

Policy Committee Meeting

Tuesday, April 23, 2024 6:30 PM

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

I. Policy for Rescission:

- **5170 Activities/Fees/Charges**
- **5100.9.4 Physicals for School Athletics**
- **5130 Awards, Honors and Scholarships**
- **5180.4 Using Schools or Students for Publicity Purposes**

II. Policy for Review:

- **9300 Ethical Standards for Board Members**
- **9310 Board Member Conflict of Interest**
- **9490/8201 Student Representatives**
- **4400 Gifts to Employees – NEW**
- **5120.3.3.2 Pediculosis**
- **5090.3.3.1 Electronic Surveillance**
- **Immunizations - New regulation**

III. Public Comment

- IV. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting 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.**

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Meeting Agenda

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Policy Summary

April 23, 2024

Rescind

5170 Activities/Fees/Charges

This policy is not mandatory and fees may be charged without a specific Board policy; however, the Board may wish to maintain the policy if it provides helpful guidance to families and staff. Recommend legal review to ensure compliance with the Board's obligation to provide free public education, and administrative review to ensure that implementation matches policy requirements. *This topic is covered in student handbooks – Administration is comfortable with rescission*

5100.9.4 Physicals for School Athletics

This policy is not mandatory and may be repealed. *Information regarding physicals is posted on the Health Services page of the website.*

5130 Awards, Honors and Scholarships

This policy is not mandatory and may be repealed. However, we understand that the Board may have an interest in retaining this policy. We recommend that the policy be reviewed for internal compliance and continued consistent implementation. We further recommend review by the district and town fiscal authorities and auditors. *The policy is out-of-date. The Administration is comfortable with rescission.*

5180.4 Using Schools or Students for Publicity Purposes

Recommend that the Board consider repealing this policy because it is unnecessary. Confidentiality-related matters can be managed through the Confidentiality policy* and FERPA requirements. If the Board wishes to retain this policy, recommend administrative review to determine if the required procedures are being followed. **Board recently adopted the S&G model confidentiality policy – 5180.1 Confidentiality and Access to Educational Records*

Review

9300 Ethical Standards for Board Members

We recommend review of this bylaw and consolidation with the model bylaw Code of Conduct for Board Members. The model bylaw includes fewer provisions than the Board's current bylaw. The Board may wish to incorporate some or all of the current provisions into the model. We are happy to assist with this process after the Board's review. *Includes revisions from the March 19 policy discussions*

9310 Board Member Conflict of Interest

We recommend repeal of this bylaw and replacement with the model bylaw Conflict of Interest. The Board policy 4112.8/4212.8 already addresses the employment of relatives of Board members (and we previously recommended use of our model policy Nepotism). *Includes revisions from the March 19 policy discussions*

9490/8201 Student Representatives

This bylaw is district-specific. We recommend review to clarify that the two student representatives are non-voting Board members (if that is accurate), and not just that they are seated at public Board meetings. We also recommend that this bylaw be reviewed to ensure compliance with the town charter. *The policy has been updated in accordance with the guidance and includes revisions from the March 19 policy discussions.*

4400 Gifts to Employees – NEW

Last meeting the committee reviewed the S&G Code of Ethics model policy. Shipman confirmed adopting the full model policy is not necessary. A revised policy addressing only gifts is presented for the committee's consideration. *Includes revisions from the March 19 policy discussions*

5120.3.3.2 Pediculosis

This policy is not mandatory and may be repealed. If the Board wishes to maintain the policy, we recommend that the Board add to the title "Head Lice," so that the community better understands the content of the policy. We further recommend legal review of the regulations to ensure compliance with the policy. *The Administration would like to keep this policy*

5090.3.3.1 Electronic Surveillance

If the Board wishes to maintain this policy, we recommend legal review to ensure legal compliance in areas including, but not limited, the use of video v. audio surveillance (if both are used), review of footage, and how such surveillance may be used by the district. Of note, the policy references regulations, but no such regulations are published on the website. Finally, the district must provide employees with notice regarding electronic monitoring, and we therefore recommend posing such notice in a conspicuous place and including in an employee handbook. *The policy will be moved to the 4000s series.*

Immunizations - New regulation

Regulation will be attached to 5120.3 Health Assessments/Screenings and Oral Health Assessments. Regulation is mandatory.

#5170

Activities / Fees / Charges

All necessary materials, supplies, and equipment for the instructional program will be provided by the school district at no cost to students. However, the Board recognizes the need for student fees to fund certain school activities which are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education because of his or her inability to pay these supplementary charges.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid within 30 days of the date they become due and of the possible withholding of report cards until payment is made and/or denial of participation in the specific extra class activity for which they are being charged the fee.

Any fee or charge due to any school in the system and not paid at the end of the school year will be carried forward until the next succeeding school year, as such debts are considered to be debts of the student to the school system and not to a particular school.

