



## Newtown Public Schools

Policy Sub-Committee Agenda  
April 1, 2025

BOE Conference Room  
Municipal Building  
3 Primrose Street  
Newtown, CT 06470  
5:30 PM

*As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.*

### AGENDA

1. **CALL TO ORDER**
2. **PUBLIC PARTICIPATION**
3. **APPROVAL OF MINUTES**
4. **DISCUSSION AND POSSIBLE ACTION**
  - A. Policies Recommended for First Read
    1. 3010 - Code of Conduct Governing Procurements Under a Federal Award
    2. 3030 - Disposal of Obsolete or Surplus Equipment/Materials
    3. 3040 - Policy and Administrative Regulations Regarding Individuals with Disabilities Education Act
    4. 1140 - Requests to Distribute Materials
  - B. Policies to Rescind Upon Adoption of Policies in 4A.
    1. 3230.1 - Federal Funds
    2. 3260 - Disposal of Obsolete or Surplus Equipment - Materials
    3. 3340 - Tuition Fees
    4. 1140 - Requests to Distribute Materials
  - C. Review Policies
    1. 3160 - Budget Procedures and Line Item Transfers
    2. 4117 - Emergency Action Plan for Intramural and Interscholastic Athletic Events
    3. 4152.6/4252.6 - Family and Medical Leave
    4. 5132 - Student Dress

5. 5141.22 - Communicable Diseases

D. Non-Mandated Policies to Rescind

1. 3000 - Concepts and Roles in Business and Non-Instructional Operations

2. 3100 - Budget: Budgeting System

3. 3110 - Budget Planning

4. 3113 - Setting Budget Priorities

5. 3121 - Approval of the Budget/Delivery to Fiscal Authority

6. 3170 - Expenditure Plan

7. 3220 - State Federal Funds

5. **PUBLIC PARTICIPATION**

6. **ADJOURN**

**Board of Education  
Policy Sub-Committee Meeting  
March 4, 2025**

**Municipal Building  
3 Primrose Street  
Newtown, CT 06470  
BOE Conference Room  
5:30 p.m.**

## **MINUTES**

### **In Attendance:**

Doria Linnetz  
Alison Plante  
Anne Uberti  
Sarah Connell  
1 Public

### **1. Call To Order**

- a. D. Linnetz called the meeting to order at 5:31 pm.

### **2. Public Participation**

- a. None

### **3. Approval of Minutes of December 17, 2024**

MOTION: *A. Plante moved to approve the minutes of December 17, 2024. D. Linnetz seconded. Motion passes unanimously.*

### **4. Discussion and Possible Action**

- a. Review of Remaining Policies in the 5000 Series:
  - i. 5124.1 - Reporting to Parents District School Report Cards
    1. A.Uberti recommends that Newtown rescinds this policy as it is not a required policy. It is required to post the Profile and Performance Report on the website and Newtown is now in compliance with that.
    2. D. Linnetz asked if it links directly to the State report. A.Uberti answered that it does and the State will update it annually. Newtown will monitor it to make sure it is current.
    3. The committee agrees with A.Uberti's recommendation of rescinding this policy.

MOTION: *A.Plante moved to send Policy 5124.1 - Reporting to Parents District School Report Cards to the full board to be rescinded. D.Linetz seconded. Motion passes unanimously.*

- ii. 5131.81 - Use of Private Technology Devices by Students
  1. A.Uberti recommends that Newtown replace our current version and adopt Shipman and Goodwin's version. The Shipman and Goodwin version mentioned AI which is not in our current version.

2. D.Linnetz asked about language on the third page that states “educating users on expectations”. A.Uberti answered that parents have to sign a waiver annually that outlines expectations. This waiver is signed in InfoSnap.
3. A.Plante asked if we can change the numbering once we adopt the new policy. A.Uberti recommends changing the numbering after the entire 5000 series is complete.

MOTION: *A.Plante moved to send to the full board to rescind Newtown’s current Policy 5131.81- Use of Private Technology Devices by Students with Shipman and Goodwin’s version. D.Linnetz seconded. Motion passes unanimously.*

iii. 5132 - Dress and Grooming

1. A.Uberti recommends replacing Newtown’s current version with Shipman and Goodwin’s version. There is not a lot of substantial changes, however, it is more updated and includes clothing like head coverings. A.Uberti also stated that this will be in the school’s handbooks as well.
2. The committee asked about language regarding coats and jackets. A.Uberti said that staff can ask a student to remove the coat if it is abnormal or inappropriate given the weather. The biggest issue with the dress and grooming policy is consistency. Staff should report any issues with administration. There also has to be consistency with the staff’s approach to the student.
3. D. Linnetz asked if the Administrators have a good handle on the dress code at each school. A.Uberti answered that they do and the biggest issue is how the student feels at the moment because it can be embarrassing.
4. A.Plante asked about the letter “I”. It points out “tank tops or sleeveless shirts”. A.Uberti agrees that the language should be removed and “see through shirt” should be combined by letter “k”.
5. A.Uberti will send this policy to J.Ross and K.Longobucco for their review.

MOTION: *A.Plante moved to send to the full board to rescind Newtown’s current Policy 5132- Student Dress and Grooming with Shipman and Goodwin’s version. D.Linnetz seconded. Motion passes unanimously.*

iv. 5141.22 - Communicable / Infectious Diseases

1. A.Uberti believes that this policy can become problematic due to HIPAA. She reviewed this policy with K.Powell and with the District Medical Advisor, Dr. Machado and they all agree that the policy is not needed. They recommend keeping the chart that was provided in the agenda and creating language to become a regulation.

2. A.Uberti will work on language with K.Powell and bring this potential regulation back to the committee next meeting.

MOTION: *A.Plante moved to add Policy 1050- Policy and Administrative Regulations Regarding Non-Discrimination (Community Members) to the agenda. D.Linnetz seconded. Motion passes unanimously.*

- v. 5145.5 - Policy and Administrative Regulations Regarding Prohibition of Sex Discrimination, Including Sex-Based Harassment  
4118.112/4218.112 - Policy and Administrative Regulations Regarding Prohibition of Sex-Discrimination, Including Sex-Based Harassment in the Workplace  
1050- Policy and Administrative Regulation Regarding Non-Discrimination
  1. A.Uberti reported that these policies need to be edited to reflect the laws from 2020. She recommends using Shipman and Goodwin's version. The committee agreed.

MOTION: *A.Plante moved to send Newtown's current Policy 1050, Policy 5145.5 and Policy 4118.112/4218.112 to the full board to be replaced with Shipman and Goodwin's updated versions. D.Linnetz seconded. Motion passes unanimously.*

- b. Review Meeting Dates for 2025

MOTION: *A.Plante moved to approve the meeting dates for 2025. D.Linnetz seconded. Motion passes unanimously.*

## **5. Public Participation**

- a. Deborra Zukowski, Newtown, CT, spoke about the Title IX policies and if there were other policies for parents to refer to. She hopes that parents understand that they have different options when it comes to reporting an incident and can make a formal complaint to a trusted adult. She also asked the committee to make sure their motions include the language " moving to the full board".

## **6. Adjourn**

MOTION: *A.Plante moved to adjourn the meeting. D.Linnetz seconded. Motion passes unanimously.*

Meeting adjourned at 6:30 pm.

*Respectfully submitted,  
Sarah Connell*

**\*\*THESE ARE DRAFT MINUTES\*\***

**Note: This is a required policy and the Code of Conduct applies to procurements under all federal grants. This policy will have a new number in an effort to streamline the numbers in this series.**

**This policy replaces Policy 3230.1, which should be rescinded when this policy is adopted.**

**Series 3000  
Business**

**3010**

**CODE OF CONDUCT  
GOVERNING PROCUREMENTS UNDER A FEDERAL AWARD**

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program (“School Nutrition Program”) funds by any Newtown Public Schools Board of Education (“Board”) employee or agent.

**Article I. Purpose**

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts procuring property or services under a Federal award, including expending School Nutrition Program funds on goods and/or services. This Code of Conduct also sets forth discipline that may result from violating these standards.

**Article II. Code of Conduct Provisions**

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:
  - a. The employee, officer, or agent of the Board;
  - b. Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);

- c. The partner of the Board employee, officer, or agent; or
  - d. An organization that employs or is about to employ one of the above.
2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part.
  3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

#### Legal References:

#### Federal Regulations and Guidance

2 C.F.R. § 200.112 Conflict of Interest.

2 C.F.R. § 200.318 General Procurement Standards.

2 C.F.R. § 400.2 Conflict of Interest.

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for School Food Authorities, [https://fns-prod.azureedge.net/sites/default/files/cn/SP40\\_CACFP12\\_SFSP14-2016\\_a2.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016_a2.pdf) (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, [https://fns-prod.azureedge.net/sites/default/files/cn/SP40\\_CACFP12\\_SFSP14-2016\\_a1.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016_a1.pdf) (May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015, [https://fns-prod.azureedge.net/sites/default/files/cn/SP09\\_CACFP%2003\\_SFSP02-2015os.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf) (November 2014).

#### Connecticut Statutes, Regulations and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

Conn. Gen. Stat. § 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.

Conn. Gen. Stat. § 10-216 Payment of expenses.

Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf>  
(August 2016).

Policy adopted:

Newtown Public Schools

Policy revised:

Newtown, Connecticut

**Note: This is a mandated policy. At the time this policy is adopted, Policy 3260 should be rescinded.**

**Series 3000  
Business**

**3030**

### **DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS**

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the First Selectman's Office of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

**Note: This is a mandated policy. At the time this policy is adopted, Policy 3340--Individuals with Disabilities Education Act Fiscal Compliance, should be rescinded. This policy has a new number to better align the numbers in Series 3000.**

**Series 3000  
Business**

**3040**

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT  
FISCAL COMPLIANCE**

The Newtown Board of Education (the “Board”) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent or designee shall develop administrative regulations with regard to such fiscal compliance.

Legal References:

Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)  
34 C.F.R. § 300.144  
34 C.F.R. § 300.202(a)(3)  
34 C.F.R. § 300.133(d)  
34 C.F.R. § 300.172  
34 C.F.R. § 300.205(d)  
34 C.F.R. § 300.226(a)  
34 C.F.R. § 300.209(b)  
34 C.F.R. § 300.818, Appendix A

Policy adopted:  
Policy revised:

Newtown Public Schools  
Newtown, Connecticut

**Series 3000  
Business**

**3040 R**

**ADMINISTRATIVE REGULATIONS CONCERNING  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT  
FISCAL COMPLIANCE**

The Newtown Board of Education (the “Board”) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

**1. Property, Equipment and Supplies**

The Board, through the Director of Special Education or designee, shall ensure that any property, equipment or supplies purchased with funds from an IDEA grant shall be purchased, used and maintained in accordance with such grant requirements. Among any other statutory or regulatory requirement, the Director of Special Education or designee must ensure that:

- A. All property, equipment and supplies purchased with IDEA grant funds are labeled as such, including equipment supplied to students with disabilities attending private schools at parental expense;
- B. A labeling procedure is in place for all property, equipment and supplies purchased with IDEA grant funds;
- C. All property, equipment and supplies purchased with IDEA grant funds are used for assistive technology, instructional or educational purposes;
- D. Copies of purchase orders for property, equipment and supplies purchased with IDEA grant funds indicate the source of funding for such purchases; and
- E. A tracking procedure is in place for all property, equipment and supplies purchased with IDEA grant funding.

Any procedures mentioned above shall be developed and maintained by the Director of Special Education or designee.

**2. Supplanting**

Funding provided to the Board through an IDEA grant must be used to supplement state, local and other federal funds, not to supplant those funds. The Board shall comply with all federal and state laws in this regard.

### **3. Parentally Placed Private School Special Education Students - Expenditures**

The Director of Special Education or designee will maintain an ongoing census of all students with disabilities who are eligible for special education and related services and attend school within the geographical bounds of the district. Eligible students with disabilities who attend private schools within the geographical bounds of the district will receive services equal to a proportional share of the IDEA grant funds received annually by the district. The proportionate share shall be calculated on an annual basis in accordance with federal law, but no later than October 1<sup>st</sup> of any given year. Calculation of the proportionate share shall be the responsibility of the Director of Special Education or designee.

The Director of Special Education or designee shall meet annually with all private school representatives to consult on matters related to the distribution of funds under the IDEA. Documentation regarding annual meetings shall be maintained by the Director of Special Education or designee.

