

# Board of Education Regular Meeting

Tuesday, February 8, 2022 6:30 PM

Virtual Meeting <https://www.youtube.com/c/MiddletownStream>, 245 DEKOVEN DRIVE, MIDDLETOWN, CT 06457, Middletown, CT 06457

I. Call to Order	<b>Speaker (s)</b> : Deborah Cain
II. Salute to the Flag	<b>Speaker (s)</b> : Deborah Cain
III. Adoption of Agenda	<b>Speaker (s)</b> : Deborah Cain
IV. District Highlights	<b>Speaker (s)</b> : Deborah Cain
IV.A. Be The Change You Wish To See In The World	<b>Speaker (s)</b> : Dr. Vazquez Matos
IV.B. Introduction of New Staff Hires	<b>Speaker (s)</b> : Dr. Vazquez Matos
IV.C. Black History Month Proclamation	<b>Speaker (s)</b> : Dr. Vazquez Matos
V. Public Session	<b>Speaker (s)</b> : Deborah Cain
VI. Communications	<b>Speaker (s)</b> : Deborah Cain
VI.A. Report of Student Representative	<b>Speaker (s)</b> : Pilar Brooks
VII. Consent Agenda	<b>Speaker (s)</b> : Deborah Cain
VII.A. Minutes of January 4, 2022 BOE Special Meeting	<b>Speaker (s)</b> : Deborah Cain
VII.B. Minutes of January 11, 2022 BOE Regular Meeting	<b>Speaker (s)</b> : Deborah Cain
VII.C. Grants Status Report	<b>Speaker (s)</b> : Natalie Forbes
VII.D. Policy #C-19-001 - ADOPT - Health and Safety Protocols	<b>Speaker (s)</b> : Justin Taylor
VII.E. Policy #3320 - REVIEW/REPLACE - Purchasing Procedures	<b>Speaker (s)</b> : Justin Taylor
VII.F. Policy #4112.9 - NEW ADOPT - Child Abuse or Neglect Reporting	<b>Speaker (s)</b> : Justin Taylor
VII.G. Policy #4112.10 - NEW ADOPT - Abuse or Neglect of Disabled Adults	<b>Speaker (s)</b> : Justin Taylor
VII.H. Policy #5124 - REVIEW/REPLACE - Reporting to Parents	<b>Speaker (s)</b> : Justin Taylor
VII.I. Policy #5134 - DELETE - Married/Pregnant Students	<b>Speaker (s)</b> : Justin Taylor
VII.J. Policy #5141.22 - DELETE - Communicable/Infectious Diseases	<b>Speaker (s)</b> : Justin Taylor
VII.K. Policy #5141.4 - DELETE - Reporting of Abuse, Neglect and Sexual Abuse	<b>Speaker (s)</b> : Justin Taylor
VII.L. Policy #5143 - DELETE - Insurance	<b>Speaker (s)</b> : Justin Taylor
VII.M. Policy #5145.111 - DELETE - Probation/Police/Courts	<b>Speaker (s)</b> : Justin Taylor
VII.N. Policy #5145.511 - REPLACE - Sexual Abuse Prevention and Education Program	<b>Speaker (s)</b> : Justin Taylor

VII.O.	Policy #5145.8 - DELETE - Emancipation	<b>Speaker (s)</b> : Justin Taylor
VII.P.	Policy #9290 - REVIEW/ADOPT - Code of Conduct for Board Members	<b>Speaker (s)</b> : Justin Taylor
VII.Q.	Policy #9291 - REVIEW/ADOPT - Removal of Board Officers	<b>Speaker (s)</b> : Justin Taylor
VIII.	<b>Department Reports</b>	<b>Speaker (s)</b> : Deborah Cain
VIII.A.	Financial Report	<b>Speaker (s)</b> : Cheryl Walcott
VIII.A.1.	Action on Line Item Transfer Report	<b>Speaker (s)</b> : Cheryl Walcott
VIII.B.	Facilities Department	<b>Speaker (s)</b> : Kevin Dion
VIII.C.	Personnel Report	<b>Speaker (s)</b> : Dr. Vazquez Matos
VIII.D.	Transportation Report	<b>Speaker (s)</b> : Mark Langton
IX.	<b>Superintendent's Report</b>	<b>Speaker (s)</b> : Dr. Vazquez Matos
IX.A.	Exit Survey	<b>Speaker (s)</b> : Dr. Vazquez Matos
IX.B.	Launch of Climate Survey	<b>Speaker (s)</b> : Dr. Vazquez Matos
X.	<b>Committees</b>	<b>Speaker (s)</b> : Deborah Cain
X.A.	Budget Committee	<b>Speaker (s)</b> : Charles Wiltsie
X.B.	Curriculum Committee	<b>Speaker (s)</b> : Delita Rose Daniels
X.C.	Facilities Committee	<b>Speaker (s)</b> : Deborah Cain
X.D.	Policy Committee	<b>Speaker (s)</b> : Justin Taylor
XI.	<b>Action Items</b>	<b>Speaker (s)</b> : Deborah Cain
XI.A.	Policy #5141.2 - REVIEW/REPLACE - Administering Medication	<b>Speaker (s)</b> : Justin Taylor
XI.B.	Policy #6115 - REVIEW/REPLACE - Ceremonies and Observances	<b>Speaker (s)</b> : Justin Taylor
XI.C.	Policy #6144.1 - REVIEW/REPLACE - Exemption from Instruction	<b>Speaker (s)</b> : Justin Taylor
XI.D.	Policy #6153 - REVIEW/READOPT - Field Trips and Community Service	<b>Speaker (s)</b> : Justin Taylor
XI.E.	Policy #6159 - REVIEW/REPLACE - Individualized Education Program/Special Education Program	<b>Speaker (s)</b> : Justin Taylor
XI.F.	Policy #6162.511 - REVIEW/REPLACE - Access to Instructional Material	<b>Speaker (s)</b> : Justin Taylor
XII.	<b>Future Agenda Items</b>	<b>Speaker (s)</b> : Deborah Cain
XIII.	<b>Proposed for Executive Session</b>	<b>Speaker (s)</b> : Deborah Cain
XIII.A.	Discussion and possible action concerning paraprofessional contract (Discussion proposed for executive session)	<b>Speaker (s)</b> : Deborah Cain
XIII.B.	Executive session to discuss confidential	<b>Speaker (s)</b> : Deborah Cain

attorney-client communication concerning central  
office investigation.

Cain


XIV. **Adjournment**

**Speaker (s) :** Deborah  
Cain

# MHS STUDENT SHARES SPEECH AT STATEWIDE MLK CELEBRATION

Story published on Sunday, January 23, 2022.

**Thank You!**



The Commission would like to thank  
High School Students:

Terrance Jackson Jr.,  
Middletown High school  
and  
Kayla Logan  
Simsbury High School

For their participation in the CWCEO  
Martin Luther King, Jr. Day Ceremony!

Terrence Jackson Jr.,  
Middletown High School

Kayla Logan,  
Simsbury High school

Middletown High School senior Terrence Jackson, Jr. is a busy young man. In addition to being a student athlete, he is also active in the community -- both at his church and at a local food pantry. It was his community-centered work that prompted a fellow community member to nominate him to speak at the Martin Luther King, Jr. Day Ceremony held by the Connecticut Commission on Women, Children, Seniors, Equity, and Opportunity (CWCEO). Below is a copy of Mr. Jackson, Jr.'s speech. Keep up the great work!

## Speech by Terrence Jackson, Jr.

The late great Dr. Martin Luther King Jr once said that

## ☰ The Rad Report for MPS

Home

2021-2022



Submit a Rad Report



***"If I can't fly, then I will run.***

***If I can't run, then I will walk.***

***If I can't walk, then I will crawl,***

***But I will keep moving."***

*I was asked to explain what this quote means to me and how it applies in the world today. As I pondered this quote, I thought about how each generation before me, including my mom, really crawled and walked, so I could run. Every day I am reminded via social media, the news, or in my everyday life that, although there was a time where the color of my skin would have prohibited me from jobs, places, and schools, my skin color still has that effect today.*

*For the past 2 years, Covid has caused a Global Pandemic and everything and everyone has been forced to shut down and to slow down, but not even a Global Pandemic can stop the legacy of Dr. Martin Luther King Jr. 2020 was a hard year for me mentally and emotionally. Not only did I spend a year learning online and missing out on sports and social time with my friends and teammates, but I also experienced a lot of fear and uncertainty as a young black man. A part of this was because I watched video footage of Ahmaud Arbery being lynched while going for a jog and George Floyd and Breonna Taylor and countless others dying at the hands of police brutality. I was already feeling the mental effects of Remote Learning, but I remember being scared and feeling helpless for the first time in my life all because the color of my skin. These deaths happened within a month or 2 of each other. I wanted to go for a run and my mom said No. Not because it was too cold, but she was now scared for me to run in our own neighborhood. I was so mad, and I told her our neighborhood was safe and not like that and she said "And Ahmaud mother thought the same thing about her nice neighborhood". Eventually she let me jog, but she was on the porch.*

*I kept following all these stories and watching various people speak on each incident and then I thought this is all nice, but nothing is going to happen to these murderers. We have seen how these things play out repeatedly. Not to mention we are in a global pandemic. Well, I was wrong. The Spring and for the entire summer of 2020 I was no longer scared, nor did I feel helpless. My mom spoke at a Protest for George Floyd and then we would watch the news and see countless other people and celebrities also protesting for justice. I thought about how Dr. Martin Luther King Jr. and Pettus Bridge. He didn't let anyone or anything stop him from speaking, marching and/or protesting. Think about what they all*

*anything stop them from speaking, marching and/or protesting. I think about what they all*  
~~ent~~ **The Rad Report for MPS** *Monday Sunday in Selma. Because of this Vegas, we didn't let the virus*  
*stop us from protesting for what was right. We were walking up and down streets in every*  
*state and all over the world. We were not going to be silenced by a virus. We rose as a*  
*nation, and made sure people knew that we weren't going anywhere, EVER, and that we will*  
*continue to "SAY THEIR NAMES" and fight for Justice.*

*COVID did change how some of us could protest (fly), but we found alternatives for those*  
*who couldn't (run). When we couldn't be outside physically protesting, we opened our*  
*computers and chatted it up on a zoom call (walk). When we couldn't go door to door, we*  
*went to social media and posted about ways to contribute by tweeting, sharing, and*  
*making videos (crawl).*

*This quote will always mean something to me. To me, it is more than words. These are*  
*everyday ACTIONS.*

***"If I can't fly, then I will run.***  
***If I can't run, then I will walk.***  
***If I can't walk, then I will crawl,***  
***But I will keep moving."***

The RAD Report is a project of The Communications Office for Middletown Public Schools.

If you have a question or suggestion, please contact

**Jessie Lavorgna, Director of Communications**

**[hello@mpsct.org](mailto:hello@mpsct.org) OR 860-638-1445**

**Board of Education Special Meeting**  
January 4, 2022 7:30 PM  
<https://www.youtube.com/c/MiddletownStream>

Board Members Present: Chairwoman Deborah Cain, Anita Dempsey White, Dina Ford, Debra Guss, Emily Jackson, Jonathon Pulino, Delita Rose-Daniels, Justin Taylor and Charles Wiltsie

Others Present: Director of Information Technology Michael Skott, Attorney Leander Dolphin, Shipman and Goodman

**I. CALL TO ORDER**

Board Chair Deborah Cain called the meeting to order 7:30 PM.

**II. PROPOSED EXECUTIVE SESSION TO DISCUSS THE BOARD/SUPERINTENDENT CONTRACT**

**MOTION:** A motion to go into Executive Session and invite Attorney Leander Dolphin was made by Chair Cain and a second by Ms. Jackson – unanimous vote.

**III. POSSIBLE ACTION CONCERNING THE BOARD / SUPERINTENDENT CONTRACT**

No action taken.

**XIII. ADJOURNMENT**

**MOTION:** Move to adjourn at 8:45 PM passed with a motion by Chair Cain and a second by Mr. Wiltsie – unanimous vote.

Respectfully Submitted,

\_\_\_\_\_  
Anita Dempsey-White  
Secretary

ADW/jc

**Board of Education Regular Meeting**  
January 11, 2021 6:30 PM  
Virtual Meeting  
<https://www.youtube.com/c/MiddletownStream>

Board Members Present: Chairwoman Deborah Cain, Dina Ford, Debra Guss, Emily Jackson, Jonathon Pulino, Delita Rose-Daniels, Justin Taylor and Charles Wiltsie

Others Present: Acting Superintendent Dr. Alberto Vázquez Matos, Chief of School Operations Marco Gaylord, Finance Specialist Cheryl Walcott, Director of Innovation and Grants Natalie Forbes, Director of Information Technology Michael Skott, Director of Facilities Kevin Dion, Director of Pupil Services Vacianna Spaulding, PreK-12 Math Director Richard Cordaway, Manager of Talent Geen Thazhampallth, Director of Food Services Randall Mel, Manager of Transportation Mark Langton, Student Representative Pilar Brooks, Assistant to the Superintendent and Board of Education Joyce Carey and 32 visitors.

**I. CALL TO ORDER**

Chair Cain called the meeting to order at 6:32 PM.

**II. SALUTE TO THE FLAG**

Pilar Brooks led the Pledge of Allegiance.

**III. ADOPTION OF AGENDA**

**MOTION:** A motion to adopt the agenda was made by Ms. Jackson with a second by Mr. Wiltsie – unanimous vote.

**MOTION:** A motion to remove item X.A. with a second by Mr. Taylor - unanimous vote.

**MOTION:** A motion to adopt the agenda as amended was made by Ms. Guss and a second by Ms. Jackson - unanimous vote.

**IV. DISTRICT HIGHLIGHTS**

A. Seasons Federal Credit Union

Dr. Vazquez Matos introduced Dave Reynolds. Mr. Reynolds reviewed the partnership between Seasons Federal Credit Union and Middletown High School. He spoke of the importance of financial literacy for students. The program included a branch in the high school cafeteria. Mr. Weimert gave background and current status of the program. Many students have been employed in the branch and also the main office. 28 scholarships have also been granted to MHS students. A next step is to work with the DECA program and sponsor students on National Competitions.

## B. Introduction of New District Employees

Marco Gaylord introduced Randall Mel, Director of Food Services. Mr. Mel has had many accomplishments in the Food Service industry. He has shown commitment to students and fresh and nutritious foods. Mr. Mel began with MPS in December and is excited to be working in Middletown.

Mr. Gaylord introduced Kevin Dion, Director of Facilities. Mr. Dion has been working with Mr. Staye as Mr. Staye is transitioning to retirement. Mr. Dion has worked in both the public and private sectors, most recently New Britain Public Schools. His vast experience and education will be a great asset to MPS. Mr. Dion is looking forward to working in Middletown.

Dr. Vazquez Matos shared it was a rigorous interview process for both positions. He thanked Mr. Gaylord and Mr. Mel for providing meals to students over the winter break. Chair Cain welcomed both Mr. Mel and Mr. Dion.

Chair Cain congratulated all students that made honor and high honor roll for the quarter. She thanked Central Office staff for working in the schools during staffing shortages.

## V. PUBLIC SESSION

Chair Cain explained the rules of Public Session.

Anita Ford Saunders, 14 Brookview Lane. Ms. Ford Saunders applauded the Board for reviewing the Code of Conduct Policy. She shared the power of social media and the responsibility that Board Members have to state the facts.

Sara Ribnicky, 52 Apple Lane. Ms. Ribnicky commended the teachers and administrators for all of their hard work during these times. She hopes administrators continue to keep social emotional needs at the forefront for students and teachers.

David Booth, Middletown. Mr. Booth addressed comments from last month's meeting. He feels there is a lack of discipline for student's behaviors in the schools. He encouraged parents and administrators to actively listen to the children. Mr. Booth addressed a comment by the chair. Time was called.

Chris Freer, difficulties with microphone. Chair Cain encouraged Chris Freer to attend the next meeting for comment.

## VI. COMMUNICATIONS

### A. Report of Student Representative

Pilar Brooks reported the door decorating contest was a great success. Students enjoyed being creative and the competition. Ms. Brooks shared there are 1, 887 post-secondary applications submitted by seniors. February 4th will be an Applied Celebration to celebrate the students that applied to colleges and the military. She reviewed the ongoing sports season. The schedules are posted on the website.

## VII. CONSENT AGENDA

- A. Minutes of December 14, 2021 BOE Regular Meeting
- B. 2021 Fall Sports End of Season & 2021 Fall Sports Press Release
- C. Grants Status Report
- D. National School Lunch Program Equipment

**Motion:** A motion to accept the Consent Agenda was made by Mr. Taylor and a second by Ms. Rose Daniels - unanimous vote.

## **VIII. DEPARTMENT REPORTS**

### A. Financial Report

Ms. Walcott thanked Ms. Pat Alston for her work on the Budget Committee as a Community Member. Ms. Alston has stepped down and Mr. Booth will now be a Community Member for the Budget Committee. She welcomed Mr. Booth.

#### A.1. Action on Line Item Transfer Report

Ms. Walcott reviewed the 3 line item transfers. Mr. Gaylord gave further details regarding printing for the schools and Central Office. Ms. Walcott reviewed the overages and shortages. She also discussed the projected deficit in the fuel line. She is confident that an overage will cover the deficit. There were no questions.

**MOTION:** Motion to accept Action on Line Item Transfer was made by Ms. Rose Daniels and a second by Ms. Ford - unanimous vote.

### B. Facilities Department Report

Mr. Dion reported Beman construction is continuing. Delayed items are now being delivered. There are no major issues with heating throughout the district. Schools are safe, clean and sanitized. There were no questions.

### C. Personnel Report

Dr. Vázquez Matos shared there are 26 active postings. Some postings are to create an ongoing poll of candidates. Paraprofessional recruitment is ongoing. Special Education and World Language positions are state-wide needs. There has been an uptick for Building and Long Term Subs applications. A virtual recruitment fair with Central Connecticut State University has been scheduled. Dr. Vazquez Matos welcomed new hires. HR is working to transition City positions to BOE positions as of July 1. Chair Cain recognized the efforts in the HR department on recruitment.

### D. Transportation Report

Mr. Langton reviewed the transportation report. There were no students on board or injuries in the reported accident. There are daily communications with Dattco regarding staffing and absences. Dattco was able to send buses from Westport to assist. Driver recruitment is ongoing. A link to apply to Dattco will be added to our website.

## **IX. SUPERINTENDENT'S REPORT**

### A. Land Swap Agreement

Dr. Vázquez Matos shared that there have been discussions between the City of Middletown and a buyer for land near Lawrence School. Chris Holden from the City shared that there is a developer who has given us an opportunity to gain 25 acres and swap about 4.8 acres. The city would like to have a multi-use trail in the area. Safety and security around the school is a priority and is being discussed. The developer would like to put in

single and 2 bedroom apartments. Mr. Holden stated most of the work for the path would be on the eastern side of the school. Mr. Gaylord clarified the area that would be developed and the area that the city would gain. There would be no financial loss or gain to the schools or the city for the land swap. It is before the board for information purposes due to its proximity to the school and the land is currently Board of Education property. The city will bring the final plans to the Board or Facilities Committee in the next phase. There are no future plans for the Board of Education to use the land.

