm.
3. Mutagens and teratogens will not be purchased or used in the laboratory.
4. Special care and handling will be exercised when using any chemical that is corrosive or toxic.
5. Use extreme caution when working with finely-divided powders and dust-like materials. Be aware that finely-divided materials may form explosive mixtures in air.
6. Glycerin and other potential hazardous materials shall be kept under the control of the instructor.
7. No alcohol lamps will be purchased or used.
8. No Peroxide-forming or Pyrophoric chemicals will be purchased or used (see Appendix G for a list of chemicals which are banned from purchase or use in DHHS).
9. No culturing of unknown bacteria or viruses will be allowed.
10. No work will be performed on human blood, human cells or other human substances without proper training and use of Personal Protective Equipment.

I. Safety Equipment

1. The school shall maintain adequate safety equipment in each laboratory in compliance with the Laboratory Standard. This equipment shall include, but not be limited to the following items:
 - a. Indirectly-vented safety goggles for each student potentially subjected to liquid splash; impact-resistant safety glasses for each student potentially subjected to physical impacts only
 - b. Aprons for each student
 - c. Nitrile gloves for each student working in all chemical laboratories; vinyl gloves are acceptable in biological and physics laboratories
 - d. Eyewash
 - e. Safety Shower
 - f. Fire extinguisher
 - g. Fire blanket
2. All safety equipment will be maintained, inspected, and kept in working order.
3. Dosimeters will be used monthly to ensure that goggle cabinet bulbs emit 100 mJ/cm^2 during a 15 minute disinfection cycle.
4. Fume hoods will be inspected weekly and tested annually by an outside service company that shall certify that each hood meets standards, i.e. a level of 70-100 linear feet per minute.
5. The laboratory ventilation system shall be periodically tested to insure that the accepted ventilation standard of 4-12 air exchanges per hour is maintained.

6. An online version of Safety Data Sheets shall be maintained, updated and made available to all instructors and the School Nurse.
7. There will be one double outlet for every four students with appropriate circuits.

J. Employee Safety Training

The Madison Public Schools will provide initial safety training upon hire/assignment to all instructors to any science laboratory/classroom and ongoing safety training sessions for all Science instructors. This training shall include:

1. Content and location of the Chemical Hygiene Plan.
2. Potential hazards in using laboratory chemicals.
3. Proper handling, labeling, storage, and disposal of chemicals.
4. Signs and symptoms of overexposure to chemicals.
5. Location and use of Safety Data Sheets.
6. Procedures to teach students to respect and comply with accepted safety procedures.
7. The School Nurse will provide First Aid training specific to potential laboratory hazards.

K. Exposure Evaluation of Instructors

It is the policy of Daniel High School to promptly investigate any suspected overexposure to chemicals. In the event of an overexposure, we will document all chemicals and circumstances involved in the overexposure. This information shall be used to review safety procedures and further improve laboratory safety.

Signs of overexposure could include, but are not limited to, the following:

- Accidental breakage of a hazardous materials container
- A skin rash or irritation occurring after contact with a chemical
- Caustic splash to the eyes or face
- Symptoms of dizziness or nausea

If the monitoring of the air is deemed to be necessary, the results of such tests shall be made available to employees within 2 weeks.

L. Medical Evaluations

Medical consultation shall be available to the employee when:

- There has been a significant spill or uncontrolled release of chemical fumes.
 - Monitoring indicates that an overexposure to a chemical has occurred
 - There is a sign or symptoms of chemical overexposure
1. The attending physician shall be provided with the name of the chemicals used and the conditions under which the overexposure occurred.

2. Medical examinations dealing with chemical exposure shall be documented and other employees working under the same conditions shall be notified. All documentation shall be kept on file.
3. All medical examinations and consultations shall be performed under the direct supervision of a licensed physician, and shall be provided to the employee without cost.

M. Monitoring

Monitoring will be necessary for substances regulated by a standard only if there is reason to believe that the exposure levels for the substance routinely exceed the Permissible Exposure Limit (PEL) for that substance. If monitoring shows no evidence of exposure, that monitoring may be discontinued.

If the initial monitoring shows evidence for exposure exceeding the PEL, steps must be taken immediately to reduce the exposure below the Permissible Exposure Limit. Monitoring then shall continue periodically to verify that those steps have been effective. Monitoring may be discontinued after it can be demonstrated that no further hazard exists. The results of all monitoring shall be fully accessible and available to all employees.

N. Emergency Evacuation Plan

1. In most cases, the teacher in charge of the classroom or affected area shall make the decision to evacuate.
2. In the event that evacuation of the entire building should be deemed necessary, the school office shall be immediately notified. An alarm shall be sounded and the building evacuated according to standard fire drill practices.
3. If only a classroom is to be evacuated, students shall exit by the nearest available exit. They shall then proceed out of the building in accordance with the standard fire drill practices.
4. In all cases, the teacher shall notify to school office to alert the building as to a possible hazard. The chemical hygiene officer shall also be notified to make a determination of the level of hazard.

O. Electrical Safety

1. Check electrical equipment and inspect for frayed cords and damaged connections; do not use and report damage to your supervisor immediately. Electrical tape is prohibited.
2. Multiple outlet strips must be plugged directly into a wall outlet. Power strips should have a circuit breaker. Extension cords are not to be permanently used with power strips.
3. Extension cords are not to be used in place of permanent wiring (use allowed if only on a temporary, immediate, basis)
4. Ensure extension cords are 14-gauge (heavy duty) at a minimum, and temporarily servicing only one appliance or fixture

5. Ensure extension cord is plugged directly into receptacle. Extension cords should never be used plugged end-to-end; use the proper length cord.
6. If extension cords are used, ensure cords are not running through walls, ceilings, under carpets or doors, and do not present a tripping hazard.
7. Cord guards should be provided across an aisle or other passageway to prevent tripping.
8. All electrical equipment must be properly grounded (three-prong plugs) or double-insulated. 3-prong plugs may only be used for 3-prong receptacles, and never altered to fit into an outlet.
9. Ground Fault Circuit Interrupters should be in place where electrical outlets are in use within 6 feet of water. Ensure GFCI's are working properly by using the "test" button.
10. All electrical boxes, panels and receptacles should be covered to protect against electrocution.
11. Control switches, circuit breakers and electrical panels must be free of obstruction. These items must be accessible at all times.

P. Disposal of Sharps

Sharps are defined as any object having acute corners, edges or protuberances capable of cutting or piercing, e.g. syringe needles, razor blades, glass, etc. These items cannot be disposed of in the normal lab trash or dumpsters. Every year custodians are injured by sharps in laboratory trash cans. Therefore, please follow these guidelines:

1. Lab glassware **NOT** contaminated by hazardous materials (e.g. pyrex, borosilicate)
Custodial staff will **not** remove glass trash from lab. Place broken or unbroken glass into a labeled "*Broken Glass*" trash box that is located in every science laboratory.
2. Needles and razor blades **NOT** contaminated by hazardous materials. These are particularly dangerous and require *extra precautions* beyond those of glassware:
 - Each Biology lab is supplied with a sharps container. Needles and razor blades (scalpels) should be disposed of in these designated containers.
 - When full, notify the Chemical Hygiene Officer so that he can remove the filled container and supply you with a new container.

Q. First Aid

Safety incidents requiring first-aid or first responder assistance for science teachers working in school laboratories include:

Heat/Chemical Burns: Chances are good that someone will get burned in the laboratory from Bunsen burners, matches, ring stands, hotplates, etc. Should that happen, immediately soak the burned area in cold water. Request immediate assistance from the school's health care provider.

Electrical Burns: Severity of the burn depends on the type, amount and length of contact. The electrical incident may also cause the heart to stop or beat erratically. Respiratory arrest may also occur. Signs of electrical injury include – unconsciousness, dazed, confused behavior, breathing difficulty, obvious burns on the surface of the skin, weak, irregular or absent pulse, burns both where the current entered and where it exited. You can also suspect a possible electrical injury if a sudden low noise such as a pop or bang is heard. An unexpected flash of light may also indicate an electrical incident. If the teacher is trained or certified in CPR, initiate emergency care. Otherwise, request immediate assistance from the school’s health care provider.

Bleeding: Bleeding can occur as a result of cuts from glass, metal, scalpels and other sharp objects. In situations where arterial bleeding occurs, prompt action is required. Direct pressure over the wound with use of a barrier such as a rubber glove. If a glove is not handy, use a shoe with the hand inside of it. The barrier is needed as a standard precaution. Request immediate assistance from the school’s health care provider.

Chemical Exposure: With an increased emphasis on hands-on, process and inquiry-based science, chemical exposure has a heightened probability of happening. Be certain to have the SDS and/or SDS available for each hazardous chemical used and review it prior to any laboratory work being done. Should there be an exposure, have the injured person immediately (within 10 seconds) use the eyewash or acid shower, as appropriate. Flush with copious amounts of tepid water for a minimum of 15 minutes. Request immediate assistance from the school’s health care provider.

Swallowed Poisons: Accidental swallowing of poisonous chemicals in the laboratory can happen. It is critical to review SDS and/or SDS with students prior to use of these chemicals so all are familiar with their potential harm to the body. If the person becomes unconscious or is convulsing, do not induce vomiting. The same is true should the person complain of a “burning feeling” in their throat. Provide plenty of water or milk if available. Request immediate assistance from the school’s health care provider. It is also wise to contact the **Poison Control Center 800-222-1222** if you know what poison has been accidentally taken.

Penetrating Objects: Use of projectiles, walking in a laboratory with sharp hazards, etc., can be hazardous and cause body penetration. **Do not remove the object.** Try to keep the individual calm and still. Request immediate assistance from the school’s health care provider.

Lacerations: Broken glassware or other sharp objects can cause cuts in the skin. If bleeding occurs, try to have the injured person put on latex or NIOSH approved plastic gloves and apply direct pressure to control bleeding. If that is not possible, use caution to keep a barrier (glove) between you and the injured person while trying to apply direct pressure. Request immediate assistance from the school’s health care provider.

Shock: Symptoms of shock include faint pulse, clammy skin, nausea and/or vomiting and increased breathing. The victim should be lying down with feet elevated. Cover with a blanket to keep warm. Request immediate assistance from the school's health care provider.

Automatic External Defibrillator

AEDS or Automatic External Defibrillators are small, lightweight devices that look at a person's heart rhythm (through special pads placed on the torso) and can recognize ventricular fibrillation (VF), also known as "sudden cardiac arrest" or SCA. If SCA is present, an AED will advise, and will talk the responder through some very simple steps to defibrillate. AEDs are designed to be used by lay rescuers and "first responders". The AED is part of CPR. For maximum survivor benefits, both tools must be used together!

Only certified AED and CPR trained employees are allowed to administer these tools in a cardiac emergency.