The Director of Special Education or designee shall annually maintain budgets with regard to the manner in which IDEA grant funds are expended for eligible parentally placed private school students with disabilities.

### **4. National Instructional Materials Accessibility Standard**

The Board shall ensure compliance with the National Instructional Materials Accessibility Standard (“NIMAS”). In this regard, the Director of Special Education or designee shall maintain procedures to inform all staff within the district how a blind and/or print disabled student shall be referred in order to receive materials from the National Instructional Materials Access Center (“NIMAC”). Such procedures shall include, but not be limited to, the following:

- A. Initial referral to a planning and placement team (“PPT”), or if such child is already identified as having a disability under the IDEA, direct referral to the child’s PPT;
- B. Identification of the name of the district personnel who shall receive, and are responsible for, referrals for the receipt of materials from NIMAC; and
- C. The requirement that either (i) publishers prepare and, on or before delivery of the print instructional materials, provide to the NIMAC electronic files containing the contents of the print instructional materials using the standards of the NIMAS; or (ii) instructional materials are

purchased from the publisher that are produced in, or may be rendered in, specialized formats.

## **5. Coordinated Early Intervening Services**

Coordinated Early Intervening Services (“CEIS”) may be used to support students in grades K-12 who are not currently identified as needing special education or related services, but who need additional academic or behavioral support to succeed in a general education environment. Up to 15% of IDEA grant funds may be used for CEIS. In this regard, the Director of Special Education or designee shall maintain procedures to ensure that:

- A. The funds used for CEIS are used only for the K-12 levels;
- B. Students receiving CEIS are tracked directly over a three-year period to determine if, at any time during this period, these students should be referred for special education services; and
- C. Documentation of funds spent on professional development are maintained, which documentation shall include the teachers who receive professional development for CEIS and the names of the students of those teachers who would have benefited from the teacher receiving the professional development.

## **6. Charter Schools**

In compliance with federal law, the Board shall ensure that all eligible students with disabilities who attend charter schools that are part of the district receive special education services in the same manner as eligible students with disabilities who attend other district schools. Further, the Board shall ensure that IDEA grant funds are provided to charter schools within the district that serve eligible students with disabilities on the same basis as the district provides funds to other public schools within the district.

## **7. Excess Costs Calculation - Federal Requirement**

The Board shall comply with federal law with regard to the calculation of excess cost. The Director of Special Education or designee shall maintain documentation regarding the separate excess cost calculations for elementary and secondary school students, as well as the formulas used for each level of students.

Legal References:

Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)  
34 C.F.R. § 300.144

34 C.F.R. § 300.202(a)(3)  
34 C.F.R. § 300.133(d)  
34 C.F.R. § 300.172  
34 C.F.R. § 300.205(d)  
34 C.F.R. § 300.226(a)  
34 C.F.R. § 300.209(b)  
34 C.F.R. § 300.818, Appendix A

Administrative Regulations adopted:

## Community Relations

### Requests to Distribute Materials

The Newtown Board of Education (the “Board”) recognizes that the dissemination of information about local events, activities, and services may be beneficial for students and encourages positive school-community relationships.

For this reason, printed or electronic materials may be distributed to parents and guardians by students as an inexpensive means of mass communication.

However, the Board recognizes that this procedure can be objectional to parents, guardians, and the Newtown Public Schools (the “District”) if it is overutilized.

Therefore, the Superintendent or Schools or designee may approve distribution of materials in accordance with if they meet the following criteria/conditions:

1. The materials must relate to the ~~school~~Newtown Public Schools, the Newtown community, or region local recreational or civic activities (i.e., recreational or civic activities occurring in Newtown and/or a surrounding community).
2. The materials do not ~~relate to any religious belief or activity, or~~ promote private gain ~~or political position~~.
3. The materials do not promote any political party or candidate.
4. The materials ~~do not relate to~~are not advertisements for private organizations or businesses.
5. The materials do not solicit funds from parents, students, and/or staff for ~~non-school~~ purposes unrelated to District schools, school-sponsored activities, or students.
6. No particular distribution procedure is imposed on the District or a District school, staff or students.
7. The materials do not interrupt the instructional program of the ~~school~~District and comply with overall school purposes and policy.

Any material that is not created by the Board or the District shall contain the following statement: “This communication and the related event/activity is sponsored by [insert organization] and is not endorsed or sponsored by the Newtown Board of Education or Newtown Public Schools.”

Requests to distribute materials associated ~~with~~the budget referendum process ~~will explicitly follow~~must comply with the Connecticut Statutes; ~~On therefore,~~ issues to be decided at referendum, information distributed through the District may provide information on the only specifying time, date, location and question ~~will be disseminated through students and the Board~~

of Education of the referendum but shall not advocate either approval or disapproval of the proposal or question.

All requests for the distribution of materials, except for materials that are part of the approved educational program, Requests to distribute materials that are not part of the approved educational program to staff or students shall be submitted to the Superintendent or his or her designee for approval. The Superintendent or designee shall determine whether the request complies with this policy.— The Superintendent’s decision regarding the distribution of materials is final.

Legal Reference: Connecticut General Statutes

9-369b Explanatory text relating to local questions.

Policy adopted: May 5, 2015

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

**EFFECTIVE: July 1, 2015**

Policy revised: DATE

## BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the “Board”) shall prepare an itemized estimate of its budget each year for submission to the Board of Finance and Legislative Council for review. The Legislative Council is the “Fiscal Authority” as defined in the Town Charter. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

- 100 - Salaries
- 200 - Employee Benefits
- 300 - Purchased Professional Services
- 400 - Purchased Property Services
- 500 - Other Purchased Services
- 600 - Supplies
- 700 - Property
- 800 - Other
- 900 - Special Education Contingency

The itemized estimate provided to the Fiscal Authority is referred to herein as the “Itemized Estimate.”

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or the Superintendent’s designee in the development, administration and monitoring of the budget.

The Superintendent and/or the Superintendent’s designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board at the second regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

<u>Period Covered</u>	<u>Submitted</u>
July, August, September	October
October, November, December	January
January, February	March
March, April	May
Year-End Report	August*

\*The year-end report shall be completed and presented by the end of August.

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

For effective and efficient administration of day-to-day operations, budget transfer authority is granted to the Superintendent or the Director of Business, as his/her designee, under the following restrictions:

Transfers between major object codes less than \$10,000 may be made without prior Board of Education approval, but will be referenced in the monthly financial report.

Notice of major object codes falling into a negative balance will also be included in the monthly financial report.

No transfers within major object codes, whether individual or cumulative, of \$10,000 or more shall be made unless authorized by the Board.

If the emergency transfer of \$50,000 or less is needed and the Board is unable to meet in advance, the Superintendent may approve the transfer and report to the Board at its next regularly scheduled meeting.

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources, including any unexpended funds that have been set aside in a nonlapsing account as authorized by law and described below, for educational purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

#### Unexpended Funds

Notwithstanding any provision of the general statutes, municipal charter, home rule ordinance, or other ordinance, the Board may deposit into a nonlapsing account any

unexpended funds from the prior fiscal year from the budgeted appropriation, in an amount not to exceed two per cent of the total budgeted appropriation for such prior fiscal year. Each expenditure from the account must be authorized by the Board and shall be made only for educational purposes, in accordance with state law.

Legal Reference:

Conn. Gen. Stat.     § 10-221  
                              § 10-222  
                              § 10-248a  
                              Public Act 24-45, “An Act Concerning Education  
                              Mandate Relief, School Discipline and Disconnected  
                              Youth.”

Adopted:       December 17, 2024

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

**Note: During the 2021 Legislative Session, the General Assembly passed Public Act 21-92, which has been codified at Connecticut General Statutes Section 10-212i. The new law requires local and regional boards of education, in consultation with local emergency medical services providers and allied health professionals, to develop and implement an emergency action plan for responding to serious and life-threatening sports-related injuries that occur during interscholastic and intramural athletic events. This policy outlines the requirements of such plan, but the particular components of any such plan will be district-specific and should be developed with medical professionals, as required by law.**

**This is a new policy for NPS and it was reviewed by the Athletic Director.**

**Series 4000  
Personnel**

**4117  
4217**

### **EMERGENCY ACTION PLAN FOR INTRAMURAL AND INTERSCHOLASTIC ATHLETIC EVENTS**

The Newtown Board of Education (the “Board”), in consultation with local emergency medical services providers and allied health professions, authorizes the Administration to develop an emergency action plan to be followed in the event that a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event. Such plan shall include, but need not be limited to, the following components:

- 1) A list of the school employees, coaches or licensed athletic trainers in each school who will be responsible for implementing the emergency action plan and a description of each person's responsibilities under the plan;
- 2) Identification of the location(s) or venue(s) where the intramural or interscholastic athletic event is taking place;
- 3) A description of the equipment and supplies that may be available at the site of the interscholastic or intramural athletic event that will assist in responding to an emergency, including the location of where such equipment and supplies may be found at such site;
- 4) A description of the procedures to be followed when a student sustains a serious sports-related injury, including, but not limited to, responding to the injured student, summoning emergency medical care, assisting local first responders in getting to the injured student and documenting the actions taken during the emergency;
- 5) A description of the protocols to be followed during cardiac or respiratory emergencies, including the operation of an automatic external defibrillator, use of cardiopulmonary resuscitation or the administration of medication, in accordance with applicable state law and Board policy;

- 6) A description of the protocols to be followed when a student is observed to exhibit signs, symptoms or behaviors consistent with a concussion or is diagnosed with a concussion, in accordance with applicable state law and Board policy;
- 7) A description of the protocols to be followed when a student suffers from a traumatic brain injury or spinal cord injury, provided such protocols are designed to include instructions that are based on the level of training of the person implementing the emergency action plan and are in accordance with best practices and state law; and
- 8) A description of the protocols to be followed in the event of heat and cold-related emergencies, provided such protocols are in accordance with current professional standards.

In developing the emergency action plan, the Administration may also consult recommendations from the governing authority for intramural and interscholastic athletics.

The Board shall annually review such emergency action plan and authorize the Administration to update such plan, as necessary. Any school employee, coach or licensed athletic trainer identified in the emergency action plan shall (1) annually rehearse such emergency action plan, and (2) be certified in cardiopulmonary resuscitation and have completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health, any director of health, or an organization using guidelines for first aid published by the American Heart Association and the American Red Cross.

The Board shall distribute the emergency action plan to all school employees, coaches and licensed athletic trainers identified in the emergency action plan. The Board shall also post such emergency action plan in all athletic facilities and at all sites where interscholastic and intramural athletic events will take place, and make such emergency action plan available on the Internet web site for the school district or school.

#### Legal References

Conn. Gen. Stat. § 10-212i. Emergency action plans for serious and life-threatening sports-related injuries during interscholastic and intramural athletic events

Connecticut Association of Schools, Connecticut Interscholastic Athletic Conference, Medical Handbook 2022-2023, available at [https://www.casciac.org/pdfs/CIAC\\_medical\\_handbook22-23.pdf](https://www.casciac.org/pdfs/CIAC_medical_handbook22-23.pdf).

Adopted:  
Revised:

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

## Personnel -- Certified/Non-Certified

### Family and Medical Leave (FMLA)

#### Purpose

The purpose of this policy is to apprise employees of their rights, and establish guidelines for leaves taken by employees of the Newtown Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

#### Eligibility

~~Employees other than school paraprofessionals~~ **An employee who holds a certification under Chapter 166 of the Connecticut General Statutes (i.e. a certified employee)** who ~~have~~ **has** been employed by the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, ~~are~~ **is** eligible for unpaid leave under the FMLA.

~~A school paraprofessional in an educational setting is eligible for the leave described in this policy if the paraprofessional has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.~~

**A** full-time instructional employee ~~meets~~ **s** the 1,250 hours of service requirement unless the Board can demonstrate that ~~the full-time instructional~~ **such** employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

**An employee who does not hold certification under Chapter 166 of the Connecticut General Statutes (i.e. a non-certified employee) is eligible for the leave described in this policy if such employee has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.**

#### Definitions

Genetic information: For purposes of this policy, “genetic information” includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Instructional employee: For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Paraprofessional: ~~For purposes of this policy, a “paraprofessional” means a school employee who performs duties that are instructional in nature or deliver either direct or indirect services to students~~

~~and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. This definition is only used for the purpose of calculating eligibility for the leave described in this policy at the 950 hour threshold.~~

**P4152.6/4252.6(b)**

## **Reasons for Leave**

Leaves under the FMLA and applicable state law may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care or child birth; or
- to care for the employee's newborn child; or
- the placement of a child with the employee by adoption or for foster care; or
- to care for the employee's spouse, child or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee's position; or
- to serve as an organ or bone marrow donor; or
- to care for an injured or ill servicemember (see below – Length of Leave – for further information); or
- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Human Resources (HR) Department:

- short-notice deployment;
- military events and related activities;
- childcare and school activities;
- financial and legal arrangements;
- counseling;
- rest and recuperation;
- post-deployment activities;
- parental care leave for military member's parent who is incapable of self-care and care is necessitated by the military member's covered active duty;
- additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

## **Length of Leave**

### (a) Basic FMLA Leave Entitlement

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

The 12-month entitlement period for family or medical leave is measured on the basis of a “rolling” 12-month period measure backward from the date an employee uses any FMLA leave. For example, as of today’s date if an employee has taken five (5) weeks of during the past twelve (12) months, the employee may take up to an additional seven (7) weeks of leave.

**P4152.6/4252.6(c)**

**(b) Leave to Care for an Injured or Ill Servicemember**

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave during a 12-month period to care for (i) a servicemember who is the employee’s spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or (ii) a covered veteran with a serious injury or illness who is the employee’s spouse, parent, child or next of kin.

For servicemembers, the injury or illness must render the servicemember medically unable to perform the duties of office, grade, rank or rating. This provision applies to servicemembers who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.

For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and must have been (1) a member of the Armed Forces (including the National Guard or Reserves); (2) discharged or released under conditions that were other than dishonorable; and (3) discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.<sup>1</sup>

For covered veterans, serious injury or illness means any of the following:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

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<sup>1</sup> The employee’s first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note - special rules may apply to calculating the five-year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five-year calculation.

When combined with any other type of FMLA qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

P4152.6/4252.6(d)

## **Types of Leave and Conditions**

### **(a) Full-Time, Intermittent and Reduced Schedule Leave**

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA.

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered service member's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced schedule leave. In addition, FMLA leave may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency; or (2) to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a family member or a covered service member, including during a period of recovery from an employee's or family member's serious health condition or a serious injury or illness of a covered service member, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period), if the leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

### **(b) Both Spouses Working for the Same Employer**

If both spouses are eligible employees of the Board and request leave for the birth, placement of a child by adoption or for foster care, or to care for a parent with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in

the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

#### P4152.6/4252.6(e)

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that instructional employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three-week period before the end of the term.

If the instructional employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

#### **Requests for Leave**

(a) Foreseeable Leave

An employee must notify the HR Department of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered service member. If 30 days-notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for FMLA leave.

(b) Qualifying Exigency.

An employee must provide notice as soon as practicable if the foreseeable leave is for a qualifying exigency, regardless of how far in advance such leave is foreseeable.

(c) Unforeseeable Leave.

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

#### **Scheduling Planned Medical Treatment**

When planning medical treatment for foreseeable FMLA leave, an employee must consult with the HR Department and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the HR Department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

**P4152.6/4252.6(f)**

### **Required Certifications/Documentation**

For leaves taken for any FMLA-qualifying reason, an employee must submit a completed certification form supporting the need for leave. The appropriate form will be provided to the employee. The employee must submit a complete and sufficient certification form as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good faith efforts, the employee must inform the HR Department of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. FMLA-protected leave may be delayed or denied if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

The Board may require medical recertification on a reasonable basis, including under the following circumstances:

- (i) every six (6) months or annually in connection with an FMLA-related absence if the previous certification indicates that the employee will need intermittent or reduced schedule leave for a period in excess of six (6) or twelve (12) months;
- (ii) the circumstances described by the previous certification have changed significantly (e.g. the duration or frequency of the absence, the nature or severity of the illness, medical complications); or
- (iii) whenever the school district receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the HR Department. If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional FMLA leave (if such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

P4152.6/4252.6(g)

### **Use of Paid Leave**

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

For leaves taken because of the employees own serious health condition and receiving Workers' Compensation benefits, will have such leave charged against his or her FMLA entitlement.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

### **Medical Insurance and Other Benefits**

During approved family or medical leaves of absence, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay the employee's share of the premium, and failure to do so may result in loss of coverage. If paid leave is substituted for unpaid portions of FMLA leave, the employee will pay the employee's share of premiums in the manner used prior to leave (e.g. payroll deduction.) If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During an FMLA leave, an employee shall not accrue benefits such as seniority, pension benefits or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Board's attendance policy, if any.

### **Reinstatement**

Except for circumstances unrelated to the taking of a family or medical leave, and unless an exception applies, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

## **Additional Information**

Questions regarding family or medical leave may be directed to the Superintendent or designee. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

### Legal References:

#### Connecticut General Statutes:

Conn. Gen. Stat. § 31-51rr Family and medical leave benefits for employees of political subdivisions

Regs. Conn. State Agencies 31-51rr-1, et seq.

#### United States Code:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

29 CFR 1635.1 et seq.

**NOTE: This is an updated policy from Newtown's current Policy (5132 - Dress and Grooming)**

**Series 5000  
Students**

**5132**

**STUDENT DRESS**

In order to maintain an environment conducive to the educational process, the Newtown Board of Education (the "Board") prohibits the following from wear during the academic school day:

- a. ~~Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outerwear shall not be worn, carried, or kept in the classroom during regular school hours.~~
- b. ~~Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.~~
- c. ~~Items a. and b. above must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by the administration.~~
- d. Footwear which marks floors or is a safety hazard.
- e. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- f. **Belts with "Name"** or other oversized metal belt buckles and all metal belts ~~, or combination of metal and leather belts.~~
- g. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other

clothing item that may present a safety hazard to the student, other students or staff.

- h. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- i. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- j. Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- ~~k. Shirts and/or blouses that reveal the abdomen, chest, or undergarments and **see-through clothing**.~~
- ~~l. See-through clothing, tank tops or sleeveless shirts.~~
- k. Shirts and/or blouses that reveal the more than one handwidth of the abdomen.
- l. See-through clothing or clothing that reveals the chest or undergarments.
- ~~m. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.~~
- ~~N. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.~~

While the district maintains a general dress code for all students, individual schools may establish additional guidelines regarding appropriate dress. These guidelines may be tailored to reflect the developmental needs, activities, and culture of their specific age group or school community. Any school-specific dress expectations must align with the overarching principles of the district dress code and be communicated clearly to students and families.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Legal Reference:

Connecticut General Statutes § 46a-51 (definition of protective hairstyles)

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

3/11/21

**COMMUNICABLE/INFECTIOUS DISEASE**

Parents are required to report all communicable diseases to the school nurse. Students with any medical condition that may expose others to disease or contagious and infectious conditions within the school setting may be excluded from school and referred for medical diagnosis and treatment.

**Conditions Requiring Temporary Exclusion Disease/Condition**

<b>Disease/Condition</b>	<b>Exclusion from School Guideline</b>
Conjunctivitis (Pink Eye)	No need for exclusion unless discomfort makes a child unable to attend class. Refer to a pediatrician for assessment.
Hepatitis A	Until one week after the onset of illness, with physician's permission to return.
Measles	Until five days after the appearance of rash, with physician's permission to return.
Meningitis	No set time - while illness lasts and until permission from the physician to return.
Mononucleosis	No set time - while illness lasts and until permission from the physician to return.
Mumps	Until swelling has subsided and not less than nine days after onset of parotid swelling.
Pediculosis (Head Lice)	Exclusion is not necessary before the end of the school day. Return once the student has had appropriate treatment and no appearance of live lice.
Pertussis (Whooping Cough)	Until completion of five days of appropriate treatment (21 days if untreated).
Ringworm	No exclusion if properly treated.
Rubella (German Measles)	Until seven days after the appearance of rash.
Scabies	Until after the first treatment. Exclusion is not necessary before the end of the school day. Return once appropriate treatment has been started.
Staphylococcus Infections (Impetigo, MRSA)	Until 24 hours after beginning an appropriate treatment. Open areas should be covered.
Streptococcal Infections	Until at least 12 hrs after beginning appropriate antibiotic therapy and the child appears well.
Parvovirus (Fifth Disease)	Exclusion is not indicated.
Varicella (Chicken Pox)	Until six days after the appearance of rash or until lesions are crusted and no new lesions have appeared for 24 hours.