#### B. Update of COVID Protocols

Dr. Vazquez Matos shared that the CDC and State have updated COVID protocols. The MPS team has updated protocols and mitigation strategies to match the guidelines. Adjustments have been made to keep schools during this time. Mr. Gaylord shared case numbers since September for both staff and students and how Middletown compares to other districts. Safety for staff and students has been a top priority. Mr. Gaylord reviewed the updated protocols and procedures. MPS distributed 827 test kits and thousands of masks to families. We will continue to distribute masks and tests as the supply comes in from the state. Masks have been distributed to staff in every building. Tests have also been sent for staff to test during the school day. Testing for staff will also be available at Middletown High School on Mondays and Wednesdays from 3:30-5:30. Mr. Elak explained that the guidance shortening quarantine and isolation came from the CDC. He explained the science and reasoning behind the decisions. Dr. O'Callahan shared that there is a lack of testing for the community. He is happy with MPS's strategy for testing staff and students. He stated that with the effort of the schools the students are able to remain safe within the schools. Dr. Vazquez Matos reviewed the importance of masking, distancing and shields when masks are not possible. Cases are monitored and return dates can be adjusted if symptoms continue to be present. Mr. Gaylord encouraged parents to monitor and check students before they attend school each day. Dr. Vazquez Matos shared he has met with the unions regarding having a school day with the Covid related absences. Mr. Taylor thanked the team for supporting teachers and staff with their creativity and innovation.

#### C. District News

Dr. Vazquez Matos has met with the teacher's union regarding recess. The union did a survey with a variety of its members on their feelings on the current model of recess versus the 20 consecutive minutes. Many of the teachers are happy with the current model. Teachers are using the facilities for activity and movement breaks. Many of the 10 minute breaks go well beyond 10 minutes. Recess is not eliminated and there are opportunities for unstructured play throughout the school day. The topic of recess will continue to be an ongoing discussion.

### **X. COMMITTEES**

#### A. Budget Committee

Mr. Wiltsie reported the minutes from the last meeting. Line items transferred were discussed as well as personnel and staffing updates. Legal fees and inflation are fluid in the district. There were no questions.

#### B. Curriculum Committee

Ms. Rose Daniels reported there was a presentation on detracking math at the last meeting. The initiative was approved by the Board in 2019. Geometry will be detracked for the 2022 school year. The benefits of the program are that it will reduce the gap and will focus on all students.

#### D. Facilities Committee

Chair Cain reported the committee had an extensive discussion regarding the land swap. Work is being finished at Beman. Parent dropoff and pickup is in place. The next meeting is January 19. Mr. Wiltsie asked for

clarification that the land for the land swap that belonged to the BOE will become City property. Chair Cain confirmed that the BOE is not using the land and has no plans for the future and the land will go to the City.

E. Policy Committee

Mr. Taylor reported the committee met a few weeks ago. Policies will be addressed during the action items. The Policy Committee is looking for Community Members to join the committee.

F. New Middle School Building Committee

There was no report.

**XI. Action Items**

A. Opportunity for All Geometry

This item was removed from the agenda.

B. Land Swap Agreement

**MOTION:** A motion to recommend approval to the Common Council of the City of Middletown for the land swap of a 4.8-acre portion of the City of owned parcel (Map-Lot 10-0147) in exchange for a 25.6-acre piece of land from the parcel owned by D&V Development of Middletown LLC (Map-Lot 09-0017).to accept the Land Swap Agreement was made by Chair Cain and a second by Ms. Ford. Mr. Wiltsie and Ms. Daniels stated they were abstaining. The motion was changed to a vote.

Guss - yay

Jackson - yay

Taylor - yay

Rose Daniels - abstain

Wiltsie - abstain

Ford - yay

Pulino - abstain

Cain - yay

The item passes with a vote of 5 with 3 abstaining.

C. Policy #C-19-001 - ADOPT - Health and Safety Protocols

**MOTION:** A motion to accept Policy #C-19-001 - ADOPT - Health and Safety Protocols was made by Mr. Taylor and a second by Ms. Rose Daniels – unanimous vote.

D. Policy #3320 - Review / Replace - Purchasing Procedures

**MOTION:** A motion to accept Policy #3320 - Review / Replace - Purchasing Procedures was made by Mr. Taylor and a second by Chair Cain – unanimous vote.

E. Policy #4112.9 New Adopt - Child Abuse or Neglect Reporting

**MOTION:** A motion to accept Policy #4112.9 New Adopt - Child Abuse or Neglect Reporting was made by Mr. Taylor and a second by Mr. Wiltsie – unanimous vote.

Chair Cain suggested that there should be a coordinator to ensure proper reporting. Dr. Vazquez Matos shared that Dr. Waters, Director of Diversity, Equity and Inclusion will oversee this.

F. Policy #4112.10 - New Adopt - Abuse or Neglect of Disabled Adults

**MOTION:** A motion to accept Policy #4112.10 - New Adopt - Abuse or Neglect of Disabled Adults was made by Mr. Taylor and a second by Ms. Guss – unanimous vote.

G. Policy # 5124 - Review / Replace - Reporting to Parents

**MOTION:** A motion to accept Policy # 5124 - Review / Replace - Reporting to Parents was made by Mr. Taylor and a second by Chair Cain - unanimous vote.

H. Policy #5134 - Delete - Married / Pregnant Students

**MOTION:** A motion to accept Policy #5134 - Delete - Married / Pregnant Students was made by Mr. Taylor and a second by Ms. Ford – unanimous vote.

I. Policy #5141.22 - Delete - Communicable / Infectious Diseases

**MOTION:** A motion to accept Policy #5141.22 - Delete - Communicable / Infectious Diseases was made by Mr. Taylor and a second by Chair Cain – unanimous vote.

J. Policy # 5141.4 - Delete - Reporting of Abuse, Neglect and Sexual Abuse

**MOTION:** A motion to accept Policy # 5141.4 - Delete - Reporting of Abuse, Neglect and Sexual Abuse was made by Mr. Taylor and a second by Ms. Jackson - unanimous vote.

K. Policy #5143 - Delete - Insurance

**MOTION:** A motion to accept Policy #5143 - Delete - Insurance was made by Mr. Taylor and a second by Chair Cain – unanimous vote.

L. Policy #5145.111 - Delete - Probation / Police / Courts

**MOTION:** A motion to accept Policy #5145.111 - Delete - Probation / Police / Courts was made by Mr. Taylor and a second by Ms. Ford – unanimous vote.

M. Policy #5145.511 - Replace - Sexual Abuse Prevention and Education Program

**MOTION:** A motion to accept Policy #5145.511 - Replace - Sexual Abuse Prevention and Education Program was made by Mr. Taylor and a second by Ms. Ford - unanimous vote.

N. Policy #5145.8 - Delete - Emancipation

**MOTION:** A motion to accept Policy #5145.8 - Delete - Emancipation was made by Mr. Taylor and a second by Ms. Ford – unanimous vote.

O. Policy #9290 - Review / Adopt - Code of Conduct for Board Members

**MOTION:** A motion to accept Policy #9290 - Review / Adopt - Code of Conduct for Board Members was made by Mr. Taylor and a second by Mr. Wiltsie – unanimous vote.

P. Policy #9291 - Review / Adopt - Removal of Board Officers

**MOTION:** A motion to accept Policy #9291 - Review / Adopt - Removal of Board Officers was made by Mr. Taylor and a second by Chair Cain – unanimous vote.

**XII. FUTURE AGENDA ITEMS**

A. New Items

There were no new items.

**XIII. EXECUTIVE SESSION**

**MOTION:** A motion to go into Executive Session and invite Leander Dolphin of Shipman and Goodwin and Thompson Hine employee for a discussion regarding attorney client privileged communication concerning Central Office Investigation and a discussion regarding personnel matter involving Superintendent and Board / Superintendent contract was made by Chair Cain and a second by Mr. Taylor - unanimous vote.

- A. Discussion Concerning Attorney Client Privileged Communication Concerning Central Office Investigation
- B. Discussion Regarding Personnel Matter Involving Superintendent and Board / Superintendent Contract

**XIV. RETURN TO PUBLIC SESSION**

The Board returned to Public Session at 10:33.

- A. Potential Action on Personnel Matter Involving Superintendent and Board / Superintendent Contract

**MOTION:** A motion for the Board of Education to place Dr. Conner on paid administrative leave effective January 11, 2022 was made by Chair Cain and a second by Ms. Ford - unanimous vote.

**MOTION:** A motion that the Middletown Board of Education authorize its Chair Deborah Cain to negotiate and finalize the terms of an agreement between the Board and Dr. Michael Conner in accordance with the terms discussed in Executive Session was made by Mr. Taylor with a second by Ms. Rose Daniels - unanimous vote.

**XV. ADJOURNMENT**

**MOTION:** Move to adjourn at 10:35 PM passed with a motion by Chair Cain and a second by Ms. Rose Daniels – unanimous vote.

Respectfully Submitted,

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Anita Dempsey-White  
Secretary

ADW/jc

## GRANTS REPORT

2/4/2021

The following grants were confirmed this month:

Grant Title	Funder	SY22	SY21
Mohegan Challenge (Lawrence School)	Mohegan Tribal Government	1,000	0

The majority of our grants for the 2021-2022 school year have been awarded. We are waiting on the finalization of the Title 1, Title 2, and Title 4 entitlement grants, and final summer program awards. I anticipate all of these grants will be finalized by the end of February.

Our focus at this time is to ensure spending is on track, to ensure that funds will be extinguished per the grant awards by grant deadlines, and that reporting requirements are completed.

Work has begun on hiring and drafting plans for summer programming in conjunction with all departments. The majority of our summer programming is grant funded and serves specific populations within the district i.e. Students enrolled in 21C elementary and middle school programs, students invited for the Summer Literacy Academy and so forth. As soon as the details are clarified summer program plans will be shared with the Board of Education. At this time the number of students served in grant-funded programs should meet or exceed those served in the 2021-2022 school year.

In addition, we have many partner organizations in Middletown and beyond such as Park and Recreation and the YMCA that will be offering summer programs that our students will be eligible to attend. Some of these programs will be offered at MPS locations.

We are working with the City of Middletown's Building Committee to prepare grant applications for PV panels (Photovoltaic) installation at Farm Hill and Snow Schools after the roofs have been replaced. Depending on the funding source voted by the Common Council at its February meeting, the applications will be submitted to the State in April or May. There is a series of documents that accompany the application that will require City, BOE, and Architect participation to prepare. It is the responsibility of the BOE to submit the documents through the state portal.

Respectfully submitted,

Natalie Forbes, Director of Innovation & Grants

## COVID

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**POLICY CONCERNING HEALTH AND SAFETY  
PROTOCOLS RELATED TO THE COVID-19 PANDEMIC (NEW)**

The Middle Board of Education (the “Board”) recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during the COVID-19 pandemic. The Board thus directs the administration of the Middletown Public Schools (the “Administration”) to develop health and safety protocols consistent with applicable laws, rules, regulations and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property or the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Administration shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

**Legal References:**

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,  
Connecticut State Department of Education (June 29, 2020)

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Business**

**Purchasing Procedures**

**PURCHASING**

I. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definition

For the purposes of this policy:

1. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
2. “General services” include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
3. “Property” means real property or personal property.

B. Consultation with Municipality Regarding Contracts for Goods or Services, Including Insurance and Payroll Software

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Middletown Board of Education (the “Board”) shall consult with the legislative body of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

Further, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers' compensation insurance.

## II. COMPETITIVE BIDDING PROCESS

### A. Purchases Requiring Competitive Bidding Process (\$25,000 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$25,000 or more must be made by sealed competitive bid. ~~As set forth below, such purchases in the amount of at least [\$10,000 or amount set by the Board of Education], but less than [\$24,999 or amount set by the Board of Education], may be awarded by the Superintendent or his/her designee. Such purchases in the amount of [\$20,000 or amount set by the Board of Education] or more must be awarded by the Board.~~

### B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever possible practical.

The Superintendent of Schools or his/her designee(s) shall develop the proposed bid specifications and other bid documents.

### C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the local municipality and on the Board's website. At least five (5) calendar days must intervene between the date of the last newspaper or website publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the

bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes or electronic submissions and show on the face of the envelopes or electronic submissions the bid number, the title of the bid and the bidder's name. All envelopes and electronic submissions will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. ~~For contracts of at least [\$7,500 or amount set by the Board of Education], but less than [\$20,000 or amount set by the Board of Education],~~ The Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. A building committee takes over responsibility from the Superintendent for projects over an amount set by the City of Middletown's Code of Ordinances. ~~For contracts of [\$20,000 or amount set by the Board of Education] or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.~~

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the City of Middletown as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"), and after

consideration of a cooperative agreement with the municipality as described in Section I.B, above.

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.
- (7) The ability of a city-based bidder to match the lowest bidder in accordance with the city-based language included in the City of Middletown Code of Ordinances.
- (8) The ability of a city-based vendor to match the lowest possible bidder of a state or cooperative competitive bidding process for the same goods or services.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the City of Middletown, the award will be made to the local bidder.

#### G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures.

The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$5,001 but less than \$25,000. Purchases of goods or services which involve an expenditure of less than \$5,001 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

B. Process For Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee(s) from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of

judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be less than \$5,001 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$5,001 to \$25,000)

Purchases of Special or Professional Services for at least \$5,001 but less than \$25,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$25,000 or More)

Request for Proposals for Purchases of Special or Professional Services for \$25,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible-practical. The award of any such contracts for \$25,000 or more shall be approved by the Board the Superintendent.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper and on the Board's website at least ~~ten (10)~~ five (5) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper and website notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

## V. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This will be determined in accordance with the City of Middletown's Purchasing Manual's definitions of Sole Source and Proprietary Purchases. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.

- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.
- (8) Cooperative agreement with the local municipality.
- (9) Cooperative purchasing outside of the local municipality
  - A. Employees will be allowed to utilize State, Federal, and/or other governmental cooperative purchasing agreements, if to do so is in the Board's best interest.
  - B. The Board shall have the authority to join with other units of government in cooperative purchasing plans and participation with other utilities on an equitable basis in large bulk purchasing, when the best interests of the Board would be served thereby.
  - C. The Board, as a matter of policy, makes purchases cooperatively with other governmental agencies whenever it is to the mutual benefit of both cooperating agencies.
  - D. Local vendors who meet state, or city bid pricing may be awarded a contract with approval of the Chief of Administration and Finance.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

In permitting waivers, the Board of Education is required to comply with the purchasing requirements identified by local, state and federal funding sources.

VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318 through 2 C.F.R. § ~~200.326~~,[200.327](#), as amended from time to time, to the extent it is required to do so. [See Appendix A.](#)

VII. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

- Conn. Gen. Stat. §10-241c Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance.
- Conn. Gen. Stat. §10-241d Local board of education consultation with municipality re goods and services. Cooperative arrangements.
- Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

Federal Law:

- 2 C.F.R. § 200.317 through 2 § C.F.R. ~~200.326~~,[200.327](#).
- 2 C.F.R. § 200.81 (definition of property).

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

[3/15/2021](#)

~~9/15/2020~~

APPENDIX A

Procurement Standards for the Acquisition of Property or Services  
Under a Federal Award  
2 C.F.R. §§ 200.317-300.327

*This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the “Board”), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.*

<u>2 C.F.R. §</u>	<u>FULL TEXT OF C.F.R. SECTION</u>	<u>BRIEF SUMMARY</u>
<u>200.317</u>	<u>Procurements by States</u>	
	<u>When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.</u>	<u>A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.</u>
<u>200.318</u>	<u>General Procurement Standards</u>	

<a href="#">200.318(a)</a>	<a href="#">The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.</a>	<a href="#">The Board must have and use documented procurement procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.</a>
<a href="#">200.318(b)</a>	<a href="#">Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.</a>	<a href="#">The Board must maintain oversight of its contractors.</a>
<a href="#">200.318(c)(1)</a>	<a href="#">The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.</a>	<a href="#">The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. See Code of Conduct Governing Procurements Under a Federal Award.</a>
<a href="#">200.318(c)(2)</a>	<a href="#">If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity</a>	<a href="#">The Board's conflict of interest policy must cover relationships with</a>

	<u>must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.</u>	<u>certain parent, affiliate, or subsidiary organizations, if any.</u>
<u>200.318(d)</u>	<u>The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.</u>	<u>The Board must avoid acquisition of unnecessary or duplicative items.</u>
<u>200.318(e)</u>	<u>To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.</u>	<u>The Board is encouraged to use intergovernmental agreements or inter-entity agreements.</u>
<u>200.318(f)</u>	<u>The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.</u>	<u>The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.</u>
<u>200.318(g)</u>	<u>The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.</u>	<u>The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.</u>
<u>200.318(h)</u>	<u>The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms</u>	<u>The Board must award contracts to responsible contractors, after</u>

	<u>and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.</u>	<u>considering contractor integrity, compliance with public policy, past performance, and financial and technical resources.</u>
<u>200.318(i)</u>	<u>The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.</u>	<u>The Board must maintain procurement records.</u>
<u>200.318(j)(1)</u>	<u>The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.</u>	<u>The Board may only use time-and-materials type contracts in limited circumstances.</u>
<u>200.318(j)(2)</u>	<u>Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.</u>	<u>The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.</u>
<u>200.318(k)</u>	<u>The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the</u>	<u>The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.</u>

	<u>non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.</u>	
<b><u>200.319</u></b>	<b><u>Competition</u></b>	
<u>200.319(a)</u>	<u>All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.</u>	<u>The Board must conduct procurement transactions in a manner providing full and open competition.</u>
<u>200.319(b)</u>	<u>In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.</u>	<u>Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board must avoid practices that are restrictive of competition.</u>
<u>200.319(c)</u>	<u>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its</u>	<u>The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.</u>

	<u>application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</u>	
<u>200.319(d)</u>	<u>The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</u>	<u>The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.</u>
<u>200.319(e)</u>	<u>The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.</u>	<u>The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.</u>
<u>200.319(f)</u>	<u>Noncompetitive procurements can only be awarded in accordance with § 200.320(c).</u>	<u>Noncompetitive procurements must be awarded in accordance with § 200.320(c).</u>
<u>200.320</u>	<u>Methods of Procurement to be Followed</u>	

200.320	<p><u>The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.</u></p>	<p><u>The Board must have and use documented procurement procedures for procurements made under a Federal award or sub-award.</u></p>
200.320(a)	<p><u>Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:</u></p>	<p><u>For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).</u></p>
200.320(a)(1)	<p><u>(1) Micro-purchases—</u></p> <p><u>(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.</u></p> <p><u>(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</u></p> <p><u>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local,</u></p>	<p><u>Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.</u></p>

	<p><u>or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</u></p> <p><u>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</u></p> <p><u>(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</u></p> <p><u>(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</u></p> <p><u>(C) For public institutions, a higher threshold consistent with State law.</u></p> <p><u>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</u></p>	
<p><u>200.320(a)(2)</u> <u>)</u></p>	<p><u>(2) Small purchases—</u></p> <p><u>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</u></p>	<p><u>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from</u></p>

	<u>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.</u>	<u>an adequate number of qualified sources.</u>
<u>200.320(b)</u>	<u>Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:</u>	<u>For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.</u>
<u>200.320(b)(1)</u>	<u>(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following</u>	<u>In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If</u>

	<p><u>requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</u></p>	<p><u>sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.</u></p>
<p><u>200.320(b)(2)</u> <u>)</u></p>	<p><u>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the</u></p>	<p><u>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</u></p>

	<u>most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.</u>	
<u>200.320(c)</u>	<u>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section); (2) The item is available only from a single source; (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or (5) After solicitation of a number of sources, competition is determined inadequate.</u>	<u>The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.</u>
<b><u>200.321</u></b>	<b><u>Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms</u></b>	
<u>200.321(a)</u>	<u>The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</u>	<u>The Board must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</u>
<u>200.321(b)</u>	<u>Affirmative steps must include: (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists; (2)</u>	<u>Affirmative steps include, among other things, placing qualified small</u>

	<u>Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.</u>	<u>and minority businesses and women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.</u>
<b><u>200.322</u></b>	<b><u>Domestic Preferences for Procurements</u></b>	
<u>200.322(a)</u>	<u>As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.</u>	<u>The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.</u>
<u>200.322(b)</u>	<u>For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.</u>	

<b><u>200.323</u></b>	<b><u>Procurement of Recovered Materials</u></b>	
<u>200.323</u>	<u>A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</u>	<u>The Board must follow standards in procuring certain items over \$10,000 to ensure, among other things, the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</u>
<b><u>200.324</u></b>	<b><u>Contract Cost and Price</u></b>	
<u>200.324(a)</u>	<u>The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.</u>	<u>The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.</u>
<u>200.324(b)</u>	<u>The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past</u>	<u>The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.</u>

	<u>performance, and industry profit rates in the surrounding geographical area for similar work.</u>	
<u>200.324(c)</u>	<u>Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.</u>	<u>Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.</u>
<u>200.324(d)</u>	<u>The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.</u>	<u>The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.</u>
<b><u>200.325</u></b>	<b><u>Federal Awarding Agency or Pass-Through Entity Review</u></b>	
<u>200.325(a)</u>	<u>The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.</u>	<u>The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.</u>
<u>200.325(b)</u>	<u>The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's</u>	<u>Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or</u>

	<p><u>procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.</u></p>	<p><u>passthrough entity in a number of circumstances.</u></p>
<p><u>200.325(c)</u></p>	<p><u>The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency’s right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.</u></p>	<p><u>The Board is exempt from pre-procurement review if the Federal awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part.</u></p>
<p><b><u>200.326</u></b></p>	<p><b><u>Bonding Requirements</u></b></p>	

<a href="#"><u>200.326</u></a>	<a href="#"><u>For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:</u></a>	<a href="#"><u>For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board's bonding requirements if it determines that its interest is adequately protected.</u></a>
<a href="#"><u>200.326(a)</u></a>	<a href="#"><u>A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptable of the bid, execute such contractual documents as may be required within the time specified.</u></a>	<a href="#"><u>The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.</u></a>
<a href="#"><u>200.326(b)</u></a>	<a href="#"><u>A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.</u></a>	<a href="#"><u>The Board must require a performance bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.</u></a>
<a href="#"><u>200.326(c)</u></a>	<a href="#"><u>A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.</u></a>	<a href="#"><u>The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.</u></a>
<a href="#"><u><b>200.327</b></u></a>	<a href="#"><u><b>Contract Provisions</b></u></a>	
<a href="#"><u>200.327</u></a>	<a href="#"><u>The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.</u></a>	<a href="#"><u>The Board must include the Federal contract provisions in its contracts.</u></a>



**Personnel**

**REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR  
REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Middletown Board of Education ("Board") to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school

paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Middletown Public Schools ("District"), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutorily mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutorily mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

### 3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
  - i) has been abused or neglected;
  - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
  - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:

- i) sexual assault in the first degree;
- ii) aggravated sexual assault in the first degree;
- iii) sexual assault in the second degree;
- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or
- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

#### 4. Reporting Procedures for Statutorily Mandated Reporters

The following procedures apply only to statutorily mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
  - (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.
    - (a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families ("DCF") or the local law enforcement agency.

DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.

- (b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.
- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or his/her designee directly.
- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.
- (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.

- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or his/her designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as defined above.

- a) When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters.

- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.

6. Contents of Reports

Any report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child\* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

\*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

## 7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF

shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District's investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.
- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.

- e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
- f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.

9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy and Posting of Careline Information

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.

- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program, as outlined in Board Policy [#], **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with his/her obligations under

this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Legal References:

Connecticut General Statutes:

Section 10-151	Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal.
Section 10-221s	Posting of Careline telephone number in schools. Investigations of child abuse and neglect. Disciplinary action.
Section 17a-101 <u>et seq.</u>	Protection of children from abuse. Mandated reporters. Educational and training programs. Model mandated reporting policy.
Section 17a-101q	Statewide Sexual Abuse and Assault Awareness and Prevention Program.
Section 17a-103	Reports by others. False reports. Notifications to law enforcement agency.
Section 46b-120	Definitions.
Section 53a-65	Definitions.

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **Appendix A**

### **RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS POLICY**

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

#### **Intimate Parts (Conn. Gen. Stat. § 53a-65)**

"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

#### **Sexual Intercourse (Conn. Gen. Stat. § 53a-65)**

"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

#### **Sexual Contact (Conn. Gen. Stat. § 53a-65)**

"Sexual contact" means any contact with the intimate parts of a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

#### **Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70)**

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such

person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

### **Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)**

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

### **Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)**

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic

activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

### **Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)**

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) subjects another person to sexual contact and such other person is mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (3) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

### **Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)**

A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

### **Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)**

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) physically helpless, or (D) less

than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (E) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

## APPENDIX B

### Operational Definitions of Child Abuse and Neglect

The purpose of this policy is to provide consistency for staff in defining and identifying operational definitions, evidence of abuse and/or neglect and examples of adverse impact indicators.

The following operational definitions are working definitions and examples of child abuse and neglect as used by the Connecticut DCF.

For the purposes of these operational definitions,

- A person responsible for a child's health, welfare or care means:
  - the child's parent, guardian, or foster parent; an employee of a public or private residential home, agency or institution or other person legally responsible under State law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care.
- A person given access to a child is a person who is permitted to have personal interaction with a child by the person responsible for the child's health, welfare or care or by a person entrusted with the care of a child.
- A person entrusted with the care of a child is a person who is given access to a child by a person responsible for the health, welfare or care of a child for the purpose of providing education, child care, counseling, spiritual guidance, coaching, training, instruction, tutoring or mentoring.
- **Note:** Only a "child" as defined in the policy above may be classified as a victim of child abuse and/or neglect; only a "person responsible," "person given access," or "person entrusted" as defined above may be classified as a perpetrator of child abuse and/or neglect.
  - While only a child under eighteen may be a victim of child abuse or neglect, a report under mandatory reporting laws and this policy is required if an employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, as set forth in this policy, and the perpetrator is a school employee.

### Physical Abuse

**A child may be found to have been physically abused who:**

has been inflicted with physical injury or injuries other than by accidental means,

is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment, and/or

has injuries at variance with the history given of them.

**Evidence of physical abuse includes, but is not limited to the following:**

excessive physical punishment;

bruises, scratches, lacerations;

burns, and/or scalds;

reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.;

injuries to bone, muscle, cartilage, ligaments:  
fractures, dislocations, sprains, strains, displacements, hematomas, etc.;

head injuries;

internal injuries;

death;

misuse of medical treatments or therapies;

malnutrition related to acts of commission or omission by an established caregiver resulting in a child's malnourished state that can be supported by professional medical opinion;

deprivation of necessities acts of commission or omission by an established caregiver resulting in physical harm to child; and/or

cruel punishment.

**Sexual Abuse/Exploitation Sexual Abuse/Exploitation**

**Sexual Abuse/Exploitation** is any incident involving a child's non-accidental exposure to sexual behavior.

**Evidence of sexual abuse includes, but is not limited to the following:**

rape;

penetration: digital, penile, or foreign objects;

oral / genital contact;

indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

incest;

fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

sexual exploitation, including possession, manufacture, or distribution of child pornography, online enticement of a child for sexual acts, child prostitution, child-sex tourism, unsolicited obscene material sent to a child, or misleading domain name likely to attract a child to an inappropriate website;

coercing or forcing a child to participate in, or be negligently exposed to, pornography and/or sexual behavior;

disease or condition that arises from sexual transmission; and/or

other verbal, written or physical behavior not overtly sexual but likely designed to "groom" a child for future sexual abuse.

Legal References: Federal Law 18 U.S.C. 2251 Sexual Exploitation of Children.

### **Emotional Maltreatment-Abuse**

**Emotional Maltreatment-Abuse** is an:

act(s), statement(s), or threat(s), which

has had, or is likely to have an adverse impact on the child; and/or

interferes with a child's positive emotional development.

**Evidence of emotional maltreatment-abuse includes, but is not limited to, the following:**

rejecting;

degrading;

isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline; and/or

exposing the child to brutal or intimidating acts or statements.

**Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are not limited to, the following:**

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;

inappropriate behavior for age or development;

suicidal ideations or attempts;

extreme dependence;

academic regression; and/or  
trust issues.

### **Physical Neglect**

**A child may be found neglected who:**

has been abandoned;

is being denied proper care and attention physically, educationally, emotionally, or morally;

is being permitted to live under conditions, circumstances or associations injurious

to his well-being; and/or

has been abused.

**Evidence of physical neglect includes, but is not limited to:**

inadequate food;

malnutrition;

inadequate clothing;

inadequate housing or shelter;

erratic, deviant, or impaired behavior by the person responsible for the child's health, welfare or care; by a person given access to the child; or by a person entrusted with the child's care which adversely impacts the child;

permitting the child to live under conditions, circumstances or associations injurious to his well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child physically;

substance abuse by the mother of a newborn child and the newborn has a positive urine or meconium toxicology for drugs;

psychiatric problem of the caregiver which adversely impacts the child physically;

exposure to family violence which adversely impacts the child physically;

exposure to violent events, situations, or persons that would be reasonably judged to compromise a child's physical safety;

non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances;

voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, e.g., persons who are

subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes; persons appearing on the Central Registry;  
non-accidental or negligent exposure to pornography or sexual acts;  
inability to consistently provide the minimum of child-caring tasks;  
inability to provide or maintain a safe living environment;  
action/inaction resulting in death;

abandonment;

action/inaction resulting in the child's failure to thrive;

transience;

inadequate supervision:  
creating or allowing a circumstance in which a child is alone for an excessive period of time given the child's age and cognitive abilities;

holding the child responsible for the care of siblings or others beyond the child's ability; and/or

failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

**Note:**

- Inadequate food, clothing, or shelter or transience finding must be related to caregiver acts of omission or commission and not simply a function of poverty alone.
- Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level.
- Adverse impact may not be required if the action/inaction is a single incident that demonstrates a serious disregard for the child's welfare.

**Medical Neglect**

**Medical Neglect** is the unreasonable delay, refusal or failure on the part of the person responsible for the child's health, welfare or care or the person entrusted with the child's care to seek, obtain, and/or maintain those services for necessary medical, dental or mental health care when such person knows, or should reasonably be expected to know, that such actions may have an adverse impact on the child.

**Evidence of medical neglect includes, but is not limited to:**

frequently missed appointments, therapies or other necessary medical and/or mental health treatments;

withholding or failing to obtain or maintain medically necessary treatment from a child with life-threatening, acute or chronic medical or mental health conditions; and/or

withholding medically indicated treatment from disabled infants with life-threatening conditions.

**Note:** Failure to provide the child with immunizations or routine well-child care in and of itself does not constitute medical neglect.

**Educational Neglect**

Except as noted below, **Educational Neglect** occurs when a school-aged child has excessive absences from school through the intent or neglect of the parent or caregiver.

**Definition of School-Aged Child:** Except as noted below, a school-aged child is a child five years of age and older and under 18 years of age who is not a high school graduate. **Note:** Excessive absenteeism and school avoidance may be presenting symptoms of a failure to meet the physical, emotional or medical needs of a child. Careline staff shall consider these potential additional allegations at the time of referral.

**Criteria:**

- **For children school-aged to age 12, excessive absenteeism** may be indicative of the parent’s or caregiver’s failure to meet the educational needs of a student.
- **For children older than age 12, excessive absenteeism,** coupled with a failure by the parent or caregiver to engage in efforts to improve the child’s attendance, may be indicative of educational neglect.
  - For children older than age 12, excessive absenteeism through the child’s own intent, despite the parent’s or caregiver’s efforts, is not educational neglect. Rather, this is truancy, which is handled through the school district.

**Child’s Characteristics.** In determining the criteria for excessive absenteeism, the following characteristics of the child shall be considered by the social worker:

- Age;
- Health;
- Level of functioning;
- Academic standing; and
- Dependency on parent or caregiver

**Parent or Caregiver's Characteristics.** In determining the criteria for excessive absenteeism, the following characteristics of the parent or caregiver shall be considered by the social worker:

- Rationale provided for the absences;
- Efforts to communicate and engage with the educational provider; and
- Failure to enroll a school-aged child in appropriate educational programming (including homeschooling)

**Exceptions (in accordance with Conn. Gen. Stat. § 10-184):**

1. A parent or person having control of a child may exercise the option of not sending the child to school at age five (5) or age six (6) years by personally appearing at the school district office and signing an option form. In these cases, educational neglect occurs if the parent or person having control of the child has registered the child at age five (5) or age (6) years and then does not allow the child to attend school or receive home instruction.
2. A parent or person having control of a child seventeen (17) years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form.

**Note:** Failure to sign a registration option form for such child is not in and of itself educational neglect.

**Emotional Neglect**

**Emotional Neglect** is the denial of proper care and attention, or failure to respond, to a child's affective needs by the person responsible for the child's health, welfare or care; by the person given access to the child; or by the person entrusted with the child's care which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

**Note:** Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level. Adverse impact is not required if the action/inaction is

a single incident which demonstrates a serious disregard for the child's welfare.

**Note:** The adverse impact may result from a single event and/or from a consistent pattern of behavior and may be currently observed or predicted as supported by evidence-based practice.

**Evidence of emotional neglect includes, but is not limited to, the following:**

inappropriate expectations of the child given the child's developmental level;

failure to provide the child with appropriate support, attention and affection;

permitting the child to live under conditions, circumstances or associations;

injurious to his well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child emotionally;

psychiatric problem of the caregiver, which adversely impacts the child emotionally; and/or

exposure to family violence which adversely impacts the child emotionally.

**Indicators may include, but are not limited to, the following:**

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;  
inappropriate behavior for age or development;  
suicidal ideations or attempts;  
extreme dependence;  
academic regression; and/or  
trust issues.

### **Moral Neglect**

**Moral Neglect:** Exposing, allowing, or encouraging the child to engage in illegal or reprehensible activities by the person responsible for the child's health, welfare or care or person given access or person entrusted with the child's care.

#### **Evidence of Moral Neglect includes but is not limited to:**

stealing;

using drugs and/or alcohol; and/or

involving a child in the commission of a crime, directly or by caregiver indifference.

## **Appendix C**

### **INDICATORS OF CHILD ABUSE AND NEGLECT**

#### **Indicators of Physical Abuse**

##### **HISTORICAL**

Delay in seeking appropriate care after injury

No witnesses

Inconsistent or changing descriptions of accident by child and/or parent

Child's developmental level inconsistent with history

History of prior "accidents"

Absence of parental concern

Child is handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent

Unexplained school absenteeism

History of precipitating crisis

##### **PHYSICAL**

Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso

Clusters of skin lesions; regular patterns consistent with an implement

Shape of lesions inconsistent with accidental bruise

Bruises/welts in various stages of healing

Burn pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges

Fractures/dislocations inconsistent with history

Laceration of mouth, lips, gums or eyes

Bald patches on scalp

Abdominal swelling or vomiting

Adult-size human bite mark(s)

Fading cutaneous lesions noted after weekends or absences

Rope marks

## **BEHAVIORAL**

Wary of physical contact with adults

Affection inappropriate for age

Extremes in behavior, aggressiveness/withdrawal

Expresses fear of parents

Reports injury by parent

Reluctance to go home

Feels responsible (punishment "deserved")

Poor self-esteem

Clothing covers arms and legs even in hot weather

### **Indicators of Sexual Abuse**

## **HISTORICAL**

Vague somatic complaint

Excessive school absences

Inadequate supervision at home

History of urinary tract infection or vaginitis

Complaint of pain; genital, anal or lower back/abdominal

Complaint of genital itching

Any disclosure of sexual activity, even if contradictory

## **PHYSICAL**

Discomfort in walking, sitting

Evidence of trauma or lesions in and around mouth

Vaginal discharge/vaginitis

Vaginal or rectal bleeding

Bruises, swelling or lacerations around genitalia, inner thighs

Dysuria

Vulvitis

Any other signs or symptoms of sexually transmitted disease

Pregnancy

## **BEHAVIORAL**

Low self-esteem

Change in eating pattern

Unusual new fears

Regressive behaviors

Personality changes (hostile/aggressive or extreme compliance)

Depression

Decline in school achievement

Social withdrawal or poor peer relationships

Indicates sophisticated or unusual sexual knowledge for age

Seductive behavior, promiscuity or prostitution

Substance abuse

Suicide ideation or attempt

Runaway

## **Indicators of Emotional Abuse**

### **HISTORICAL**

Parent ignores/isolates/belittles/rejects/scapegoats child

Parent's expectations inappropriate to child's development

Prior episode(s) of physical abuse

Parent perceives child as "different"

### **PHYSICAL**

(Frequently none)

Failure to thrive

Speech disorder

Lag in physical development

Signs/symptoms of physical abuse

### **BEHAVIORAL**

Poor self-esteem

Regressive behavior (sucking, rocking, enuresis)

Sleep disorders

Adult behaviors (parenting sibling)

Antisocial behavior

Emotional or cognitive developmental delay

Extremes in behavior - overly aggressive/compliant

Depression

Suicide ideation/attempt

## **Indicators of Physical Neglect**

### **HISTORICAL**

High rate of school absenteeism

Frequent visits to school nurse with nonspecific complaints

Inadequate supervision, especially for long periods and for dangerous activities

Child frequently unattended; locked out of house

Parental inattention to recommended medical care

No food intake for 24 hours

Home substandard (no windows, doors, heat), dirty, infested, obvious hazards

Family member addicted to drugs/alcohol

### **PHYSICAL**

Hunger, dehydration

Poor personal hygiene, unkempt, dirty

Dental cavities/poor oral hygiene

Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day

Constant fatigue or listlessness

Unattended physical or health care needs

Infestations

Multiple skin lesions/sores from infection

### **BEHAVIORAL**

Comes to school early, leaves late

Frequent sleeping in class

Begging for/stealing food

Adult behavior/maturity (parenting siblings)

Delinquent behaviors

Drug/alcohol use/abuse

**Personnel**

**REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER**

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Social Services' ("DSS") Division of Autism Spectrum Disorder Services. In furtherance of this statute and its purpose, it is the policy of the Middletown Board of Education (the "Board") to require ALL EMPLOYEES of the Board to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from DSS' Division of Autism Spectrum Disorder Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of adults with intellectual disabilities, but also to ALL EMPLOYEES of the Board.

2. Definitions

For the purposes of this policy:

"Abuse" means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person's health or safety.

"Neglect" means a situation where a person with an intellectual disability either is living alone and is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health, or is not receiving such necessary services from the caretaker.

"Statutorily Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of adults with intellectual disabilities. In the public school context, the term "statutorily mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed behavior analysts, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists, and licensed professional counselors.

3. Reporting Procedures for Statutorily Mandated Reporters

If a statutorily mandated reporter has reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to suspect abuse or neglect, make an oral report to:

Abuse Investigation Division  
Department of Developmental Services ("DDS")  
460 Capitol Avenue  
Hartford, Connecticut 06106  
Telephone: 1-844-878-8923

An unsuccessful attempt to make an initial report to DDS on the weekend, holiday, or after business hours shall not be construed as a violation of this policy or applicable law if the mandatory reporter makes reasonable attempts to make such report as soon as practicable after the initial attempt. For purposes of this policy, "reasonable attempts" means documented efforts to contact DDS by phone, electronic mail or in person.

The statutorily mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the Abuse Investigation Division of DDS not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as set forth above.

- a) If an employee who is not a statutorily mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.
  - (1) The employee shall as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to

suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters, set forth above.
- b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, directly to the Abuse Investigation Division of DDS.

#### 5. Contents of Report

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) the name and address of the allegedly abused or neglected person;
- b) a statement from the reporter indicating a belief that the person is intellectually disabled or receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- c) information concerning the nature and extent of the abuse or neglect; and
- d) any additional information that the reporter believes would be helpful in investigating the report or in protecting the person with an intellectual disability or who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services.

#### 6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible,

endeavor to coordinate any such investigation with the investigation conducted by the Abuse Investigation Division of DDS.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the Abuse Investigation Division of DDS produces evidence that a person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

8. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

9. Non-discrimination Policy

The Board shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References:

Connecticut General Statutes:

Section 46a-11a

Section 46a-11b et seq.

