

Board of Education Regular Meeting
Tuesday, December 8, 2009 7:00 PM Eastern

Bloomfield Board of Education 1133 Blue Hills
Avenue Board Room
1133 Blue Hills Avenue
Bloomfield, CT 06002

1. Establishment of a Quorum and Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - 3.A. Approval of Minutes - Regular Meeting - November 10, 2009
4. Presentations
5. Public/PTO Comment
6. Superintendent's Report
 - 6.A. Financial Report
 - 6.B. Construction Update
 - 6.C. Other
7. Old Business
 - 7.A. Second Reading Proposed Policy - 1100 Use of School Facilities
 - 7.B. Second Reading Proposed Policy - 1150 Pesticide Application on School Property
 - 7.C. Second Reading Proposed Policy - 1200 Possession of Deadly Weapons
 - 7.D. Second Reading Proposed Policy - 3100 Student Activity Funds
 - 7.E. Second Reading Proposed Policy - 4500 Fingerprinting, Criminal History Records & Employment Reference Checks
 - 7.F. Second Reading Proposed Policy - 4600 Reports of Suspected Abuse or Neglect of Intellectually Disabled Adults
 - 7.G. Second Reading Proposed Policy - 4750 Policy Regarding Employee Use of The District's Computer Systems
 - 7.H. Second Reading Proposed Policy - 5050 Suicide Prevention and Intervention
 - 7.I. Second Reading Proposed Policy - 5110 Policy Regarding Section 504 of the Rehabilitation Act of 1973
 - 7.J. Second Reading Proposed Policy - 5117 Field Trips
 - 7.K. Second Reading Proposed Policy - 5140 Health Assessments/Screenings
 - 7.L. Second Reading Proposed Policy - 6310 Requirements for Graduation
 - 7.M. Second Reading Proposed Policy - 9157 Quorum and Voting Procedures
8. New Business
9. Adjournment
10. NEXT MEETING TUESDAY, JANUARY 12, 2010 - 7:00 P.M.

BLOOMFIELD BOARD OF EDUCATION – REGULAR MEETING

Tuesday, November 10, 2009

Bloomfield High School

5 Huckleberry Lane

Bloomfield, CT 06002

Library/Media Center

PRESENT: S. Thompson, Chair D. Seldon, Vice Chair R. Dale, Secretary
R. Ike J. Michel D. Quinones S. True

ALSO PRESENT: D. Title, Superintendent
R. Cormier, Interim Assistant Superintendent
D. Munsell, Director of Business Affairs

1. ESTABLISH QUORUM AND CALL TO ORDER AND 2. PLEDGE OF ALLEGIANCE

D. Title, Acting Chair, after determining that a quorum was present, called the meeting to order at 7:00 p.m. and led attendees in the Pledge of Allegiance.

3. ELECTION OF OFFICERS

A. CHAIR

Superintendent Title requested nominations from the Board for the position of Chair. The nomination of S. Thompson for Board Chair was made by D. Seldon and seconded by D. Quinones. There were no other nominations. Dr. Title declared nominations closed. The vote was unanimous.

B. VICE CHAIR

Chair, S. Thompson requested nominations from the Board for the position of Vice Chair. The nomination of D. Seldon for Board Vice Chair was made by D. Quinones and seconded by R. Dale. There were no other nominations. The Chair declared nominations closed. The vote was unanimous.

C. SECRETARY

Chair, S. Thompson requested nominations from the Board for the position of Secretary. The nomination of R. Dale for Board Secretary was made by R. Ike and seconded by J. Michel. There were no other nominations. The Chair declared nominations closed. The vote was unanimous.

D. COMMITTEE APPOINTMENTS

The Chair announced the following appointments to Board Committees:

Finance Committee - R. Dale, R. Ike
Policy Committee - S. Thompson, D. Quinones
CREC/CABE Representative - S. Thompson, S. True

4. CONSENT AGENDA

The Chair requested approval of the previous meeting's minutes. A motion was made by D. Quinones and seconded by R. Dale to approve the minutes of the Tuesday, October 13, 2009 Regular Meeting, and the Tuesday, October 13, 2009 Executive Session. The motion passed as follows:

For: R. Dale, J. Michel, D. Quinones, D. Seldon, S. Thompson, S. True
Abstain: R. Ike

R. Ike stated for the record he was abstaining because illness prevented him from attending the last Board meeting.

5. PRESENTATIONS

There were none.

6. PUBLIC/PTO COMMENT

Mr. L. Gould addressed the Board with his concerns about district teacher evaluation. Dr. Title offered to meet with Mr. Gould to address his concerns.

R. Dale commented during this portion of the meeting Board members listen carefully to citizens' concerns but usually refrain from comment.

7. SUPERINTENDENT'S REPORT

The Chair called upon the Superintendent to update the Board on the following matters:

A. 2008-2009 STRATEGIC SCHOOL PROFILES

The Superintendent reported the 2008-2009 Strategic School Profiles were issued last week and are posted on the district's website. Distribution was made to Board members previously.

B. UPDATE ON PLAYGROUND EQUIPMENT

Dr. Title requested D. Munsell brief the Board on this topic. There have been several more injuries than normal involving swing sets and the elementary schools' playgrounds are currently closed.

The district has been in contact with the Town Maintenance Department which provides repairs for this equipment. Equipment that cannot be repaired will be removed.

Teachers do supervise young students so recess periods have not been cancelled.

While liability insurance is available through the Town, there was some Board concern that the district is not in control of the maintenance and repair of this equipment.

C. FINANCIAL REPORT

D. Munsell reviewed the latest report previously distributed to the Board. She reported that some items have not yet been encumbered and will not be until near the end of the school year (e.g. new books to support the curriculum).