APPENDIX A: FORMS
Laboratory Instructor's General Checklist

1. Each student experiment and teacher demonstration is reviewed by the Department for possible dangers prior to being performed. Substitute experiments and/or demonstrations are developed as needed. _____
2. The teacher promotes a positive student attitude toward safety. _____
3. The teacher models appropriate, safe behaviors. _____
4. Good housekeeping rules are maintained by the staff and students. _____
5. Long hair, loose student clothing, and dangling jewelry are restricted to prevent injury. For the same reason, appropriate footwear is required. _____
6. Frequent, regular safety inspections of instructional areas are performed. _____
7. All work surfaces are thoroughly cleaned following each use. _____
8. Students and staff are not permitted to bring food and beverages into the lab. _____
9. Mouth pipetting of liquids is never allowed. _____
10. The teacher provides safety instruction and has students sign the Student Safety Acknowledgement at the start of every new course. Instructions are reinforced throughout the year. _____
11. Copies of the Accident/Incident Report Form are available and used following all accidents. In addition, all accidents are reported as required by the District. _____

DHHS TEACHER ACCIDENT/INCIDENT REPORT

(Office use only)

Report # _____

Name of staff member completing this report: _____

Complete all information relating to the accident/incident:

Date: _____

Time: _____

Classroom: _____

Location: _____

Staff/student(s) who witnessed or were involved in the accident/incident:

Have all staff/students filed Witness Accident/Incident Reports? _____ (Please attach)

Teacher description of the accident/incident: (Attach additional sheets if necessary)

Immediate action taken to deal with the emergency:

Corrective action(s) taken to avoid a repeat of accident/incident in the future:

Comments

DHHS REQUEST FOR CORRECTION OF SAFETY CONCERN

(Teacher's Copy)

Date: _____

Room: _____

The following is a safety concern in my classroom:

Name: _____

Signature: _____

DHHS REQUEST FOR CORRECTION OF SAFETY CONCERN

(Administrator's Copy)

Date: _____

Room: _____

The following is a safety concern in my classroom:

Name: _____

Signature: _____

DHHS C.H.O. NOTICE OF NONCOMPLIANCE WITH CHEMICAL HYGIENE PLAN

Date: _____ Location: _____ Person responsible for location: _____

Area of noncompliance:

Hazard Communication ___ or Chemical Hygiene ___ or Other _____

Noncompliance observed:

Required action and timeline:

Previous notification dates and actions:

Comments:

(Signature of person responsible for location)

Report submitted to: (Select one)

____ Department Coordinator

____ Building Administrator

____ Superintendent

DHHS C.H.O. MONTHLY SCHEDULE FOR SAFETY COMPLIANCE

School Year _____

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Additions to Inventory									
Biological waste collection									
Chemical waste collection									
Eyewash Fountains Flushed									
Safety Showers Flushed									
Fire Extinguishers									
Goggles hygiene									
Hood velocity check									
SDS Updates									
Staff Training									

DHHS WEEKLY SCHEDULE FOR SAFETY COMPLIANCE

Eyewash Flush, Hood & Safety Equipment Inspection Record

Room	Eyewash Flushed	Hood Inspected	GFCI	Fire Blanket	Fire Extinguisher	Gas Jets	SDS Folder	Goggle Sanitizing
204 Physics	Hand Held	NA						
205 Storage	NA	NA	NA	NA	NA	NA	NA	NA
207 Physics	Hand Held	NA						
219								
226								
242								
244 SR 2	NA	NA	NA	NA	NA	NA	NA	NA
249								
304								
305 Storage	NA	NA	NA	NA		NA	NA	NA
307								
318 SR 3	NA		NA	NA	NA	NA	NA	NA
319								
326								
342								
344 Storage	NA	NA	NA	NA	NA	NA	NA	NA
349								
Greenhouse (Spring)	NA	NA		NA		NA		
Wood Shop 418		NA		NA		NA		
Metal Shop		NA		NA		NA		
Photo 509		NA		NA	NA	NA		
Dark Room		NA		NA	NA	NA		NA
Art Studio		NA		NA	NA	NA		NA
Cafeteria		NA		NA		NA		NA
Fab Lab	NA	NA	NA			NA		

Signature of Inspector _____ Date _____

Notes _____

DHHS Goggle Sanitation Record

Room # _____

Goggles must be properly sanitized after every use.

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Date: _____ Initials: _____

Note: Please leave completed copies affixed to goggle cabinet. The chemical hygiene officer will collect and retain completed goggle sanitation records.

DHHS LABORATORY SAFETY VIOLATION

Student's Name _____

Period _____ Date _____

Violation:

- Failure to wear proper eye protection during laboratory procedures
 - Unapproved and/or dangerous behavior
 - Failure to follow laboratory instructions
 - Failure to follow established safety instructions
 - Other _____
- _____
- _____
- _____

Consequence: _____

Teacher's Signature

Date

APPENDIX B
Daniel Hand High School
Laboratory Safety Acknowledgement

Purpose

Science is a hands-on laboratory class. You will be doing many laboratory activities, some of which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety acknowledgement. These rules must be followed at ALL times.

Take this acknowledgement home, review it with your parents or guardian, fill out and sign the last page and return that to your teacher. You will keep the Laboratory Safety Acknowledgement in your science notebook as a constant reminder of the safety rules.

General Guidelines

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of the procedure, ask the teacher before proceeding.
3. Never work alone in the laboratory. No student may work in the laboratory without an instructor present.
4. When first entering a science classroom, do not touch any equipment, chemicals or other materials in the laboratory area until you are instructed to do so.
5. Do not eat, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read ALL procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Observe good housekeeping practice. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the area designated by the instructor.
9. Keep the aisles clear. Push the chairs aside and form aisle for possible escape.
10. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash, safety shower, fire extinguisher and fire blanket. Know where the fire alarm and the exits are located.
11. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor

immediately of any unsafe conditions that you observe.

13. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
14. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
15. Keep hands away from face, eyes, mouth, and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean (with detergent), rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
16. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
17. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
18. Know what to do if there is a fire drill during the laboratory period; Containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
19. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
20. When using knives and other sharp instruments, always carry with tips and points pointing down and away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

Clothing

1. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule. FAILURE TO DO SO WILL RESULT IN YOU HAVING TO LEAVE THE LAB, TAKING A ZERO FOR IT AND NO CHANCE TO MAKE IT UP.
2. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
3. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose torn or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Torn clothing must be replaced with un-torn clothing. Shoes must completely cover the foot. No sandals are allowed.
4. Lab aprons have been provided for your use and should be worn during laboratory activities. Failure to do so may cause you to ruin your clothing for which the school cannot be responsible.

Accidents and Injuries

1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
2. If you or your lab partners are hurt, immediately yell out “Code one, Code one” to get the instructor’s attention.
3. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
4. When mercury thermometers are broken, the mercury must NOT be touched. Notify the instructor immediately.

Handling Chemicals

1. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste or smell chemicals unless specifically instructed to do so by your instructor. The proper technique for smelling chemical fumes will be demonstrated to you.
2. Check the labels on chemical bottles twice before removing any of the contents. Take only as much chemical as needed.
3. Never put any excess chemicals back into the original container. Dispose these chemicals where the instructor specifies.
4. Never use mouth suction to fill a pipette. Use a rubber bulb or a pipette pump.
5. When transferring reagents from one container to another, hold the containers away from your body.
6. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water and swirl or stir solution. Be careful of the heat produced, particularly with sulfuric acid.
7. Never dispense flammable liquids anywhere near an open flame or source of heat. Handle these liquids over another container to contain possible spills.
8. Never remove chemicals or other materials from the laboratory area.
9. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

Handling Glassware and Equipment

1. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
2. Never handle broken glass with your hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
3. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thermometers etc.) before attempting to inset it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into,

or removing it from, a rubber stopper.

4. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.
5. Fill wash bottles only with deionized water and use only as intended, e.g. rinsing glassware and equipment, or adding water to a container. Unauthorized use of a deionized water bottle will cause disciplinary action to be taken.
6. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
7. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
8. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires and loose connections. Do not use damaged electrical equipment.
9. If you do not know how to use a piece of equipment, ask the instructor for help.
10. Do not immerse hot glassware in cold water; it may shatter.

Heating Substances

1. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance in the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas or alcohol burners only as instructed by the teacher.
2. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
3. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
4. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
5. Never look down into a container that is being heated.
6. Do not place hot apparatus directly on the laboratory desk. Allow plenty of time for hot apparatus to cool before touching it. Follow the teacher’s instructions if a hot object needs to be moved.
7. When bending glass, allow time for the glass to cool before further handling it. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

**DANIEL HAND HIGH SCHOOL
LABORATORY SAFETY ACKNOWLEDGEMENT**

I, _____, have read and agree to follow all of the safety rules set forth in this acknowledgement. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe laboratory environment. I will also closely follow all oral and written instructions provided by my teacher. I am aware that any violation of this safety acknowledgement that results in unsafe conduct in the laboratory or misbehavior on my part may result in my being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

Student's signature

Date

Dear Parent or Guardian:

We feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/ laboratory environment.

With the cooperation of the instructors, parents and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety instructions your son / daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this acknowledgement is signed by both the student and parent/guardian and a photocopy is on file with the teacher.

Your signature on this acknowledgement indicates that you have read the Student Safety Acknowledgement, are aware of the measures taken to insure the safety of your son/daughter in the science laboratory, and will instruct your son/ daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent's/Guardian's signature

Date

QUESTIONS

Do you wear contact lenses? YES NO

Are you color blind? YES NO

Do you have allergies? YES NO

If "yes", please list:

APPENDIX C
Fire Marshal Waivers Received by the Daniel Hand Science Department

Waiver 1 – Allows science classes w/laboratory component, to use a “Maximum of 24 students” rather than following the “square footage” requirement.

From: DeBurra, Sam
Sent: Tuesday, June 24, 2014 10:48 AM
To: Salutari, Anthony
Cc: McMinn, William
Subject: Chem Labs

Mr. Salutari,

After researching the code more, with exception of Assembly use, the occupant load factors in the code are used to determine the minimum occupant load to provide egress for. The code's intent is not to restrict the occupant load of the building based on the floor area of the building. Nor is the code specifying the minimum area needed by each occupant for efficient use of the space. If code provisions can be met for a larger number of persons than the calculation determines, the larger number of occupants is permitted to be present, provided that all corridors, aisles, stairs, and other means of egress components can accommodate the larger occupant load.

Each of your laboratories/classrooms has two doors leading to the corridor. I do not see any issues with egress for your current class sizes.

If you have any further questions please contact me.

Thank you,

Samuel E. DeBurra Jr.
Fire Marshal
Town of Madison
(203) 245-5617

Waiver 2 – Allows classroom storage within 18 inches of the ceiling.



STATE OF CONNECTICUT
DEPARTMENT OF CONSTRUCTION SERVICES
OFFICE OF STATE FIRE MARSHAL

MODIFICATION REQUEST # FM-0361-13

PROJECT NAME: DANIEL HAND HIGH SCHOOL

ADDRESS: 284 GREEN HILL ROAD

TOWN: MADISON

STATE FIRE MARSHAL

In accordance with Section 29-296 of the Connecticut General Statutes, the decision of the Office of the State Fire Marshal in this matter is:

This request seeks relief from the requirement of Part IV Section 15.3.5 of the Connecticut State Fire Safety Code (CSFSC) as amended August 1, 2009 and October 2, 2012 specifically the subsequent reference by CSFSC Part IV Section 9.7.1.1 to NFPA 13 section 8.6.6.1 for the obstructions to sprinkler discharge (standard pendent and upright spray sprinklers). With consideration of the newly changed language in the 2013 edition of NFPA 13 Standard for the Installation of Sprinkler Systems for the obstructions to sprinkler discharge for standard pendent and upright spray sprinklers, specifically to section 8.6.6.2.1 which states "where shelving is installed on a wall and is not directly below sprinklers, the shelves, including storage thereon, shall extend above the of a plane located 18 in. below sprinkler deflectors.", the configuration as shown in the photographs regarding the conforms to the language, this request is ACCEPTABLE.