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## POLICY 5118.1

### Students

#### PARENT-TEACHER COMMUNICATION

The Middletown Board of Education (the "Board") believes that parents should be knowledgeable about the education that the Middletown Public Schools (the "District") provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board to encourage parent-teacher communication. The Superintendent or designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile he or she submits annually to the Board and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

The procedures developed in furtherance of this policy may include monthly newsletters, required regular contact with all parents, drop hours for parents, home visits, and the use of technology such as homework hot lines to allow parents to check on their children's assignments and students to receive assistance if needed.

Such procedures shall require the District to conduct two flexible parent-teacher conferences for each school year. In addition, the procedures shall require the District to:

- A. offer parents the option of attending parent-teacher conferences by telephonic, video, or other conferencing platform,
- B. conduct one parent-teacher conference, in addition to the two flexible parent-teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning (for purposes of this policy, and in accordance with applicable law, "remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model), and
- C. request from each student's parent the name and contact information of an emergency contact person who may be contacted if the student's parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.

On or after January 1, 2022, the procedures must also require a teacher conducting a parent-teacher conference that is required in section (B) above to provide a copy of the document, to be developed by the Department of Education, to provide

information concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, to the parent prior to the parent-teacher conference. If, after making three attempts, a teacher is unable to make contact with a student's parent in order to schedule a parent-teacher conference required in section (B) above, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.

Legal reference:

Connecticut General Statutes:

Public Act No. 21-46, "An Act Concerning Social Equity and the Health, Safety, and Education of Children"

June Special Session, Public Act No. 21-2, Section 390.

§ 10-220(c) Duties of Boards of Education

§ 10-221(f) Boards of Education to prescribe rules, policies and procedures

Policy adopted: April 16, 1996

Policy revised: June 7, 2005

Policy revised: March 26, 2019

Policy replaced:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

## PROPOSED DELETE 5134

### Students

#### Married/Pregnant Students

Married students shall have the same educational opportunities as unmarried students. Pregnant students shall be allowed to remain in school and shall be provided appropriate support services as a part of the school program.

A pregnant girl may remain in her regular school program as long as her medical condition permits.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents.

10-186 Duties of local and regional boards of education re school attendance.

State Board of Education Regulations

10-76a-35 Educationally exceptional children.

10-76d-15 Homebound and hospitalized instruction (subsection b4).

10-76d(e)(2) Duties and powers of boards of education to provide special education programs and services.

Policy adopted: May 8, 2007  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **PROPOSED DELETE 5141.22(a)**

### **Students**

#### **Communicable/Infectious Diseases**

The Board of Education recognizes that all children in Connecticut have a constitutional right to a free, suitable program of educational experiences. The Board of Education shall establish by regulation reasonable health requirements as prerequisites to admission or attendance including the requirement that students undergo physical examination prior to admission.

Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case by case basis with the appropriate procedural due process safeguards. However, where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission, exclusion is not warranted.

A child with an infectious disease may be considered handicapped, if the condition presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act, the "Education of all Handicapped Children Act" may apply. The parent, guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. The student will be educated in the least restrictive environment.

Legal Reference: Connecticut General Statutes

"Education for Children with Disabilities", 20 U.S.C. 1400, et seq.  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b)

"Americans with Disabilities Act"  
The Family Educational Rights and Privacy Act of 1974, (FERPA),  
20 U.S.C. 1232g, 45 C.F.R. 99.

## **Students**

### **Communicable/Infectious Diseases**

Legal Reference: Connecticut General Statutes

1076(d)(15) Duties and powers of boards of education to provide special education programs and services.

10154a Professional communications between teacher or nurse and student.

10207 Duties of medical advisors.

10209 Records not to be public.

10210 Notice of disease to be given parent or guardian.

19a221 Quarantine of certain persons.

19a581585 AIDS testing and medical information.

Policy adopted: April 16, 1996  
Policy revised: June 7, 2005  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# PROPOSED DELETE POLICY 5141.4(a)

## Students

### Reporting of Abuse, Neglect and Sexual Assault

Connecticut General Statutes §17a-101, as amended by Public Acts 02-138, 11-93 and 15-205 requires all school employees including, but not limited to, the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm, or sexually assaulted by a school employee to report such abuse, neglect and sexual assault in compliance with applicable state statutes.

An oral report by telephone or in person shall be made as soon as possible but no later than 12 hours to the Commissioner of Children and Families or a law enforcement agency and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report to the Department of Children and Families.

Reporting suspected abuse and/or neglect of children or sexual assault, or adults with intellectual disability, in addition to the requirements pertaining to staff training, record keeping and dissemination of this policy, shall be in accordance with the procedures established and set forth in the Administrative Regulation #5151.4.

The Board of Education will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.

Legal Reference: Connecticut General Statutes

10-220a Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)

10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)

10-221s Investigations of child abuse and neglect. Disciplinary action. (as amended by PA 16-188)

17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA 11-93 And PA 14-186)

## **POLICY 5141.4(b)**

### **Students**

#### **Reporting of Abuse, Neglect and Sexual Assault (continued)**

Legal Reference: Connecticut General Statutes (continued)

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93 and PA 05-205)

17a-101a Report of abuse or neglect by mandated reporters. (as amended by PA 02-106, PA 11-93, and PA 15-205)

17a-102 Report of danger of abuse. (as amended by PA 02-106)

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

10-151 Teacher Tenure Act.

P.A. 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District

PA 14-186 An Act Concerning the Department of Children and Families and the Protection of Children

PA 15-205 An Act Protecting School Children

46a-11 Report of Suspected Abuse or Neglect of an Adult With Intellectual Disability

Policy adopted: February 3, 1998  
Policy revised: September 24, 2002  
Policy revised: May 11, 2004  
Policy readopted: June 7, 2005  
Policy revised: June 1, 2010  
Policy revised: May 8, 2012  
Policy revised: June 23, 2015  
Policy revised: February 9, 2016  
Policy revised: September 13, 2016  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, CT

## Students

### Insurance

It is the practice of the Board of Education to make available student accident insurance to individuals on an annual basis. Specifics on the insurance coverage shall be distributed at the beginning of each school year.

Policy adopted: April 16, 1996  
Policy readopted: June 7, 2005  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## Students

- **CHILD SEXUAL ABUSE AND ASSAULT  
RESPONSE POLICY AND REPORTING PROCEDURE**

The Middletown Board of Education (the “Board”) has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program.

### **I. Procedures for Reporting of Child Sexual Abuse and Sexual Assault**

- A. Students, or any individuals, may make written or verbal reports of suspected child sexual abuse and/or sexual assault to any school employee. For purposes of this policy, a “child” shall be considered any student enrolled in the Board’s schools, except for those enrolled only in an adult education program who are over the age of eighteen (18). The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be notified of the report and shall cause such reports to be reviewed and actions taken consistent with this policy.
- B. School employees who receive a report of child sexual assault and/or abuse and have reasonable cause to suspect or believe that a child has been sexually abused and/or assaulted shall report such suspicion to the appropriate authority in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**.

### **II. Procedures for Review of Reports of Child Sexual Abuse and/or Assault**

- A. The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be responsible for reviewing any reports of suspected child sexual abuse and/or sexual assault. In the event that the suspected child sexual abuse and/or sexual assault has not yet been reported to the appropriate authority in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN BY ANYONE OR SEXUAL ASSAULT OF STUDENTS BY SCHOOLEMPLOYEES**, the Safe School Climate Specialist or designee shall promptly cause such a report to be made.

- B. If/when such report alleges that a school employee, as defined by Conn. Gen. Stat § 53a-65, is the perpetrator of child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall immediately notify the Superintendent of Schools or designee, who shall immediately notify the child's parent or guardian that a report has been made to the appropriate authorities in accordance with .Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOLEMPLOYEES**. The notification requirement shall not apply if a parent or guardian is the individual suspected of perpetrating the child sexual abuse and/or sexual assault. If either a Department of Children and Families (“DCF”) investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall obtain the permission of DCF and/or the police department conducting the investigation prior to informing the parents/guardians of the report.
- C. The Safe School Climate Specialist or designee shall offer to meet with the student and the parents or guardians of the student about whom a report of suspected child sexual abuse and/or sexual assault has been made, in order to discuss the District’s support procedures, including but not limited to: 1) actions that child victims of sexual abuse and/or sexual assault and their families may take to obtain assistance, 2) intervention and counseling options for child victims of sexual abuse and/or assault, and 3) access to educational resources to enable child victims of sexual abuse and/or sexual assault to succeed in school.
- D. In the event that the report of suspected child sexual abuse and/or sexual assault alleges that another student enrolled in the District is the perpetrator of the sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall also take appropriate action to investigate or cause such a report to be investigated, and appropriate remedial actions taken, in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**, Board Policy [#], pertaining to **Bullying Prevention and Intervention**, and Board Policy [#], **Title IX/Sex Discrimination and Sexual Harassment**. In the event either a DCF investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist shall coordinate investigatory activities with DCF and/or the police in order

to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate and permitted by law.

- E. The Safe School Climate Specialist or designee shall develop a student support plan for anyone who has been a victim of child sexual abuse and/or sexual assault. The report of suspected sexual abuse and/or assault need not be verified prior to the implementation of a support plan. The elements of the support plan shall be determined in the discretion of the Safe School Climate Specialist or designee, and shall be designed to support the student victim's ability to access the school environment.

### **III. Support Strategies**

- A. Child sexual abuse and/or sexual assault can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to child sexual abuse and/or sexual assault.
- B. The following sets forth possible interventions and supports which may be utilized to support individual student victims of child sexual abuse and/or sexual assault:
  - 1. Referral to a school counselor, psychologist or other appropriate social or mental health service.
  - 2. Encouragement of the student victim to seek help when feeling overwhelmed or anxious in the school environment.
  - 3. Facilitated peer support groups.
  - 4. Designation of a specific adult in the school setting for the student victim to seek out for assistance.
  - 5. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the victim of sexual abuse and/or assault.
- C. The following sets forth possible interventions and supports that may be utilized systemically as prevention and intervention strategies pertaining to child sexual abuse and/or sexual assault:

1. School rules prohibiting sexual abuse and sexual assault and establishing appropriate consequences for those who engage in such acts.
2. School-wide training related to prevention and identification of, and response to, child sexual abuse and/or sexual assault.
3. Age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and sexual assault awareness and prevention that will include information pertaining to, and support for, disclosures of sexual abuse and sexual assault, including but not limited to:
  - (a) the skills to recognize child sexual abuse and sexual assault, boundary violations and unwanted forms of touching and contact, and the ways offenders groom or desensitize victims; and
  - (b) strategies to promote disclosure, reduce self-blame and mobilize bystanders.
4. Promotion of parent involvement in child sexual abuse and sexual assault prevention and awareness through individual or team participation in meetings, trainings and individual interventions.
5. Respectful and supportive responses to disclosures of child sexual abuse and/or sexual assault by students.
6. Use of peers to help ameliorate the plight of victims and include them in group activities.
7. Continuing awareness and involvement on the part of students, school employees and parents with regard to prevention and intervention strategies.

#### **IV. Safe School Climate Specialists**

The Safe School Climate Specialists for the District are:

***[list by name, title, school building and email and telephone contact information - have to insert]***

#### **V. Community Resources**

The Board recognizes that prevention of child sexual abuse and sexual assault requires a community approach. Supports for victims and families will include both school and community sources. The national, state and local resources below may be accessed by families at any time, without the need to involve school personnel.

A. National Resources:

National Center for Missing & Exploited Children Resource Center

<http://www.missingkids.com/Publications>

333 John Carlyle Street, Suite #125, Alexandria, Virginia 22314-5950

24-hour call center: 1-800-843-5678

- The online resource center contains publications on child safety and abuse prevention, child sexual exploitation, and missing children.

National Children's Advocacy Center

[www.nationalcac.org](http://www.nationalcac.org)

210 Pratt Ave., Huntsville, Alabama 35801

Telephone: (256) 533-5437

National Child Traumatic Stress Network

[www.nctsn.org](http://www.nctsn.org)

NCCTS — Duke University

1121 West Chapel Hill Street Suite 201

Durham, NC 27701

Telephone: (919) 682-1552

- The National Child Traumatic Stress Network offers general information on childhood trauma, including information on child sexual abuse.

National Sexual Violence Resource Center

<http://www.nsvrc.org/projects/multilingual-access/multilingual-access>

2101 N. Front Street

Governor's Plaza North, Building #2

Harrisburg, PA 17110

Toll Free Telephone: 877-739-3895

- The resource center includes multilingual access.

Darkness to Light

<http://www.d2l.org>

1064 Gardner Road, Suite 210

Charleston, SC 29407

National Helpline: (866) FOR-LIGHT

Administrative Office: (843) 965-5444

- Darkness to Light is a grassroots national non-profit organization to educate adults to prevent, recognize and react responsibly to child sexual abuse.

B. Statewide Resources:

Department of Children and Families

<http://www.ct.gov/dcf/site/default.asp>

505 Hudson Street

Hartford, Connecticut 06106

*Child Abuse and Neglect Careline: 1-800-842-2288*

Telephone, Central Office: (860) 550-6300

- DCF is the Connecticut agency responsible for protecting children who are abused or neglected.
- FAQs About Reporting Suspected Abuse and Neglect are available at:  
<http://www.ct.gov/dcf/cwp/view.asp?a=2534&Q=314388&dcfNav=>

The Connecticut Alliance to End Sexual Violence

<http://EndSexualViolenceCT.org/>

96 Pitkin Street

East Hartford, CT 06108

24-hour toll-free hotline: 1-888-999-5545 English/1-888-568-8332 Español

Telephone: (860) 282-9881

- The alliance is a statewide coalition of community-based sexual assault crisis service programs working to end sexual violence through victim assistance, public policy advocacy, and prevention education training. Each member center provides free and confidential 24/7 hotline services in English and Spanish, individual crisis counseling, support groups, accompaniment and support in hospitals, police stations, and courts, referral information, and other services to anyone in need.
- *To find a Connecticut Alliance to End Sexual Violence member program please visit:* <http://endsexualviolencect.org/who-we-are/>

Connecticut Children's Alliance

[www.ctchildrensalliance.org](http://www.ctchildrensalliance.org)

75 Charter Oak Ave Suite 1-309

Hartford, Connecticut 06106

Phone: (860) 610-6041

- CCA is a statewide coalition of Child Advocacy Centers and Multidisciplinary Teams.

Connecticut Network of Care

<http://connecticut.networkofcare.org>

- Connecticut Network of Care is an online information portal listing programs and support groups for sexual assault and abuse in Connecticut.

C. Local Resources:

***[Local resources will vary depending on the district's location; many State-level resources indicate applicable regional offices and programs - have to insert]***

**Legal References:**

Conn. Gen. Stat § 17a-101b Report by mandated reporter. Notification of law enforcement agency when allegation of sexual abuse or serious physical abuse. Notification of person in charge of institution, facility or school when staff member suspected of abuse or neglect.

Conn. Gen. Stat § 17a-101q State-wide sexual abuse and assault awareness and prevention program

Policy adopted: June 9, 2015  
SCHOOLS  
Policy replaced:  
Connecticut

MIDDLETOWN PUBLIC  
Middletown,

## Students

- **CHILD SEXUAL ABUSE AND ASSAULT  
RESPONSE POLICY AND REPORTING PROCEDURE**

The Middletown Board of Education (the “Board”) has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program.

### **I. Procedures for Reporting of Child Sexual Abuse and Sexual Assault**

- A. Students, or any individuals, may make written or verbal reports of suspected child sexual abuse and/or sexual assault to any school employee. For purposes of this policy, a “child” shall be considered any student enrolled in the Board’s schools, except for those enrolled only in an adult education program who are over the age of eighteen (18). The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be notified of the report and shall cause such reports to be reviewed and actions taken consistent with this policy.
- B. School employees who receive a report of child sexual assault and/or abuse and have reasonable cause to suspect or believe that a child has been sexually abused and/or assaulted shall report such suspicion to the appropriate authority in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**.

### **II. Procedures for Review of Reports of Child Sexual Abuse and/or Assault**

- A. The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be responsible for reviewing any reports of suspected child sexual abuse and/or sexual assault. In the event that the suspected child sexual abuse and/or sexual assault has not yet been reported to the appropriate authority in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN BY ANYONE OR SEXUAL ASSAULT OF STUDENTS BY SCHOOLEMPLOYEES**, the Safe School Climate Specialist or designee shall promptly cause such a report to be made.

- B. If/when such report alleges that a school employee, as defined by Conn. Gen. Stat § 53a-65, is the perpetrator of child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall immediately notify the Superintendent of Schools or designee, who shall immediately notify the child's parent or guardian that a report has been made to the appropriate authorities in accordance with .Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOLEMPLOYEES**. The notification requirement shall not apply if a parent or guardian is the individual suspected of perpetrating the child sexual abuse and/or sexual assault. If either a Department of Children and Families (“DCF”) investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall obtain the permission of DCF and/or the police department conducting the investigation prior to informing the parents/guardians of the report.
- C. The Safe School Climate Specialist or designee shall offer to meet with the student and the parents or guardians of the student about whom a report of suspected child sexual abuse and/or sexual assault has been made, in order to discuss the District’s support procedures, including but not limited to: 1) actions that child victims of sexual abuse and/or sexual assault and their families may take to obtain assistance, 2) intervention and counseling options for child victims of sexual abuse and/or assault, and 3) access to educational resources to enable child victims of sexual abuse and/or sexual assault to succeed in school.
- D. In the event that the report of suspected child sexual abuse and/or sexual assault alleges that another student enrolled in the District is the perpetrator of the sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall also take appropriate action to investigate or cause such a report to be investigated, and appropriate remedial actions taken, in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**, Board Policy [#], pertaining to **Bullying Prevention and Intervention**, and Board Policy [#], **Title IX/Sex Discrimination and Sexual Harassment**. In the event either a DCF investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist shall coordinate investigatory activities with DCF and/or the police in order

to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate and permitted by law.

- E. The Safe School Climate Specialist or designee shall develop a student support plan for anyone who has been a victim of child sexual abuse and/or sexual assault. The report of suspected sexual abuse and/or assault need not be verified prior to the implementation of a support plan. The elements of the support plan shall be determined in the discretion of the Safe School Climate Specialist or designee, and shall be designed to support the student victim's ability to access the school environment.

### **III. Support Strategies**

- A. Child sexual abuse and/or sexual assault can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to child sexual abuse and/or sexual assault.
- B. The following sets forth possible interventions and supports which may be utilized to support individual student victims of child sexual abuse and/or sexual assault:
  - 1. Referral to a school counselor, psychologist or other appropriate social or mental health service.
  - 2. Encouragement of the student victim to seek help when feeling overwhelmed or anxious in the school environment.
  - 3. Facilitated peer support groups.
  - 4. Designation of a specific adult in the school setting for the student victim to seek out for assistance.
  - 5. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the victim of sexual abuse and/or assault.
- C. The following sets forth possible interventions and supports that may be utilized systemically as prevention and intervention strategies pertaining to child sexual abuse and/or sexual assault:

1. School rules prohibiting sexual abuse and sexual assault and establishing appropriate consequences for those who engage in such acts.
2. School-wide training related to prevention and identification of, and response to, child sexual abuse and/or sexual assault.
3. Age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and sexual assault awareness and prevention that will include information pertaining to, and support for, disclosures of sexual abuse and sexual assault, including but not limited to:
  - (a) the skills to recognize child sexual abuse and sexual assault, boundary violations and unwanted forms of touching and contact, and the ways offenders groom or desensitize victims; and
  - (b) strategies to promote disclosure, reduce self-blame and mobilize bystanders.
4. Promotion of parent involvement in child sexual abuse and sexual assault prevention and awareness through individual or team participation in meetings, trainings and individual interventions.
5. Respectful and supportive responses to disclosures of child sexual abuse and/or sexual assault by students.
6. Use of peers to help ameliorate the plight of victims and include them in group activities.
7. Continuing awareness and involvement on the part of students, school employees and parents with regard to prevention and intervention strategies.