She also reported on federal Stimulus Package funding distribution to the district. There's approximately \$778K coming directly to the district this year via the State. The Town will likely reduce the district's approved budget by this federal amount. While the district will be whole for these next two years in regard to these funds, there could be a falloff in funding for the district or the apparent increase in budget spending in the future.

D. CABE/CAPSS CONFERENCE REGISTRATION

The Superintendent reminded Board members that registrations should be sent to his office for the conference to be held on 11/20/09 and 11/21/09.

E. CLASS SIZE REPORT

Dr. Title recapped the Class Size Reports previously distributed to the Board. The district class sizes are in good shape. District enrollment is up due to the increased enrollment at the Wintonbury Early Childhood Magnet School. Somewhat offsetting this increase is a decrease in enrollment in the elementary schools.

F. OTHER

The Superintendent reported the district is in good shape regarding swine flu absenteeism. The district is tracking attendance daily at each school. Absentee rates have ranged between 3% to 14%.

The schools will be used as sites for vaccine distribution after hours when the vaccine becomes available.

8. OLD BUSINESS

A. APPROVAL OF REVISED 2010 BOARD OF EDUCATION MEETING CALENDAR

Dr. Title reviewed changes to the Board Meeting Calendar for the February, 2010 dates. A motion was made by D. Seldon and seconded by R. Dale that the Bloomfield Board of Education approve the Revised 2010 Board of Education Meeting Calendar as presented. The motion passed unanimously.

9. NEW BUSINESS

A. APPROVAL OF BLOOMFIELD PUBLIC SCHOOLS PARTICIPATION IN THE “RACE TO THE TOP” FUND

The Superintendent outlined this federal grant initiative for the Board. The invitation letter was previously distributed to the Board.

A motion was made by D. Seldon and seconded by R. Ike that the Bloomfield Board of Education approve Bloomfield Public Schools participation in the “Race To The Top” fund. The motion passed unanimously.

B. ACCEPTANCE OF BIG PICTURE HIGH SCHOOL PROJECT #0011-0073 AS COMPLETE

Dr. Title reviewed the history of the project for the Board. The reimbursement rate is 95% of the \$6 million project cost. This year the State did not approve any additional reimbursement requests.

C. FIRST READING OF 15 PROPOSED POLICIES

A motion was made by R. Dale and seconded by R. Ike that the Bloomfield Board of Education accept the First Reading of 15 Proposed Policies to be considered one at a time as presented.

The Superintendent reviewed the reason(s) for the policy change and addressed Board members’ questions and comments.

The Proposed Policies are:

1. 1100-Use of School Facilities
2. 1150-Pesticide Application on School Property
3. 1200-Possession of Deadly Weapons
4. 3100-Student Activity Funds
5. 4500-Fingerprinting, Criminal History Records & Employment Reference Checks
6. 4600-Reports of Suspected Abuse or Neglect of Intellectually Disabled Adults
7. 4750-Policy Regarding Employee Use of The District’s Computer Systems
8. 5050-Suicide Prevention and Intervention
9. 5110-Policy Regarding Section 504 of the Rehabilitation Act of 1973
10. 5117-Field Trips
11. 5140-Health Assessments/Screenings
12. 6310-Requirements for Graduation
13. 9040-Formulation, Adoption, Amendment or Deletion of Policies
14. 9050- Formulation, Adoption, Amendment or Deletion of Bylaws
15. 9157-Quorum and Voting Procedures

The motion passed unanimously.

10. ADJOURNMENT

At 8:30 p.m., a motion was made by R. Dale and seconded by R. Ike to adjourn. The motion passed unanimously.

R. Dale, Secretary

Bloomfield

BOE EXPENDITURE REPORT BY OBJECT

| Account Number / Description | Adopted Budget 7/1/2009 - 6/30/2010 | Expenses YTD 7/1/2009 - 6/30/2010 | Encumbrances 7/1/2009 - 6/30/2010 | Balance Before Req's Sub. 7/1/2009 - 6/30/2010 | Submitted Requisitions 7/1/2009 - 6/30/2010 | Balance After Req's Sub | Percent Remaining 7/1/2009 - 6/30/2010 |
|-----------------------------------|---|---|---|---|--|----------------------------|---|
| 1110 SALARIES, TEACHER | \$14,396,318 | \$4,042,576 | \$10,043,743 | \$309,999 | \$0 | \$309,999 | 2% |
| 1115 SALARIES, ADMIN | \$2,085,270 | \$860,783 | \$1,182,443 | \$42,044 | \$0 | \$42,044 | 2% |
| 01 CERTIFIED SALARIES | \$16,481,588 | \$4,903,359 | \$11,226,186 | \$352,043 | \$0 | \$352,043 | 2% |
| 1210 SALARIES, PROFESSIONAL STAFF | \$334,160 | \$123,989 | \$279,441 | \$(69,270) | \$0 | \$(69,270) | (21)% |
| 1215 SALARIES, JROTC | \$95,255 | \$(8,396) | \$94,423 | \$9,228 | \$0 | \$9,228 | 10% |
| 1220 SALARIES, TUTOR | \$352,697 | \$114,021 | \$282,506 | \$(43,830) | \$0 | \$(43,830) | (12)% |
| 1230 SALARIES, PARA | \$421,978 | \$127,085 | \$316,410 | \$(21,517) | \$0 | \$(21,517) | (5)% |
| 1235 SALARIES, NURSES | \$340,602 | \$96,681 | \$240,915 | \$3,006 | \$0 | \$3,006 | 1% |
| 1240 SALARIES, CLERICAL | \$1,450,040 | \$515,056 | \$914,224 | \$20,760 | \$0 | \$20,760 | 1% |
| 1250 SALARIES, BUSINESS OFFICE | \$294,909 | \$119,551 | \$173,757 | \$1,601 | \$0 | \$1,601 | 1% |
| 1255 SALARIES, TECHNICAL SUPPORT | \$240,460 | \$109,249 | \$140,427 | \$(9,216) | \$0 | \$(9,216) | (4)% |
| 1257 SALARIES, RESIDENCY OFFICER | \$54,583 | \$18,559 | \$45,217 | \$(9,193) | \$0 | \$(9,193) | (17)% |
| 1260 SALARIES, CUSTODIAN | \$1,280,341 | \$448,445 | \$751,990 | \$79,906 | \$0 | \$79,906 | 6% |
| 1265 SALARIES, MAINTENANCE | \$623,771 | \$253,905 | \$367,752 | \$2,114 | \$0 | \$2,114 | 0% |
| 1270 SALARIES, MONITOR | \$229,302 | \$57,806 | \$147,939 | \$23,557 | \$0 | \$23,557 | 10% |
| 1275 SALARIES, CROSSING GUARD | \$20,170 | \$5,460 | \$14,596 | \$114 | \$0 | \$114 | 1% |
| 1280 SALARIES, SUPPORT | \$17,800 | \$2,835 | \$0 | \$14,965 | \$0 | \$14,965 | 84% |