Authorized Fees

Student fees are authorized for the following:

- any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student; however, fees may not exceed the cost of materials;
- registration fees for participation in extra-curricular athletics, intramurals and clubs at the middle school and high school level, provided the Board of Education has approved any such fee;
- membership dues in student organizations or clubs, and admission fees or charges for attending extra-curricular activities when membership or attendance is voluntary;
- field trips, including admission fees and transportation costs, which are not required by the teacher or used in the determination of a grade;

- security deposits for the return of materials, supplies, or equipment;
- consumable laboratory supplies/materials required for participation in an instructional course;
- personal physical education and athletic equipment and apparel;
- items of personal use or products which a student may purchase at his or her own option, such as student publications, class rings, annuals and graduation announcements;
- fees specifically permitted by any other statute;
- any authorized, voluntary student health and accident benefit plan;
- a reasonable fee, not to exceed the actual annual maintenance costs, for the use of musical instruments and uniforms owned or rented by the district;
- items of personal apparel which become the property of the student and which are used in extra-curricular activities;
- parking fees and fees for identification cards;
- courses offered for credit where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student.

Prohibited Fees

Student fees are prohibited for the following:

- textbooks or other supplies necessary for participation in any instructional course, except as authorized under this policy;
- field trips required as part of a basic educational program or course;
- any specific form of dress necessary for any required educational program;

- instructional costs for necessary school personnel employed in any course or educational program required for graduation;
- library books required to be utilized for any educational course program, however, fines may be assessed for lost, damaged or overdue books;
- admission fees, dues, or fees for any activity which the student is required to attend as a prerequisite to graduation;
- any admission or examination cost for any required educational course or program; and
- lockers.

Personal Supplies and Incidental Expenses

Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, notebooks, and consumable supplies and materials required for instrumental music programs and art programs. Additionally, food costs and personal purchases incurred during a field trip may be required to be paid by the student.

School Store

Student organizations may operate a school store where students may purchase school supplies and materials, subject to the provisions set forth in Policy # 5100.5.

Waiver of Fees

A deposit or fee, which a student and his or her parent or guardian are unable to pay, may be waived at the discretion of the principal. It is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds. Procedures for waiver of fees or deposits will be communicated to students through procedures determined by the school principal or his/her designee. However, charges for lost and damaged books, materials, supplies and equipment will not be waived.

The adult and summer school programs may provide discount tuition programs to stimulate early registration and/or for other promotional purposes.

Date of Adoption: June 4, 1996

Date of Revision: October 2, 2007

#5100.9.4**Physicals for School Athletics**

All participants in middle / high school interscholastic sports must meet the following prerequisite:

- Any student participating in an interscholastic sports program must have a health assessment within thirteen (13) months prior to the first try out session for the sport or sports.
- After the initial examination, repeat examinations are required every thirteen (13) months. The proper school form must be completed and returned to the school before the student may practice or play.

Legal Reference: Connecticut General Statutes

10-206 Health assessments (as amended by PA 07-58 and PA 11-179)

Date of Adoption: September 3, 1996

Date of Revision: August 11, 2008

Date of Revision: March 7, 2017

#5130

Awards, Honors And Scholarships

Toward the goal of encouraging as many students as possible to strive for high achievement in scholarship and citizenship, a system of awards will be offered at each school level. General guidelines for the awards are as follows:

- There should be a sufficient number of awards in the areas of academic, athletic and extracurricular activities to stimulate many students to achieve high levels of performance.
- Different students should have an opportunity to win the awards each year.
- The types of awards should vary and relate to the particular grade levels.
- Factors deciding the awards should be clearly delineated and be as objective as possible. Students should be made aware of the criteria for the awards early in the school year.
- The presentation of awards is the responsibility of each school in terms of program. The school should develop and administer its own system of awards subject to approval by the principal or his / her designee and review by the Superintendent.

The Board of Education charges the school principal and the professional staff with maintenance of a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal(s) of the school should be clearly established.

Definition of Terms

To define what shall constitute a "scholarship" or an "award" and to maximize the effectiveness of such scholarships / awards, the following criteria have been established for scholarships and awards which are administered by the Madison Public Schools:

1. The minimum scholarship (yearly award) will be no less than \$500.00.
2. Criteria set by the scholarship donor will be followed provided the minimum yearly award is met.
3. Donations to the scholarship fund will be acknowledged by the Department of Fiscal Services to both the donor and the scholarship family, if applicable.

4. Financial records will be available for review in the Department of Fiscal Services.
5. The minimum award (yearly award) will be no less than \$25.00.
6. If available funding does not allow the criteria of the award to be fulfilled, the principal of the award may be applied to the interest earned, until the award funds are depleted.

Private Donors

The principal or his / her designee is authorized to review and approve, or reject, proposed trophies, prizes, scholarships or other awards from non-school donors. Acceptance will require affirmative answers to at least the following questions:

1. Can the proposed award be considered free of promotional motives, solicitation of fees or corporate gain?
2. Are the criteria for making the award under the control of the professional staff, or acceptable to the staff
3. Are the purposes, either implied or explicit, of the proposed award consistent with the school's goals?
4. Are the terms and conditions governing awards established in writing and do they contain provisions for mutually agreed upon amendments and procedures for termination?
5. Are the standards for accepting the gift(s) consistent with the criteria outlined in the Board's policy relating to Gifts, Fundraising and Donations, #3280?

Management of Financial Accounting and Reporting of Scholarship Funds

The primary purpose of the district's financial accounting and reporting for scholarships and awards is to assure prudent fiscal management and reporting. Funds received and / or disbursed by the district will be accounted for carefully and accurately, under the direction of the Director of Business and Fiscal Services. Procedures will conform with generally accepted accounting

Students

#5130 (Cont.)

practices, including separation of accounts and allocation of earned interest. Accounts will be maintained in such a manner that they can be easily reviewed and audited.

Cf. Business / Finance

Date of Adoption: June 4, 1996

Date of Revision: June 10, 1997

#5180.4**Using Schools or Students for Publicity Purposes**

The Madison Board of Education recognizes that a school and/or students may derive value from publicizing student activities at periodic intervals. The Board of Education invites and welcomes the active participation of all forms of mass media in promoting the cause of good education within the school district and elsewhere. The Board encourages suggestions and advice from representatives of the media as to how best to facilitate the flow of information to them from the Board and others within the school system. If the building administrator determines that publicity will occur, the procedure for the publicity effort and all other conditions for the implementation of this policy shall be in accordance with administrative regulations established by the Superintendent. The Superintendent shall establish procedures to govern day-to-day interactions between the schools and the news media.

Interviews, Photographs and Videotaping

Media coverage must extend from curricular activities and coordinate with the planned instructional program. Members of the public news media and/or other persons wishing to interview, photograph or videotape students at school need the prior per-mission of the principal.

Annually, parents/guardians will be given the option by written statement to withhold permission for interviews, photographs and videotaping of their child at school. Additionally, specific parental/guardian permission will be obtained if a newspaper story or a photograph, television segment or videotaping is to cover topics of a sensitive nature.

If any student is to be videotaped and will be identified or will be a primary subject of the video, prior written consent/release waiver will be obtained from the student's lawful custodian. Additionally, if a student is handicapped or exceptional and if such student will be identifiable on the videotape, prior written consent/release/waiver will be obtained from the student's lawful custodian.

#5180.4 (continued)

Media coverage of campaign advertisements or other spots which advocate a certain position or opinion (e.g., partisan, sectarian, or denominational doctrines) will not be allowed in a public school during-, the hours the school is in session.

Date of Adoption: June 4, 1996

Code of Conduct for Board Members

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5 It is the policy of the Madison Board of Education (the “Board”) that all members of the
6 Board will:

- 7
8 1. adhere to all Board policies, rules and regulations;
9 2. conduct themselves in a fair and impartial manner;
10 3. refrain from interfering with the implementation of a Board policy
11 decision by the administration;
12 4. refrain from interfering with the duties of any school district official; and
13 5. refrain from divulging to anyone any aspect of matters considered and
14 discussed in executive session.
15

16 Each member of the Board shall act in complete accordance with the provisions and tenor
17 of this policy. Should any member of the Board fail to so act, such failure shall constitute
18 cause for censure or other such disciplinary action as deemed appropriate by the Board.
19

20 **Procedures for Censure or Other Disciplinary Action**

21
22 The following procedures shall be used in lieu of any procedures set forth in Robert’s
23 Rules of Order with respect to any proposed action to censure or take other disciplinary
24 action regarding a Board member for cause:
25

- 26 1) The Board shall review the performance and/or conduct of the Board member
27 in open or executive session (as determined by the Board and the Board
28 member in accordance with the Freedom of Information Act) at a regular or
29 special meeting of the Board, prior to initiating any action to censure or take
30 other disciplinary action regarding a Board member for cause. Such review
31 must be added to a regular meeting agenda prior to its formal posting.
32
33 2) If the Board determines as a result of such discussion that censure or other
34 disciplinary action concerning a Board member may be appropriate, the
35 Board, after being authorized by a two-thirds vote of those Board members
36 present and voting, shall provide the Board member with:
37
38 a) reasonable written notice of the Board’s intent to consider censure or other
39 disciplinary action, including the factual basis for the claimed “cause” for
40 the censure or disciplinary action against the member, ~~with such notice to~~
41 ~~be provided after being authorized by majority vote of those Board~~
42 ~~members present and voting;~~ and
43
44 b) an informal opportunity to be heard by the Board regarding such possible
45 censure or other disciplinary action, at which the Board member shall have
46 the right to be represented by counsel at the Board member’s own expense

47 and to present relevant evidence to the Board. The informal opportunity
48 to be heard shall take place in open or executive session (as determined by
49 the Board and the Board member in accordance with the Freedom of
50 Information Act) at a regular or special meeting of the Board.