Evaluated by: _____

Decision endorsed by: _____

William Abbott
STATE FIRE MARSHAL

Date: _____

"In accordance with Connecticut General Statute 29-309, any person determined to have the right to appeal may appeal the decision of the State Fire Marshal in this matter to the State Codes & Standards Committee within thirty (30) days after receipt."

State Codes & Standards Committee
1111 Country Club Road, Middletown, CT 06457
Tel: 860-685-8300

State of Connecticut, Department of Public Safety
 Division of Fire, Emergency & Building Services
 Office of State Fire Marshal

APPLICATION FOR REQUEST FOR MODIFICATION OF A REQUIREMENT OF A FIRE SAFETY REGULATION
 ADOPTED PURSUANT TO CHAPTER 541 OF THE CONNECTICUT GENERAL STATUTES

2011-7-2013
 Reliance No.

Facility Name: Daniel Hand High School

Facility Address: 284 Green Hill Road Madison Connecticut 06443
Number Street City State Zip

Facility Owner: Town of Madison Board of Education Telephone: 203-245-6300

Owner's Address: 10 Campus Drive Madison CT 06443
Number Street City State Zip

Applicant's Name: Thomas Scarice Telephone: 203-245-6300

Applicant's Address: 10 Campus Drive Madison CT 06443
Number Street City State Zip

Contact Person: Thomas Scarice Telephone: 2032456300

Type of Facility: Education
Office Building, LP Gas Bulk Plant, Automobile Service Station, etc.

This Facility is: New; Existing; Renovation; Date of Construction: 2002 ; Date of Present Use: 2002

Previous modifications for this Facility: Unknown, No; Yes, Modification Numbers: _____

Check if a Modification Request to the State Building Code is being submitted to the Office of State Building Inspector

- I, the above named applicant, being a lawful agent of the owner, request modification/relief from a requirement of the CT:
- | | |
|---|--|
| <input type="checkbox"/> Moving Picture Theater Code pursuant to C.G.S. § 29-109 | <input type="checkbox"/> Gas Equipment & Piping Code pursuant to C.G.S. §29-329(c) |
| <input type="checkbox"/> Amusements/Tent and Portable Shelter Codes pursuant to C.G.S. § 29-145 | <input type="checkbox"/> Liquefied Petroleum Gas & Liquefied Natural Gas Code pursuant to C.G.S. §29-333 |
| <input checked="" type="checkbox"/> State Fire Safety Code pursuant to C.G.S. §29-296 | <input type="checkbox"/> Hazardous Chemical Code pursuant to C.G.S. §29-338 |
| <input type="checkbox"/> Oil Burning Equipment Code pursuant to C.G.S. §29-317(c) | <input type="checkbox"/> Fireworks and Special Effects Code pursuant to C.G.S. §29-357(c) |
| <input type="checkbox"/> Flammable & Combustible Liquids Code pursuant to C.G.S. §29-321 | <input type="checkbox"/> Model Rocketry Code pursuant to C.G.S. §29-368 |

For the requirement as prescribed in:

Regulation Number: 29-292-13e, Standard NFPA 13, Section Number: 8.6.6.1
29-292-13e, 29-317-1b (if Applicable) NFPA 30, NFPA 64, etc. Identify Section

I request this modification/relief due to the following reasons:

Equivalent Alternative Practical Difficulty Requirements Unwarranted

Describe area of non-conformance with the appropriate regulation, its location in the facility, and a brief description why such compliance cannot be achieved, specify dimensions as applicable

To allow storage on top of shelving/storage units which are attached to the wall. The 2002 edition of NFPA requires 18" of clearance from the sprinkler deflector to storage. This condition exists in many of the classrooms. Relief of above regulation is being sought because it is now allowed in NFPA 2013 edition, Section 8.6.6.2.1.

APPENDIX D
Chemicals Acceptable for Disposal as Regular Trash

Adapted from Flynn Scientific

Acacia powder, Gum Arabic	Magnesium Chloride
Acid, Acetic (less than 6 M)	Magnesium Oxide
Acid, Ascorbic	Magnesium Sulfate
Acid, Benzoic	Maltose
Acid, Boric	Manganese Chloride
Acid, Citric	Methyl Red
Acid, Hydrochloric (less than 6 M)	Methylene Blue
Acid, Lactic	Nutrient Agar
Acid, Nitric (less than 3 M)	Paraffin
Acid, Stearic	Petroleum Jelly
Acid, Succinic	Potassium Acetate
Acid, Sulfuric (less than 3 M)	Potassium Bicarbonate
Agar(s)	Potassium Bromide
Agarose Gels	Potassium Carbonate
Albumen	Potassium Carbonate
Aluminum Oxide	Potassium Chloride
Ammonium Bicarbonate	Potassium Ferricyanide
Ammonium Phosphate	Potassium Iodide
Ammonium Sulfate	Potassium Phosphate
Beef Extract	Potassium Sulfate
Bromophenol Blue	Potassium Sulfite
Broth, Nutrient	Sand
Calcium Carbonate	Silica Gel (unused)
Calcium Chloride	Silicon Carbide
Calcium Phosphate	Sodium Acetate
Calcium Sulfate	Sodium Ammonium Phosphate
Detergent	Sodium Bicarbonate
Chromatographic Absorbents	Sodium Bromide
Crystal Violet	Sodium Carbonate
Dextrose	Sodium Chloride
Diatomaceous Earth	Sodium Citrate
Ferric Oxide (rust)	Sodium Iodide
Ferric Phosphate	Sodium Phosphate
Ferric Sulfate	Sodium Sulfate
Ferrous Ammonium Sulfate	Sodium Sulfite
Galactose	Starch
Gelatin	Stearic Acid
Gum Arabic	Sucrose
Lactose	Sugars
Lauric Acid	Sulfur
Litmus	Tin Metal
Magnesium Carbonate	Urea

APPENDIX E
Regulations Concerning Eye Protective Devices
As Authorized by Section 214a of the
Connecticut General Statutes

The regulations of Connecticut state agencies are amended by adding sections 10-21 4a-1 to 10-21 4a-3, inclusive as follows:

Section 10-21 41-1. By whom, when and where eye protective devices shall be worn: definitions. Any person who is working, teaching, observing, supervising, assisting in or engaging in any work, activity or study in a public or private elementary or secondary school laboratory or workshop where the process used tends to damage the eyes or where protective devices can reduce the risk of injury to the eyes concomitant with such activity shall wear an eye protective device of industrial quality in the manner in which such device was intended to be worn. For the purposes of sections 10-21 4a-1 to 10-21 4a-3, inclusive, “workshop” and “laboratory” shall include any room or area used to teach or practice industrial arts, vocational and technical education; science, arts and crafts, or any similar skill, activity or subject. The following list of sources of danger to the eyes and the type of protection required to be worn in each case is exemplary, not exclusive.

<u>Source of Danger to the Eyes</u>	<u>Type of Protection Required</u>
Caustic or explosive chemicals	Clear goggles, splash proof
Explosives, solids or gases	Clear goggles
Dust producing operations	Clear goggles, splash proof (ANSI Z87+D3)
Electric arc welding	Welding helmet
Oxy-acetylene welding	Colored goggles or welding helmet
Hot liquids and gases	Clear goggles, splash proof (ANSI Z87+D3)
Hot solids	Clear or colored goggles, or spectacles
Molten metals	Clear or colored goggles
Heat treatment or tempering of metals	Clear or colored goggles metals
Glare operations	Colored goggles, or welding helmet
Shaping of solid materials	Clear goggles
Repairing or servicing of vehicles when hazard is foreseeable	Clear goggles or spectacles
Spraying and dusting	Clear goggles, splash proof (ANSI Z87+D3)

Other similar activity being conducted in the instructional program which risks damage to the eyes

Proper eye protective device

Section 10-21 4a-2. Minimum standards for the design, construction and quality of eye protective devices used in schools. Any eye protective device used in such school workshops or laboratories shall be designed and constructed to resist impact, provide protection against the particular hazard for which it is intended, fit snugly without interfering with the movements of the user and be durable, cleanable, and capable of frequent disinfection by the method prescribed for such device by the school medical adviser.

All materials used in such eye protective devices shall be mechanically strong and lightweight, non-irritating to perspiring skin and capable of withstanding washing in detergents and warm water, rinsing to remove all traces of detergent and disinfection by methods prescribed by the school medical adviser without visible deterioration or discoloration. Metals used in such devices shall be inherently corrosion resistant. Plastics so used shall be non-flammable and shall not absorb more than five percent of their weight in water.

Section 10-21 4a-3. Responsibilities of public and private elementary and secondary school governing bodies. The governing board or body of each public and private elementary and secondary school in the state shall require the use of appropriate eye protective devices in each laboratory and workshop by any person in such areas during any activity engaged in, and shall post warnings and instructions in laboratories and workshops which include the list of hazards and protection required set forth in Section 10-21 4a-1. Such boards shall make and enforce rules for the maintenance of all eye protective devices in clean, safe condition and shall replace any such protector which becomes irritating to the skin.

Purpose: To direct the school administrators in the kinds, construction, times and uses of devices for eye protection of teachers and pupils in school laboratories and workshops.

Connecticut Law Journal

January 9, 1968

This two-page document must be posted in all school classrooms in which goggles are required under these State laws.

APPENDIX F
Summary of Applicable OSHA Standards

29 CFR 1910.1200 Hazard Communication Standard

- Requires that Safety Data Sheets be current and available for all hazardous chemicals, and further requires the employer keep current a list of all hazardous chemicals on site.
- Mandates a written Hazard Communication Program, training for new employees, and training for employees potentially exposed to new hazardous materials.
- Sets standards for the labeling of hazardous chemicals.
- Requires training for non-routine tasks which might involve exposure to hazardous chemicals, and for outside contractors, brought onto the work site, who might be exposed to hazardous materials.

29 CFR 1910.1450 Laboratory Standard

- Requires that the employer monitor and limit employee exposure to hazardous chemicals.
- Mandates the appointment of a qualified Chemical Hygiene Officer, and the development of a written Chemical Hygiene Plan detailing standard work practices and policies, and procedures for working with hazardous chemicals.
- Requires initial and periodic employee training in the content of the Chemical Hygiene Plan including: chemical hazards; the content of MSDS; measures, including protective clothing and equipment, to minimize exposure to hazardous chemicals; emergency procedures; exposure limits and signs of overexposure; and the availability of medical consultation and treatment.
- Requires that a current inventory of hazardous chemicals be maintained and that all hazardous chemicals be appropriately labeled.
- Mandates that records of air concentration monitoring results, exposure assessments, medical consultations and examinations be maintained for at least 30 years.