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|--|---|---|---|---|--|----------------------------|---|
| 1290 OVERTIME, SUPPORT | \$151,561 | \$56,193 | \$0 | \$95,368 | \$0 | \$95,368 | 63% |
| 02 NON-CERTIFIED SALARIES | \$5,907,629 | \$2,040,439 | \$3,769,597 | \$97,593 | \$0 | \$97,593 | 2% |
| 2100 HEALTH INSURANCE | \$4,868,419 | \$33,167 | \$0 | \$4,835,252 | \$0 | \$4,835,252 | 99% |
| 2150 LIFE INSURANCE | \$180,000 | \$41,970 | \$111,193 | \$26,837 | \$0 | \$26,837 | 15% |
| 2170 INSURANCE BUY-OUT | \$30,800 | \$7,700 | \$24,450 | \$(1,350) | \$0 | \$(1,350) | (4)% |
| 2200 SOCIAL SECURITY | \$858,351 | \$283,065 | \$547,420 | \$27,866 | \$0 | \$27,866 | 3% |
| 2300 PENSION | \$534,539 | \$0 | \$0 | \$534,539 | \$0 | \$534,539 | 100% |
| 2410 SEVERANCE | \$84,398 | \$56,043 | \$0 | \$28,355 | \$0 | \$28,355 | 34% |
| 2500 COURSE REMUNERATION | \$30,000 | \$8,737 | \$21,263 | \$0 | \$0 | \$0 | 0% |
| 2600 UNEMPLOYMENT COMP | \$126,982 | \$41,066 | \$61,994 | \$23,922 | \$0 | \$23,922 | 19% |
| 2700 WORKERS' COMP | \$197,900 | \$96,245 | \$96,247 | \$5,408 | \$0 | \$5,408 | 3% |
| 2800 PERSONAL PROPERTY LOSS - DISTRICT | \$2,000 | \$200 | \$0 | \$1,800 | \$0 | \$1,800 | 90% |
| 03 EMPLOYEE BENEFITS | \$6,913,389 | \$568,193 | \$862,567 | \$5,482,629 | \$0 | \$5,482,629 | 79% |
| 3100 ADMIN SERVICES | \$61,000 | \$12,554 | \$11,574 | \$36,872 | \$0 | \$36,872 | 60% |
| 3200 PROF EDUCATIONAL SERVICES | \$519,937 | \$69,532 | \$155,820 | \$294,585 | \$1,638 | \$292,947 | 57% |
| 3260 TESTING | \$26,500 | \$1,663 | \$3,587 | \$21,250 | \$425 | \$20,825 | 80% |
| 3300 PROF DEVELOPMENT | \$57,000 | \$24,313 | \$18,476 | \$14,211 | \$0 | \$14,211 | 25% |

Bloomfield

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|--|---|---|---|---|--|----------------------------|---|
| 3400 OTHER PROF SERVICES | \$75,000 | \$3,549 | \$4,000 | \$67,451 | \$0 | \$67,451 | 90% |
| 3500 TECHNICAL SERVICES | \$96,807 | \$78,025 | \$23,493 | \$(4,711) | \$0 | \$(4,711) | (5)% |
| 3520 COPIER COSTS | \$132,394 | \$34,872 | \$74,085 | \$23,437 | \$0 | \$23,437 | 18% |
| 4300 MAINTENANCE & REPAIR | \$87,572 | \$22,749 | \$8,391 | \$56,432 | \$4,486 | \$51,946 | 64% |
| 4310 PURCHASED SERVICES BUILDINGS | \$299,081 | \$46,879 | \$158,248 | \$93,954 | \$0 | \$93,954 | 31% |
| 4320 VEHICLE MAINTENANCE & REPAIR | \$50,294 | \$2,262 | \$47,952 | \$80 | \$0 | \$80 | 0% |
| 04 CONTRACTED SERVICES | \$1,405,585 | \$296,398 | \$505,626 | \$603,561 | \$6,549 | \$597,012 | 43% |
| 5100 TRANSPORTATION, PUPIL | \$2,345,703 | \$611,837 | \$1,181,117 | \$552,749 | \$17,884 | \$534,865 | 24% |
| 5820 FIELD TRIPS | \$80,177 | \$9,143 | \$10,374 | \$60,660 | \$1,115 | \$59,545 | 76% |
| 05 PUPIL TRANSPORTATION | \$2,425,880 | \$620,980 | \$1,191,491 | \$613,409 | \$18,999 | \$594,410 | 25% |
| 5200 PROPERTY/LIABILITY INSURANCE | \$220,000 | \$108,450 | \$108,450 | \$3,100 | \$0 | \$3,100 | 1% |
| 5290 OTHER INSURANCE | \$6,673 | \$6,673 | \$0 | \$0 | \$0 | \$0 | 0% |
| 06 INSURANCE | \$226,673 | \$115,123 | \$108,450 | \$3,100 | \$0 | \$3,100 | 1% |
| 5300 COMMUNICATIONS | \$19,890 | \$7,221 | \$46,242 | \$(33,573) | \$0 | \$(33,573) | (169)% |
| 5310 POSTAGE | \$53,949 | \$8,321 | \$714 | \$44,914 | \$0 | \$44,914 | 83% |
| 5400 ADVERTISING | \$40,000 | \$13,490 | \$13,545 | \$12,965 | \$0 | \$12,965 | 32% |
| 5500 PRINTING | \$93,200 | \$27,398 | \$19,101 | \$46,701 | \$0 | \$46,701 | 50% |