#### **IV. Safe School Climate Specialists**

The Safe School Climate Specialists for the District are:

***[list by name, title, school building and email and telephone contact information - have to insert]***

#### **V. Community Resources**

The Board recognizes that prevention of child sexual abuse and sexual assault requires a community approach. Supports for victims and families will include both school and community sources. The national, state and local resources below may be accessed by families at any time, without the need to involve school personnel.

A. National Resources:

National Center for Missing & Exploited Children Resource Center

<http://www.missingkids.com/Publications>

333 John Carlyle Street, Suite #125, Alexandria, Virginia 22314-5950

24-hour call center: 1-800-843-5678

- The online resource center contains publications on child safety and abuse prevention, child sexual exploitation, and missing children.

National Children's Advocacy Center

[www.nationalcac.org](http://www.nationalcac.org)

210 Pratt Ave., Huntsville, Alabama 35801

Telephone: (256) 533-5437

National Child Traumatic Stress Network

[www.nctsn.org](http://www.nctsn.org)

NCCTS — Duke University

1121 West Chapel Hill Street Suite 201

Durham, NC 27701

Telephone: (919) 682-1552

- The National Child Traumatic Stress Network offers general information on childhood trauma, including information on child sexual abuse.

National Sexual Violence Resource Center

<http://www.nsvrc.org/projects/multilingual-access/multilingual-access>

2101 N. Front Street

Governor's Plaza North, Building #2

Harrisburg, PA 17110

Toll Free Telephone: 877-739-3895

- The resource center includes multilingual access.

Darkness to Light

<http://www.d2l.org>

1064 Gardner Road, Suite 210

Charleston, SC 29407

National Helpline: (866) FOR-LIGHT

Administrative Office: (843) 965-5444

- Darkness to Light is a grassroots national non-profit organization to educate adults to prevent, recognize and react responsibly to child sexual abuse.

B. Statewide Resources:

Department of Children and Families

<http://www.ct.gov/dcf/site/default.asp>

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Conn. Gen. Stat § 17a-101q State-wide sexual abuse and assault awareness and prevention program

Policy adopted: June 9, 2015  
SCHOOLS  
Policy replaced:  
Connecticut

MIDDLETOWN PUBLIC  
Middletown,

## **Students**

### **Emancipation of Minors/Age of Majority**

#### **Age of Majority**

All students who have reached the age of majority shall be considered students in the same manner as those under the age of eighteen (18). The entire curriculum shall be available to them without special restrictions. The student shall be governed by all regulations formulated for students and shall have equal opportunities to participate in extracurricular and other student activities as was the case prior to the enactment of the policy.

Inasmuch as a student at the age of eighteen (18) has legal control of himself/herself, policies and regulations which heretofore have referred to the parent or guardian will now in a legal sense refer to the student himself/herself.

Unless the school is officially instructed by the individual student who has reached the age of majority to do otherwise, the school will continue to keep the parent or guardian informed as is the case with all other students, so long as the student in question shall continue to reside in the home of the parent or guardian. When a student at the age of eighteen (18) officially makes such a request as outlined above, the school shall so notify the parent or guardian in writing and shall comply with the written request of the student.

Legal Reference:       Connecticut General Statutes

1-1d "Minor," "infant," "infancy," "age of majority," defined

46b-150 Emancipation of minor, Procedures

46b-150d Effect of emancipation

Policy adopted:       June 7, 2005

Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Bylaws of the Board**

**CODE OF CONDUCT FOR BOARD MEMBERS**

It is the policy of the Middletown Board of Education (the "Board") that all members of the Board will:

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

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

**Procedures for Censure or Other Disciplinary Action**

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

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
  - a) reasonable written notice of the Board's intent to consider censure or other disciplinary action, including the factual basis for the claimed "cause" for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and
  - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall

have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.

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

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

Bylaw adopted:

**Bylaws of the Board**

**REMOVAL OF BOARD OFFICERS**

It is the policy of the Middletown Board of Education (the “Board”) that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. “Cause,” which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

**Procedures for Removal**

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to remove or take other disciplinary action regarding an officer of the Board for cause:

- 1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to remove or take other disciplinary action regarding a Board officer for cause.
- 2) If the Board determines as a result of such discussion that formal action is necessary, the Board shall provide the Board officer with:
  - a) reasonable written notice of the Board’s intent to consider removal or other disciplinary action, including the factual basis for the claimed “cause” for removal of the officer from office, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible removal or other disciplinary action, at which the Board officer shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to remove or take other disciplinary action regarding a Board officer for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

### **Standard for Removal**

Service as a Board officer is a privilege, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the Board membership as a whole shall be required for removal.

#### Legal References:

##### Connecticut General Statutes

10-218 Officers. Meetings.

10-220 Duties of boards of education.

*LaPointe v. Board of Education of the Town of Winchester*, 274 Conn. 806 (2005).

Bylaw adopted:

Fiscal Year: 2022								
	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Appropri Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
<b>CERTIFIED SALARIES</b>								
51109 CERTIFIED*CURR WRITING	53,720.99	90,880.00	-	-	16,968.61	73,911.39	-	90,880.00
51110 CERTIFIED*REG	33,163,262.55	35,257,746.00	35,000.00	-	16,228,260.25	19,064,485.75	160,000.00	35,132,746.00
51111 KNOWN ATTRITION	-	(184,000.00)	-	-	-	(184,000.00)	-	(184,000.00)
51112 UNKNOWN ATTRITION	-	(458,000.00)	-	-	-	(458,000.00)	-	(458,000.00)
51115 CERTIFIED*OTH ADDL/STIPEND	28,215.43	5,400.00	-	-	4,690.26	709.74	-	5,400.00
51309 SALARIES: INTERVENTIONISTS	158,019.11	288,185.00	(2,930.00)	-	1,315.00	283,940.00	200,000.00	85,255.00
51310 SALARIES: SUBS-DAILY*REG	125,981.64	165,000.00	-	-	64,510.87	100,489.13	35,000.00	130,000.00
51315 SALARIES: SUBS-LT*REG	313,133.10	195,000.00	-	-	71,197.17	123,802.83	-	195,000.00
51316 SALARIES: SUBS-BLDG*REG	250,149.18	509,400.00	-	-	118,110.00	391,290.00	45,000.00	464,400.00
51410 SALARIES: ADMINISTRATOR*REG	5,075,211.94	5,217,656.00	-	-	3,067,876.46	2,149,779.54	-	5,217,656.00
51501 LONGEVITY: CERTIFIED	482,200.00	502,467.00	-	-	230,100.00	272,367.00	42,267.00	460,200.00
51510 ADDL COMP PAID TO TCHRS	14,268.90	47,000.00	-	-	12,000.00	35,000.00	-	47,000.00
51716 SALARIES: MENTOR	17,389.00	15,734.00	-	-	5,651.25	10,082.75	-	15,734.00
51718 SALARIES: TUTOR	90,606.55	49,800.00	-	-	48,044.68	1,755.32	(25,000.00)	74,800.00
51721 SALARIES: STIPENDS-NON TRB	345,039.08	488,675.00	-	-	208,114.28	280,560.72	-	488,675.00
51722 SALARIES: MINISTERIAL MENTOR	25,275.00	80,000.00	-	-	19,685.00	60,315.00	-	80,000.00
51900 OTHER SALARIES	120,282.17	123,600.00	-	-	86,180.41	37,419.59	(15,000.00)	138,600.00
51901 NON-CONTRACTED CERTIFIED	92,412.19	40,000.00	-	-	41,787.32	(1,787.32)	(20,000.00)	60,000.00
51906 SALARIES: STRINGS*REG	20,001.79	-	-	-	-	-	-	-
51921 SALARIES: CLASS COVERAGE	99,123.28	40,000.00	-	-	60,826.45	(20,826.45)	(500,000.00)	540,000.00
<b>_Total_CERTIFIED SALARIES</b>	<b>40,474,291.90</b>	<b>42,474,543.00</b>	<b>32,070.00</b>	<b>-</b>	<b>20,285,318.01</b>	<b>22,221,294.99</b>	<b>(77,733.00)</b>	<b>42,584,346.00</b>
<b>CLASSIFIED SALARIES</b>								
51116 CLASSIFIED*REG	7,554,560.14	8,374,655.00	-	-	4,328,042.96	4,046,612.04	578,000.00	7,796,655.00
51118 CLASSIFIED*OT	76,575.92	193,500.00	(41,500.00)	-	130,701.63	21,298.37	(25,000.00)	177,000.00
51121 CLASSIFIED*OTH ADDL STIPEND	-	35,000.00	-	-	-	35,000.00	-	35,000.00
51200 SAL OF SEASONAL TEMP EMP	15,417.67	25,000.00	-	-	10,502.79	14,497.21	-	25,000.00
51416 ATHLETIC EVENT WORKERS	19,893.44	16,000.00	-	-	21,030.54	(5,030.54)	-	16,000.00
51418 SUBS-SECRETARIES	60,503.91	25,000.00	-	-	47,614.25	(22,614.25)	(100,000.00)	125,000.00
51419 OT-SNOW REMOVAL	28,917.43	-	20,750.00	-	10,675.34	10,074.66	-	20,750.00
51420 OT-CUSTODIAL COVERAGE	27,223.64	-	20,750.00	-	30,877.30	(10,127.30)	(30,000.00)	50,750.00
51903 HOME VISITORS	17,478.00	32,760.00	-	-	-	32,760.00	-	32,760.00
<b>_Total_CLASSIFIED SALARIES</b>	<b>7,800,570.15</b>	<b>8,701,915.00</b>	<b>-</b>	<b>-</b>	<b>4,579,444.81</b>	<b>4,122,470.19</b>	<b>423,000.00</b>	<b>8,278,915.00</b>

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
<b>PARAPROFESSIONALS</b>								
51210 SALARIES: AIDES/PARAS*REG	3,257,372.48	4,328,213.00	-	-	1,845,522.67	2,482,690.33	680,000.00	3,648,213.00
51212 SALARIES: AIDES/PARAS*OT		3,000.00	-	-	-	3,000.00	3,000.00	-
51216 SALARIES: LIBRARY PARAS*REG	78,305.73	55,326.00	(35,000.00)	-	2,596.57	17,729.43	15,000.00	5,326.00
51503 LONGEVITY: PARAS	13,482.08	15,100.00	-	-	12,300.00	2,800.00	2,800.00	12,300.00
51713 SALARIES: LUNCH/DUTY AIDES	228,375.17	280,652.00	-	-	143,784.15	136,867.85	25,000.00	255,652.00
51715 SALARIES: SCHOOL CAFETERIA	386,928.30	-	-	-	-	-	-	-
51920 SALARIES: STUDENT VOCATIONAL	1,540.00	6,000.00	-	3,475.00	1,995.00	530.00	-	6,000.00
<b>_Total_PARAPROFESSIONALS</b>	<b>3,966,003.76</b>	<b>4,688,291.00</b>	<b>(35,000.00)</b>	<b>3,475.00</b>	<b>2,006,198.39</b>	<b>2,643,617.61</b>	<b>725,800.00</b>	<b>3,927,491.00</b>
<b>EMPLOYEE BENEFITS</b>								
51970 SAL: CLOTHING ALLOCATION	18,900.00	25,700.00	-	-	18,550.00	7,150.00	-	25,700.00
52100 GROUP LIFE INSURANCE	196,500.00	229,500.00	(25,245.00)	-	204,255.00	-	-	204,255.00
52205 FICA	498,606.69	454,594.00	-	-	282,331.63	172,262.37	-	454,594.00
52210 MEDICARE	778,352.49	743,060.00	-	-	390,753.22	352,306.78	-	743,060.00
52300 RETIREMENT CONTRIB	40,000.48	76,783.00	-	-	27,692.48	49,090.52	-	76,783.00
52500 TUITION REIMB	3,000.00	4,500.00	-	-	2,000.00	2,500.00	-	4,500.00
52600 UNEMPLOY COMPENSATION	22,689.56	65,000.00	(8,377.00)	41,733.00	3,267.00	11,623.00	10,000.00	46,623.00
52700 WORKERS COMPENSATION	700,516.38	588,500.00	-	151,117.75	437,382.25	-	-	588,500.00
52831 HEALTH INS*CERTIFIED/PARAS	7,310,888.45	7,296,468.00	-	1,494,393.78	5,802,074.22	-	-	7,296,468.00
52832 HEALTH INS*CLASSIFIED	5,295,043.00	5,444,409.00	33,622.00	-	5,478,031.00	-	-	5,478,031.00
52840 DENTAL INSURANCE	924,077.69	1,043,495.00	-	263,967.16	779,527.84	0.00	-	1,043,495.00
52950 DISABILITY INSURANCE	27,374.17	28,500.00	-	8,736.92	19,763.08	-	-	28,500.00
52960 UNUSED SICK BENEFIT	21,497.91	25,000.00	-	-	27,064.06	(2,064.06)	(5,000.00)	30,000.00
52961 UNUSED VACATION PAYOUT	-	15,000.00	-	-	-	15,000.00	-	15,000.00
52990 OTHER POST EMPL BENEFITS	255,394.00	267,080.00	-	-	267,079.00	1.00	-	267,080.00
52991 ACA HEALTH INSURANCE	164.76	18,000.00	-	-	11,875.00	6,125.00	5,000.00	13,000.00
<b>_Total_EMPLOYEE BENEFITS</b>	<b>16,093,005.58</b>	<b>16,325,589.00</b>	<b>-</b>	<b>1,959,948.61</b>	<b>13,751,645.78</b>	<b>613,994.61</b>	<b>10,000.00</b>	<b>16,315,589.00</b>
<b>PURCHASED SERVICES</b>								
53010 PURCHASED PROF SVCS	12,233.97	16,350.00	-	5,555.36	10,744.64	50.00	-	16,350.00
53020 LEGAL SERVICES	132,270.13	125,000.00	-	21,915.00	103,085.00	-	(100,000.00)	225,000.00
53040 NURSING SERVICES	-	35,000.00	-	-	-	35,000.00	30,000.00	5,000.00
53070 TESTING / SCORING	41,594.41	76,175.00	2,100.00	1,672.00	17,338.13	59,264.87	-	78,275.00
53200 PROF EDUC SERVICES	-	5,000.00	(1,486.00)	-	663.80	2,850.20	-	3,514.00
53205 EMPLOYEE TRNG/DEV SVCS	3,575.00	3,085.00	-	-	2,514.00	571.00	-	3,085.00

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
<b>PURCHASED SERVICES (cont.)</b>								
53220 INSERVICE - PROF MTGS/DEV	12,494.87	99,583.00	1,986.95	1,632.87	27,978.10	71,958.98	4,000.00	97,569.95
53240 FIELD TRIPS	2,055.00	13,000.00	2,000.00	-	8,763.56	6,236.44	-	15,000.00
53251 STUDENT ACTIVITIES	10,958.98	12,000.00	-	1,097.31	4,739.69	6,163.00	-	12,000.00
53300 PURCH PROF SVCS: TECH	126,259.31	131,300.00	(6,990.00)	43,045.29	55,097.74	26,166.97	-	124,310.00
53400 PURCH PROF SVCS: OTHER	521,426.61	516,993.00	(12,826.00)	328,568.52	150,033.57	25,564.91	-	504,167.00
53500 PURCH PROF/TECH SERVICES	-	50,000.00	-	-	18,100.00	31,900.00	-	50,000.00
53520 PURCH PROF SVCS: OTHR TECH	115.38	1,500.00	7,000.00	7,000.00	-	1,500.00	-	8,500.00
53530 PURCH PROF SVCS: POLICE	-	9,000.00	-	3,470.00	4,174.00	1,356.00	-	9,000.00
53540 PURCH PROF SVCS: SPORTS OFF	17,448.11	66,630.00	-	-	22,287.59	44,342.41	-	66,630.00
53900 OTHER PURCHASED SERVICES	20,432.50	-	-	-	-	-	-	-
54010 PURCH PROPERTY SVCS	16,171.41	28,500.00	-	3,971.00	10,834.00	13,695.00	-	28,500.00
54103 SNOW PLOWING/SANDING	21,970.00	30,000.00	-	25,890.00	4,110.00	-	-	30,000.00
54410 RENTAL OF LAND & BLDGS-ADED	77,058.00	77,058.00	-	27,425.00	49,633.00	-	-	77,058.00
54411 WATER/SEWER	76,804.50	106,529.00	-	55,510.38	51,018.62	-	2,500.00	104,029.00
54420 RENTAL OF EQUIP&VEHICLES	2,081.28	6,500.00	-	3,369.55	2,134.01	996.44	-	6,500.00
54421 DISPOSAL	138,439.06	139,600.00	-	65,601.90	73,998.10	-	-	139,600.00
54424 LAWN CARE	2,770.95	15,000.00	-	550.00	11,450.00	3,000.00	-	15,000.00
54430 RENTAL OF COMP RELATED EQUIP	393.00	-	-	-	-	-	-	-
54440 RENTALS	2,287.68	1,564.00	-	607.36	1,144.44	(187.80)	(187.80)	1,751.80
54900 ENERGY PERFORM CONTRACT	600,000.00	95,915.00	-	33,610.00	-	62,305.00	-	95,915.00
55010 PURCHASED SERVICES	1,411,057.39	1,118,600.00	16,502.00	267,200.69	807,284.01	60,617.30	-	1,135,102.00
55011 VACCINES	345.00	3,000.00	-	-	-	3,000.00	-	3,000.00
55100 PUPIL TRANSPORTATION	3,151,748.39	5,386,898.00	(310,342.00)	2,796,211.35	1,647,403.13	632,941.52	632,941.52	4,443,614.48
55105 TRANSPORTATION*SUMMER	29,509.76	200,000.00	(5,760.67)	-	194,239.33	-	-	194,239.33
55109 TRANS*SPED OUT OF TOWN	266,922.10	390,000.00	323,760.67	489,081.35	224,145.65	533.67	-	713,760.67
55190 TRANS*HOMELESS	-	70,000.00	(5,000.00)	16,417.50	16,575.38	32,007.12	20,000.00	45,000.00
55191 TRANSPORT*DCF	30,243.00	100,000.00	(11,000.00)	21,275.00	17,915.00	49,810.00	20,000.00	69,000.00
55205 PROP/CASUALTY INSURANCE	488,144.00	379,001.00	-	-	379,001.00	-	-	379,001.00
55206 ATHLETIC INSURANCE	20,952.00	24,000.00	486.00	-	24,486.00	-	-	24,486.00
55300 COMMUNICATIONS/TELEPHONE	298,058.72	304,900.00	19,999.02	105,012.32	246,037.03	(26,150.33)	(26,150.33)	351,049.35
55301 POSTAGE	25,351.05	35,280.00	-	8,594.75	16,207.81	10,477.44	-	35,280.00
55303 SECURITY MONITORING	68,078.04	88,000.00	-	-	69,156.24	18,843.76	(100,000.00)	188,000.00
55304 SUBSCRIPTIONS/LICENSES	9,609.12	165,608.00	2,927.37	102.63	140,254.27	28,178.47	-	168,535.37
55400 ADVERTISING	10,091.87	8,050.00	-	2,138.11	5,777.24	134.65	-	8,050.00
55500 PRINTING	22,862.68	42,600.00	2,140.00	10,520.24	12,410.41	21,809.35	-	44,740.00
55510 COPYING	194,668.60	90,469.00	7,144.60	7,145.00	90,468.60	-	-	97,613.60