51
52 3) Any action to censure or take other disciplinary action regarding a Board
53 member for cause following such informal hearing shall require an affirmative
54 vote by a ~~majority~~two-thirds of all members of the Board.

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57 Legal References:

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59 Connecticut General Statutes

60 10-220 Duties of boards of education.

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#9300**Ethical Standards for Board Members**

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards.

Members of the Madison Board of Education will strive to improve public education, and to that end they will . . .

- render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- strive to avoid being placed in a position of conflict of interest, and refrain from using a Board position for personal or partisan gain;
- take no private actions that will compromise the Board of Education or the administration, and respect the confidentiality of information that is privileged under applicable law; and
- remember always that the first and greatest concern of a Board member must be the educational welfare of the students attending the public schools.

In carrying out his / her fiduciary duties, a Board member will not:

- disclose or use confidential information acquired in the course of his / her official duties to further substantially his or her personal financial interests;
- accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his or her position or which he or she knows or should know is primarily for the purpose of rewarding him / her for official action taken;

9300 (Continued)

- engage in a substantial financial transaction for his or her private business purposes with a person whom he or she supervises in the course of official duties;
- perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which he / she has a substantial financial interest, or in which he / she is engaged as a counsel, consultant, representative, agent or public speaker.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a Board member to receive:

- an occasional non-pecuniary gift which is insignificant in value;
- non-pecuniary award publicly presented by a nonprofit organization in recognition of public service;
- payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he / she is scheduled to participate;
- reimbursement for or acceptance of any opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his / her position; and
- tickets to school-sponsored sporting, recreational, educational, or cultural events.

Date of Adoption: 4/4/95

Conflict of Interest

1. No member of the Madison Board of Education (the "Board") shall be employed for compensation by the Board in any position in the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which the Board member was elected or appointed shall become vacant.
3. In such instances where a Board member may have or appear to have a pecuniary interest in a contract with the District, the Board member shall declare it in open session and shall take such conflict into consideration prior to voting.

Legal Reference:

Connecticut General Statutes

10-232 Restrictions on employment of members of board of education

#9310**Board Member Conflict of Interest**

The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be alert to situations which have the appearance of a conflict of interest and to avoid actions that might embarrass themselves or the Board.

Two areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing and hiring of personnel. Therefore,

- no member of the Board will have any direct pecuniary interest in a contract with the school district, nor furnish directly any labor, equipment, or supplies to the district. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances, the member may be expected to declare an association with the firm and refrain from debating or voting on the question; and
- no member of the immediate family or any member of the Board will be employed in any continuing capacity by the school system. This will not be construed as necessitating the resignation of any employee should a member of his or her immediate family be elected to the Board.

For the purpose of this Bylaw the term immediate family shall mean the following relatives of the Board member: father, mother, spouse and / or domestic partner, siblings, children, or the spouse and / or domestic partners of those individuals.

The closeness with which the Board works with other agencies of the Town may also give rise to situations in which the Board may be subject to charges of favoritism and / or involve itself in interagency disputes.

9310 (Continued)

Therefore,

- the Board will not engage the services of persons in the paid employ of other Town agencies on a continuing basis, except for employees who are hired on a joint basis. However, police, fire, and part-time clerical personnel may be employed on a noncontinuing basis when the employment of such persons is deemed to be in the best interest of the school system and the Town, as approved by the Board; and
- the Board will not make purchase from companies in which paid Town employees have a major financial interest, nor from companies by which they are employed.

Date of Adoption: 1/3/95

Student Representatives

The Madison Board of Education (the "Board") shall ~~seat~~ appoint two students from Daniel Hand High School, to serve as student representatives. The student representatives will report to the student body on the deliberations of the Board of Education.

Student representatives shall attend all public Board of Education meetings in a non-voting capacity. ~~in a non-voting capacity, at all public Board of Education meetings. The Board reserves the right to dismiss a student representative due to poor attendance by an affirmative vote of 2/3 of the Board and call for the selection of a new member.~~

The two student representatives will not attend executive sessions of the Board of Education, - nor will they have access to- associated backup material.

The following guidelines will be followed for selection of the student representatives:

- Students interested in the role of Student Representative will submit an application to the high school principal.
- A committee comprised of relevant stakeholders including a member of the Board shall review all applications and select a candidate.
- It is understood that one student should be a member of the senior class and one student should be a member of the junior class.

Date of Adoption: 9/15/87 [as 9022 (a)]

1st Revision: 3/7/95

#8201

Student Representation on the Board of Education

It will be the policy of the Madison Board of Education to seat two students from Daniel Hand High School, in a non-voting capacity, at all public Board of Education meetings. Student opinion will be solicited to give an added dimension to the Board's decision-making process.

The two student representatives will not attend executive sessions of the Board of Education nor will they have access to associated backup material.

The following procedures will be followed for the seating of the student representatives:

1. The members will be recommended by the Student Council, subject to the approval of the principal, the superintendent, and the Board of Education. It is understood that one student should be a member of the senior class and one student should be a member of the junior class.
2. Such students seated will be given an orientation session by the Superintendent of Schools after the students have been approved.
3. Student representatives may be removed from their position of nonvoting members of the Board of Education by an affirmative vote of 2/3 of the Board of Education.
4. At least one student representative must be present at each regular meeting of the Board of Education. If this is not possible, the representatives must advise the principal and the superintendent's office in advance of the meeting.
5. The Board of Education reserves the right to dismiss a student representative due to poor attendance and call for the selection of a new member.
6. The student representatives will report to the student body, through their student council representatives, on the deliberations of the Board of Education.
7. The student representative should be available for attendance at Board of Education meetings beginning with the start of the school year.

Date of Adoption: 9/15/87 [as 9200 (a)]

Adopted as 8201: 2/21/89

Gifts to Employees

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Employees of the Madison Board of Education (the “Board”) shall refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of their duties as a Board employee.

The Board recognizes that employees may receive gifts from students and their families. This policy is not intended to prevent employees from accepting reasonable and customary gifts typically associated with holidays, the end of the year or other special occasions.

No student or family shall be compelled to contribute, financially or otherwise, to a collective gift to an employee of the Board.

Any gift thought to be inappropriate or monetarily exorbitant shall not be automatically accepted by the employee, ~~as determined by~~ the employee’s responsible administrator or administrator’s designee shall make the final determination on acceptance in such cases.

#5120.3.3.2

Pediculosis (Head Lice)

The Madison Public Schools (the District) maintains procedures concerning pediculosis or head lice. Superintendent shall work with the Coordinator of Health Services and School District Medical Advisor to develop and implement regulations concerning pediculosis or head lice. The regulations are to include identification and; treatment procedures, and notification process, which will ensure prompt and medically accurate action for students having pediculosis. The regulations shall be regularly reviewed by the Coordinator of Health Services and School District Medical Advisor include, at a minimum, the following:

1. ~~The Madison Public Schools shall provide information regarding pediculosis in each school so that all staff members will be knowledgeable in the identification of head lice and nits.~~
2. ~~The principal shall designate qualified staff members, school nurses and health paraprofessionals to conduct head lice screening on suspected or referred students.~~
3. ~~Children suspected of having active infestation of head lice shall be identified by the school nurse who will then notify the child's parent/legal guardian. The student will be excluded from school, per nursing assessment, upon identification or at the end of the day. The child, the parent / legal guardian shall be referred to their health care provider for directions in the treatment of pediculosis and the care of personal effects.~~
4. ~~The parent / legal guardian shall be required to communicate with the school nurse regarding treatment. The child shall be free from active head lice before returning to school. Parental monitoring of the child's head is recommended for a period of at least two (2) weeks.~~
5. ~~The school nurse or principal's designee shall examine the child to verify that the child is free of active head lice before permitting the child to return.~~
6. ~~Control measures will be based on current data from the American Academy of Pediatrics.~~

Date of Adoption: April 2, 1996
Date of Revision: November 3, 1998
Date of Revision: April 6, 2004
Date of Revision: March 1, 2011

Madison Public Schools Health Services

Clinical Protocol

HEAD LICE (Pediculosis Capitis)

DEFINITION: Very small reddish-brown parasites that live on the blood they draw from the human scalp. They deposit ("glue") tiny pale eggs (nits) on the hair shaft very close to the scalp. Nits hatch within 6-10 days. *It takes 7 to 21 days for the louse to grow into a mature adult that can reproduce.* Once hatched, lice can only crawl; they cannot fly or jump. They cannot live away from the scalp for more than 1 day. They cannot transmit disease. Sensitivity to their saliva can cause itching and the scratching can cause a secondary skin infection.

HISTORY:

- The most common presenting symptom is scratching, especially behind the ears and at or near the nape of the neck.
- Since transmission requires direct contact with hair or something the hair has touched (especially combs, brushes, hats, helmets and fabric) within 24 hours, a careful history of exposure to a likely infestation is helpful. Sleepovers are a very common place of transmission. *Classroom transmission, in general, is negligible.*
- Previous infestation and treatment, especially if recent, can be important information in making an assessment.

ASSESSMENT:

- Have the student lean head forward.
- Examine the hair close to the scalp at the back of the neck, around the ears, and along the crown. It may be helpful to use a disposable applicator stick (without cotton tip) to partition long or thick hair.
- Lice may move quickly when exposed to light; each adult louse will lay 6 eggs/day.
- Unhatched nits will be 3-5mm from the scalp; egg casings or killed nits can stay on the hair as it grows.
- Examine scalp for irritation or signs of infection from excessive scratching.

MANAGEMENT:

- Confirmed cases**
- o Students identified with live organisms are excluded from school at the end of the day until treatment is performed.
 - o Avoid activities that involve head to head contact and sharing of high-risk items.
 - Notify parent/guardian and discuss possible sources of infestation
 - o Over the counter treatment should be attempted prior to contacting health care providers. Pharmacy staff can direct parents with choices.
 - o Send written Head Lice notification and information sheet home (see attached).
 - o Emphasize the importance of manually removing all lice and nits with an appropriate lice-comb that needs to be long-toothed with each tooth touching each other, metal, and able to be boiled e.g. the LiceMeister comb.
 - o Combing should be performed daily for 2 weeks for each active case.
 - Examine all other students who are at risk for transmission based on nursing judgment.

- o Students should only be screened if symptomatic

Documentation: All results of head lice examinations and notifications.

Follow-Up:

Recheck all confirmed students before returning to class.

- o Manage as a confirmed case if any live lice found within 1 cm of the scalp.
- o For students who have been treated and pass the initial recheck, a follow-up recheck in 1-2 weeks is only appropriate if the student remains symptomatic.
 - If those students are found to have a recurring case of head lice, follow the same exclusion criteria as a newly detected case.
 - Consider educational references and health care provider coordination to address unresolved infestation.

_____ Date: _____

Jonathan Stein, M.D.
School Medical Advisor

_____ Date: _____

Stephanie Lesnik BSN, RN
MPS Health Services Coordinator

Madison Public Schools Health Services

Date: _____

Dear Parent/Guardian:

As you may be aware, a case of head lice has been identified in your child's class. Head lice are not a source of infection or disease; they are simply a public health nuisance. They are a problem in many communities, and do not reflect poor hygiene or social status. Anyone can get head lice. They are spread mostly through direct head-to-head contact with someone who has lice, or possibly from sharing brushes, combs, hats, helmets, and other personal items. Social encounters and sleepovers are very common points of transmission. Research has shown that only a small percentage of cases have been transmitted in the school setting.

However, we can take steps to minimize transmission.

1. Parents should check their child(ren) daily for the next few weeks and on a regular basis thereafter. Lice infestation is much easier to treat if caught early.
2. If your child has long hair, please pull it back into a ponytail, braids, etc. before sending them to school.
3. Please read the attached Head Lice Fact Sheet. It contains information about head lice, and the most current advice for management.

If you discover lice or nits on your child's hair:

1. Contact your Health Care Provider for treatment recommendations.
2. Notify your child's school nurse.
3. Notify the parents of your child's playmates. This step is critical in preventing further transmission, and re-infestation of your own child.
4. After treatment, it is essential that you use a long-toothed metal lice comb everyday for at least 2 weeks to remove the nits that may have survived after treatment. It only takes 2 live nits to hatch & start the spread all over again.
5. After treatment, upon return to school, your child will need to be cleared by the school nurse **before returning to class.**

Parents are the first, middle and last line of defense against head lice. Routine screening at home – by all parents – is far more effective in terms of prevention and early identification than mass screenings in school can ever be.

Thank you for your cooperation. If you have further questions, please contact the school nurse.

Sincerely,
Valerie Alberti, RN, BSN
Brown Intermediate School

Sig. _____ Phone: _____

#4050

Electronic Monitoring

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The Madison Board of Education (the “Board”) reserves the right to engage in electronic monitoring including but not limited to the monitoring of email and other components of the Board’s computer systems, video and/or audio surveillance on school property and on school buses, and the school district’s telephone systems.

Pursuant to Section 31-48d of the Connecticut General Statutes requiring employers to provide notice to its employees if it intends to engage in any electronic monitoring, the Board shall provide such notice by posting a statement concerning the types of electronic monitoring which it may engage in, in a conspicuous place readily available for viewing by its employees.

Regulations shall be adopted concerning the notification and use of electronic monitoring.

**#4050 Regulation
Electronic Monitoring**

NOTICE REGARDING ELECTRONIC MONITORING

[To be posted in a conspicuous place readily available for viewing by employees]

In accordance with the provisions of Connecticut General Statutes Section 31-48d, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

“Electronic monitoring,” as defined by Connecticut General Statutes Section 31-48d, means the collection of information on the Board's premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board's premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the Board in its workplaces:

- Monitoring of e-mail and other components of the Board's computer systems, including monitoring of electronic devices such as PDAs, Smartphones, mobile or handheld devices that access the computer systems, for compliance with the Board's policies and regulations concerning use of such systems.
- Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of employee usage of the school district's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the Board may use electronic monitoring without any prior notice when the Board has reasonable grounds to believe employees are engaged in conduct that: (i) violates the law, (ii) violates the legal rights of the Board or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Superintendent.

47 Legal References:
48
49 Conn. Gen. Stat. § 31-48b
50 Conn. Gen. Stat. § 31-48d
51

#5090.3.3.1**Electronic Surveillance**

The Board of Education recognizes the district's responsibility to maintain order, discipline, safety and security on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline, control building access, and that a certain amount of restraint upon the activities of students and building visitors is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order, discipline, safety and security finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students and staff that electronic surveillance may/will occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook;
2. The District authorizes the use of electronic surveillance on school grounds and school transportation. Only authorized persons, as determined by the Superintendent of Schools or his / her designee, are allowed to view the recordings. Included among those authorized are: Superintendent, Branch Manager or District Manager of the bus company, principal, teacher, driver, coach, parent of student involved, if the student is the subject of disciplinary action, and the Police Department, if reasonably warranted by the circumstances. Recordings of a student's actions may be used to support disciplinary action;
3. The use of recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;

#5090.3.3.1 (cont.)

4. Electronic surveillance shall only be used to promote the order, safety and security of students, staff and property.

Regulations shall be adopted concerning notification of the use of electronic surveillance in its transportation vehicles and on school grounds, the maintenance of recordings and limiting viewing of recordings.

Legal Reference: Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)
Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988)
Connecticut General Statutes
10-221 Boards of Education to prescribe rules

Date of Adoption: October 17, 1995
Date of Revision: April 6, 1999
Date of Revision: April 4, 2014 (Previously Use of Video Cameras on School Buses)

Regulation #5120.3

Health Assessments/Screenings and Oral Health Assessments

ADMINISTRATIVE REGULATIONS REGARDING IMMUNIZATIONS

I. Immunization Requirements

In accordance with state law and accompanying regulations, the Madison Public Schools (the "District") requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenzae type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, before being permitted to enroll in any program or school under its jurisdiction.

Among other requirements, before being permitted to enter seventh grade, the District requires each child to be vaccinated against meningococcal disease. The District further requires each child to receive a second immunization against measles and tetanus, diphtheria and pertussis (Tdap) before being permitted to enter seventh grade.

Further, each child must have received two doses of immunization against varicella before being permitted to enter kindergarten and seventh grade, and each child must have received two doses of immunization against rubella and mumps before being permitted to enter grades kindergarten through twelve.

By January 1 of each year, children aged 24-59 months enrolled in the District's preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. All children aged 24-59 months who have not received vaccination against influenza previously must show proof of receipt of two doses of the vaccine the first influenza season that they are vaccinated. Children seeking to enroll in the District's preschool program between January 1 and March 31 are required to receive the influenza vaccine prior to being permitted to enter the program. Children who enroll in the preschool program after March 31 of any given year are not required to meet the influenza vaccine requirement until the following January.

Exemption from the applicable requirements of these administrative regulations shall be granted to any child who, before being permitted to enroll:

- (1) presents a certificate from a physician, physician assistant, advanced practice registered nurse or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process

- (A) under guidelines and schedules specified by the Commissioner of Public Health; or

- 46 (B) in the case of a child enrolled in a preschool program or other prekindergarten
47 program who, prior to April 28, 2021, was exempt from the applicable
48 immunization requirements upon presentation of a statement that such
49 immunizations would be contrary to the religious beliefs of such child or the
50 parents or guardian of such child, as such additional immunizations are
51 recommended, in a written declaration, in a form prescribed by the Commissioner
52 of Public Health, for such child by a physician, a physician assistant or an
53 advanced practice registered nurse. Such statement of religious beliefs shall be
54 acknowledged by a judge of a court of record or a family support magistrate, a
55 clerk or deputy clerk of a court having a seal, a town clerk, a notary public, a
56 justice of the peace, an attorney admitted to the bar of this state, or a school nurse;
57 or
58
- 59 (2) presents a certificate, in a form prescribed by the Commissioner of Public Health pursuant
60 to Section 7 of Public Act No. 21-6, from a physician, physician assistant, or advanced
61 practice registered nurse stating that in the opinion of a such physician, physician
62 assistant, or advanced practice registered nurse such immunization is medically
63 contraindicated because of the physical condition of such child; or
64
- 65 (3) in the case of measles, mumps or rubella, presents a certificate from a physician, physician
66 assistant or advanced practice registered nurse or from the Director of Health in such
67 child's present or previous town of residence, stating that the child has had a confirmed
68 case of such disease; or
69
- 70 (4) in the case of haemophilus influenzae type B, has passed such child's fifth birthday; or
71
- 72 (5) in the case of pertussis, has passed such child's sixth birthday.

73 **II. Exemptions Based on Religious Beliefs**

74
75 A. Children Enrolled in Kindergarten Through Twelfth Grade On or Before April 28,
76 2021

77
78 The immunization requirements set forth in Section I of these administrative
79 regulations **shall not apply** to any child who is enrolled in kindergarten through
80 twelfth grade on or before April 28, 2021 if:

- 81
- 82 1. such child presented a statement, prior to April 28, 2021, from the parents or
83 guardians of such child that such immunization is contrary to the religious
84 beliefs of such child or the parents or guardians of such child, and
85
 - 86 2. such statement was acknowledged by a judge of a court of record or a family
87 support magistrate, a clerk or deputy clerk of a court having a seal, a town
88 clerk, a notary public, a justice of the peace, an attorney admitted to the bar of
89 the State of Connecticut, or a school nurse.
90

91 B. Students Who Transfer from Another Public or Private School in Connecticut

92
93 The immunization requirements set forth in Section I of this policy **shall not apply**
94 to any student who:

- 95
96 1. transfers to the District from another public or private school in
97 Connecticut, and
98
99 2. was enrolled in kindergarten through twelfth grade in the other public or
100 private school on or before April 28, 2021, and
101
102 3. presented a statement, prior to April 28, 2021, from the parents or
103 guardians of such child that such immunization is contrary to the religious
104 beliefs of such child or the parents or guardians of such child, and such
105 statement was acknowledged by a judge of a court of record or a family
106 support magistrate, a clerk or deputy clerk of a court having a seal, a town
107 clerk, a notary public, a justice of the peace, an attorney admitted to the bar
108 of the State of Connecticut, or a school nurse.
109

110 C. Children Enrolled in Preschool or Prekindergarten Prior to April 28, 2021

111
112 Any child who is enrolled in a preschool program or other prekindergarten
113 program prior to April 28, 2021 who:

- 114
115 1. presented a statement, prior to April 28, 2021, from the parents or
116 guardians of such child that such immunization is contrary to the religious
117 beliefs of such child or the parents or guardians of such child, and
118
119 2. such statement was acknowledged by a judge of a court of record or a
120 family support magistrate, a clerk or deputy clerk of a court having a seal, a
121 town clerk, a notary public, a justice of the peace, an attorney admitted to
122 the bar of the State of Connecticut, or a school nurse, but
123
124 3. did not present a written declaration from a physician, a physician assistant
125 or an advanced practice registered nurse stating that additional
126 immunizations are in process as recommended by such physician,
127 physician assistant or advanced practice registered nurse, rather than as
128 recommended under guidelines and schedules specified by the
129 Commissioner of Public Health
130

131 **shall comply** with the immunization requirements provided for in Section I of
132 these administrative regulations on or before September 1, 2022, or not later than
133 fourteen (14) days after transferring to a program operated by a school under the
134 jurisdiction of the District, whichever is later.
135

136 In accordance with state law, the Madison Board of Education (“Board”) and the District shall not
137 be liable for civil damages resulting from an adverse reaction to a nondefective vaccine required
138 to be administered by state law.

139
140 If the parents or guardians of any child are unable to pay for any required immunization, the
141 expense of such immunization shall, upon the recommendation of the Board, be paid by the town
142 of the child’s residence.

143
144 The District designates **the District Nurse Supervisor** as the representative for receipt of reports
145 from health care providers concerning student immunizations.

146
147 The current required immunizations for elementary (including preschool), middle and high
148 school students can be found at: [https://portal.ct.gov/-/media/SDE/School-](https://portal.ct.gov/-/media/SDE/School-Nursing/Forms/Immunization_Requirements.pdf)
149 [Nursing/Forms/Immunization_Requirements.pdf](https://portal.ct.gov/-/media/SDE/School-Nursing/Forms/Immunization_Requirements.pdf).

150
151 In implementing these regulations, the District shall consider state guidance and supporting
152 documents and comply with applicable law.

153
154 Legal Reference: Connecticut General Statutes
155 § 10-204a Required immunizations
156 § 10-204c Immunity from liability
157 Public Act No. 21-6, “An Act Concerning Immunizations”

158
159 Regulations of Connecticut State Agencies
160 § 10-204a-2a Adequate Immunization

161
162 Letter to Superintendents of Schools et al. from Connecticut State Departments of Public Health
163 and Education, *Reinstatement of Prekindergarten and Kindergarten School Immunization Entry*
164 *Requirement for Haemophilus Influenza Type B (Hib) Vaccine*, June 25, 2010.

165
166 Letter to Superintendents of Schools et al. from Connecticut State Departments of Public Health
167 and Education, *Changes in the Immunization Requirements for School Entry*, March 15, 2011.

168
169 State Department of Education, *Guidance Regarding Public Act 21-6, “An Act Concerning*
170 *Immunizations,*” May 25, 2021.

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