Bloomfield

BOE EXPENDITURE REPORT BY OBJECT

| Account Number / Description | Adopted Budget | Expenses YTD | Encumbrances | Balance Before Req's Sub. | Submitted Requisitions | Balance After Req's Sub | Percent Remaining |
|------------------------------------|----------------------|----------------------|----------------------|---------------------------|------------------------|-------------------------|----------------------|
| | 7/1/2009 - 6/30/2010 | 7/1/2009 - 6/30/2010 | 7/1/2009 - 6/30/2010 | 7/1/2009 - 6/30/2010 | 7/1/2009 - 6/30/2010 | 7/1/2009 - 6/30/2010 | 7/1/2009 - 6/30/2010 |
| 07 COMMUNICATIONS | \$207,039 | \$56,430 | \$79,602 | \$71,007 | \$0 | \$71,007 | 34% |
| 5600 TUITION, PUBLIC | \$1,068,624 | \$932 | \$535,168 | \$532,524 | \$0 | \$532,524 | 50% |
| 5630 TUITION, PRIVATE | \$720,180 | \$278,820 | \$814,866 | \$(373,506) | \$0 | \$(373,506) | (52)% |
| 5690 TUITION, MAGNET | \$432,412 | \$0 | \$6,000 | \$426,412 | \$0 | \$426,412 | 99% |
| 08 TUITION | \$2,221,216 | \$279,752 | \$1,356,034 | \$585,430 | \$0 | \$585,430 | 26% |
| 5810 STAFF TRAVEL | \$41,221 | \$10,816 | \$20,341 | \$10,064 | \$0 | \$10,064 | 24% |
| 5814 CONFERENCES & MEETINGS | \$58,355 | \$4,581 | \$13,691 | \$40,083 | \$1,724 | \$38,359 | 69% |
| 09 OTHER PURCHASED SERVICES | \$99,576 | \$15,397 | \$34,032 | \$50,147 | \$1,724 | \$48,423 | 50% |
| 6110 INSTRUCTIONAL SUPPLIES | \$432,447 | \$122,959 | \$60,587 | \$248,901 | \$8,530 | \$240,371 | 58% |
| 6115 OFFICE SUPPLIES | \$65,400 | \$23,068 | \$8,552 | \$33,780 | \$409 | \$33,371 | 52% |
| 6116 LIBRARY / AV SUPPLIES | \$24,732 | \$5,117 | \$3,808 | \$15,807 | \$0 | \$15,807 | 64% |
| 6117 COMPUTER SUPPLIES | \$40,000 | \$11,990 | \$5,729 | \$22,281 | \$0 | \$22,281 | 56% |
| 6120 SOFTWARE | \$197,704 | \$154,500 | \$5,729 | \$37,475 | \$997 | \$36,478 | 19% |
| 6900 OTHER SUPPLIES | \$30,660 | \$3,479 | \$8,700 | \$18,481 | \$0 | \$18,481 | 60% |
| 10 SUPPLIES | \$790,943 | \$321,113 | \$93,105 | \$376,725 | \$9,936 | \$366,789 | 48% |
| 6125 FACILITY SUPPLIES | \$87,022 | \$55,924 | \$13,783 | \$17,315 | \$1,267 | \$16,048 | 20% |
| 6130 FACILITY MATERIALS | \$85,783 | \$20,292 | \$30,806 | \$34,685 | \$0 | \$34,685 | 40% |

Bloomfield

BOE EXPENDITURE REPORT BY OBJECT

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|--|---|---|---|---|--|----------------------------|---|
| 6200 HEAT | \$638,567 | \$40,997 | \$519,325 | \$78,245 | \$0 | \$78,245 | 12% |
| 6220 ELECTRICITY | \$851,303 | \$194,348 | \$492,109 | \$164,846 | \$0 | \$164,846 | 19% |
| 6290 WATER SERVICES | \$37,228 | \$6,227 | \$24,691 | \$6,310 | \$0 | \$6,310 | 17% |
| 7200 BUILDING IMPROVEMENTS | \$75,850 | \$51,957 | \$0 | \$23,893 | \$0 | \$23,893 | 32% |
| 11 OPERATION & MAINTENANCE OF BUILDINGS | \$1,775,753 | \$369,745 | \$1,080,714 | \$325,294 | \$1,267 | \$324,027 | 18% |
| 6410 TEXTBOOKS | \$207,300 | \$31,927 | \$5,677 | \$169,696 | \$3,297 | \$166,399 | 82% |
| 6420 LIBRARY BOOKS, PERIODICALS | \$50,000 | \$17,921 | \$18,620 | \$13,459 | \$461 | \$12,998 | 27% |
| 6430 PROF BOOKS | \$9,398 | \$3,715 | \$1,283 | \$4,400 | \$263 | \$4,137 | 47% |
| 12 TEXTBOOKS/LIBRARY BOOKS/OTHER SUPPL | \$266,698 | \$53,563 | \$25,580 | \$187,555 | \$4,021 | \$183,534 | 70% |
| 7300 NEW EQUIPMENT | \$89,067 | \$42,707 | \$12,290 | \$34,070 | \$2,778 | \$31,292 | 38% |
| 7320 REPLACEMENT EQUIPMENT | \$82,780 | \$27,549 | \$40,095 | \$15,136 | \$4,461 | \$10,675 | 18% |
| 7340 COMPUTER EQUIP | \$137,423 | \$10,946 | \$37,579 | \$88,898 | \$0 | \$88,898 | 65% |
| 13 EQUIPMENT | \$309,270 | \$81,202 | \$89,964 | \$138,104 | \$7,239 | \$130,865 | 45% |
| 8100 DUES & FEES | \$55,062 | \$49,896 | \$4,818 | \$348 | \$165 | \$183 | 1% |
| 8800 ATHLETIC PROGRAMS | \$95,403 | \$28,320 | \$35,730 | \$31,353 | \$1,973 | \$29,380 | 33% |
| 8900 STUDENT ACTIVITIES | \$29,400 | \$1,099 | \$440 | \$27,861 | \$0 | \$27,861 | 95% |
| 14 MISCELLANEOUS | \$179,865 | \$79,315 | \$40,988 | \$59,562 | \$2,138 | \$57,424 | 33% |

Bloomfield

BOE EXPENDITURE REPORT BY OBJECT

| Account Number / Description | Adopted Budget 7/1/2009 - 6/30/2010 | Expenses YTD 7/1/2009 - 6/30/2010 | Encumbrances 7/1/2009 - 6/30/2010 | Balance Before Req's Sub. 7/1/2009 - 6/30/2010 | Submitted Requisitions 7/1/2009 - 6/30/2010 | Balance After Req's Sub | Percent Remaining 7/1/2009 - 6/30/2010 |
|------------------------------|---|---|---|---|--|----------------------------|---|
| GRAND TOTAL | \$39,211,104 | \$9,801,009 | \$20,463,936 | \$8,946,159 | \$51,873 | \$8,894,286 | 23% |

USE OF SCHOOL FACILITIES

A. Application Procedures

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Requests for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

| <u>Facility</u> | <u>Requests Submitted To</u> |
|---|-------------------------------|
| For use of school buildings | Building Principal |
| For use of athletic fields and facilities | Athletic Director |
| For use of other school facilities | Director of Facilities |

Groups requesting use of school buildings and facilities must identify the ~~specific~~ **intended use** and facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall ~~submit copies of each building use form with a notation of whether such uses have been approved~~ **approve or disapprove all requests for building use**. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.* PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #3 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the ~~responsible administrator~~ **Director of Facilities and Food Service Director**. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated by the ~~responsible administrator~~ **Director of Facilities and Food Service Director**.

4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

| <u>Category</u> | <u>Fee</u> |
|--|------------------------------------|
| 1. School-sponsored programs and activities. | No rental fee or associated costs. |
| 2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations). | No rental fee or associated costs. |
| 3. Town department or agency activities. | Associated costs. |
| 4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #3 above. | Associated costs. |
| 5. Activities of for-profit organizations operating within the Town. | Rental fee and associated costs. |
| 6. Out-of-town organizations | Rental fee and associated costs. |

“Associated costs” shall include, but shall not be limited to **lighting systems, sound systems and technology equipment**, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel, deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

Legal References:

Connecticut General Statutes 10-239. Use of School Facilities for Other Purposes
Connecticut General Statutes Title 9. Elections.

Policy Adopted: ~~January 21, 2003~~

**POLICY REGARDING PESTICIDE APPLICATION
ON SCHOOL PROPERTY**

It is the policy of the Bloomfield Board of Education to implement an integrated pest management plan that uses available pest control techniques to reduce the amounts of pesticides applied in any building, or the grounds of any of its schools by using alternative methods of pest control, that may include structural maintenance, proper sanitation practices, appropriate solid waste management and alternative mechanical or biological control, along with pesticides.

The decision to apply pesticide in any building, or the grounds of any of Bloomfield's Public Schools is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any of the Bloomfield Public Schools during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation. **In addition, no lawn care pesticide shall be applied at any school attended by students in grade 8 or lower, except for applications to playing fields made pursuant to the Board's integrated pest management plan.**

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Board may make an emergency application of pesticide without prior notice to parents or guardians of children in any school and/or staff members in the event of an immediate threat to human health, subject to the notice provisions of applicable Connecticut statutory and regulatory provisions.

Legal References:

Connecticut General Statutes:
§10-231d

~~United States Code:~~

———(Not applicable)

Policy Adopted: ~~November 12, 2002~~

**POLICY REGARDING POSSESSION
OF DEADLY WEAPONS**

I. Definitions:

- A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).
- B. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- C. **School-Sponsored Activity** "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a.
- D. **Peace Officer** means a state police officer, a member of the local police department, an inspector in the state Division of Criminal Justice, a sheriff, deputy sheriff or special deputy sheriff, a conservation officer or special conservation officer, a constable who performs criminal law enforcement duties, a special policeman, an adult probation officer, a Department of Correction official authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, an investigator in the investigations unit of the Office of the State Treasurer, or any special agent of the federal government. Conn. Gen. Stat. § 53a-3 (9).

II. Prohibition of Deadly Weapons

In accordance with Conn. Gen. Stat. § 53a-217b, the possession of a deadly weapon on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited.

III. Mandatory Exception

Persons in lawful possession of a deadly weapon may bring the weapon on the real property of any school or administrative office building in this district, or to a school-sponsored activity if:

The person is a peace officer engaged in the performance of his or her official duties.

IV. Permissive Exceptions

Persons in lawful possession of a deadly weapon may bring the weapon on the real property of any school or administrative office building in this district, or to a school-sponsored activity if:

- A. The person brings the weapon on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials, the person gives notice of his/her intention to bring such weapon on to the real property of any school or administrative office building or to a school-sponsored activity, and the person receives prior **written** permission from school officials to bring such a weapon onto the real property of the school or administrative office building or to a school sponsored activity.
- B. The person possesses the weapon on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

Persons in lawful possession of a deadly weapon may bring the weapon on the real property of any school building in this district if:

- C. The person crosses school property in order to gain access to public or private lands open to hunting or for other lawful purposes, the person's weapon is not loaded and the Board of Education has not prohibited such person's entry.

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such weapon, will be reported to the local police authorities once school officials become aware of its possession.
- B. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

VI. Dissemination of Policy

The Board of Education shall inform all students, parent(s) and/or guardians, employees, town residents, and visitors of this policy governing possession of a deadly weapon.

ADOPTED: ~~Summer, 2000~~

Legal References:

Connecticut General Statutes §10-233a, §53a-3 and §53a-217b -- as amended by P.A. 98-129, Section 15.

STUDENT ACTIVITY FUNDS

The Superintendent or his/her designee may establish student activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amount received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any student activity fund. Such treasurer shall be bonded and shall keep separate accounts for each student activity fund. The treasurer may expend monies from the student activity funds only to the extent such expenses are in furtherance of the stated purposes of the student activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the student activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any student activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts. **Any fund established by a graduating class must be liquidated by December 31 of the year of graduation. If such fund is not liquidated, the remaining monies shall become the property of the High School Student Activity Fund.**

Legal Reference:

Conn. Gen. Stat. §10-237.

Policy Adopted: ~~September 17, 2002~~

**4500
Personnel**

**FINGERPRINTING, CRIMINAL HISTORY RECORDS AND EMPLOYMENT
REFERENCE CHECKS**

Each applicant for a position with the district, **including but not limited to a student teacher**, shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. Employees shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

Prior to hiring any person, the district shall make a documented good faith effort to contact previous employers of the person in order to obtain information and recommendations that may be relevant to the person's fitness for employment.

A. Criminal Records Check Procedure

Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) days from the date of employment. Each worker placed within a school under a public assistance employment program who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:

1) No later than ten calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Bloomfield Police Department. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.

2) No later than ten calendar days after the Superintendent has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Bloomfield Police Department. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3) Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the

fingerprinting process and/or the submission or processing of the requests for criminal record checks.

4) Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check.

5) Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

B. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the Board shall send such notice to the State Board of Education.

C. Substitute Teachers

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1) If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.

2) If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district.

D. Policy Inapplicable to Operators of School Transportation Vehicles and Students Employed by the School District

1) This policy shall not apply to an operator of a school transportation

vehicle who is already required to submit to a criminal history records check pursuant to Connecticut General Statutes § 14-44 (d).

2) This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

Legal References: Conn. Gen. Stat. § 10-221d. Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal.

Public Act 01-173, § 55, §56

Public Act 01-175, § 2

Public Act 02-136

Policy Adopted: ~~November 12, 2002~~

**4600
Personnel**

**REPORTS OF SUSPECTED ABUSE OR NEGLECT
OF ~~MENTALLY RETARDED~~ INTELLECTUALLY DISABLED ADULTS**

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel (including teachers, school administrators, school guidance counselors, paraprofessionals, licensed nurses, psychologists, social workers, mental health professionals, occupational therapists, dental hygienists and speech pathologists) report any suspected abuse or neglect of ~~mentally retarded~~ **intellectually disabled** persons between eighteen (18) and sixty (60) years of age. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in the event that they have reasonable cause, arising out of, or in the course of his or her employment by the Board of Education, to suspect that any ~~mentally retarded~~ **intellectually disabled** person 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 child abuse and/or neglect, but to ALL EMPLOYEES of the Board of Education.

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 ~~mentally retarded~~ **intellectually disabled** person either is living alone or 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.

"Statutory Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of ~~mentally retarded~~ **intellectually disabled** adults. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed nurses, psychologists, social workers, mental health professionals, physical therapists, occupational therapists, dental hygienists and speech pathologists.

3. Reporting Procedures for Statutory Mandated Reporters

If a statutory mandated reporter has reasonable cause, arising out of, or in the course of his or her employment by the Board of Education, to suspect that any ~~mentally retarded~~ **intellectually disabled** person between eighteen (18) and sixty (60) years of age has been abused or neglected, he/she shall immediately, but in any case within no later than five calendar days, make an oral report to the Director of the Office of Protection and Advocacy for Persons with Disabilities. The statutory mandated reporter shall also immediately notify the Superintendent.

Such oral report shall be followed by a written report to the Director of the Office of Protection and Advocacy for Persons with Disabilities within five additional calendar days, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutory Mandated Reporters

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

- a) If an employee who is not a statutory mandated reporter has reasonable cause, arising out of, or in the course of his or her employment by the Board of Education, to suspect that any ~~mentally retarded~~ **intellectually disabled** person between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.
 - (1) The employee shall immediately, but in any case within no later than five calendar days, 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 a ~~mentally retarded~~ **intellectually disabled** person between eighteen (18) and sixty (60) years has been abused or neglected, he/she shall cause reports to be made in accordance with the procedures set forth for statutory 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 ~~mentally retarded~~ **intellectually disabled** adults directly to the Office of Protection and Advocacy for Persons with Disabilities.

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 ~~mentally retarded~~ **intellectually disabled**, 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 which the reporter believes would be helpful in investigating the report or in protecting the ~~mentally retarded~~ **intellectually disabled** person.

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 Office of Protection and Advocacy for Persons with Disabilities.

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 Office of Protection and Advocacy produces evidence that a ~~mentally retarded~~ **intellectually disabled** person 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 of Education 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-11b et seq.

ADOPTED: ~~Summer, 2000~~

**POLICY REGARDING EMPLOYEE USE OF
THE DISTRICT'S COMPUTER SYSTEMS**

Computers, computer networks, Internet access, and E-mail are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and an E-Mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses only. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used only for appropriate business and education related purposes. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors.

As the owner of the computer systems, the **Board** reserves the right to monitor, **restrict and limit** the use of the district's computers and computer systems.

Legal References:

Children's Internet Protection Act (Pub. L. 106-554)
Conn. Gen. Stat. § 53a-182b; 53a-183; 53a-250
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520
No Child Left Behind Act of 2001 (Pub. L. 107-110), to be codified at 20 U.S.C. §
6777

Policy Adopted: ~~September 17, 2002~~

SUICIDE PREVENTION AND INTERVENTION

The Bloomfield Board of Education recognizes that suicide is a complex issue and that schools are not mental health treatment centers. ~~School~~ **Certain Pupil Personnel Services staff (social workers, psychologists, guidance counselors)** may recognize a potentially suicidal youth and, in such cases, ~~may make a preliminary determination of level of~~ **conduct a risk assessment**. The Board directs the school staff to refer students who ~~are at mid-high risk~~ **are at mid-high risk** ~~come to their attention as being at risk of attempting suicide~~ for professional assessment and treatment services outside of the school.

~~The Board recognizes the need for youth suicide prevention procedures and will establish programs to assist staff to identify risk factors, intervention procedures, and procedures for referral to outside services. Training will be provided for teachers and other school staff and students to provide awareness and assistance in this area.~~

Any Board employee who has knowledge of a suicidal threat, attempt or ideation must immediately report this information to the building principal or his/her designee, who will, in turn, notify appropriate Pupil Personnel Services staff. ~~, including the designated Crisis Intervention Team PPS staff with administrative assistance, if necessary, will~~ **The Pupil Personnel Services staff conducting the risk assessment will** contact the student's family and **provide them with** appropriate resources outside and within the school system. Information concerning a student's suicide attempt, threat or risk will be shared with others to the degree necessary to protect that student and others.

Legal Reference:

Connecticut General Statutes §10-221(e)

ADOPTED: ~~Summer, 2000~~

**4850
Personnel**

**5110
Students**

**POLICY REGARDING SECTION 504
OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, **eating, sleeping, standing, bending, reading, concentrating, thinking, communicating** and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Bloomfield Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school sponsored programs. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Persons who feel that they may have been discriminated against on the basis of disability should contact the Bloomfield Public Schools Section 504 Coordinator.

The school district also has specific responsibilities under the Act with respect to providing access to appropriate educational services for students who qualify under Section 504. These responsibilities include the obligation to identify, to evaluate, and to afford access to appropriate educational services. If the parent or guardian disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or placement of their child, he/she has a right to an impartial hearing.

If there are questions, please feel free to contact Deirdre Osypuk, § 504 Coordinator for the Bloomfield Public Schools, at phone number 769-4260.

Legal References: 29 U.S.C. § 794
34 C.F.R. § 104 et seq.

Policy Adopted: ~~November 12, 2002~~

5117
Students

FIELD TRIPS

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day **or involve out-of-state** travel shall require the prior written approval of the Superintendent or his/her designee.

~~All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy No. 5400) and any administrative regulations implementing such Board Policy.~~

The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Policy Adopted: November 12, 2002

HEALTH ASSESSMENTS/SCREENINGS

I. Assessments

The Bloomfield Board of Education requires each student enrolled in the Bloomfield Public Schools to have health assessments as mandated by state law. The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent him/her from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for him/her. Such health assessments must be conducted by a legally qualified practitioner of medicine, an advanced practice registered nurse or registered nurse, who is licensed under state statute, a physician assistant, who is licensed under state statute, or the school medical advisor. The Board of Education will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or he/she may provide for such assessment him/herself. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations made be denied continued attendance in the Bloomfield Public Schools.

II. Assessments Required:

Prior to enrollment in the Bloomfield Public Schools, each student must undergo a health assessment, which shall include:

- (a) a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and, ~~beginning with the 2003-2004 school year,~~ a chronic disease assessment which shall include; but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (A) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (C) screening questions to be answered by such provider;

- (b) an updating of immunizations as required by state law;
- (c) vision, hearing, speech and gross dental screenings;
- (d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The pre-enrollment assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia, and tests for lead levels in the blood if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician's assistant, licensed under state law, or of an advanced practice registered nurse, licensed under state law.

Each student enrolled in the Bloomfield Public Schools in grade six ~~{or seven}~~ and in grade ten ~~{or eleven}~~ must undergo a health assessment, which shall include:

- (a) a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and, beginning with the 2003-2004 school year, a chronic disease assessment which shall include; but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (A) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (C) screening questions to be answered by such provider;
- (b) an updating of immunizations as required by state law;
- (c) vision, hearing, postural and gross dental screenings;
- (d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The grade six/~~seven~~ and grade ten/~~eleven~~ assessments shall also include tests for tuberculosis, and sickle cell anemia or Cooley's anemia, if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician's assistant, licensed under state law, or of an advanced practice registered nurse, licensed under state law.

The Board of Education shall provide such assessments free of charge to students whose parents or guardians meet the eligibility requirements for free and reduced price meals under the National School Lunch Program or for free milk under the special milk program.

III. Screenings Required:

The Board of Education will provide annually to each student enrolled in kindergarten, grades one to six, inclusive, and grade nine, a vision screening using a Snellen chart or equivalent screening. The Superintendent shall give written notice to the parent or guardian of each student who is found to have any defect of vision or disease of the eyes, with a brief statement describing the defect or disease.

The Board of Education will provide annually to each student enrolled in kindergarten to grade three, inclusive, grade five and grade eight, audiometric screening for hearing. The Superintendent shall give written notice to the parent or guardian of each student who is found to have any impairment or defect of hearing, with a brief statement describing the impairment or defect.

The Board of Education will provide annual postural screenings for each student in grades five to nine. The Superintendent shall give written notice to the parent or guardian of each student who evidences any postural problem, with a brief statement describing such evidence.

All of the screenings required under these administrative regulations will be performed in accordance with regulations applicable to such screenings as adopted by the State Board of Education.

IV. Assessment/Screening Results:

The results of each assessment and screening required by these administrative regulations shall be recorded on forms supplied by the State Board of Education. Each physician, advanced practice registered nurse, registered nurse, or physician assistant performing health assessments under these administrative regulations shall sign each form and any recommendations concerning a student shall be in writing. Assessment/screening forms shall be included in the cumulative health record of each student and they shall be kept on file in the school attended by the student. If a student permanently leaves the Bloomfield Public Schools, his/her original cumulative health record shall be sent to the chief administrative officer of the school district to which the student moves, with the Bloomfield Board of Education retaining a copy.

Appropriate school health personnel shall review the results of each assessment and screening. If the reviewing school health personnel judge that a student is in need of further testing or treatment, the Superintendent shall give written notice to the parent or guardian of such student and shall make reasonable efforts to ensure that such further testing or treatment is provided. Reasonable efforts shall include determination of whether the parent or guardian has obtained the necessary testing or treatment for the student, and, if not, advising the parent or guardian how such testing or treatment may be obtained. The results of such further testing or treatment shall be recorded, kept on file and reviewed by

appropriate school health personnel in the same manner as the results of the health assessments and screenings required under these administrative regulations.

V. Exemption

Nothing in these administrative regulations shall be construed to require any student to undergo a physical or medical examination or treatment, or be compelled to receive medical instruction, if the parent or legal guardian of such student or the student, if he/she is an emancipated minor or is eighteen years of age or older, notifies the teacher or principal or other person in charge of such student in writing that he/she objects on religious grounds to such physical or medical examination or treatment or medical instruction.

VI. Other Non-Emergency Invasive Physical Examinations and Screenings:

- (a) In addition to the screenings listed above, the district may, from time to time, require students to undergo additional non-emergency, invasive physical examination(s)/screening(s).
- (b) A non-emergency, invasive physical examination or screening is defined as:
 - 1. any medical examination that involves the exposure of private body parts; or
 - 2. any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening; and
 - 3. is required as a condition of attendance, administered by the school and scheduled by the school in advance; and
 - 4. is not necessary to protect the immediate health and safety of the students.
- (c) If the district elects to conduct any such examinations, then, at the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to conduct the non-emergency invasive physical examination(s) and/or screening(s) described in this subsection. Such notice shall include the specific or approximate dates during the school year of the administration of such non-emergency invasive physical examination(s)/screening(s).
- (c) Upon request, the administration shall permit parents or students over the age of eighteen (or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

VII. School Representative to Receive Information Concerning Health Assessments:

The Board of Education designates the Director of Special Services as the representative for receipt of reports from health care providers concerning student health assessments.

Legal References:

Connecticut General Statutes

§ 10-206 Health assessments

§ 10-206a Free health assessments

§ 10-208 Exemption from examination or treatment

§ 10-214 Vision, audiometric and postural screenings: When required; notification of parents re defects; record of results

Public Act 03-211, "An Act Concerning the Provision of Medical Care for Students' Health Care Needs"

Federal Law:

Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001, Public Law 107-110, § 1061, codified at 20 U.S.C. § 1232h.

Policy Adopted: ~~October 7, 2003~~

REQUIREMENTS FOR GRADUATION

A graduate of the Bloomfield Public Schools must have earned the minimum number of credits and met the established credit distribution requirement. In accordance with the law 10-223a, students must also meet additional performance standards. For the Classes of 2006 and 2007, CAPT Performance standards must be met in Writing, and Mathematics, For the Class of 2008 and beyond, additional CAPT performance standards must be met in Reading and Science.

MINIMUM CREDITS AND COURSE REQUIREMENTS:

~~Classes of 2006 and 2007~~

| | |
|---|---------------------|
| • English | 4.0 Credits |
| • Mathematics | 3.0 Credits |
| • Science (includes Biology) | 2.0 Credits |
| • Social Studies (includes U.S. History & Civics) | 3.0 Credits |
| • Arts or Vocational Education | 1.0 Credits |
| • Physical Education/Health | 1.5 Credits |
| • Electives | 7.5 Credits |
| • Mathematics Competency | .1 Credit |
| • Writing Competency | .1 Credit |
| | 22.2 Credits |

~~Class of 2008 and beyond~~

| | |
|---|---------------------|
| • English | 4.0 Credits |
| • Mathematics | 3.0 Credits |
| • Science (includes Biology) | 3.0 Credits |
| • Social Studies (includes U.S. History & Civics) | 3.0 Credits |
| • Arts or Vocational Education | 1.0 Credits |
| • Physical Education/Health | 1.5 Credits |
| • Electives | 7.5 Credits |
| • Mathematics Competency | .1 Credit |
| • Writing Competency | .1 Credit |
| • Reading Competency | .1 Credit |
| • Science Competency | .1 Credit |
| | 23.4 Credits |

QUORUM AND VOTING PROCEDURES

1. Quorum:
 - A. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business **except as otherwise provided by law.**
2. Voting Procedures:
 - A. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
 - B. Members may vote for themselves for any office or other position.
 - C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
 - D. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
 - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
 - F. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

Bylaw Adopted: ~~January 21, 2003~~