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
<b>PURCHASED SERVICES (cont.)</b>								
55800 TRAVEL/CONFERENCES	79,820.67	118,830.00	-	9,120.90	68,144.42	41,564.68	-	118,830.00
57350 TECH SW/COMPUTER LICENSES	21,628.67	-	-	-	-	-	-	-
58901 EDUCATIONAL SUPPORT	18,811.41	23,140.00	-	225.00	20,352.48	2,562.52	-	23,140.00
58902 CULTURAL COUNCIL	-	16,000.00	-	-	-	16,000.00	-	16,000.00
58903 PROF DEV IMPROVE	82,581.08	67,000.00	-	2,072.92	36,132.16	28,794.92	-	67,000.00
58904 WESLEYAN PUB SCHL COLLAB	5,000.00	5,000.00	-	-	5,000.00	-	-	5,000.00
58905 C.A.U.S.E.	-	3,000.00	-	-	-	3,000.00	-	3,000.00
58906 AFTER SCHOOL PROGRAM	3,842.62	16,650.00	-	-	2,032.76	14,617.24	-	16,650.00
58908 RECRUITMENT	150.00	4,500.00	-	-	50.00	4,450.00	-	4,500.00
<b>_Total_PURCHASED SERVICES</b>	<b>8,078,316.32</b>	<b>10,321,808.00</b>	<b>32,641.94</b>	<b>4,365,609.30</b>	<b>4,652,914.91</b>	<b>1,335,925.73</b>	<b>483,103.39</b>	<b>9,871,346.55</b>
<b>SUPPLIES &amp; MATERIALS</b>								
56104 SUPPLIES MAINTENANCE	-	-	189,366.61	43,652.65	61,540.56	84,173.40	-	189,366.61
56010 SUPPLIES*INVENTORY	2,067.52	-	-	-	-	-	-	-
56106 SUPPLIES*FOOD	104.41	390.00	-	-	-	390.00	-	390.00
56110 INSTRUCTIONAL SUPPLIES	539,947.32	416,896.00	(18,773.02)	54,041.68	186,313.90	157,767.40	-	398,122.98
56115 COMMON CORE MATERIALS	15,023.62	14,153.00	-	1,247.16	6,578.48	6,327.36	-	14,153.00
56120 ADMINISTRATIVE SUPPLIES	83,934.44	79,616.00	2,700.00	13,692.17	36,713.36	31,910.47	-	82,316.00
56121 COPY PAPER	23,965.99	42,924.00	(3,000.00)	16,752.64	9,994.64	13,176.72	-	39,924.00
56210 NATURAL GAS	505,935.81	602,662.00	-	294,569.79	290,152.21	17,940.00	(100,000.00)	702,662.00
56220 ELECTRICITY	1,004,315.84	1,242,529.00	-	669,237.61	451,404.90	121,886.49	100,000.00	1,142,529.00
56230 BOTTLED GAS	10,983.24	9,940.00	-	5,656.28	4,248.72	35.00	-	9,940.00
56240 FUEL OIL	336,230.70	193,743.00	-	126,753.24	66,989.76	-	(45,000.00)	238,743.00
56260 DIESEL FUEL	236,072.93	265,000.00	-	182,755.74	33,355.58	48,888.68	-	265,000.00
56265 GASOLINE (VEHICLES)	49,399.18	74,600.00	(5,000.00)	15,034.54	59,994.32	(5,428.86)	(8,000.00)	77,600.00
56270 PROPANE	50,075.19	31,930.00	-	1,654.90	35,544.70	(5,269.60)	(20,000.00)	51,930.00
56300 FOOD SUPPLIES	562.23	6,741.00	-	211.30	423.04	6,106.66	-	6,741.00
56400 BOOKS AND PERIODICALS	-	9,000.00	-	106.97	2,168.79	6,724.24	-	9,000.00
56410 TEXTBOOKS	50,594.88	48,810.00	5,000.00	4,089.36	12,272.81	37,447.83	-	53,810.00
56420 LIBRARY MATERIALS	27,061.82	39,250.00	-	7,496.12	13,149.29	18,604.59	-	39,250.00
56440 MEDIA	3,974.66	-	-	-	-	-	-	-
56500 SUPPLIES*TECH RELATED	71,281.43	211,776.00	375.68	52,061.58	106,711.06	53,379.04	-	212,151.68
56900 SUPPLIES*OTHER	210,056.24	217,332.00	(1,305.00)	13,857.29	70,264.64	131,905.07	-	216,027.00
56910 CUSTODIAL SUPPLIES	145,888.29	131,000.00	-	19,755.85	110,471.43	772.72	-	131,000.00
<b>_Total_SUPPLIES &amp; MATERIALS</b>	<b>3,367,475.74</b>	<b>3,638,292.00</b>	<b>169,364.27</b>	<b>1,522,626.87</b>	<b>1,558,292.19</b>	<b>726,737.21</b>	<b>(73,000.00)</b>	<b>3,880,656.27</b>

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
<b>PROPERTY</b>								
54300 MAINT: REPLACEMENT	711,812.70	881,668.00	(195,366.61)	103,141.01	379,343.33	203,817.05	-	686,301.39
54303 MAINT: GROUNDS	77,220.86	42,000.00	-	6,550.00	29,712.61	5,737.39	-	42,000.00
54304 ELEVATOR MAINTENANCE	30,069.94	50,000.00	-	20,460.80	15,003.27	14,535.93	-	50,000.00
57300 NEW EQUIPMENT	205,420.61	74,250.00	-	15,553.94	51,850.56	6,845.50	-	74,250.00
57330 FURNITURE AND FIXTURES	10,506.76	-	5,000.00	1,720.33	1,830.94	1,448.73	-	5,000.00
57340 TECH REL HW/EQUIP	282,747.13	82,529.00	-	2,770.75	78,719.72	1,038.53	-	82,529.00
57340 OTHER EQUIP/PROPERTY	3,116.97	6,100.00	-	-	-	6,100.00	-	6,100.00
<b>_Total_PROPERTY</b>	<b>1,320,894.97</b>	<b>1,136,547.00</b>	<b>(190,366.61)</b>	<b>150,196.83</b>	<b>556,460.43</b>	<b>239,523.13</b>	<b>-</b>	<b>946,180.39</b>
<b>DUES &amp; FEES</b>								
53310 PURCH PROF SVCS: AUDIT	-	30,000.00	-	-	-	30,000.00	-	30,000.00
58100 MEMBERSHIPS & DUES	63,958.08	93,854.00	1,290.40	1,780.00	70,669.48	22,694.92	3,200.00	91,944.40
<b>_Total_DUES &amp; FEES</b>	<b>63,958.08</b>	<b>123,854.00</b>	<b>1,290.40</b>	<b>1,780.00</b>	<b>70,669.48</b>	<b>52,694.92</b>	<b>3,200.00</b>	<b>121,944.40</b>
<b>MAJOR PROJECTS</b>								
57400 INFRASTRUCTURE	900,000.00	-	-	-	-	-	-	-
58900 CAPITAL*RESERVE PRVNTV MAINT	180,000.00	-	-	-	-	-	(1,100,000.00)	1,100,000.00
<b>_Total_DUES &amp; FEES</b>	<b>1,080,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,100,000.00)</b>	<b>1,100,000.00</b>
<b>TUITION</b>								
55600 TUITION/MAGNET SCHLS-REG ED	868,731.00	408,650.00	(10,000.00)	3,700.00	504,118.00	(109,168.00)	(109,168.00)	507,818.00
55610 TUIT OTHR DIST IN STATE-SPED	714,110.81	705,000.00	-	175,119.95	127,403.36	402,476.69	(85,000.00)	790,000.00
55620 TUIT OTHR DIST O/S STATE-SPED	44,423.08	-	-	-	-	-	-	-
55630 TUIT TO PRIVATE SOURCES-SPED	3,786,781.70	3,625,000.00	-	1,778,539.13	1,858,726.05	(12,265.18)	-	3,625,000.00
<b>_Total_TUITION</b>	<b>5,414,046.59</b>	<b>4,738,650.00</b>	<b>(10,000.00)</b>	<b>1,957,359.08</b>	<b>2,490,247.41</b>	<b>281,043.51</b>	<b>(194,168.00)</b>	<b>4,922,818.00</b>
<b>Grand Total</b>	<b>87,658,563.09</b>	<b>92,149,489.00</b>	<b>0.00</b>	<b>9,960,995.69</b>	<b>49,951,191.41</b>	<b>32,237,301.90</b>	<b>200,202.39</b>	<b>90,849,286.61</b>

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 06-Jan-2022 to 03-Feb-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 38106 Date: 03-Feb-2022						
From 1010-100-2210-300-53240-00000	ADED:VO-TEC: FIELD TRIPS	475.00		475.00	475.00	
To 1010-100-3000-300-55301-00000	ADED:VO-TEC: POSTAGE	1,710.00		1,710.00		475.00
Transfer field trip allocation to postage line to cover Enrichment catalogue postage						
Journal#: 38107 Date: 03-Feb-2022						
From 1010-920-2210-600-53240-00000	AD ED: FIELD TRIPS	475.00		475.00	475.00	
To 1010-920-2210-600-55301-00000	AD ED: POSTAGE	3,325.00		3,325.00		475.00
Transfer field trip allocation to postage line to cover cost of Enrichment catalogue postage						
Total Transfer for Adult Education					950.00	950.00
Journal#: 38095 Date: 31-Jan-2022						
From 1010-002-1000-105-56110-02123	BIEL: ART*INST SUP*FRL	500.00		500.00	19.30	
From 1010-002-1000-180-56110-00000	BIELEFIELD: PHYS ED*INSTR SUPPL	450.00		450.00	37.88	
From 1010-002-1000-180-56110-02123	BIEL: PHYS ED*INST SUP*FRL	200.00		200.00	31.77	
From 1010-002-1000-350-56110-00000	BIELEFIELD: PERFORM ARTS*INSTR SUPPL	615.00		615.00	44.23	
From 1010-002-2410-000-55301-00000	BIELEFIELD: POSTAGE	900.00		900.00	3.03	
From 1010-002-2410-000-56121-00000	BIELEFIELD: COPY PAPER	6,000.00	-3,000.00	3,000.00	166.85	
From 1010-002-2410-000-55500-00000	BIELEFIELD: PRINTING	45.00		45.00	45.00	
To 1010-002-1000-205-56110-02124	BIELEFIELD: SEL*INSTR SUPP SPD/NICM	2,000.00		2,000.00		348.06
Transfer remaining balances to SEL line to purchase necessary supplies for students						
Total Transfer for Bielefield School					348.06	348.06
Journal#: 38068 Date: 12-Jan-2022						
From 1010-014-1000-200-51210-00000	SPED: WESLEY: AIDES/PARAS*REG	276,544.00		276,544.00	5,500.00	
To 1010-100-3200-461-58906-00000	CURR: LT BUS*AFTR SCHL HW PGM					5,500.00
To appropriate funding a line for staff to help with after school late bus homework help. Because of Covid this is a change in normalcy from previous fiscal years.						
Journal#: 38069 Date: 13-Jan-2022						
From 1010-100-1000-105-54300-00000	CURR: ART*REPAIRS & MAINTENANCE	7,800.00		7,800.00	1,000.00	
From 1010-100-1000-105-56110-00000	CURR: ART*INSTR SUPPL	10,374.00		10,374.00	2,000.00	
From 1010-100-3200-105-51721-00000	CURR: ART SHOW STIPENDS	9,500.00		9,500.00	2,000.00	

Date Range: 06-Jan-2022 to 03-Feb-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
From 1010-100-3200-105-55010-00000	CURR: ART*PURCH SVCS	14,418.00		14,418.00	2,000.00	
From 1010-960-2541-000-58903-00000	EXEC ADMIN: PROF DEV IMPROVE	15,000.00		15,000.00	4,000.00	
From 1010-100-1000-350-56500-00000	CURR: PERF ARTS*SUPPLIES TECH RELATED	8,000.00		8,000.00	1,000.00	
From 1010-100-1000-350-58100-00000	CURR: PERF ARTS*DUES & FEES	8,600.00		8,600.00	1,000.00	
From 1010-100-3200-350-54300-00000	CURR: PERF ARTS*REPAIRS & MAINT	20,350.00		20,350.00	1,000.00	
From 1010-960-2130-000-53040-00000	HEALTH: NURSING SVCS	35,000.00		35,000.00	5,000.00	
From 1010-960-2213-000-58903-00000	CURR: INST STFF*PROF DVLPMT	52,000.00		52,000.00	2,000.00	
From 1010-960-2214-000-53070-00000	CURR: GEN*TESTING/SCORING	73,575.00		73,575.00	5,000.00	
From 1010-062-3200-350-54300-00000	CURR: MHS*PERFORM ARTS*REPAIRS & MAINT	23,600.00		23,600.00	2,000.00	
From 1010-062-3200-350-56900-00000	CURR: MHS*PERF ARTS*OTHER SUPPLIES	38,000.00		38,000.00	2,000.00	
From 1010-960-2310-000-53400-00000	BD OF EDUC: PURCH PROF SVCS: OTHER	15,800.00	-3,000.00	12,800.00	8,000.00	
From 1010-960-2320-000-55010-00000	EXEC ADMIN: PURCH SVCS	30,800.00	-2,140.00	28,660.00	6,000.00	
To 1010-980-5001-000-53300-00000	CAPITAL: PURCH SVCS: TECH					44,000.00
	Funding for engineering costs for the Air Conditioning at Farm Hill. Will be ground units not roof units. This portion has to be a district cost outside of the Grants.					

Journal#: 38082 Date: 25-Jan-2022

From 1010-940-2600-000-56104-02003	OPER/MAINT PLANT: SUPPL*MAINT*ELECTRICAL		40,000.00	40,000.00	4,000.00	
To 1010-940-2600-000-55010-02003	OPER/MAINT PLANT: PURCH SVC: ELECTRICAL	70,000.00	-17,000.00	53,000.00		4,000.00
	TRANSFER NEEDED TO COVER UNEXPECTED EXPENSES FOR ELECTRICAL FIRE ALARM REPAIRS					

Journal#: 38084 Date: 26-Jan-2022

From 1010-062-1000-180-53240-00000	MHS: PHYS ED*FIELD TRIPS	500.00		500.00	500.00	
To 1010-062-1000-180-56110-00000	MHS: PHYS ED*INSTR SUPPL	1,500.00		1,500.00		500.00
From 1010-062-2213-180-53220-00000	MHS: PHYS ED*IN SVC-PROF MTG/DEV	500.00	1,000.00	1,500.00	100.00	
To 1010-062-1000-180-56900-00000	MHS: PHYS ED*SUPPL OTH	3,000.00	-1,000.00	2,000.00		100.00
	Instructional supplies needed that would benefit our students and with Covid. No field trips so we can use funding more productively by providing needed supplies to st					

Journal#: 38092 Date: 31-Jan-2022

From 1010-960-2213-160-55010-00000	CURR: INSTR STAFF TRAINING*MATH*OTH PURCH SRVCS	59,720.00		59,720.00	3,046.46	
To 1010-100-1000-160-56110-00000	CURR: MATH*INSTR SUPPL	10,000.00		10,000.00		3,046.46
	To cover deficit in Math Instructional Supplies with excess appropriation in Purchased Services Staff Training line.					

Journal#: 38093 Date: 31-Jan-2022

From 1010-960-2213-160-55010-00000	CURR: INSTR STAFF TRAINING*MATH*OTH PURCH SRVCS	59,720.00		59,720.00	170.00	
To 1010-960-2213-160-58100-00000	CURR: MATH*MEMBERSHIP/DUES [ALL SCHL]	200.00		200.00		170.00
	Transfer to Math Memberships and Dues line for 2 Math Supervisor Memberships, excess appropriation available in SDtstaff Training Purchased Services Line.					

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 06-Jan-2022 to 03-Feb-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 38097 Date: 01-Feb-2022						
From 1010-100-1000-160-56410-00000	CURR: MATH*TEXTBOOKS	5,000.00		5,000.00	3,694.46	
To 1010-960-2213-160-55010-00000	CURR: INSTR STAFF TRAINING*MATH*OTH PURCH SRVCS Transfer to reappropriate/repurpose funding for TextBook to purchase Instructional Math Staff Training by Math Lab which fits into the SOP Strategic Operating Plan 1.3 Teachin	59,720.00		59,720.00		3,694.46
Journal#: 38101 Date: 02-Feb-2022						
From 1010-011-2212-210-55010-00000	SN PREK: ADMIN INSTR*PURCH SVCS	40,500.00		40,500.00	20,180.00	
To 1010-011-1100-210-55010-00000	PRESCHL: PREK INSTRU*PURCH SVCS To provide the additional preschool classrooms with instructionl supplies.	10,000.00		10,000.00		20,180.00
Journal#: 38102 Date: 03-Feb-2022						
From 1010-012-2410-000-51116-00000	MOODY-CLASSIFIED REG	54,361.00		54,361.00	20,000.00	
From 1010-013-2620-000-51116-00000	LAWRENCE: MAINT/BLDGS*CLASSIF*REG	152,962.00		152,962.00	20,000.00	
From 1010-054-2130-000-51116-00000	BMS-HEALTH SVCS CLASSIFIED REG	252,229.00		252,229.00	70,000.00	
From 1010-054-2620-000-51116-00000	BMS: MAINT/BLDGS*CLASSIF*REG	348,579.00		348,579.00	60,000.00	
From 1010-054-2660-000-51116-00000	SECURITY: BMS: CLASS*REG	133,752.00		133,752.00	40,000.00	
From 1010-062-2130-000-51116-00000	MHS-HEALTH SVCS CLASSIFIED REG	247,495.00		247,495.00	60,000.00	
From 1010-062-2660-000-51116-00000	SECURITY: MHS: CLASSIFIED*REG	452,580.00		452,580.00	90,000.00	
From 1010-960-2510-000-51116-00000	ACCT/BUDGET: CLASSIF*REG	732,726.00		732,726.00	30,000.00	
From 1010-960-2570-000-51116-00000	EXEC ADMIN: PERSVCS: CLASSIF*REG	261,194.00		261,194.00	40,000.00	
From 1010-940-2700-000-51116-00000	STUDENT TRANSP: CLASSIF*REG	51,106.00		51,106.00	10,000.00	
From 1010-960-3500-000-51116-00000	EXEC ADMIN: CLASSIF*REG	48,068.00		48,068.00	48,000.00	
From 1010-062-2410-000-51116-00000	MHS: CLASSIFIED REG	224,898.00		224,898.00	30,000.00	
From 1010-009-2410-000-51116-00000	MACDONOUGH-CLASSIFIED REG	56,038.00		56,038.00	20,000.00	
To 1010-980-5001-000-58900-00000	CAPITAL: CAPITAL*RESERVE/PREV MAINT					538,000.00
From 1010-054-1000-200-51210-00000	SPED: BMS: AIDES/PARAS*REG	679,502.00		679,502.00	70,000.00	
From 1010-011-1100-210-51210-00000	SNOW: PRE SCHOOL: AIDES/PARAS*REG	141,832.00		141,832.00	30,000.00	
From 1010-012-1000-201-51210-00000	SPED: MOODY: ICM AIDES/PARAS REG	120,540.00		120,540.00	50,000.00	
From 1010-014-1000-200-51210-00000	SPED: WESLEY: AIDES/PARAS*REG	276,544.00		276,544.00	65,000.00	
From 1010-054-1000-201-51210-00000	SPED: BMS: ICM AIDES/PARAS*REG	163,631.00		163,631.00	80,000.00	
From 1010-005-1000-201-51210-00000	SPED: FARM HILL: ICM AIDES/PARA*REG	77,382.00		77,382.00	75,000.00	
From 1010-091-1000-200-51210-00000	MDT TRANS CTR: SAL: AIDES/PARAS*REG	151,587.00		151,587.00	30,000.00	
From 1010-001-1000-201-51210-00000	SPED: SPENCER: AIDES/PARA*REG	85,145.00		85,145.00	80,000.00	
From 1010-011-1100-210-51210-00000	SNOW: PRE SCHOOL: AIDES/PARAS*REG	141,832.00		141,832.00	30,000.00	
From 1010-009-1000-425-51210-00000	MACD: LIT PARAPROFESSIONAL	24,246.00		24,246.00	20,000.00	
To 1010-980-5001-000-58900-00000	CAPITAL: CAPITAL*RESERVE/PREV MAINT To repurpose/reappropriate funding from various salary lines due to open positions. The athletic field must be repaired this summer before next school year and before any					530,000.00
Journal#: 38108 Date: 03-Feb-2022						
From 1010-005-2410-000-55500-00000	FARM HILL: PRINTING	800.00		800.00	800.00	
From 1010-005-2410-000-56121-00000	FARM HILL: COPY PAPER	3,369.00		3,369.00	1,369.00	