29 CFR 1910.1030 Occupational Exposure to Blood borne Pathogens

- Requires a written plan to eliminate or minimize employee exposure including the determination of the likelihood of exposure, and the tasks in which exposure might occur.
- Mandates the listing of precautions to limit exposure and a description of work practices and protective equipment.
- Requires employee training in techniques to avoid exposure, medical treatment available, including the availability of pre- and post-exposure Hepatitis B vaccination, and the accessibility and contents of the Exposure Control Plan.
- Requires documentation of employee training (kept for three years) and post-exposure medical records (maintained for term of employment + 30 years).

APPENDIX G

Chemical Compatibility

Introduction

If incompatible chemicals are mixed, a fire, explosion, or toxic release can occur. Chemicals can often fall into more than one hazard category and therefore the chemical label and/or Safety Data Sheet (SDS) should be reviewed for storage requirements. Separate chemicals by adequate distance, or preferably by using physical barriers (e.g. storage cabinets). Avoid using the fume hood for chemical storage - this practice may interfere with the proper air flow of the hood. For especially dangerous materials, use a secondary container (e.g. plastic tub) large enough to contain a spill of the largest container. This chart indicates the most obvious chemical incompatibilities, and provides a basic segregation plan.

Acids

Examples: Acetic Acid; Chromic Acid*; Hydrochloric Acid; Hydrofluoric Acid; Nitric Acid*; Perchloric Acid*; Phosphoric Acid; Sulfuric Acid (*Indicates strong oxidizing acids and most of these will not be purchased or used by Daniel Hand High School.)

Storage Precautions:

- Store bottles on low shelf areas, or in acid cabinets.
- Segregate oxidizing acids from organic acids, and flammable materials.
- Segregate acids from bases, and from active metals such as sodium, potassium, etc.
- Segregate from chemicals which could generate toxic gases such as NaCN, iron sulfide, etc.

Bases

Examples: Ammonium Hydroxide; Potassium Hydroxide; Sodium Hydroxide

Storage Precautions:

- Separate bases from acids.
- Store bottles on low shelf areas, or in acid cabinets.

Flammables

Fuels are reducing agents, examples:

Acetone	Hexane
Benzene	Isopropyl Alcohol
Cyclohexane	Methanol
Ethanol	Propanol
Ethyl Acetate	Tetrahydrofuran
Ethyl Ether	Toluene
Gasoline	Xylene

Storage Precautions:

- Store in approved flammable storage cabinet(s) (required if there is > 10 gallons in the lab).

- Separate from oxidizing acids and oxidizers.
- Keep away from any source of ignition (flames, localized heat or sparks).
- Use only "flammable storage" (de-sparked) refrigerator

Oxidizers

React violently with organics (solvents, paper, wood, etc.)

Examples of Solids

Iodine

Nitrates, Salts of

Peroxides, Salts of

Potassium Ferricyanide

Sodium Nitrite

Examples of Liquids

Bromine

Hydrogen Peroxide

Nitric Acid

Perchloric Acid

Chromic Acid

Storage Precautions:

- Keep away from organic solvents, and other combustible materials (i.e. paper).
- Keep away from reducing agents.

Peroxide Forming Chemicals

Peroxides can be explosive and shock-sensitive. Examples: Ethers and acetals with alpha-hydrogen (e.g. ethyl ether, THF); Alkenes with allylic hydrogen (e.g. cyclohexene). Store tightly sealed to exclude oxygen. Label with date of receiving AND opening. Dispose within recommended guidelines – usually 6 months for ethers.

The following Peroxide-Forming chemicals will NOT be purchased or used by Daniel Hand High School:

Class B

Acetal

P-dioxane

Acetaldehyde

Ethylene glycol dimethyl ether

Benzyl alcohol

4-Heptanol

2-Butanol

2-Hexanol

Cumene

Methyl cyclopentane

Cyclohexanol

MIBK

Cyclohexene

2-Pentanol

Diacetylene

2-Propanol

Dicyclopentadiene

Tetrahydrofuran

Diethylene glycol dimethyl ether

Tetrahydronaphthalene

Diethyl ether

Trimethylbenzene

Vinyl esters

Class C

Acrylic Acid

Tetrafluoroethylene

Acrylonitrile

Vinyl Acetate

Butadiene

Vinyl Chloride

Chloroprene

Vinyl pyridine

Chlorotrifluoroethylene

Vinylidene chloride

Methyl methacrylate

Styrene

Pyrophoric Substances

Spontaneously ignite in air.

Examples: Some finely divided metals; Some organoaluminum compounds (LiAlH_4 , $\text{Al}(\text{CH}_3)_3$);

Silane; phosphorus, yellow (should be stored and cut under water)

Storage Precautions:

- Rigorously exclude air and water from container.
- Store away from flammables.

Pyrophoric chemicals will NOT be purchased or used by Daniel Hand High School.

Water Reactives

React violently with water to yield flammable or toxic gases.

Solids: Calcium carbide, magnesium, lithium, potassium, sodium

Liquids: phosphorous trichloride, thionyl chloride

Storage Precautions:

- Rigorously avoid exposure to water and air
- Store away from flammables
- Lithium, Potassium and sodium should be stored under kerosene or mineral oil

Highly Toxics, Carcinogens, and Reproductive Toxin

These chemicals can be very hazardous by themselves, or in combination with other chemicals. If they are easily inhaled, (gases and volatile liquids) then they are particularly hazardous.

Liquids - Seal tightly and store in a ventilated cabinet apart from incompatibles. Use secondary containment (e.g. plastic tub) to contain any spills.

Examples: Formaldehyde; Carbon disulfide; Mercury; Nickel carbonyl; Cyanide solutions

Gases - Store in a gas cabinet or other ventilated cabinet

Examples: Chlorine; Fluorine; Hydrogen chloride; Nitric Oxide; Hydrogen Cyanide

Solids - Store away from incompatibles (usually acids) that would release toxic gas upon contact.

APPENDIX H

Guide for Variable Air Volume (VAV) Hoods ("Phoenix" system)

Variable Air Volume (VAV) hoods — unlike a standard hood — automatically adjust the face velocity to stay within recommended safe work levels (~ 100 ft./min). A VAV hood is easily distinguished by the gray control box on the hood.

If the low-flow alarm engages, lower the sash until the alarm stops. **DO NOT** over-ride the safety alarm by permanently engaging the "Mute" or "Emergency" button (e.g., with tape). If your hood is consistently sounding the alarming, call maintenance.

Always work with the sash at or below the level of the red arrow indicated point shown on the hood sticker, because:

- If most building sashes are raised, this will generate a hood alarm, and at your neighbor's hood, due to the limited capacity of your building's ventilation.
- A lowered sash protects you against airborne chemicals and incidents up to 100 times more than at sash full open.
- The lower the sash, the greater the energy conservation – lower sash when not in use.
- During the performance of an experiment, store only the minimum of equipment and chemicals in your hood because:
 - Excess materials block air flow into the slots at back of the hood. Permanent equipment should be raised on a stand to allow the air flow into the lower slot.
 - Most lab fires/explosions occur in hoods. Minimizing chemical volumes will reduce the chances of a small accident escalating into a large one.
- Always work at least 6 inches inside the hood to maximize hood capture efficiency.

APPENDIX I

Flammable Liquid Safety

Safety Precautions

All flammable liquids found in school environments are also organic compounds. Their principal hazard is flammability. Many are also slightly toxic by inhalation and are body tissue irritants. Mild headaches or dizziness may be a symptom of overexposure to an organic vapor. Good ventilation is highly recommended whenever volatile organic compounds are used. Specific hazards for common organic solvents are presented in this review. Always wear chemical splash goggles, chemical-resistant gloves, and chemical-resistant apron whenever using flammable liquids. Consult current Material Safety Data Sheets for specific safety, handling, and disposal information.

Using and Dispensing Flammable Liquids

- If volatile organic solvents are going to be used, the lab must be well ventilated or have a working purge fan to ventilate the lab. The laboratory should also be equipped with one or two ABC, dry chemical fire extinguishers and fire blankets
- In addition to the other normal safety equipment (safety eyewash, safety shower, etc.).
- Always review the SDS before using any hazardous material in the laboratory.
- Flammable liquids should not be mixed with strong oxidizing agents. As the organic material is oxidized, heat is evolved and may ignite the material resulting in a fire.
- Extreme care must be taken when using flammable liquids around any heat source, flames, or electrical equipment. Laboratory equipment (stirrers, meters, etc.) are designed to be spark proof, but limiting vapors is always a good safety precaution.
- Organic vapors are heavier than air and will quickly travel along a lab bench or floor to an ignition source. Never use flammable liquids around an ignition source. Try to minimize the amount of volatile liquids used and be aware that organic vapors can travel great distances.
- Flammable liquids are very volatile. Dispense them in an operating fume hood.
- Use lab mats and/or plastic trays when dispensing organic solvents to contain spills and drips.
- Students should dispense flammable liquids from smaller bottles to limit spills and fumes. Do not allow students to dispense flammable liquids from containers larger than 1 liter. Larger volume containers increase the possibility of contamination and also increase the amount of fuel that will be available in case of a fire.
- During lab, dispense the flammable liquid from a central dispensing location and have students bring a graduated cylinder or test tube to the dispensing area. This will help to minimize spills and accidents as well as limit the amount of flammable liquid being transported back to the lab bench.

- Instruct students to remove only the amount of flammable liquid needed for the experiment from the reagent bottle. Never add chemicals back to reagent bottles.
- Have spill cleanup materials readily available whenever flammable liquids are used. If a spill occurs, immediately restrict unprotected personnel from the area, remove all ignition sources, and ventilate the area. If the spill is too large to contain, the vapors are overpowering, or ignition sources cannot be completely removed, immediately evacuate the school and call the fire department. If the spill is small, contain the spill with sand or an absorbent material. Depending on the spill material and the amount, allow the spilled material to evaporate off the sand or absorbent material in a fume hood or deposit it in a sealed bag or container.

Personal Protective Equipment and Safety Aids

- Consult the SDS for the specific personal protective equipment required and other safety precautions for the flammable material being used.
- Neoprene rubber gloves are recommended for use when handling organic solvents. Plastic or vinyl gloves will provide some protection against the occasional splash, small spill, and splatter that may occur when using or dispensing solvents.
- Operating eyewashes must be available in any classroom or laboratory where chemicals are used. Approved eyewashes must treat both eyes and provide a stream of clean, potable water for at least 15 minutes.
- Chemical splash goggles must be worn anytime flammable liquids are used. Safety glasses are not adequate protection.
- During demos, it is very important that students wear chemical splash goggles anytime flammable liquids are used. The possibility of an explosion or fire always exists and both students and teachers must be protected. If safety goggles are not available, use a heavy duty safety shield to protect your students.

First Aid

- Always seek professional medical attention upon exposure to any hazardous chemical, especially volatile organic solvents. For most organic solvents, the major hazards are flammability and inhalation. If there is a spill or accident, immediately remove any flames, heat, or electrical equipment from the area and begin to ventilate the area.
- If an organic liquid is splashed in the eyes, use an eyewash to irrigate the eyes with fresh, potable water for at least 15 minutes. Make sure the eyelids are held open to properly irrigate them. Ask the victim to look up, down, and sideways to better reach all parts of the eye. After using the eyewash, immediately seek professional medical help.
- If a flammable liquid is splashed onto bare skin, rinse the area with cool water for at least 15 minutes. Many organic solvents will “dry out” the skin and cause minor dermatitis. If the liquid causes burns or other skin irritations, seek medical help immediately.
- If a large amount of flammable liquid is splashed onto clothing, consider removing the clothing immediately and placing the clothing in a fume hood or outdoors. If flammable

liquid splashes onto your skin and clothing, remove clothing and then begin rinsing the affected areas with water (using the safety shower is ideal).

- If an organic liquid is ingested, please consult the SDS and immediately contact the school's Health Office or call the poison control center (1-800-222-1222) or local hospital emergency room. Follow their directions and seek medical attention as soon as possible. For most organic solvents, the goal is to trap the chemical in the stomach and prevent further injury caused by vomiting. Activated charcoal is sometimes given to help trap the chemical. **Do not** give the victim anything to drink or induce vomiting unless instructed by a medical professional.

APPENDIX J

Safety Guidelines for Chemical Demonstrations

(Guidelines from the American Chemical Society—Division of Chemical Education)

Chemical demonstrators must:

1. Know the properties of the chemicals and chemical reactions involved in all demonstrations presented.
2. Comply with all local rules and regulations.
3. Wear appropriate eye protection for all chemical demonstrations.
4. Warn the members of the audience to cover their ears whenever a loud noise is anticipated.
5. Plan the demonstration so that harmful quantities of noxious gases (e.g., NO₂, SO₂, H₂S) do not enter the local air supply.
6. Provide safety shield protection whenever there is the slightest possibility that a container, its fragments, or its contents could be propelled with sufficient force to cause personal injury.
7. Arrange to have a fire extinguisher at hand whenever the slightest possibility of fire exists.
8. Not taste or encourage spectators to taste any nonfood substances.
9. Not use demonstrations in which parts of the human body are placed in danger (such as placing dry ice in the mouth or dipping hands into liquid nitrogen).
10. Do not use “open” containers of volatile, toxic substances (e.g., benzene, CCl₄, CS₂, formaldehyde) without adequate ventilation as provided by fume hoods.
11. Provide written procedure, hazard, and disposal information for each demonstration whenever the audience is encouraged to repeat the demonstration.
12. Arrange for appropriate waste containers for and subsequent disposal of materials harmful to the environment.

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Additional safety guidelines from Flinn Scientific Inc.

1. Always practice all demonstrations before performing them in front of students. A demonstration should only be attempted after all the potential pitfalls and hazards have been identified.
2. Never attempt a demonstration that will place you or your students at risk.
3. Have students wear safety goggles or use a safety shield if there is the slightest possibility that a container, its fragments or its contents could be propelled with sufficient force to cause personal injury. A good rule of thumb is if heat or pressure are involved, audience protection is required.
4. If heat is involved in the demonstration, make sure all glassware is borosilicate (e.g., Pyrex®) glass and check for chips and cracks before using.

5. If a flammable liquid is used in a demonstration, make sure to cap all reagent bottles after dispensing the appropriate quantities and be aware of heat sources and flammable vapors. Never repeat a demonstration using flammable liquids until all containers and surfaces are cool to the touch.
6. Use fresh chemicals and clean glassware to prevent possible contamination.
7. All demonstrations should have an educational objective. If the demonstration uses toxic chemicals or a potentially hazardous procedure, review the demonstration again and be sure it has educational benefits.
8. Always ensure that electrical devices are properly grounded and inspect every electrical circuit before turning the current on.

APPENDIX K

Safety Guidelines for Fab Lab

Inherent in working in a lab is the potential for injury. Teachers supervising students in the Fab Lab have a duty or standard of care to ensure the safety of their students. Duty of care is defined as an obligation, recognized by law, requiring conformance to a certain standard of conduct to protect others against unreasonable risk. Safety recommendations that apply to science laboratories also apply to the Fab Lab. In reference to the manufacturer operating manuals, OSHA regulations 29 CFR 1910.1200, known as the “Hazard Communication Standard” and 29 CFR 1910.1450, known as the “Laboratory Standard”, the following safety guidelines and operating protocols are recommended.

General Guidelines

- The Fab Lab must remain locked when not in use or no adult is present.
- Students are not permitted in the Fab Lab without adult supervision.
- Machine operators should avoid wearing loose fitting clothing that can drape into Fab Lab machinery.
- Machine operators should wear impact resistant (ANSI Z87+) rated goggles as recommended in Appendix E, or in the machine’s operating manual.

General Machine Operation Guidelines

- Students must only operate machinery in the presence of an adult who understands the operational procedures, shutdown procedures, and risks of the specific machine.
- Before running any machine, ensure that it is in proper working order.
- Before running any machine, ensure that the emergency response equipment is present and ready to use. (ex: the Halotron fire extinguisher when using the laser)

Safety Considerations for the Operation of Specific Machines / Tools

- 60W Fusion Edge 12”x24” || laser cutter/engraver
 - Laser unit must have one of two venting methods active during operation:
 - Self-contained air filtration unit that meets or exceeds the manufacturer specifications, with replaceable filters (changed as required)
 - Venting through dedicated ductwork that moves all smoke and off-gassing directly outside of the building. This system should meet or exceed the minimum cubic feet per minute in the laser manufacturer’s specifications.
 - A fire extinguisher (Halotron type) for use with the laser should be accessible within 30 feet of the laser
 - Users should be within 10 feet, and line-of-sight of the laser during the entire operation of the engraving / cut
 - Regular replacement and/or maintenance of the laser’s lens should be followed

- Carbide3D ‘Nomad3’ || desktop CNC
 - Users should be within 10 feet, and line-of-sight of the enclosed cutting tool during the entire operation of the engraving or cut
 - As an added measure, users are encouraged to wear ANSI Z87+ rated impact resistant goggles during the operation of the cutting tool
 - The power shut-off button should be clearly labeled on the machine
 - A sharps container must be mounted nearby to accommodate broken endmills

- Prusa i3 MK3S+ || 3D printer
 - 3D printers must have thermal runaway protection enabled at all times (often the default in firmware)
 - Temperature sensor failures require a replacement sensor part that is shown to work before 3D printer can resume unattended printing operation
 - Only Polylactic Acid (PLA) filament will be supplied for use. PLA filament is a recyclable, natural thermoplastic that is derived from renewable resources such as corn starch or sugar cane. It is particularly safe and its use and temperature profiles are well suited for classroom applications.

- Roland GS-24 || vinyl cutter & plotter
 - Users must be within 10 feet, and line-of-sight of the cutting tool during the entire operation of the cut/ plotting operation
 - Users shall not touch the machine or vinyl while it is running a cut / plot, except to cut power if a failure is detected or imminent

- Weller WE1010NA Digital Soldering Station & simple soldering pens || soldering iron
 - Only lead-free solder is permitted for use in the school. No exceptions.
 - Restriction of Hazardous Substances (RoHS), focuses on six specific materials that should no longer be used, or should have limited use in printed circuit boards. RoHS compliant circuit boards are important because the products that use these materials will likely end up in a landfill or other trash reclamation process. The six specific materials include lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls, polybrominated diphenylether.
 - A simple solder smoke absorber should be located on the desk with the soldering station, nearby and powered on at all times soldering is happening on the desk.
 - A heat-resistant, antistatic mat to protect static sensitive components from electrostatic discharge (ESD) is required at the soldering station.

- Sewing & Serger machines
 - A sharps container must be mounted in the space to accommodate waste needles
 - Scissors and other cutting tools should be stored in enclosed, labeled containers when not in use. Temporary storage on an open table is not acceptable.

APPENDIX L

Safety References

Your plan for teaching science safely and in compliance with OSHA regulations should include provisions for a library of safety-related materials. The following resources will be useful additions to your library.

Art Hazards News, Center for Safety in the Arts, 5 Beekman St., Suite 820, New York, N.Y. 10038.

CHEMECOLOGY, Chemical Manufacturers Association, 2501 M St. N.W., Washington, D.C.

Chemical Catalog Reference Manual, Flinn Scientific Inc., P.O. Box 219, Batavia, IL 60510-1261.

Chemical Health and Safety, American Chemical Society, Division of Chemical Health and Safety, Publications Marketing Dept., 1155 Sixteenth St. N.W., Washington, D.C. 20077-5768, 1994.

Compliance Magazine, HIS Publishing Group, P.O. Box 512. Libertyville, IL 60048-0512

Developing a Chemical Hygiene Plan, Jay A. Young, Warren K. Kingsley, George H. Wahl, Jr., American Chemical Society, 1155 16th St., N.W., Washington, D.C. 20003.

Flinn Fax! Flinn Scientific Inc., P.O. Box 219, Batavia, IL 60510-1261.

Life Safety Code Handbook, National Fire Protection Association, 1 Battermarch Park, P.O. Box 9191, Quincy, MA 02269-9904, 1994.

Manual of Safety and Health Hazards in the School Science Laboratory, Laboratory Safety Workshop, 101 Oak St., Wellesley, MA 02181-4723.

NIOSH Pocket Guide to Chemical Hazards, U.S. Department of Health and Human Services, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Prudent Practices in the Laboratory: Handling and Disposing of Chemicals, National Academy Press, 2101 Constitution Ave., Washington, D.C. 20418, 1995.

Safety in the Elementary Science Classroom, Robert A. Dean, et al., National Science Teachers Association, 1840 Wilson Blvd., Arlington, VA 22201-3000.

Safety News, VWR Scientific, 6411 Ivy Lane #714, Greenbelt, MD 20770-9888.

Understanding Chemical Hazards: A Guide for Students, American Chemical Society, 1155 16th St., N.W., Washington, D.C. 20003.

Written Hazard Communication Program for Schools and Colleges, Forum for Scientific Excellence, Inc., J.B. Lippincott Co., East Washington Square, Philadelphia, PA 19105.

Laser Machine Manuals: Laser Engraving System Downloads - Epilog Laser,
www.epiloglaser.com/tech-support/laser-manuals/. Accessed 10 Oct. 2023.

“Manual for Nomad 3.” My.Carbide3d.Com, my.carbide3d.com/manuals/nomad-3/. Accessed 1 Nov. 2023.

GS-24 Users Manual, files.rolanddga.com/Files/GS-24_UsersManual/Responsive_HTML5/index.htm#t=GS-24_index.html. Accessed 1 Nov. 2023.

Websites

Environmental Protection Agency

<http://www.epa.gov/enviro/html/emci/chemref/index.html>

OSHA

<http://www.osha.gov/safelinks.html>

National Institute for Occupational Safety and Health (NIOSH)

<http://www.cdc.gov/niosh/homepage.html>

Prusa 3D Printers

<https://help.prusa3d.com/downloads/mk3s-2/handbook>

Additional Information for the Science Teacher

Steps You Can Take to Prove You're a "Responsible" Science Teacher (this was produced by Flinn Science, Inc.)

Student X had a bad accident involving a chemical he obtained at school. As a senior in high school chemistry, the student was able to obtain a sizeable piece of elemental potassium from the stockroom. He wrapped the potassium in a paper towel and placed it inside his front pants pocket. Soon after, he walked home and by the time he was inside his house, the potassium spontaneously ignited and caught his pants on fire. The student sustained third-degree burns to his leg and abdomen and required skin grafting.

All science teachers dread the thought of having this type of "event" occur at their school. Who's responsible? The teacher? Student? School? A good definition for "who is responsible" is: "If you can reasonably foresee the consequences of what you're about to do, or are not about to do, you will be held responsible."

Today's science teachers must not only act responsibly, they must also be prepared to prove to others how they acted responsibly. Below are a few inexpensive ideas you can use in your classroom to document that you are a responsible science teacher.

Every member of the Science Department has been issued a copy of the Laboratory Manager's Professional Reference (Holt Science) and it is expected that each instructor has made themselves familiar with this reference.

Safety Agreements

On the first day of class every science class, you need to establish a contractual relationship with your students. (It is important to know that a student who takes a 1 trimester course and has completed a safety agreement **MUST** complete a new safety agreement if he/she enrolls in another course for a new course in the next trimester, i.e., one safety agreement **DOES NOT** cover a student for any other science course they may enroll in. A student safety agreement is a detailed listing of all of the rules of the laboratory. Review the safety agreement with your students and have them sign and date it. Students should then take the agreement home so their parents or guardians can review and sign the agreement as well. As a responsible science teacher, you think safety is so important that you want the parents to be involved the very first day of school. If the student, or parent, does not sign the agreement, the student will not be allowed to participate in any laboratory activity and will be given a failing grade for each day missed.

- Does the safety agreement have any legal weight? No, it does not. However, it does tell the students and parents that you are very serious about safety. Signed safety agreements will also go a long way in establishing that you are a responsible science teacher. Signed safety agreements document that the rules of the laboratory have been reviewed by all of the students in your class and you have their signatures to prove it.

Lesson Plans

- Your lesson plan book is a very valuable document to have should you ever have to prove to someone that you are a responsible science teacher. Your lesson plan book is your personal journal or diary that documents all of the activities you have done in class for the entire school year. Your lesson plan book is also a great place to document all the safety discussions you have with your students.
- Every time you discuss safety in class, jot down in your lesson plan book what you talked about. For instance, the day you discuss the safety contract, your lesson plan book should note that the safety contract was reviewed and discussed. Every time a lab or demonstration is done, select one of the rules from the safety contract, remind the students of the rule, and make note in your lesson plan book accordingly. Responsible science teachers constantly reinforce safety rules every day and get in the habit of writing in their lesson plan book what was discussed.

Safety Posters

Your students are visually oriented. Bright, colorful safety posters throughout the classroom/laboratory will help remind students that safety is important. While we would love for you to order our Flinn Scientific Safety Posters, we urge you to have students make their own. The next time you are absent from school and a substitute teacher watches the class, make that day a "safety day!" Provide the students with crayons, poster board, paper, and markers and have them make safety posters based on the safety contract. Decorate the walls with their homemade posters. Of course, your lesson plan book will clearly show that you think science safety is so important that your students spent the entire day making safety posters. What would normally have been a video day or worksheet day has now become an important safety day!

Firm Goggle Policy

A responsible science teacher must adopt a firm goggle policy. The policy we hope your school will adopt is "Any time chemicals, glassware, or heat is used, you must wear your laboratory goggles. No exceptions!"

Chemical Terms

When discussing laboratory safety the first couple weeks of school, you will be using terms like corrosive, flammable, oxidizer, etc. Do your students understand the meaning of these terms? Probably not! Try to explain and demonstrate to students what these terms mean.

Conclusion

"If you can reasonably foresee the consequences of what you are about to do, or are not about to do, you will be held responsible." Begin to implement some of the ideas we have suggested. Safety contracts, lesson plans, safety posters, a firm goggle policy, and definition of terms, will all go a long way in helping to prove you are a responsible science teacher.

Where and Why Science Accidents Occur

In 1996, Larry Duff, Ed.D. of Omaha, Nebraska released the results of a lab safety survey he conducted of junior and senior high school physical science/chemistry teachers in Nebraska. The response rate to his survey was over ninety-five percent.

Two very important findings came out of this survey.

- In grades 9-12, seventy percent of all accidents occurred at the ninth grade level.
- Ninety-three percent of all teachers surveyed said the largest reason for accidents occurring in the science lab was "Students' failure to carefully read and understand laboratory activity instructions."

Accidents occur because of "students' failure to carefully read and understand laboratory activity instructions". When told of this data, teachers simply nod their heads in agreement. If students did a better job following written and verbal instructions, fewer accidents would occur. What can educators do to help solve this problem? Here are a few possible solutions:

1. Instead of the teacher presenting the prelab safety instructions, have one of the student lab teams present the prelab safety instructions. A portion of their lab grade can be based on their prelab safety presentation. Depending on the number of labs you do a year, each student lab team should be able to prepare and present the prelab instructions 2-3 times a year. Students can consult their *Lab* manual, review Safety Data Sheets, look through the *Flinn Scientific Catalog/Reference Manual*, consult reference books like the Merck Index or perhaps even go "on-line" to reference safety information via the Internet. Students will learn and understand important safety rules if they have to do the research and present safety instructions to their peers. Maybe the safety message you want your students to hear will be better understood when it's coming from someone other than you.
2. Another possible solution is to pretest students on the techniques, procedures and safety information they must know in order to successfully perform the lab experiments. Students who don't pass the pretest, miss the lab experiment and receive a zero. Yes, a zero is harsh, but students need to understand that they cannot enter the lab and perform an experiment unless they fully understand what they are doing.
3. Make sure students read and understand the safety rules you have established in the science lab for conduct and behavior. A detailed safety contract outlining the rules of the lab must be the foundation of your science safety program. Discuss these rules and reinforce them throughout the school year.

The data in Dr. Duff's survey is invaluable. For the first time we have data which not only tells us where most of the high school science accidents occur, but also why. Give ninth

grade science students an extra dose of safety training and let's develop techniques to ensure students are prepared to perform lab experiments properly and safely.

Practical Solutions for Instructors to Reduce Their Liability

Teaching science is different than teaching other academic subjects because to properly teach science, students must receive instruction and engage in appropriate hands-on activities. More importantly, science teachers must teach in an environment using materials and equipment that have the potential to cause serious harm to both teacher and student. Science teachers must be trained in more than just teaching methods and classroom management. They must also receive specific training in laboratory safety. Science teachers must know, understand, and follow many rules and regulations to ensure the safety of students in their classrooms. Science teachers also owe their students a duty of care to properly supervise, instruct, maintain equipment and facilities, and warn students of potential harm in their classrooms. Accidents will happen in the classroom.

Teachers can, however, significantly reduce their risk of negligence liability and prevent classroom mishaps by following a few simple rules.

- Know the safety statutes that affect your classroom and carefully abide by them.
- Check with the State Department of Education, State Occupational Safety and Health Administration for statutes and regulations that apply to your classroom. At a minimum, each school should have in place an up-to-date Chemical Hygiene Plan (CHP) that describes the safety procedures that are required at your school.
- Document all efforts to resolve safety issues in your classroom. Any safety issues or equipment problems that need repair must be carefully documented in writing and submitted to the proper administrator for immediate action. If you cannot successfully resolve the issue at the site level, send a letter to the superintendent or school board describing the problem, your efforts to correct the condition, and possible solutions for resolving the problem. Attach copies of your documentation. Save all letters and documentation.
- Do not leave your classroom during any instructional period. Every teacher has a primary duty to properly supervise students. Never leave students unsupervised for any reason.
- All students should wear the appropriate personal protective equipment while working in the laboratory. Chemical splash goggles, and chemical resistant aprons should be worn whenever any chemicals (no matter how minimal the risk of perceived injury) are to be used by students. Protective eyewear must be worn during all laboratory activities and demonstrations.
- Teach safety all year and review safety procedures often. Teachers have a duty to provide proper safety instruction. Start the year with a student safety contract. Then get in the habit of reviewing a safety rule every day at the beginning of lab. It is critical that you review the appropriate safety precautions with students prior to beginning any laboratory activity. Remember to document all safety instruction that you provide in your lesson plan book.

- Make safety a priority in the classroom by establishing and modeling safe chemical handling practices. Set a good example for your students by always wearing appropriate personal protective equipment and performing laboratory procedures in a safe manner. Not only will your actions speak louder than words to your students, but if an injury to a student occurs, their attorney will not be able to use your good practices against you.
- Use smaller volumes and amounts of chemicals. Smaller chemical quantities result in smaller spills, reduced vapors, and less material for disposal. Smaller chemical quantities also usually result in less severe injuries to your students. Microscale as many labs as possible, particularly those that use volatile or hazardous chemicals.
- Demand appropriate safety training related to your duty of care in the science classroom. Your school district is responsible for appropriate training to enable you to meet your duty of care in the classroom. Science laboratories are industrial areas requiring specialized training and knowledge that must be updated frequently.
- Do not permit students to use damaged or defective equipment. Damaged or defective equipment can cause serious harm to students. Until the equipment can be repaired, do not use it. If the conditions of your laboratory facility are unsafe, then document the safety issues and do not permit laboratory activities until the conditions are remedied.
- Do not permit students to take chemicals or any other school equipment home to perform “experiments.” Theft of unlocked chemicals, performance of unauthorized experiments, and unsupervised home experiments expose students to potential injury and teachers to negligence liability.
- Be proactive rather than reactive.

Connecticut Science Supervisors Association

Responsibilities of the Teacher

The science teacher's responsibilities begin with a duty to offer appropriate instruction to students. In a laboratory situation, this requires that careful attention be given to the materials and techniques used by both teacher and student. The location and proper use of emergency equipment, evacuation procedures, and proper procedures for the handling of supplies and equipment should be taught in formal, planned lessons (See Appendix B for the Student Safety Agreement.) Students should be tested formally on the topics, and the material should be reviewed and reinforced periodically.

Specifically, directions for laboratory activities should be provided in *written* form, with the instructor reviewing the directions with students before the activity is done. In discussing the activity, the teacher should remind students of the procedures to be followed and of appropriate methods for the safe use and disposal of materials to be used. Students' knowledge and practice of laboratory safety techniques should be evaluated on an ongoing basis by the direct observation of students in laboratory situations, and the inclusion of safety-related questions on tests and quizzes administered throughout the year.

The requirement for appropriate instruction extends also to field trips and to projects done outside the school, e.g., as part of science fairs or exhibits. Even if the activity is being done as a "home" assignment, the teacher must be aware of the materials the student is using and must determine that safe procedures are being followed. The same safety guidelines used for in-class laboratory activities should be applied to out-of-class projects, whether they are independent science projects or school-related investigations. Written parental or legal guardian permission should be obtained before a student embarks on any out-of-school independent science project. In the case of a science field trip or planned class outdoor experiment, emergency medical information as well as written permission must be provided. Where necessary, specialized safety equipment may be required and should be available.

A second responsibility of the teacher is that of adequate supervision of student activities. The laboratory is a potentially dangerous environment, requiring the careful attention of the instructor. Lessons in laboratory safety should emphasize appropriate student behavior. Students should not conduct laboratory activities without supervision, and should be allowed in the laboratory only if the teacher is present. It is recommended that short-term substitute teachers not be permitted to conduct laboratory activities. If an extended teacher absence requires that regular classwork continue, the long-term substitute teacher must be both certified and qualified to conduct laboratory investigations.

Special-needs students may require an increased level of supervision. It is important that these students be active participants in the science program. However, their safety is the greatest consideration. The teacher must take into account the limitations and abilities of each special-

needs student and decide, on an individual basis, which experiments are appropriate for each one of these students to perform. Handicapped stations, both portable and those that can be permanently installed in a lab room, are available.

While teachers are aware of the need to exercise care in the use of chemicals, they must also be alert to the potential hazards in the biological and physical science laboratories. For example, the teacher must provide adequate instruction and supervision in students' use, handling, and disposal of live and preserved specimens. The physical science laboratory may present problems related to the use of electrical devices or in the handling of projectiles. Finally, the teacher must develop an awareness of potential allergens which may be used in the laboratory or which may pose a hazard in laboratory, field trips, or outdoor investigations.

Since the maintenance of a safe laboratory environment is an additional responsibility of the science teacher, the teacher must be aware of, and take steps to correct, unsafe conditions. The written notification of supervisors should be followed by additional requests for the correction of the problem, and documentation of the requests should be maintained by the teacher. (See Appendix A for sample forms.)

Additional concerns for the science teacher are the physical design and the condition of the laboratory. Of particular importance are:

A. Safety Equipment and Supplies

The Occupational Safety and Health Administration (OSHA) requires the presence of eyewash fountains and safety showers. Fire extinguishers and fire blankets should be a part of the basic equipment of every laboratory. The local fire marshal can be a source of information as to the appropriate type and placement of extinguishers. State and local codes will dictate the presence and location of shut-off valves for gas, electricity and water in the laboratory, as well as for the installation of ground-fault interrupters.

Materials for the containment and clean-up of chemical spills should be readily available. Commercial spill kits may be purchased from most school laboratory supply companies. Teachers or staff members who administer emergency treatment are protected from civil damages for ordinary negligence if they have satisfactorily completed a course in first aid with a local health department or with one of several organizations, such as the American Red Cross.

Each school district's purchasing agent will be able to provide the names of companies specializing in safety and emergency equipment and supplies. Also, the National Science Teachers Association publishes a document containing the names of suppliers of safety and emergency equipment and materials. A list of resources is given in the Appendix K.

B. Chemical Purchase, Storage, Disposal

While some element of risk is inherent in most laboratory activities, the responsibility of assessing the hazards and usefulness of chemical reagents is of particular concern to the teacher. The following should be considered when deciding on the chemicals to use in the science program:

- Identification of chemicals requiring particular care in handling, storage, and/or disposal;
- Identification and subsequent elimination of chemicals deemed too hazardous for use in a school science laboratory; and
- Revision of existing laboratory experiments which employ materials and/or procedures deemed too hazardous for use in a school science laboratory. The teacher is advised to consult professional literature on a regular basis in order to ensure that information is both current and correct.

Security is a vital element of chemical storage. All storage rooms and cabinets should be kept locked. The storage of chemicals in classrooms is inappropriate. Although alphabetical arrangement of chemicals is convenient, it may result in incompatible chemicals being placed in close proximity to one another. Recommended storage patterns may be found in the references listed in the Appendix G.

For reasons of health and safety, OSHA guidelines require the maintenance of a current chemical inventory. A copy of the inventory must be available, and the location of hazardous and flammable chemicals should be noted. In order to ensure that school personnel have access to information on hazardous chemicals present in the school, OSHA guidelines require the creation and maintenance of a file of Safety Data Sheets (SDS).

Proper maintenance of stored chemicals includes periodic inspections for signs of aging or deterioration of both the chemicals and their storage containers. Aging and deteriorating chemicals, chemical waste generated by the science program, and unwanted hazardous chemicals must be disposed of in an appropriate manner. The U.S. Environmental Protection Agency has identified reagents that present specific risks to the environment. It has specified procedures for the disposal of these reagents. Chemicals identified as hazardous must be disposed of in licensed landfills, and must be transported to these landfills by licensed disposal services. The Connecticut State Department of Environmental Protection maintains lists of licensed waste handlers and of state-licensed disposal companies. Since the cost of disposing of unwanted chemicals can be considerably greater than their purchase price, the teacher is advised to become familiar with disposal requirements before chemicals are purchased.

Copies of the Chemical Hygiene Plan, the Standard Operating Procedures, the Hazard Communication Program, and Materials Safety Data Sheets must be kept on file and be readily accessible to all school personnel.

C. Standards for Class Size

This section has been vastly reduced in size due to a waiver received in July, 2014 from the Fire Marshal for the Town of Madison which stipulates that, due to proper safety features in each science classroom, Daniel Hand High School is exempt from the minimum square footage requirement for science classrooms and can maintain their current policy of a maximum of 24 students per each science course that has a laboratory requirement as a requirement for the course.

Please see Appendix C for the documentation received for the two (2) waivers that Daniel Hand High School has been granted by the Fire Marshal for the Town of Madison.

NOTE: Remember that because you are a licensed science education professional, there is an expectation by the legal system relative to your performance. The science educator may determine, based on these safety codes/standards, that it is in fact unsafe in their science laboratory to conduct certain experimentation. In such cases, the science educator needs to consider alternatives for the short term such as altering the curriculum or omitting unsafe laboratory activities. The legal system would not look favorably on a science professional who was aware of an unsafe working environment, but didn't attempt to effect any change and had a safety incident. Negligence and liability can be very costly for all involved! Science can be fun, a learning experience and safe. In the long term, it takes knowledge, planning, commitment and cooperative initiatives with the school's administration/board of education to provide for a laboratory with a safe working environment.

By Dr. Ken Roy

Dr. Ken Roy is the Director of Science & Safety for Glastonbury Public Schools in Glastonbury, CT, an authorized OSHA instructor, and a member of the Board of Directors of the Laboratory Safety Workshop.

Author's Note: Special thanks goes to John Dembishack, Building Plan, Revision and Inspection, Office of the State Fire Marshal, State of Connecticut, for his review of this column. Additional thanks are given to Richard Snedeker, Architect Design Reviewer, State of Connecticut, Department of Education, School Facilities Group, for his input relative to the contents of this column.



School Trip Proposal / Request Form Student International Travel

School: Daniel Hand High School Principal: Mr. Salutari
 Date(s) of Trip: (TBD) April Break 2025 Trip Organizer(s): Mrs. Elisa Brako
 Destination of Trip: Galapagos Islands, Ecuador
 Grade level of student participants: 9-12 No. of Students: 15-20 (approx)

Educational Objectives including related classroom activities prior to / following the trip: _____

To observe the unique flora, fauna and geology of the islands
To experience a different culture and language
To learn about conservation efforts in place for ecosystem preservation

Funding Source(s): _____

Complete if students are paying for all or part of the trip.

Total fees required from each student: Tour Fee = \$ 4,549

Transportation Fee = TBD for bus to airport

Name of Tour Company: EF Tours

Name of transportation service vendor: TBD

No. of buses required: 1 Cost per bus: TBD

Date / Time of trip: Departing Madison: April break 2025 Returning to Madison _____

Number of chaperones on trip: 2-3

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

- Information outlining parental financial responsibility should there be an emergency cancellation
- Parent / Guardian letter explaining the trip and travel itinerary
- Parent / Guardian Permission and Acknowledgment of Risk for Student International Travel Form
- Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)

TBD List of Chaperone Names and Phone Numbers with MPS employees noted Sasha Gauley (DHHS employee)

- Telephone Tree in the event of an emergency

Be sure the school administrator has a list of those students participating in the activity and a copy of the emergency contact numbers.

School cell phone #1 (203) 314-8240
 → Elisa Brako (203) 984-4155
Sasha Gauley (860) 301-2112



School Trip Proposal / Request Form Student International Travel

I / We certify that this trip proposal is in accordance with Madison Public Schools policies #5100.8 and #6100.16.1 and corresponding regulations:

Elise Barke
Signature, Trip Organizer(s)

Trip approved
[Signature] 11/9/23
Signature, Principal / Assistant Principal Date

Signature, Superintendent or Designee Date

Trip Denied

Reason: _____

Signature, Superintendent or Designee Date

International Travel Checklist

- Obtained approval at least six (6) months prior to the trip.
- Submitted list of participating students to Principal and Health Office at least three (3) months prior to the trip.
- Submitted an updated list of participating students to Principal and Health Office one (1) month prior to trip.
- Submitted flight, hotel, charter bus, and airport information one (1) month prior to trip.
- Arranged appropriate number of chaperones and provided orientation
- Clearly explained expectations of students
- Received parent permission forms and emergency medical forms



Daniel Hand High School

286 Green Hill Road
Madison, CT 06443
(203) 245-6350

Anthony R. Salutari, Jr., Principal
Brian M. Bodner, Assistant Principal
Melanie A. Whitcher, Assistant Principal

Dear Parents / Guardians,

As our world becomes increasingly interconnected, it is critical for our students to become more culturally aware and globally-minded. To be able to experience the global classroom first-hand and see what they have been studying in their classes come to life is life-changing and gives them new perspectives not only of themselves but also the world around them.

I'm pleased to announce that I am planning to take students on an educational tour to the Galapagos Islands during Spring Break in 2025. We're going to experience such amazing places like the Charles Darwin Research Center, Tortuga Bay, see the equatorial line and so much more. Feel free to check out the attached itinerary.

Your student is being personally invited to participate. There is limited space on the trip, so I do hope you and your child will be able to join us at the upcoming meeting to learn more about this opportunity!

I have chosen to travel with EF because of their reputation as the world leader in international education and student safety. They have been in business for more than 50 years and have local offices in over 50 countries throughout the world. EF guarantees the lowest prices for the highest quality and also offers a monthly payment plan to make the trip more affordable. Lower pricing now and lower monthly payments for planning this far in advance are the main reasons we're starting to plan now.

We will be hosting an enrollment meeting on DATE at TIME at LOCATION. I hope you will come and learn more! In order to attend, you must RSVP! You can do so by scanning the QR code and choosing 'attending' or 'interested', or visiting this link: <https://bit.ly/3tMK8bX>



All the best,

Elisa Brako
AP Biology, Biotechnology, and Honors Biology Teacher

Board of Education Regular Meeting
Tuesday, October 17, 2023 7:30 PM

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

Subject to Approval

Meeting Minutes

Video documentation of these proceedings can be found in the Meetings/Minutes section of the website.

I. Call to Order / Attendance

The regular meeting of the Madison Board of Education was called to order by Secretary Emily Rosenthal at 7:30 p.m. Mrs. Rosenthal led the Pledge of Allegiance

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce (on Zoom), Seth Klaskin (on Zoom), Maureen Lewis, Christine Maisano (on Zoom), Cathy Miller, Steven Pynn, Emily Rosenthal

Also present: Craig Cooke, Ph.D., Superintendent; Adam Levitus, Colliers International; Justin Hopkins, Tecton Architects

II. School / Community Session

No members of the public spoke.

III. Board of Education Student Representatives' Report

Eli Ackerman and Brooke Anderson

Brooke reported that the No Hate Tour, an antibullying assembly, came to the high school last week, the PSATs recently took place at the high school, the Homecoming dance is around the corner and Trimester 1 progress reports have gone out. Eli reported that parent teacher conferences take place this week, Financial Aid night is next week, and the fall sports season is winding down.

IV. Superintendent's Report

Craig A. Cooke, Ph.D.

- New Elementary School Project Update – Justin Hopkins from Tecton Architects and Adam Levitus from Colliers International gave an update on the new elementary school building project. The presentation can be viewed in full on the Meetings/Minutes section of the District website. The board will be asked to vote on the project Phase II construction package at its next regular meeting.
- 2024-2025 Budget Assumptions and Calendar – The budget assumptions and calendar were reviewed during the Finance Committee report later in the meeting.

V. Board Members' Comments

No comments.

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

No members of the public spoke.

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

Curriculum and Student Development

Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly

No report.

Facilities Committee

Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce

Mrs. Rosenthal gave a report on the special facilities committee meeting that took place on Oct. 16. The committee discussed a request to reduce the Board's Capital Improvement Program (CIP) total in year one. The committee approved a reduction of approximately \$400K. The revised CIP is on the agenda for approval later in the meeting.

Finance Committee

Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal

Mr. Cawley gave a report on the meeting that took place earlier in the evening. The committee discussed the 2024-2025 budget calendar which outlines key dates for the budget process, the budget assumptions which is used as a guiding document for funding priorities, and what to do with end-of-year funds.

Personnel Committee

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

No report.

Policy Committee

Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

Dr. Infantine-Vyce gave a report on the following policies on the agenda for rescission or approval this evening:

Policies for Rescission, Second Reading:

- 9220.6 - Board Candidates
- 9500 - School Board Meetings
- 9540.4 - Rules of Order
- 9400 - Organization of the School Board
- 9410 - Board Organizational Meeting

Policies for Review, Second Reading:

- 1370 - Non-Discrimination
- 4118.1 - Non-Discrimination
- 5020.1 - Non-Discrimination
- 4030.5 - FMLA
- 4160 - Student Activity/Transportation Vehicles
- 4111.1 - Security Check/Fingerprinting
- 4112.8/4212.8 - Nepotism

LEARN Liaison

Mary Ann Connelly

Mrs. Connelly reported that at the latest LEARN meeting featured an informative presentation by Lisa Deane of DemandZERO.

VIII. Discuss possible renaming of Brown School.

The Board discussed the pros and cons of possibly renaming Brown school. Some members favored changing the name of the building when it becomes an elementary school while others felt it unnecessary and wrong to take the honor away from Dr. Brown since the building itself is not closing. Mr. Cawley suggested the Board wait to make any decisions until the Ad-Hoc New Elementary School Naming Committee - the committee tasked with recommending names for the new PreK-5 school - completes its work in late January 2024. The Board agreed with Mr. Cawley's suggestion.

IX. Action Item: Motion to approve the 2024-2025 Budget Calendar.

MOTION: by Miller, seconded by Connelly to approve the 2024-2025 Budget Calendar.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

X. Action Item: Motion to rescind the following policies: 9220.6 - Board Candidates, 9500 - School Board Meetings, 9540.4 - Rules of Order, 9400 - Organization of the School Board, 9410 - Board Organizational Meeting

MOTION: by Cawley, seconded by Lewis to rescind the following policies: 9220.6 - Board Candidates, 9500 - School Board Meetings, 9540.4 - Rules of Order, 9400 - Organization of the School Board, 9410 - Board Organizational Meeting

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

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XI. Action Item: Motion to approve the following policies: 1370 - Non-Discrimination, 4118.1 - Non-Discrimination, 5020.1 - Non-Discrimination, 4030.5 - FMLA, 4160 - Student Activity/Transportation Vehicles, 4111.1 - Security Check/Fingerprinting, 4112.8/4212.8 - Nepotism

MOTION: by Infantine-Vyce, seconded by Klaskin to amend the motion as follows: 1370 - Non-Discrimination, 4118.1 - Non-Discrimination, 5020.1 -

Non-Discrimination, 4030.5 - FMLA, 4160 - Student Activity/Transportation Vehicles, 4111.1 - Security Check/Fingerprinting, ~~4112.8/4212.8~~ 4114- Nepotism

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

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

Motion to approve the following policies: 1370 - Non-Discrimination, 4118.1 - Non-Discrimination, 5020.1 - Non-Discrimination, 4030.5 - FMLA, 4160 - Student Activity/Transportation Vehicles, 4111.1 - Security Check/Fingerprinting, 4114 - Nepotism

MOTION: by Klaskin, seconded by Infantine-Vyce to approve the following policies: 1370 - Non-Discrimination, 4118.1 - Non-Discrimination, 5020.1 - Non-Discrimination, 4030.5 - FMLA, 4160 - Student Activity/Transportation Vehicles, 4111.1 - Security Check/Fingerprinting, 4114 - Nepotism

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

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XII. Action Item: Motion to approve the revised Capital Improvement Program

MOTION: by Klaskin, seconded by Cawley to approve the revised Capital Improvement Program.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XIII. Action Item: Motion to approve a donation from the DHHS Boys Basketball Boosters in the amount of \$7000 to the DHHS Basketball Program for a basketball shooting machine.

MOTION: by Miller, seconded by Infantine-Vyce to approve a donation from the DHHS Boys Basketball Boosters in the amount of \$7000 to the DHHS Basketball Program for a basketball shooting machine.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 9 – 0

XIV. Action Item: Motion to approve the minutes of the October 3, 2023 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Cawley, seconded by Pynn to approve the minutes of the October 3, 2023 Board of Education Meeting as ammended (Ref. Bylaw #9540.9)

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

NAYS:
ABSTAIN:
MOTION CARRIED: 9 – 0

XV. Future Agenda Items

Mrs. Connelly asked if the BOS liaison could resume giving reports to the Board. She suggested the reports could be quarterly and even submitted as a memo.

XVI. Meetings / Dates of Importance (see attached)

XVII. Adjournment

MOTION: by Lewis, seconded by Miller to adjourn at 8:45 p.m.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 9 – 0

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Board of Education Regular Meeting
Tuesday, November 14, 2023 7:00 PM

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

Subject to Approval

Meeting Minutes

I. Call to Order / Attendance

The regular meeting of the Madison Board of Education was called to order by Chairman Seth Klaskin at 7:00 p.m. Mr. Klaskin led the Pledge of Allegiance

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Christine Maisano, Steven Pynn, Emily Rosenthal

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Adam Levitus, Colliers International (on Zoom)

II. School / Community Session

No members of the public spoke.

III. Superintendent's Report

Craig A. Cooke, Ph.D.

Dr. Cooke reported on the following:

- New School Building Project – Dr. Cooke reported that the board would be asked to vote tonight on the Phase II General Construction Package, details of which were presented to the board at its last meeting by the team at Tecton Architects and Colliers International. Later in the meeting, Adam Levitus of Colliers International answered a few questions about the package.

IV. Board Members' Comments

Mr. Klaskin shared that the Madison Board of Education has received the Board of Distinction Award and will be recognized at the upcoming CABE/CAPSS conference. He also shared that all of the schools in district have been named Schools of Distinction for high achievement according to the Connecticut State Department of Education 2022-2023 Next Generation Accountability System results.

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

No members of the public spoke.

VI. Consent Agenda (Ref. Bylaw #9540.2)

- Line Item Transfers - None
- Budget Expenditures as of Nov. 9, 2023
- October Personnel Report

VII. Action Item: Motion to approve the Consent Agenda

MOTION: by Rosenthal, seconded by Infantine-Vyce to approve the consent agenda.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

VIII. Action Item: Motion to approve the Phase II General Construction Package and authorize the project to proceed with state final plan review and subsequent bidding.

MOTION: by Pynn, seconded by Rosenthal to approve the Phase II General Construction Package and authorize the project to proceed with state final plan review and subsequent bidding.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

IX. Action Item: Motion to approve a donation in the amount of \$4500 from the Jeffrey PTO to Jeffrey Elementary School for field trips.

MOTION: by Infantine-Vyce, seconded by Connelly to approve a donation in the amount of \$4500 from the Jeffrey PTO to Jeffrey Elementary School for field trips.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

X. Adjournment

MOTION: by Infantine-Vyce, seconded by Connelly to adjourn at 7:19 p.m.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

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Subject to Approval

Meeting Minutes

I. Call to Order / Attendance

The organizational meeting of the Madison Board of Education was called to order by Superintendent of Schools Dr. Craig Cooke at 6:34 p.m. Dr. Cooke led the Pledge of Allegiance.

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Christine Maisano, Steven Pynn, Emily Rosenthal

Also present: Gail Dahling-Hench, Assistant Superintendent

II. Action Item: Election of Board Officers (Ref. Bylaw #9420)

II.A. Election of Temporary Board Chairperson

MOTION: by Klaskin, seconded by Rosenthal to elect Galen Cawley as Temporary Board Chairperson.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

II.B. Election of Board Chairperson

MOTION: by Pynn, seconded by Infantine-Vyce to elect Seth Klaskin as Board Chairperson.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

II.C. Election of Board Vice-Chairperson

MOTION: by Infantine-Vyce, seconded by Lewis to elect Galen Cawley as Board Vice-Chairperson.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

II.D. Election of Board Secretary

MOTION: by Lewis, seconded by Infantine-Vyce to elect Emily Rosenthal as Board Secretary.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

III. Action Item: Designation of Standing Committee Membership & Liaison Assignments (Ref. Bylaw #9420 & #9450)

III.A. Curriculum & Student Development Committee

Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly

III.B. Facilities Committee

Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce

III.C. Finance Committee

Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal

III.D. Personnel Committee

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

III.E. Policy Committee

Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

III.F. Capital Improvement Program

Members: Galen Cawley and Emily Rosenthal

III.G. LEARN Liaison

Mary Ann Connelly

MOTION: by Infantine-Vyce, seconded by Rosenthal to approve the Standing Committee Membership and Liaison Assignments.

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

NAYS:
ABSTAIN:

MOTION CARRIED: 8 – 0

IV. Public Comment

No members of the public spoke.

V. Adjournment

MOTION: by Infantine-Vyce, seconded by Connelly to adjourn at 6:51 p.m.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

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Board of Education Retreat
Tuesday, November 14, 2023 7:30 PM

Town Campus Hammonasset Room
10 Campus Drive
Madison, CT 06443

Subject to Approval

Retreat Minutes

I. Call to Order / Attendance

The retreat meeting of the Madison Board of Education was called to order by Chairman Seth Klaskin at 7:30 p.m.

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Christine Maisano, Steven Pynn, Emily Rosenthal

Also present: Craig Cooke, Ph.D., Superintendent; Thomas Mooney, Shipman & Goodwin

II. Board Retreat – Professional Learning with Thomas Mooney, Shipman & Goodwin

Atty. Mooney led board members through a series of scenarios designed to test their understanding of certain laws and best practices.

IV. Adjournment

MOTION: by Lewis, seconded by Infantine-Vyce to adjourn at 9:05 p.m.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

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