Date Range: 06-Jan-2022 to 03-Feb-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
From 1010-005-2410-000-55301-00000	FARM HILL: POSTAGE	900.00		900.00	581.85	
From 1010-005-2213-000-53220-00000	FH: IN SVC-PROF MTGS/DEV	95.00		95.00	95.00	
From 1010-005-1000-000-56500-00000	FH: SUPPLIES*TECH RELATED	2,000.00		2,000.00	5.00	
To 1010-005-2410-000-56120-00000	FARM HILL: ADMIN SUPPL	6,300.00		6,300.00		2,850.85
	Transfer from budget line items with balances to admin supply line to purchase teacher & school supplies					
					-----	-----
Total Transfer for Central Office					1,152,041.77	1,152,041.77
					=====	=====

Journal#: 38080 Date: 25-Jan-2022

From 1010-001-2490-000-53300-00000	SPENCER: PURCH SVCS: TECH	1,800.00		1,800.00	1,002.55	
To 1010-001-2410-000-56120-00000	SPENCER: ADMIN SUPPL	2,685.00		2,685.00		1,002.55
	transfer remaining funds in purchased services that were allocated for school assemblies to admin supplies to purchase additional supplies for teachers and the school					
					-----	-----
Total Transfer for Spencer School					1,002.55	1,002.55
					=====	=====

Journal#: 38079 Date: 25-Jan-2022

From 1010-054-3200-910-55010-00000	ATHLETICS: BMS*PURCH SVCS	1,150.00		1,150.00	750.00	
To 1010-062-3200-910-55010-00000	ATHLETICS: PURCH SVCS	23,200.00		23,200.00		750.00
From 1010-054-3200-910-53220-00000	ATHLETICS: BMS IN SVC-PROF MTG/DEV	720.00		720.00	600.00	
To 1010-062-3200-910-53220-00000	ATHLETICS: IN SVC-PROF MTG/DEV	1,780.00		1,780.00		600.00
From 1010-054-3200-910-53530-00000	ATHLETICS: BMS PURCH PROF SVCS: POLICE	1,000.00		1,000.00	1,000.00	
To 1010-062-3200-910-53530-00000	ATHLETICS: PURCH PROF SVCS: POLICE	8,000.00		8,000.00		1,000.00
From 1010-062-3200-910-55100-00000	ATHLETICS: PUPIL TRANSP	65,000.00		65,000.00	2,542.84	
To 1010-062-3200-910-56900-00000	ATHLETICS: SUPPL*OTHER	59,950.00		59,950.00		2,542.84
	Transfer funds to pay invoices. Middle School Family ID Police Coverage at MHS					
					-----	-----
Total Transfer for Student Activities/Athletics					4,892.84	4,892.84
					=====	=====

Journal#: 38074 Date: 18-Jan-2022

From 1010-054-1000-105-54300-00000	BMS: ART REPAIRS & MAINT	500.00		500.00	500.00	
To 1010-054-1000-105-56900-00000	BMS: ART*SUPPL*OTHER	6,400.00		6,400.00		500.00
	Transfer funds from maintenance line to purchase additional supplies and materials for art classes.					

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 06-Jan-2022 to 03-Feb-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 38075      Date: 18-Jan-2022						
From 1010-054-1000-110-56410-00000	BMS: ELA*TEXTBOOKS	6,200.00		6,200.00	5,463.07	
To 1010-054-1000-110-56110-00000	BMS: ELA*INSTR SUPPL	2,000.00		2,000.00		5,463.07
	Transfer funds from textbook line to instructional supplies to purchase additional supplies, materials and classroom books for Language Arts.					
Journal#: 38094      Date: 31-Jan-2022						
From 1010-054-1000-110-55010-00000	BMS: ELA*PURCHASED SERVICES	500.00		500.00	500.00	
From 1010-054-1000-110-56900-00000	BMS: ELA*SUPPL*OTHER	800.00		800.00	35.70	
From 1010-054-2213-110-53220-00000	BMS: ELA*IN SVC-PROF MTG/DEV	500.00		500.00	500.00	
To 1010-054-1000-110-56110-00000	BMS: ELA*INSTR SUPPL	2,000.00		2,000.00		1,035.70
	Move money in miscellaneous Language Arts lines to Instructional Supplies for end of year purchases.					
	Total Transfer for WWMS				6,998.77	6,998.77
	*** Grand Total To Transfer				1,166,233.99	1,166,233.99



## Office of Talent & Human Resources

“Unlocking the Potential in ALL Students”

Human Resource Manager Geen Thazhampallath

311 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1404

Email: thazg@mpsct.org, Web: www.middletownschoools.org

## **BOARD OF EDUCATION MONTHLY UPDATE February 8, 2022**

**To:** Acting Superintendent Dr. Vazquaz-Matos and BOE Members

**From:** Geen Thazhampallath, Talent Office/HR Office

**Re:** Monthly Report-February 2022

The month of January 2022 was marked by the following key events in the Talent/HR office

- As of 2/1/22 there are 45 Current Active recruitments. Highlights are:
  - 1 of the 45 is for an administrative level position- Strategy and Innovation Coordinator
  - 10 of the 45 are for City positions that serve at the BOE (see bullet below for details)
  - 15 of the 45 are for varied certified positions resulting from leaves or other circumstances
  - 19 are for support roles, temp positions, summer positions or after school positions and programs
  
- Significant efforts were invested, with tremendous collaboration with the City HR team to post, for the *first time* in Middletown's history, to post and recruit BOE City positions through the BOE rather than through the City site. Currently 10 positions are posted for 466 internal openings. If there are no viable candidates internally then the positions will go to the external eligibility lists for interviewing. Overall, the entire process of recruitment and hiring will increase in speed and efficiency. Open positions are:
  - Administrative Secretary III
  - Administrative Secretary III
  - Cafeteria Worker I
  - Cafeteria Worker II
  - Campus Safety Officer
  - School Custodian I
  - School Custodian I



## **Office of Talent & Human Resources**

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- School Nurse
- School Secretary II
- School Secretary III
- Per legal guidance, FMLA procedures and communications were updated to meet federal guidelines. Forms are now digital and can be available through Frontline system as needed
- Our long standing efforts to attract and hire a Spanish teacher for Lawrence Elementary and its IB program proved successful in January 2022. This position has been long vacant and we have made many attempts to find the right candidate. Persistence finally paid dividends with this tremendous hire. Candidate starts Feb. 7.
- Summer program hiring has started with initial postings now up for the Summer Literacy Coordinator position and other summer positions soon to follow
- After School programs such as the 21st Century grant programs saw dramatic and purposeful increase in hiring. MHS students are being recruited and introduced to potential family and educational career lines through these referrals and hires for these afterschool programs
- Collaborated with District leaders and departments to implement new notification letters and process for CV19 cases
- We are working with our payroll and operations office to properly document and notify absences and related payroll coding
- Met with the planning team to plan on-site Job Fair to recruit staff for varied 22-23 potential positions
- Met with finance team leaders to begin budget planning process for HR department



# MIDDLETOWN PUBLIC SCHOOLS

“Unlocking the Potential in ALL Students”

Mark Langton, Transportation Manager  
 311 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1417  
 Email: langtonm@mpsct.org, Web: www.middletownschoools.org

## TRANSPORTATION REPORT

January 2022

School Year 2021-2022

2021 – 2022 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DE C	JAN	FEB	MAR	AP R	MAY	JU N
NEW STUDENTS	22	31	54	21	42					
SCHOOL TRANSPORTATION CHANGES	78	22	21	20	27					
LEFT DISTRICT / SCHOOL	6	24	22	12	17					
BUS DRIVER COMPLAINTS	3	2	0	1	0					
BUS CONDUCT REPORTS	48	43	45	32	26					
BUS ACCIDENTS	1	1	1	1*	1*					

\*12/10/22 Due to icy road conditions in the morning, an automobile slid and struck the back end of Beman Middle School Bus 16. No injuries were reported. Police, Fire and BOE Transportation Manager were at the scene.

2020 – 2021 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DE C	JAN	FEB	MAR	AP R	MA Y	JU N
NEW STUDENTS	18	12	3	2	4	0	8			
TRANSPORTATION CHANGES	118	8	4	1	2	2	4			
LEFT DISTRICT / SCHOOL	1	4	2	5	5	3	3			
DRIVER COMPLAINTS	0	0	1*	0	0	0	0			
BUS CONDUCT REPORTS	2	10	9*	1	1	3	12			
BUS ACCIDENTS	2*	0	0	0	1*	0	1*			

# Budget Committee Minutes

January 10, 2022

6:30 PM

Virtual: ZOOM

Budget Committee Chair:	Charles Wiltsie
Board of Education & Budget Committee Member:	Emily Jackson
Board of Education Chair:	Deborah Cain
Finance and Resource Management Specialist:	Cheryl Ann Walcott
Purchasing Agent:	Christopher Puorro
Director of Technology:	Michael Skott, CETL
Acting Superintendent of Schools	Alberto Vázquez Matos, Ed.D., Ph.D.
Director of Facilities	Kevin Dion
Community Member	David R. Booth Jr., MPA
Chief of School Operations	Marco Gaylord

## AGENDA

1. Call to order: Budget Chair Charles Wiltsie at 6:30 PM
2. Minutes from December 13, 2021 we approved with on amendment to the minutes by David R. Booth Jr. changing the adjournment time from 5:33 PM to 6:33 PM
3. Line-Item Transfers: 5-line-item transfers were enumerated
  - a. Professional development transfer (African American, Latino, Puerto Rican Studies) from Social Studies to Professional Development.
  - b. Transportation: Adjustment for increase in fuel costs- Purchasing Agent Christopher Puorro explained the challenges in contracting for energy costs in light of current inflation challenges.
  - c. Transfer to improve copy systems for faculty – Presented by Marco Gaylord
  - d. Employee Benefits explained by Cheryl Ann Walcott
  - e. Transfer to cover and improve telephone costs- explanation provided by Director of Technology Michael Skott to a question by Chair of the BOE Deborah Cain
4. Personnel/Staffing Updates: Personnel and Staffing updates were presented by Dr. Vazquez Matos with a brief discussion initiated by Chair Charles Wiltsie, regarding the necessary recent increases in pay for various substitute teachers
5. Review of Legal costs around the current investigation 2021- Present and projected range of costs for the future. Cheryl Walcott and Dr. Vazquez Matos. Legal fees are substantial but include many several other uses outside of the current HR issue/s.
6. Other Business: Question about the impact of inflation is likely to have on the BOE budget. Discussion about inflation, energy, and other things that might drive up prices. Director of Facilities addressed the likelihood of inflation, in general, it might be 5% to 10%.
7. Adjourn: Adjourn at 7:31. Motion by Deborah Cain, second by Emily Jackson.

**MIDDLETOWN BOARD OF EDUCATION  
CURRICULUM COMMITTEE**

**January 6th, 2022**

**Zoom**

**5:30 PM**

<b><u>Board of Education Committee Members Present</u></b>	<b><u>Also Present</u></b>
DeLita Rose-Daniels, Chair Debra F. Guss, Board of Education (BOE) Member	Dr. Alberto Vázquez Matos, Acting Superintendent Richard Cordaway, Director, PreK-12 Math & Numeracy Intervention Yvonne Daniels, Math Supervisor (6-12) Colleen Weiner, Middletown High School Principal Sheila Daniels (Community representative) Laura Morello (Community representative)

1. **Call to order:** Committee Chair DeLita Rose-Daniels moved to call the meeting to order, which was seconded by BOE Member Debra Guss, and the meeting commenced at 5:32 p.m.
2. **Detracking Math:** Mr. Cordaway and Ms. Daniels provided an overview of a proposal to detrack Geometry in Middletown High School beginning in the 2022-2023 school year in alignment with Middletown 2024, highlighting the educational and social benefits and noting that detracking the Math curriculum had been successfully implemented at Beman Middle School and was currently being implemented for ninth graders at Middletown High School. A discussion followed during which Committee members and community representatives were given an opportunity to ask questions. The plan is to present the proposal to the full BOE for approval.
3. **Schedule for Budget Committee Meeting for 2022:** The Chair proposed that Committee meetings be held on the first Thursday of each month for 2022, excluding July and August. Committee Chair Delita Rose-Daniels moved to approve the proposed meeting schedule, which was seconded by BOE Member Debra Guss, and the proposed 2022 meeting schedule for the Curriculum Committee was approved.
4. **Adjournment:** Committee Chair DeLita Rose-Daniels then moved to adjourn the meeting, which was seconded by BOE Member Debra Guss, and the meeting was adjourned at 6:42 p.m.

## **Middletown Public Schools -Board of Education**

### **BOE Facilities Committee Meeting Minutes**

Wednesday, January 19, 2022 at 5:30 PM (Virtual)

The meeting was called to order at 5:33 PM by Chairperson Deborah Cain, was held virtually on Zoom and streamed on YouTube.

**Present:** Deborah Cain (Chairperson), Kevin Dion (Facilities Director), John Giuliano (Snow School Building Superintendent), Vinnie Loffredo (City Council & Community Member), Dan Penney (Community Member), Dr. Alberto Vazquez-Matos- Acting Superintendent, Charles Wiltsie – Board of Education Member, Leslie Spatola, BOE Facilities Department & Committee Secretary and Ray Linehan from BOE IT department.

I. **Introductions** – Mr. Dion was welcomed as the new Director of Facilities.

II. **Review of the Dec3mb3 15, 2021 Meeting Minutes**

Chairperson Cain made a motion to accept the minutes and was seconded by Mr. Wiltsie.

III. **Update on Macdonough Feasibility Study – K. Dion**

Mr. Dion stated that both he and Mr. Gaylord had met with the Mayor on January 15, 2022 who wanted to see the feasibility study that was done by TSKP. Ms. Cain requested this subject to be reviewed at next month's meeting. November 2022 will be an important date for the referendum which would go to vote and then onto the Mayor and to the Board of Education.

The Macdonough School would become a combination of two elementary schools.

IV. **Status of the Beman Middle School Construction Project – K. Dion**

Mr. Dion said the punch list is still being worked on with issues in the drainage in the field in the front of the Beman School which requires more adequate drainage which O&G and TSKP are aware of. The alarms were done by Jennings and a review of the AV system and the equipment will be done on February 22, 2022

The auditorium is coming along but the locksets seem to be a problem due to delays. The envelope of the building is secure and offices are a high priority. Mr. Loffredo inquired if anyone was aware of or addressing the leakage that was apparently coming from the roof near the cafeteria but Mr. Dion said he would check that out as well as the skylights. Ms. Natalie Forbes in the Grants Department will need to work along with Mr. Dion to submit a resolution soon with a February/ March anticipated timeline. A draft resolution for the PV panels as it relates to the funds to be committed on the City side will be submitted.

Mr. Loffredo also said that the HVAC system on the roof at Snow School would be an additional \$750k and would have to go to the Mayor and General Council to accept the inclusion as a Capital improvement and hopefully there would be a potential change.

V. Update of Snow and Farm Hill Roofing Projects – K. Dion

Farm Hill School has gone out to bid with Thursday, January 20, 2022 being the bid openings held at Central Office. The Snow School roof is still at the State level waiting for approval. Farm Hill has established a committee who will be reviewing the paperwork. Dr. Vazquez-Matos spoke on the financial documents that need to be sent to the State to obtain the approval. On February 21, 2022 all resolutions are submitted to the Council Clerk's Office so more follow-up is required as to where the \$175,854 would be coming from. No correspondence has been made to inform the Committee members as yet.

VI. Discussion on 5-Year Plan for Capital Projects for 2021/2022 – K. Dion

Mr. Dion will have more information on this subject for next month's meeting.

VII. Update on Facilities Department Staffing Vacancies – K. Dion

Nothing has changed with the staffing and are currently using the temp workers.

VIII. Miscellaneous

Mr. Loffredo had asked about the Middletown High School rood work and the 88 existing translucent panels are leaking and need replacing and how much this would cost and if the State of Connecticut has been asked to participate in the costs. To the best of his knowledge, he didn't believe there was even a building committee but he will be looking into this.

Mr. Dion reported that the Adult Education building had a boiler failure and will be installing a temporary heating system next week. 2 new boilers will cost \$106,882 and a new heating unit bypass will cost \$16,565. The new system will be more energy efficient. Boilers should last about 20 years and the building is currently on a 10-year lease with a long term occupancy strategy expected.

Chairperson Cain made a motion to adjourn the meeting at 6:02 PM and it was seconded by Mr. Wiltsie.

The next BOE Facilities Committee meeting will be held on Wednesday, February 16, 2022 at 5:30 PM via Zoom.

Minutes recorded by Leslie A. Spatola,

*Leslie A. Spatola*

**MIDDLETOWN BOARD OF EDUCATION**

**POLICY COMMITTEE**

Meeting Minutes

Tuesday, January 18, 2022

Virtual Meeting 5:30 P.M.

**Board of Education Policy Committee Members participating:**

Deborah Cain

Justin Taylor

**Also participating:**

Dr. Vazquez Matos, Acting Superintendent

Jen Cannata, Director of Performance Management

Dr. Waters, Director of Diversity, Equity, and Inclusion

Colleen Weiner, Principal of MHS

Michele Marie Clay, Middletown Community Member

Cody Altieri, Administrative Assistant

**The Virtual Meeting was called to order by Justin Taylor at 5:33 P.M.**

Justin Taylor turned the meeting over to Dr. Vazquez Matos.

**Policy #4131 - REVIEW/READOPT - Staff Development - **TABLED****

*Attorney Notes:* This policy is not mandatory and may be repealed, however, the Board may wish to maintain the policy

Policy needs additional clarity and legal review.

**The Policy Committee were all in favor and requested Policy #4131 be tabled and brought back to the next policy committee meeting.**

**Policy #4152.6 - REVIEW/REPLACE - Family and Medical Leave Act - **TABLED****

*Attorney Notes:* Recommend repeal and adoption of the Model Policy for consistency.

Policy needs additional clarity and legal review.

**The Policy Committee were all in favor and requested Policy #4152.6 be tabled and brought back to the next policy committee meeting.**

**Policy #5132 - REVIEW/REPLACE - Dress and Grooming - **TABLED****

*Attorney Notes:* Recommend repeal and adoption of the Model Policy for consistency.

Dr. Waters notes - Current dress codes lack specific and certain expectations. It fails to acknowledge gender and racial bias. Does unprofessional mean certain things that induce bias? Michele Clay states that those were some of her issues as well. Dr. Water further states that the vagueness is disguised as neutrality and poses problems. The policy erases the lives of students and persons of color. Suggests to insert

language to provide greater specificity and create a more open and inclusive environment to protect their identities. Critically examine the language of the policies to shorten the disciplinary actions. Furthermore, Dr. Waters suggests that they engage all stakeholders through the wider communities so that they are not excluded and suspended. Ms. Weiner thanks her for all of her research into this policy as she was shocked this was Shipman's model. She states she's happy to work with her along with student groups to come up with a more comprehensive policy that represents the community. Mr. Taylor thanks both of them and states that we should table this policy until it's ready to be brought back to the committee.

**The Policy Committee were all in favor and requested Policy #4112.9 be tabled and brought back to the next policy committee meeting.**

**Policy #5141.21 - REVIEW/REPLACE - Administering Medication**

*Attorney Notes:* Recommend repeal and adoption of the Model Policy for consistency.

Dr. V clarifies that there were questions regarding narcan last week and this policy covers that.

**The Policy Committee were all in favor and requested REPLACEMENT Policy #5141.2 be brought forward at the next Board of Education meeting for its first reading.**

**Policy #6115 - REVIEW/REPLACE - Ceremonies and Observances**

*Attorney Notes:* Recommend repeal and adoption of the model policy for consistency.

Mr. Taylor asks if the pledge of allegiance is recited daily at the high school. Ms. Weiner states that yes, it is done through bluetube but not the PA. Ms. Cannata states that it's offered at the elementary, and not required to participate which is stated.

**The Policy Committee requested this REPLACEMENT Policy #6115 be brought forward at the next Board of Education meeting for its first reading.**

**Policy #6144.1 - REVIEW/REPLACE - Exemption from Instruction**

*Attorney Notes:* Recommend repeal and adoption of the model policy for consistency.

Mr. Taylor asks if the admin had any suggestions to implement language from the current one and Dr. Vazquez states no. Further, he asks if this policy is statutory and it is as it allows families to opt out and/or ask for additional support.

**The Policy Committee were all in favor and requested this REPLACEMENT Policy #6144.1 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #6153 - REVIEW/READOPT - Field Trips and Community Service**

*Attorney Notes:* Recommend repeal and adoption of the model policy for consistency.

Dr. Vazquez states that due to our policy being more extensive, we would like to readopt our current model policy instead of the model. Mr. Taylor asks if there's anything else principals would like to add. Ms. Cannata states that the ratio for students to adults was a major thing. Ms. Weiner states she remembers having this conversation in which the vagueness gave them a little room with trips that were structured in nature. Compared to a trip with an amusement park that does not have as much structure so it

allows them to lessen the ratio. So the language could be in terms of a minimum or that you could add more to that trip.

**The Policy Committee were all in favor and requested this REPLACEMENT Policy #6153 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #6159 - REVIEW/REPLACE - Individualized Education Program/Special Education Program**

*Attorney Notes:* Recommend repeal and adoption of the model policy for consistency.

The administration recommends adopting the model policy after reviewing it against the current policy. No further questions and no objections.

**The Policy Committee were all in favor and requested this REPLACEMENT Policy #6159 be brought forward for the next Board of Education meeting for its first reading.**

**Policy #6162.511 - REVIEW/REPLACE - Access to Instructional Material**

*Attorney Notes:* Recommend repeal and adoption of the model policy for consistency.

Ms. Clay states that she knows that some teachers have gone off book and there have been a couple incidents at the high school and middle school. Personally, she is the active parent that's always logging into her son's portal. If there is something that she doesn't know about though, she wants to see it. According to the policy, she would have access to those materials.

**The Policy Committee were all in favor and requested this REPLACEMENT Policy #6162.511 be brought forward to the next Board of Education meeting for its first reading.**

#### **Other**

Mr. Taylor emailed Mr. Gaylord about one or two policies that can appear on next month's agenda. Dr. Vazquez Matos stated he will look into it.

#### **ADJOURNMENT**

The meeting was adjourned at 6:05 P.M.

**The next virtual Policy Committee meeting is scheduled for February 15, 2021 with a time of 5:30 P.M.**

Respectfully submitted,  
Cody Altieri  
Administrative Assistant

STUDENTS

ADMINISTRATION OF  
STUDENT MEDICATIONS IN THE SCHOOLS

A. Definitions

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

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

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

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

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

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

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 106-206.

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

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

Error means:

- (1) the failure to do any of the following as ordered:
  - (a) administer a medication to a student;
  - (b) administer medication within the time designated by the prescribing physician;
  - (c) administer the specific medication prescribed for a student;
  - (d) administer the correct dosage of medication;
  - (e) administer medication by the proper route;
  - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Principal means the administrator in the school.

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

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

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

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

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

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

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

B. General Policies on Administration of Medications

- (1) Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:
  - (a) the written medication order of an authorized prescriber;
  - (b) the written authorization of the student's parent

- or guardian or eligible student; and
    - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
- (3) Except as provided in Section D, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:
  - (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
  - (b) students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:
    - (i) an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
    - (ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
    - (iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
    - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult

supervision whenever warranted; and cooperates with the established medication plan;

- (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
  - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and
  - (vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
  - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
  - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and

written authorization from the student's parent or guardian or eligible student; and

- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
  - (ii) there is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
  - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
  - (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-

administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:

- (i) the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and
  - (ii) a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.
- (f) a coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
- (i) the school nurse has determined that a self-administration plan is not viable;
  - (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
  - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
  - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section H of this policy, when appropriate.
- (g) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition,

except as provided in Section D below, and the following additional conditions are met:

- (i) there is written authorization from the student's parents/guardian to administer the medication in school;
  - (ii) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;
  - (iii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;
  - (iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
  - (v) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
- (h) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
- (i) there is written authorization from the student's parents/guardians to administer the medication;
  - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;

- (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;
  - (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
  - (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (i) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
- (i) only to a child enrolled in such program; and
  - (ii) in accordance with Section L of this policy.
- (j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
- (i) training in administration of medications as part of their basic nursing program;
  - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
  - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.

- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Middletown Board of Education (the “Board”) permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing.
- (2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such child is capable of conducting self-testing on school grounds.
- (3) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
  - (a) The student’s parent or guardian has provided written authorization;
  - (b) A written order for such administration has been received from the student’s physician licensed under Chapter 370 of the Connecticut General Statutes;
  - (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;
  - (d) The school nurse shall provide general supervision to the selected school employee;
  - (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;

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

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

- (1) For purposes of this Section D, “regular school hours” means the posted hours during which students are required to be in attendance at the individual school on any given day.
- (2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
  - (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
  - (b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
- (3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (2) above, in the absence of the school nurse.
  - (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
  - (b) The selected personnel, before conducting such administration, must annually complete the training made available by the

Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.

- (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
- (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.
- (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
  - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall send an email to all staff indicating that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine.
- (5) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication, and the Regulations adopted by the Department of Education.
- (6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
- (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.
  - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
- (7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:

- (a) Such emergency administration shall be reported immediately to:
  - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
  - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
- (b) A medication administration record shall be:
  - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
  - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

E. Naloxone for Purposes of Emergency First Aid

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

- (3) A school nurse shall be approved to administer naloxone for the purpose of emergency first aid, as described in Paragraph (1) above, in the event of a known or suspected opioid overdose, provided that such nurse has completed appropriate training, as identified by the Board's medical advisor, which shall include training in the identification of opioid abuse and overdose.
- (4) The administration of naloxone pursuant to this section must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.
- (5) Following the emergency administration of naloxone by a school nurse:
  - (a) Such emergency administration shall be reported immediately to:
    - (i) The Board medical advisor; and
    - (ii) The Superintendent; and
    - (iii) The student's parent or guardian.
  - (b) A medication administration record shall be:
    - (i) Maintained by the school nurse who administered the naloxone as soon as possible, but no later than the next school day; and
    - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.

F. Documentation and Record Keeping

- (1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
  - (a) the name of the student;
  - (b) the student's state-assigned student identifier (SASID);
  - (c) the name of the medication;
  - (d) the dosage of the medication;
  - (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
  - (f) the frequency of administration;

- (g) the name of the authorized prescriber;
  - (h) the dates for initiating and terminating the administration of medication, including extended-year programs;
  - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
  - (j) the date the medication is to be reordered (if any);
  - (k) any student allergies to food and/or medication(s);
  - (l) the date and time of each administration or omission, including the reason for any omission;
  - (m) the dose or amount of each medication administered;
  - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and
  - (o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 12-12a(b) of the Connecticut General Statutes.
- (a) The completed medication administration record for non controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.
  - (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non controlled medications. In addition, a separate medication

administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.

- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
  - (a) a medication administration record for each student shall be maintained in the athletic offices;
  - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
  - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
  - (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

G. Errors in Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
  - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary;
  - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s); and
  - (c) the principal shall notify the Superintendent or the Superintendent's designee.

- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

#### H. Medication Emergency Procedures

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

I. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to, the following:
  - (a) availability on a regularly scheduled basis to:
    - (i) review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;
    - (ii) set up a plan and schedule to ensure medications are given properly;
    - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
    - (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;
    - (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and
    - (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided

by an authorized prescriber or other nurse in the absence of the school nurse.

- (b) In addition, the school nurse shall be responsible for:
  - (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
  - (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
  - (iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who have been newly trained to administer medications; and,
  - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, regarding the needs of any student receiving medication.

J. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in

accordance with Section B(3)(g), above, shall be allowed to administer medications.

- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, shall include, but is not necessarily limited to, the following:
  - (a) the general principles of safe administration of medication;
  - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and
  - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.
- (4) The Board shall maintain documentation of medication administration training as follows:
  - (a) dates of general and student-specific trainings;
  - (b) content of the trainings;
  - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
  - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (5) Licensed practical nurses may not conduct training in the administration of medication to another individual.

K. Handling, Storage and Disposal of Medications

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

exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.
- (7) All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- (8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- (9) Medications that must be refrigerated shall be stored in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.
- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
  - (a) non-controlled drugs shall be destroyed in the presence of at least one witness;
  - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and
  - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue, and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut

General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.

- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
  - (a) in containers for the exclusive use of holding medications;
  - (b) in locations that preserve the integrity of the medication;
  - (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
  - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

L. School Readiness Programs and Before-and-After School Programs

- (1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before-and-after school programs run by the Board, which are exempt from licensure by the Office of Early Childhood:
  - (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
  - (b) Except as provided by Sections D and E above, no medication shall be administered in these programs without:
    - (i) the written order of an authorized prescriber; and
    - (ii) the written authorization of a parent or guardian or an eligible student.
  - (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of

medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.

- (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.
  - (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
  - (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.
  - (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- (2) Local poison control center information shall be readily available at these programs.
  - (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
  - (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section J of this policy.
  - (5) All medications must be handled and stored in accordance with Section K of this policy. Where possible, a separate supply of medication shall be

stored at the site of the before-and-after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

- (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
  - (a) a medication administration record for each student shall be maintained by the program;
  - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
  - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
  - (d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.
- (7) The procedures for the administration of medication at school readiness programs and before-and-after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

M. Review and Revision of Policy

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

Legal References:

Connecticut General Statutes:  
Section 10-206

Section 10-212  
Section 10-212a  
Section 10-212c  
Section 10-220j  
Section 14-276b  
Section 19a-900  
Section 21a-240  
Section 52-557b

Regulations of Conn. State Agencies:  
Sections 10-212a-1 through 10-212a-10, inclusive

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

Policy adopted: May 11, 2004  
Policy revised: June 7, 2005  
Policy revised: January 26, 2010  
Policy revised: June 19, 2012  
Policy revised: January 10, 2017  
Policy replated:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut



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

**[Board of Education/School Letterhead  
REFUSAL TO PERMIT ADMINISTRATION  
OF EPINEPHRINE FOR EMERGENCY FIRST AID]** Name of Child: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Address of Child: \_\_\_\_\_

Name of Parent(s): \_\_\_\_\_

Address of Parent(s): \_\_\_\_\_  
(if different from child)

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

\_\_\_\_\_, the parent/guardian of \_\_\_\_\_,  
Print name of parent/guardian Print name of student

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Please return the completed original form to your child's school nurse or school medical advisor,  
\_\_\_\_\_  
*[Insert name of medical advisor]*  
\_\_\_\_\_  
*[Insert address of medical*

*advisor].*  
10/2017

**Instruction**

**Ceremonies and Observances**

In accordance with Conn. Gen. Stat. Section ~~210~~(c), the Board of Education shall ensure that a period of time is set aside each school day to allow those students who wish to do so the opportunity to recite the Pledge of Allegiance. This policy shall not be construed to require any person to recite the Pledge of Allegiance, should he or she choose not to do so.

**Legal References:**

Connecticut General Statutes Section ~~210~~

	Policy adopted:	September
	3, 1996	MIDDLETOWN PUBLIC SCHOOLS
Policy revised:	September 24, 2002	Middletown, Connecticut
Policy revised:	January 9, 2007	
Policy revised:	December	8, 2015
Policy replaced:		

## **Instruction**

### Mandatory Curricular Exemptions:

Upon the written request of a parent or guardian received by the school district prior to planned instruction in the areas set forth below, the Middletown Board of Education (the “Board”) shall permit curricular exemptions for instruction in the following areas:

1. Dissection;
2. Family life education;
3. HIV/AIDS; or
4. Sexual abuse and assault awareness and prevention program.

### Definitions:

“Dissection Instruction” is defined as instruction in which a student must participate in, or observe, the dissection of any animal.

“Family Life Education Instruction” is defined as instruction pertaining to family planning, human sexuality, parenting, nutrition and the emotional, physical, psychological, hygienic, economic and social aspects of family life.

“HIV/AIDS Instruction” is defined as ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS) offered by the district pursuant to state law.

“Sexual abuse and assault awareness and prevention program” is defined as the state-wide program identified or developed by the Department of Children and Families, in collaboration with the Department of Education and Connecticut Sexual Assault Crisis Services, Inc. (or a similar entity) that includes age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to, (A) the skills to recognize (i) child sexual abuse and assault, (ii) boundary violations and unwanted forms of touching and contact, and (iii) ways offenders groom or desensitize victims, and (B) strategies to (i) promote disclosure, (ii) reduce self-blame, and (iii) mobilize bystanders.

### Written Request for Mandatory Exemption:

Parents who wish to exercise such exemptions must notify the school district in writing within the first two weeks of school.

Permissive Curricular Exemptions:

Except for the mandatory curricular exemptions noted above, or otherwise required by law, the Board does not require teachers to exempt students from any other aspect of the curriculum.

Alternative Assignments:

1. Any student excused from participating in, or observing, the dissection of any animal as part of classroom instruction shall be required to complete an alternate assignment to be determined by the teacher.
2. Any student excused from participating in the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work as determined by the teacher.
3. Any student excused from any other aspect of the curriculum may be required by the teacher to complete an alternative assignment as determined by the teacher.

Legal References:

Conn. Gen. Stat. § 10-16c.  
Conn. Gen. Stat. § 10-16e.  
Conn. Gen. Stat. § 10-18d.  
Conn. Gen. Stat. § 10-19(b).  
Conn. Gen. Stat. § 17a-101q.

Policy adopted: September 3, 1996  
Policy revised: October 10, 2006  
Policy replaced:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **Instruction**

### **Field Trips**

The Board of Education recognizes that field trips for students when properly planned, executed, evaluated, and used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of the District/school.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, co-curricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

Safety is of paramount concern on any field trip. The ratio of students to adults will be determined by the administration. In making such determination, the administrators or designee will consider whether groups of students will be permitted to leave a chaperon at any time during the field trip.

### **Types of Field Trips**

The District recognizes the following types of field trips:

#### **1. School Sponsored Educational Field Trips**

School sponsored educational field trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip. This category of trips includes competitive/performance field trips by academic, athletic, (excluding regularly scheduled interscholastic athletic contests) and performing art teams participating in competition or performance.

#### **2. School Club Sponsored Activities**

Trips taken outside of school hours for club-sponsored activities are not considered field trips, but must complete the required paperwork for authorization.

#### **3. School Sponsored Cultural/Enrichment Field Trips**

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the Building Principal and Board of Education, if necessary (see Approval of Field Trips).

**4. Trips Unrelated to the District**

The Board of Education cannot accept responsibility for non-school sponsored trips/tours. Individuals who plan trips/tours that are not school sponsored must alert parents and students that the planned trip is not associated with the Middletown Public Schools. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. The preparation for non-school sponsored trips shall not take place during school hours. No school materials may be used for letters to parents, directions or other communications.

**Approvals of Field Trips**

All school sponsored field trips require administrative approval.

- For all trips within the State of Connecticut, requests must be submitted to the building administrator 30 days in advance of the departure date. Costs must be ascertained.
- All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date.
- All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date.
- Superintendent approval of all field trips shall be conditional. Approval for any field trip may be revoked at any time by the Superintendent or Building Principal if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students –and staff.

Parents/guardians are responsible for obtaining trip cancellation insurance. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.

The school nurse has the right to deny participation in field trip activities due to concerns for student health and well-being resulting from the failure of the parent/student to submit required documents for implementing medical interventions during the field trip prior to the day of the trip. (Issues resulting in denial of participation include, but are not limited to: incomplete or missing medical intervention plans and/or required MD orders for medication administration of daily or emergency medications; and, the absence of medications). Field trip organizers and the school nurse shall take corrective actions, such as notifying parents and/or students prior to the field trip, in the event of identified health concerns that impact the health and well-being for student(s) during a field trip.

**Other Considerations:**

- Parents/guardians who feel their child should not participate may deny permission and arrangements will be made for the child to remain at school on the day of the trip.
- Use of privately owned vehicles or leased vans to transport students to and from field trips is **strongly discouraged**, except in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the field trip leader if the Superintendent or Principal is not present or available or not possible to contact. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- Chaperones on school sponsored trips will be covered for liability purposes by the school district policies. **The cost for a background check is incurred by the volunteer. All paperwork must be submitted and approved prior to the trip.**
- The administration reserves the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

**Costs of Field Trips**

The cost of field trips includes transportation, lodging, meals, nursing services when required, and entry fees. Fund raising activities (following District policies) must be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for possible assistance in payment for those individuals experiencing a hardship. Parents/guardians of students on the free and reduced lunch program should contact the administrator.

**Additional Considerations**

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy.

The Board may require a follow up review of any field trip at a Board meeting, at the discretion of the Chairperson.

The acceptance of any gratuities, discounts and/or gifts for personal use resulting from field trips is prohibited. Any gifts, gratuities, or promotional items provided by travel companies will become the property of the District and will be used for the benefit of the trip or the school.

## **POLICY 6153**

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised
- All safety precautions are observed, including a reunification plan should a child become separated from a group, or the groups are relocated due to a natural or manmade emergency
- All trips contribute to the educational program
- All trips must allow a plan for payment alternatives

The administration reserves the right to deny the participation for any student on any field trip based upon actions or behaviors that may adversely impact the health and safety of students and/or staff.

Policy adopted: September 3, 1996  
Policy readopted: June 20, 2006  
Policy revised: September 12, 2017  
Policy readopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **Instruction**

### **Individualized Education Program/Special Education Program**

The Middletown Board of Education will, in all respects, comply with the requirements of state and federal law with regard to the special education of students with disabilities. Decisions about whether a student with a disability eligible for special education and related services under the Individuals with Disabilities Education Act shall participate in alternative assessment(s) to particular statewide or district-wide assessments shall be made by each student's planning and placement team in accordance with applicable state and federal law.

#### Legal References:

Conn. Gen. Stat. § 10-14q

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 *et seq.*

34 C.F.R. § 300.320 *et seq.*

Connecticut Alternate Assessment (CTAA) Test Administration Manual, English Language Arts and Mathematics (Dec. 9, 2019), *available at* <https://ct.portal.cambiumast.com/core/fileparse.php/51/urlt/CTAA-Test-Administration-Manual-TAM.pdf>.

CTAA and Alternate Science Learner Characteristics Inventory (LCI) *available at* <https://portal.ct.gov/-/media/SDE/StudentAssessment/SpecialPopulations/LCI.pdf?la=en>

Policy adopted: June 25, 2013 MIDDLETOWN PUBLIC  
SCHOOLS

Policy revised: March 26, 2019

Middletown, Connecticut

Policy replaced

## Instruction

### Access to Instructional Material

In accordance with federal law and Board policy, parents or guardians shall be permitted access to instructional material used as part of the educational curriculum for any student.

"Instructional material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents or guardians to inspect any instructional material. The district shall grant reasonable access to instructional material within a reasonable period of time after a request is received from a parent or guardian.

#### Legal Reference:

##### Federal Law:

Elementary and Secondary Education Act of 1965, 20 U.S.C. § 1232h, as amended by the Every Student Succeeds Act., Pub 14-95

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MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut