

AMITY REGIONAL SCHOOL DISTRICT NO. 5

*Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525*

*Dr. Jennifer P. Byars
Superintendent of Schools*

AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA

***Monday, November 11, 2019, 6:30 pm
25 Newton Road, Woodbridge, CT***

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board of Education Meeting – October 21, 2019 *Enclosure Page 3*
 - b. District Meeting Public Hearing – October 29, 2019 *Enclosure Page 11*
 - c. Special Board of Education Meeting – October 29, 2019 *Enclosure Page 14*
- 4. STUDENT REPORT**
 - a. Monthly Report
- 5. PUBLIC COMMENT**
- 6. PRESENTATION AND DISCUSSION OF THIRD QUARTER 2019 EXECUTIVE SUMMARY REVIEW OF AMITY PENSION FUND, SICK AND SEVERANCE ACCOUNT AND OPEB**
- 7. CORRESPONDENCE**
- 8. SUPERINTENDENT'S REPORT**
 - a. Personnel Report *Enclosure Page 22*
 - b. Superintendent Report *Enclosure Page 23*
- 9. CHAIRMAN'S REPORT**
 - a. Committee Reports
 1. ACES
 2. Ad Hoc School Safety
 3. CABE
 4. Curriculum
 5. District Health and Safety
 6. District Technology
 - a. Monthly Report *Enclosure Page 26*
 7. Facilities
 - a. Monthly Report *Enclosure Page 27*
 8. Finance
 - a. Discussion of Monthly Financial Statements *Enclosure Page 28*
 - b. Director of Finance and Administration Approved Transfers Under \$3,000 *Enclosure Page 54*

9. Policy

a. First Read

1. Policy 5117.2 – School Attendance Areas *Enclosure Page 55*
2. Policy 5141.25 – Accommodating Students with Special Dietary Needs (Food Allergy Management) *Enclosure Page 59*
3. Policy 5141.251 – Accommodating Students with Special Dietary Needs (Modified Meals for Disabled Students) *Enclosure Page 63*
4. Policy 5141.28 – First Aid/Emergency Medical Care *Enclosure Page 66*
5. Policy 5141.7 – Students Sports – Concussion *Enclosure Page 70*
6. Policy 5145.511 – Exploitation: Sexual Harassment *Enclosure Page 75*
7. Policy 6121 – Non-discrimination in the Instructional Program *Enclosure Page 80*

b. Second Read

1. Policy 5117 – Attendance Areas *Enclosure Page 82*
2. Policy 5131.81 – Students Electronic Devices *Enclosure Page 84*
3. Policy 5141 – Student Health Services *Enclosure Page 90*
4. Policy 5141.21 – Administering Medicines *Enclosure Page 103*
5. Policy 6141.321 – Acceptable Use of Computers and Technology *Enclosure Page 138*

10. Personnel

10. NEW BUSINESS

11. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by November 22, 2019

12. ADJOURNMENT



Jennifer P. Byars
Superintendent of Schools

JPB/pjp

pc: Town Clerks: Bethany, Orange, Woodbridge

Working to "enable every Amity student to become a lifelong learner and a literate, caring, creative and effective world citizen." District Mission Statement

If you require accommodations to participate because of a disability,
please contact the office of the Superintendent of Schools in advance at 203-397-4811.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 21, 2019 REGULAR MEETING MINUTES
6:30 P.M., 190 LUKE HILL ROAD, BETHANY, CT

BOARD MEMBERS PRESENT

John Belfonti, Robyn Berke, Chairperson Christopher Browe, Patricia Cardozo, Shannan Carlson, Steven DeMaio, Carla Eichler, Amy Esposito, George Howard, Andrea Hubbard, Sheila McCreven, Patrick Reed, Dr. Jennifer Turner

BOARD MEMBERS ABSENT

None

STUDENT REPRESENTATIVES PRESENT

Olivia Gross, Ella Marin

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant, Kathy Burke, Dr. Richard Dellinger, Shaun DeRosa, Kathleen Kovalik, Thomas Norton, Joseph Robinson, James Saisa, Dr. Jason Tracy

1. CALL TO ORDER

Chairperson Browe called the meeting to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. APPROVAL OF MINUTES

a. Regular Board of Education Meeting – September 9, 2019

MOTION by George Howard, Second by Carla Eichler, to approve minutes as submitted
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

b. Special Board of Education Meeting – September 26, 2019

MOTION by Patricia Cardozo, Second by Amy Esposito, to approve minutes as updated
VOTES IN FAVOR, 9 (DeMaio, Eichler, Howard, Esposito, Hubbard, Turner, Cardozo, Reed, McCreven)
ABSTAINED, 3 (Belfonti, Carlson, Berke)
MOTION CARRIED

4. RECOGNITION OF AMITY REGIONAL HIGH SCHOOL NATIONAL MERIT SCHOLAR SEMI-FINALISTS

Presented by Dr. Tracy and Dr. Byars

Chairperson Browe called meeting recess at 6:42 p.m.

Chairperson Browe called meeting back to order at 6:46 p.m.

5. STUDENT REPORT

- a. Student Presentation from Robotics Club – this agenda item was removed from the meeting
- b. Introduction of Junior Board of Education Student Representative

Ella Marin and Olivia Gross introduced Caroline Chen as Junior Board of Education Student Representative

- c. Monthly Report

6. PUBLIC COMMENT

Citizen spoke.

7. DISCUSSION AND POSSIBLE ACTION ON 2020 BOARD OF EDUCATION REGULAR MEETING SCHEDULE

MOTION by Sheila McCreven, Second by Shannan Carlson, to approve 2020 Board of Education Regular Meeting Schedule as submitted

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

8. CORRESPONDENCE

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 21, 2019 REGULAR MEETING MINUTES
6:30 P.M., 190 LUKE HILL ROAD, BETHANY, CT

9. SUPERINTENDENT'S REPORT

a. Personnel Report

Dr. Byars acknowledged Dr. Dellinger's retirement announcement.

b. Superintendent Report

Steven DeMaio publicly thanked Mr. Karroll for his generous scholarship contribution.

10. CHAIRMAN'S REPORT

a. Committee Reports

1. ACES

2. CABE

3. Curriculum

4. District Health and Safety

5. District Technology

a. Monthly Report

6. Facilities

a. Annual Report

7. Policy

a. First Read

1. 5141
2. 5141.21
3. 5131.81
4. 6141.321
5. 5117

8. Personnel

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 21, 2019 REGULAR MEETING MINUTES
6:30 P.M., 190 LUKE HILL ROAD, BETHANY, CT

9. Finance

- a. October 1 Enrollment Report
- b. Discussion and Possible Action on Award of Contract

1. HVAC

MOTION by Jennifer Turner, Second by John Belfonti, to award the replacement of Fan Coil Unit 28A in the custodial area at Amity Regional High School at the bid price of \$50,200 to Sav-Mor Cooling and Heating Inc. of Southington, CT
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

- c. To consider and act upon a resolution with respect to recommendations for an appropriation and borrowing authorization for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus and Amity Middle School, Orange Campus.

MOTION by Steven DeMaio, Second by Robyn Berke, to consider and act upon a resolution with respect to recommendations for an appropriation and borrowing authorization for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus and Amity Middle School, Orange Campus.
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

- d. To consider and act upon a resolution with respect to recommendations for an appropriation and borrowing authorization for costs related to various athletic facility improvements at Amity Regional High School.

MOTION by Amy Esposito, Second by Shannan Carlson, to consider and act upon a resolution with respect to recommendations for an appropriation and borrowing authorization for costs related to various athletic facility improvements at Amity Regional High School
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

- e. Discussion of Monthly Financial Statements
- f. Director of Finance and Administration Approved Transfers Under \$3,000

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 21, 2019 REGULAR MEETING MINUTES
6:30 P.M., 190 LUKE HILL ROAD, BETHANY, CT

g. Discussion and Possible Action on Budget Transfers of \$3,000 or More

MOTION by Robyn Berke, Second by Patricia Cardozo, to vote on the 4 proposed budget transfers (Vo-Ag Transportation, ECA Tuition, Public-Out Transportation, and Well – Amity Middle School, Bethany) all together

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

MOTION by Shannon Carlson, Second by Steven DeMaio, to approve the following budget transfers:

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2700-5512	Vo-Ag Transportation		\$14,500
04-12-6111-5560	Vo-Ag Tuition	\$14,500	

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6117-5560	Regular-Ed Public Out Tuition		\$5,145
04-12-6111-5560	Vo-Ag Tuition	\$5,145	

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6116-5510	Regular-Ed Public Transportation		\$82,000
04-12-6130-5560	Private Out Tuition	\$82,000	

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
01-14-2600-5420	Repair & Maintenance		\$49,500
05-14-2600-5715	Contingency - Facilities	\$49,500	

h. Other

1. Update on Financial Audit
2. Bus Contracts (Executive Session anticipated)

MOTION by Sheila McCreven, Second by John Belfonti, to enter Executive Session to discuss Bus Contracts and invite Dr. Byars, Shaun DeRosa, and Theresa Lumas

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

Entered Executive Session at 7:57 p.m. to discuss Bus Contracts

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 21, 2019 REGULAR MEETING MINUTES
6:30 P.M., 190 LUKE HILL ROAD, BETHANY, CT

10. Ad Hoc School Safety

a. Update on Security (Executive Session anticipated)

Continued Executive Session at 8:47 p.m. to discuss Update on Security
Shaun DeRosa exited 9:18 p.m.
Exited Executive Session at 9:45 p.m.

11. NEW BUSINESS

12. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by November 9, 2019

13. ADJOURNMENT

MOTION by Sheila McCreven, Second by Shannan Carlson, to adjourn meeting
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

Meeting adjourned at 9:45 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero

Recording Secretary

RESOLUTION OF BOARD OF EDUCATION
OF REGIONAL SCHOOL DISTRICT NUMBER 5
(October 21, 2019)

RESOLVED, That the officers of the Board of Education and the Superintendent are authorized to cause a district meeting to be called for the purpose of conducting a public hearing in the Presentation Room of Amity Regional High School on Tuesday, October 29, 2019 at 6:30 P.M. with respect to the following recommendations of the Board, which recommendations are hereby approved:

1. That \$3,194,300 be appropriated for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus, and Amity Middle School, Orange Campus contemplated to include: (a) at Amity Regional High School, replacement of the eight air handlers with combination heating/cooling units, replacement of the air handlers serving the counseling area, main gym, student street, several classrooms and cafeteria, addition of air-conditioning to the auxiliary gym, variable air volume (VAV) controls and zoning modifications in the counseling area, refurbishment of chillers, and replacement of various parking lots and driveway areas, (b) at Amity Middle School, Bethany Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms, and (c) at Amity Middle School, Orange Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms. The appropriation may be spent for design, construction, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.

2. That \$3,194,300 bonds and temporary notes of the District be authorized to finance the appropriation.

3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.

4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.

5. That the aforesaid bond, note and temporary note authorization shall be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

FURTHER RESOLVED, That the applicable portions of the project be referred to the respective Planning and Zoning Commissions of the District's member towns for reports pursuant to Section 8-24 of the Connecticut General Statutes.

RESOLUTION OF BOARD OF EDUCATION
OF REGIONAL SCHOOL DISTRICT NUMBER 5
(October 21, 2019)

RESOLVED, That the officers of the Board of Education and the Superintendent are authorized to cause a district meeting to be called for the purpose of conducting a public hearing in the Presentation Room of Amity Regional High School on Tuesday, October 29, 2019 at 6:30 P.M. with respect to the following recommendations of the Board, which recommendations are hereby approved:

1. That \$3,538,000 be appropriated for costs related to various athletic facility improvements at Amity Regional High School, contemplated to include: (a) at the stadium field, replacement of the track with a post-tensioned concrete track, and installation of field lights, a scoreboard and an all-weather field, and (b) at field #3, installation of a walkway to provide access in accordance with the Americans with Disabilities Act, bleachers and a scoreboard. The appropriation may be spent for design, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.

2. That \$3,538,000 bonds and temporary notes of the District be authorized to finance the appropriation.

3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.

4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.

5. That the aforesaid bond, note and temporary note authorization shall be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

FURTHER RESOLVED, That the project be referred to the Woodbridge Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 29, 2019 DISTRICT MEETING PUBLIC HEARING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

BOARD MEMBERS PRESENT

John Belfonti, Robyn Berke, Chairperson Christopher Browe, Patricia Cardozo, Shannan Carlson, Carla Eichler, Amy Esposito, George Howard, Patrick Reed, Dr. Jennifer Turner (arrived 6:37 p.m.)

BOARD MEMBERS ABSENT

Steven DeMaio, Andrea Hubbard, Sheila McCreven

STUDENT REPRESENTATIVES PRESENT

Ella Marin

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Ernest Goodwin

A district meeting of Regional School District Number 5 was held at 25 Newton Road in Woodbridge, Connecticut, on Tuesday, October 29, 2019 at 6:30 P.M. for the purpose of conducting a public hearing on the following recommendations of the Board of Education:

School Facilities Improvements Project

1. That \$3,194,300 be appropriated for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus, and Amity Middle School, Orange Campus contemplated to include: (a) at Amity Regional High School, replacement of the eight air handlers with combination heating/cooling units, replacement of the air handlers serving the counseling area, main gym, student street, several classrooms and cafeteria, addition of air-conditioning to the auxiliary gym, variable air volume (VAV) controls and zoning modifications in the counseling area, refurbishment of chillers, and replacement of various parking lots and driveway areas, (b) at Amity Middle School, Bethany Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms, and (c) at Amity Middle School, Orange Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms. The appropriation may be spent for design, construction, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.
2. That \$3,194,300 bonds and temporary notes of the District be authorized to finance the appropriation.
3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 29, 2019 DISTRICT MEETING PUBLIC HEARING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.
5. That the aforesaid bond and temporary note authorization be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

Amity Regional High School Athletic Facility Improvements Project

1. That \$3,538,000 be appropriated for costs related to various athletic facility improvements at Amity Regional High School, contemplated to include: (a) at the stadium field, replacement of the track with a post-tensioned concrete track, and installation of field lights, a scoreboard and an all-weather field, and (b) at field #3, installation of a walkway to provide access in accordance with the Americans with Disabilities Act, bleachers and a scoreboard. The appropriation may be spent for design, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.
2. That \$3,538,000 bonds and temporary notes of the District be authorized to finance the appropriation.
3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.
4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.
5. That the aforesaid bond and temporary note authorization be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

1. CALL TO ORDER

BOE Chairperson Browe called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. NOMINATION OF MEETING CHAIRPERSON

MOTION by Patricia Cardozo, Second by Robyn Berke, to nominate Christopher Browe as Chairperson of the Meeting. There were no other nominations; nominations closed.

VOTES IN FAVOR, 8 (unanimous)

MOTION CARRIED

Chairperson Browe read the notice aloud School Facilities Improvements Project Items #1-#5 and Amity Regional High School Athletic Facility Improvements Project Items #1-#5, as listed above in the posted meeting warning notice.

4. PUBLIC COMMENT

Ella Marin read a letter from a resident in favor of both recommendations.

A resident, alumnus, and present coach spoke in favor of both recommendations.

A resident, parent, staff, and alumnus spoke in favor of both recommendations.

A resident and coach spoke in favor of both recommendations.

A parent spoke in favor of both recommendations.

5. ADJOURNMENT

MOTION by John Belfonti, Second by Amy Esposito, to adjourn the meeting

VOTES IN FAVOR, 9 (unanimous)

MOTION CARRIED

Meeting adjourned at 6:47 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero

Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 29, 2019 SPECIAL MEETING MINUTES
6:45 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

AMITY BOARD MEMBERS PRESENT

Christopher Browe, John Belfonti, Robyn Berke, Patricia Cardozo, Shannan Carlson, Carla Eichler, Amy Esposito, George Howard, Patrick Reed, Dr. Jennifer Turner

AMITY BOARD MEMBERS ABSENT

Steven DeMaio, Andrea Hubbard, Sheila McCreven

AMITY STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas

AMITY BOARD STUDENT REPRESENTATIVES PRESENT

None

1. CALL TO ORDER

Chairperson Browe called the meeting to order at 6:52 p.m.

2. To consider and act upon resolutions with respect to an appropriation and borrowing authorization for costs related to various improvements at Amity Regional High School; Amity Middle School, Bethany Campus; and Amity Middle School, Orange Campus; the calling of a District referendum thereon; and related matters.

MOTION by Patricia Cardozo, Second by Patrick Reed to pass the resolution with a roll call vote

AMENDED MOTION by Patricia Cardozo, Second by Shannan Carlson, to pass the resolution with a roll call vote and waive the reading of the resolution

VOTES IN FAVOR, 9 (unanimous)

MOTION CARRIED

RESOLUTION APPROPRIATING \$3,194,300 AND AUTHORIZING THE ISSUE OF BONDS AND TEMPORARY NOTES IN THE SAME AMOUNT FOR VARIOUS IMPROVEMENTS AT AMITY REGIONAL HIGH SCHOOL, AMITY MIDDLE SCHOOL, BETHANY CAMPUS AND AMITY MIDDLE SCHOOL, ORANGE CAMPUS

RESOLVED,

1. That Regional School District Number 5 of the State of Connecticut appropriate THREE MILLION ONE HUNDRED NINETY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$3,194,300) for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus, and Amity Middle School, Orange Campus contemplated to include: (a) at Amity Regional High School, replacement of the eight air handlers with combination heating/cooling units, replacement of the air handlers serving the counseling area, main gym, student street, several classrooms and cafeteria, addition of air-conditioning to the auxiliary gym, variable air volume (VAV) controls and zoning modifications in the counseling area, refurbishment of chillers, and replacement of various parking lots and driveway areas, (b) at Amity Middle School, Bethany Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms, and (c) at Amity Middle School, Orange Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms. The appropriation may be spent for design, construction, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education is authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.

2. That the District issue its bonds and temporary notes in an amount not to exceed THREE MILLION ONE HUNDRED NINETY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$3,194,300) to finance the appropriation for the project. The amount of the bonds or notes authorized shall be reduced by the amount of grants received by the District for the project. The bonds and temporary notes shall be issued pursuant to Section 10-56 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds and notes shall be general obligations of the District and its member towns, secured by the irrevocable pledge of the full faith and credit of the District and its member towns. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds and notes. The Chairman and the Treasurer, or such officer or body to whom the Board of Education delegates the authority to make such determinations, are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds and notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for keeping a record of the bonds or notes; to designate a financial advisor to the District in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

3. That the District hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the District reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 29, 2019 SPECIAL MEETING MINUTES
6:45 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

principal amount not in excess of the amount of borrowing authorized above for the project. The Chairman and Treasurer, or such officer or body to whom the Board of Education delegates such authority, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the District pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

4. That the Chairman and Treasurer, or such officer or body to whom the Board delegates such authority, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

5. That the authorization of bonds and temporary notes shall be subject to approval by a referendum vote to be held in the Towns of Bethany, Orange and Woodbridge, being all of the towns comprising said District.

The foregoing resolution was approved by the following roll call vote, which resulted in a weighted vote of 10 in favor and 0 opposed:

IN FAVOR (weighted vote)

Amy Esposito
Robyn Berke
Christopher Browe
Patricia Cardozo
John Belfonti
Patrick Reed
George Howard
Jennifer Turner
Carla Eichler
Shannan Carlson
TOTAL 10

OPPOSED (weighted vote)

TOTAL 0

ABSENT

Steven DeMaio
Andrea Hubbard
Sheila McCreven

3. To consider and act upon resolutions with respect to an appropriation and borrowing authorization for costs related to various athletic facility improvements at Amity Regional High School; the calling of a District referendum thereon; and related matters.

MOTION by Robyn Berke, Second by Patrick Reed to pass the resolution with a roll call vote

AMENDED MOTION by Patricia Cardozo, Second by Jennifer Turner, to pass the resolution with a roll call vote and waive the reading of the resolution

VOTES IN FAVOR, 9 (unanimous)

MOTION CARRIED

RESOLUTION APPROPRIATING \$3,538,000 AND AUTHORIZING THE ISSUE OF BONDS AND TEMPORARY NOTES IN THE SAME AMOUNT FOR VARIOUS ATHLETIC FACILITY IMPROVEMENTS AT AMITY REGIONAL HIGH SCHOOL

RESOLVED,

1. That Regional School District Number 5 of the State of Connecticut appropriate THREE MILLION FIVE HUNDRED THIRTY-EIGHT THOUSAND DOLLARS (\$3,538,000) for costs related to various athletic facility improvements at Amity Regional High School, contemplated to include: (a) at the stadium field, replacement of the track with a post-tensioned concrete track, and installation of field lights, a scoreboard and an all-weather field, and (b) at field #3, installation of a walkway to provide access in accordance with the Americans with Disabilities Act, bleachers and a scoreboard. The appropriation may be spent for design, construction, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education is authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.

2. That the District issue its bonds and temporary notes in an amount not to exceed THREE MILLION FIVE HUNDRED THIRTY-EIGHT THOUSAND DOLLARS (\$3,538,000) to finance the appropriation for the project. The amount of the bonds or notes authorized shall be reduced by the amount of grants received by the District for the project. The bonds and temporary notes shall be issued pursuant to Section 10-56 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds and notes shall be general obligations of the District and its member towns, secured by the irrevocable pledge of the full faith and credit of the District and its member towns. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds and notes. The Chairman and the Treasurer, or such officer or body to whom the Board of Education delegates the authority to make such determinations, are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds and notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for keeping a record of the bonds or notes; to designate a financial advisor to the

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 29, 2019 SPECIAL MEETING MINUTES
6:45 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

District in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

3. That the District hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the District reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Chairman and Treasurer, or such officer or body to whom the Board of Education delegates such authority, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the District pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

4. That the Chairman and Treasurer, or such officer or body to whom the Board delegates such authority, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

5. That the authorization of bonds and temporary notes shall be subject to approval by a referendum vote to be held in the Towns of Bethany, Orange and Woodbridge, being all of the towns comprising said District.

The foregoing resolution was approved by the following roll call vote, which resulted in a weighted vote of 10 in favor and 0 opposed:

IN FAVOR (weighted vote)

Amy Esposito
Robyn Berke
Christopher Browe
Patricia Cardozo
John Belfonti
Patrick Reed
George Howard
Jennifer Turner
Carla Eichler
Shannan Carlson
TOTAL 10

OPPOSED (weighted vote)

TOTAL 0

ABSENT

Steven DeMaio
Andrea Hubbard
Sheila McCreven

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 29, 2019 SPECIAL MEETING MINUTES
6:45 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

Agenda Items 2 and 3... the calling of a District referendum thereon

MOTION by John Belfonti, Second by Carla Eichler, to pass the resolution with a roll call vote

AMENDED MOTION by Patricia Cardozo, Second by George Howard, to pass the resolution with a roll call vote and waive the reading of the resolution

VOTES IN FAVOR, 9 (unanimous)

MOTION CARRIED

RESOLVED, that the Board of Education recommends to the towns comprising Regional School District Number 5 that the aforesaid bond and temporary note authorizations be approved by referendum vote; and that said referendum be held on Wednesday, December 4, 2019; that notice of said referendum be given by publication and posting between five and fifteen days before said date, and that said notices of the referendum in the Towns of Bethany, Orange and Woodbridge be substantially in the following form:

"WARNING

REFERENDUM VOTE

Regional School District Number 5

Town of _____

December 4, 2019

A referendum vote of the electors and citizens qualified to vote in town meetings of the Town of _____, Connecticut will be held in the Town of _____ at the following polling places:

[INSERT TOWN POLLING PLACES]

and simultaneously in the other Towns in Regional School District Number 5 on Wednesday, December 4, 2019 between the hours of 6:00 A.M. and 8:00 P.M. pursuant to Section 10-56 of the General Statutes of Connecticut, Revision of 1958, as amended, upon resolutions adopted by the Regional Board of Education at meeting held October 29, 2019, which will be placed on the ballots as the following questions:

SHALL REGIONAL SCHOOL DISTRICT NUMBER 5 APPROPRIATE \$3,194,300 AND AUTHORIZE THE ISSUE OF BONDS AND TEMPORARY NOTES IN THE SAME AMOUNT FOR VARIOUS IMPROVEMENTS AT AMITY REGIONAL HIGH SCHOOL, AMITY MIDDLE SCHOOL, BETHANY CAMPUS AND AMITY MIDDLE SCHOOL, ORANGE CAMPUS?

SHALL REGIONAL SCHOOL DISTRICT NUMBER 5 APPROPRIATE \$3,538,000 AND AUTHORIZE THE ISSUE OF BONDS AND TEMPORARY NOTES IN THE SAME AMOUNT FOR VARIOUS ATHLETIC FACILITY IMPROVEMENTS AT AMITY REGIONAL HIGH SCHOOL?

Voters approving a resolution shall vote "Yes" and those opposing the resolution shall vote "No". Absentee ballots will be available from the Town Clerk's office. The full text of each of the resolutions adopted by the Regional Board of Education is on file and available for public inspection in the Town Clerk's office.

Dated at _____, Connecticut this _____ day of _____, 2019.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 29, 2019 SPECIAL MEETING MINUTES
6:45 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

The foregoing resolution was approved by the following roll call vote, which resulted in a weighted vote of 10 in favor and 0 opposed:

IN FAVOR (weighted vote)

*Amy Esposito
Robyn Berke
Christopher Browe
Patricia Cardozo
John Belfonti
Patrick Reed
George Howard
Jennifer Turner
Carla Eichler
Shannan Carlson
TOTAL 10*

OPPOSED (weighted vote)

TOTAL 0

ABSENT

*Steven DeMaio
Andrea Hubbard
Sheila McCreven*

Agenda Items 2 and 3. Resolution to Authorize Amity Regional School District no. 5 to Prepare an Explanatory Text for the Referendum Questions

MOTION by Jennifer Turner, Second by Carla Eichler to pass the resolution with a roll call vote

AMENDED MOTION by Patricia Cardozo, Second by Amy Esposito, to pass the resolution with a roll call vote and waive the reading of the resolution

VOTES IN FAVOR, 9 (unanimous)

MOTION CARRIED

FURTHER RESOLVED, that the Secretary of the Board of Education is authorized, in such official's discretion, to prepare, and to cause to be printed and distributed, a concise explanatory text regarding the aforesaid questions to be submitted to the voters of the District at referendum to be held December 4, 2019, such explanatory text to be subject to the approval of the District's general counsel and to be prepared and distributed in accordance with subsection (a) of Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
OCTOBER 29, 2019 SPECIAL MEETING MINUTES
6:45 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

The foregoing resolution was approved by the following roll call vote, which resulted in a weighted vote of 10 in favor and 0 opposed:

IN FAVOR (weighted vote)

Shannan Carlson
Carla Eichler
Jennifer Turner
George Howard
Patrick Reed
John Belfonti
Patricia Cardozo
Christopher Browe
Robyn Berke
Amy Esposito
TOTAL 10

OPPOSED (weighted vote)

TOTAL 0

ABSENT

Steven DeMaio
Andrea Hubbard
Sheila McCreven

4. ADJOURNMENT

MOTION by Shannan Carlson, Second by Robyn Berke, to adjourn the meeting

VOTES IN FAVOR 9 (unanimous)

MOTION CARRIED

Meeting adjourned at 7:02 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero

Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

November 11, 2019

To: Members of the Board of Education

From: Jennifer P. Byars, Ed.D., Superintendent of Schools

Re: Personnel Report

NEW HIRES-CERTIFIED:

- **Amity Regional High School:** NONE
- **Amity Regional Middle School – Bethany:**

Kristen Relihan – F/T Special Education Teacher – Kristen joins the Amity certified staff bringing 4 years of experience as a middle and high school Special Education Teacher, most recently from Hamden Public Schools. She earned her Bachelor's Degree in Liberal Studies from Southern Connecticut State University and her Master's Degree in Education from Post University.

- **Amity Regional Middle School – Orange:** NONE

NEW HIRES-NON-CERTIFIED:

Lisa Woosley – Part-time Paraprofessional, Amity Middle School-Bethany

NEW HIRES-COACHES:

John Johnson – Asst. Girls Indoor Track & Field Coach – 2019-20 Winter Season – ARHS

Maura Regan – Varsity Girls Ski Racing Coach – 2019-20 Winter Season – ARHS

Liam Norton – Asst. Boys Indoor Track & Field Coach – 2019-20 Winter Season – ARHS

NEW HIRES-SUBSTITUTES:

Catherine Teulings – Short Term Substitute, Art Teacher – Amity Regional High School

TRANSFER(S): NONE

RESIGNATION(S):

David Ross – Assistant Boys Lacrosse, Amity Regional High School, eff. 10/11/2019

Wendy Castelot – Category I Administrative Assistant, Amity Middle School-Orange, eff. 11/4/2019

RETIREMENT(S): NONE

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

Superintendent's Report – November 2019

Continuously improve instruction, cultivate creativity, and enhance student engagement and performance.

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

Instruction

November 5th Professional Learning Day: A full-day Professional Learning Day was held on November 5, 2019. Various activities were planned for participation by teachers, paraprofessionals, nurses, and administrators. Teachers started their day with a district-wide presentation on components of the Teacher Evaluation Plan, followed by two separate sessions for Teacher-Led Facilitated Discussions, and choice Wellness activities. The afternoon was allocated to teachers to work on goals, professional focus topics, and evaluation reflection.

Portrait of the Graduate Conversations: During professional development time in October, the high school faculty discussed the transition to a district-wide Portrait of the Graduate and completed an initial activity to cross walk the current core values and beliefs with the current learning expectations. Initial responses are being collated and another conversation will take place in January as a follow-up conversation. In addition, high school administrators will have initial conversations with PTSO and student body members regarding the transition and how the current core values, beliefs, and learning expectations can help create a framework for the district Portrait of the Graduate.

AMSB Fall Musical: The AMSB Spartan Players presented Disney's *Aladdin Jr.*, November 8-10, 2019. Sixth grade students from BCS and BRS saw the performance at 9:30 a.m. on Friday, November 8, 2019. The Friday evening performance was also at a discounted price for AMSB students and staff, and included pizza, a drink, and a cookie.

Veteran's Day Program: On Monday, November 11, 2019, all 9th grade students participated in a Veteran's Day Assembly that was organized by social studies teachers Bob Catalde and Peter Downhour. The program consisted of a panel discussion with local veterans, some of whom attended Amity. In addition, Mr. Downhour set up a table in the cafeteria to highlight the veterans who are missing persons.

Curriculum and District Meetings: The November curriculum meetings for 7-12 content leaders and department chairs include TEAM (Module 5), Professional Development and Evaluation Committee (PDEC), Social Studies, Music, and ELA. District meetings planned for November include District Reading, District Steering, District Wellness, District SRBI, and District Technology.

COLT Conference Participation: The entire AMSO Spanish team of teachers attended the COLT conference in October. This conference brought together World Language teachers from around the State to participate in a variety of workshops to enhance their instructions.

Resources

Computerized Middle School Honor Roll Calculations: Starting this school year, middle school honor roll calculation has been changed to a computerized system, eliminating the need for administrative assistants to review each report card by hand.

Student-Built Storage Shed: Current students in construction and engineering classes are actively working on addressing the storage-space shortage at ARHS by building a 12X24' shed in an area of the current parking lot. This shed will serve as a storage shed for athletic and other equipment.

BOWA Math Articulation: BOWA Curriculum Directors will meet on November 12, 2019 to discuss Math criteria for advancing students in all four districts.

Upgrades to AMSO Tech Ed Classroom: Eight computer tables were repurposed because they were no longer needed in a 1:1 school environment. The tables were used to upgrade the Technology Education classroom. The result was a more effective use of the space and easier access to classroom materials for students.

Climate

OBOA Fall Programing: Throughout this fall, the OBOA Committee has arranged for a series of conversations which have taken place in homeroom/Spartan Seminar groups. The focus was around the context, characters, plot, and issues presented in this year's all-school book, *Dear Evan Hansen*. The program culminated on Monday, November 4, 2019, when ARHS welcomed current Broadway star Gabby Carrubba, who stars as Zoe in the Broadway musical, *Dear Evan Hansen*. Gabby addressed a large portion of the high school student body in the Brady Center during 4th session and brought with her recent star Sky Lakota-Lynch, who played the role of Jarred through mid-October, 2019. The two actors shared their experiences of playing the characters and discussed how they actively work on caring for themselves while playing characters who are in turmoil. The pair also worked with current ARHS acting students during last session of the day in the Black Box Theater.

AMSB Be AMITY Pep Rally: AMSB held a Be AMITY pep rally assembly on October 31, 2019, which included a Halloween costume contest for scariest, funniest, most original, and best group; team-building competitions; and the recognition of the Be Amity "Accountability" Awards.

AMSB Climate Committee: The committee had its monthly meeting on October 22, 2019 in the media center. The purpose of the AMSB Climate Committee is to provide stakeholders in the school with an opportunity to discuss current trends and issues within the school community as well as implement programs and strategies to help improve the climate for all.

Sandy Hook Promise Program: The AMSB student council advisor and three AMSB students attended a Sandy Hook Promise workshop on October 23, 2019. There also was a school-wide assemble about the Sandy Hook Promise program on October 29, 2019. This presentation was specifically aimed at building empathy and empowering students to be advocates of including and inviting peers to be a part of the community.

AMSO Student Council Elections: AMSO held student council elections on November 4, 2019. The candidates running for office did a great job conveying their platforms. The student council is excited and looking forward to a great year.

Red Ribbon Week: AMSO students and staff celebrated Red Ribbon Week October 28 – November 1, 2019. Each day students discussed strategies to make positive, healthy choices while enjoying a school-wide spirit week.

Fabulous Friends Halloween: Mrs. Edward's class hosted the annual Fabulous Friends Halloween Party in the AMSO gym. Students from the high school and ACES were invited and enjoyed an afternoon of crafts and activities.

Halloween Spooktacular: Woodbridge Youth Services and the Town of Bethany organized the annual evening Costume Party on October 25, 2019 at Amity Middle School Bethany – this event was well attended.

Pupil Services: During the first full week of November, the School Psychologists celebrated School Psychology Awareness Week. Unified Sports at the high school participated in a tournament at Shelton High School on November 7th. On November 5th, Pupil Services staff (School Psychologists, School Social Worker, School Counselors, and Special Education Teachers) participated in professional learning focused on transition services and risk assessment. Future *Office Hours with the Director* (7:30-8:30) are December 10th, January 8th, February 13th, March 3rd, April 24th, and May 26th.

Amity Regional School District No. 5

Technology Department Monthly Report

Completed Projects:

- Upgraded and reconfigured Milestone video management software, clients, servers and licenses
- Installed new cameras around the exterior of the HS campus
- The student and staff technology help desk off of the HS Library Media Center is operational

Projects in process:

- Continuing to pull new Cat6a cables for security camera system, primarily interior cameras
- Pulling new Cat6a cable for wireless access points. Including high client access point in all three campus cafeterias as well as additional access points in all three buildings to support 1:1 initiative
- Building a “proof of concept” deployment of possible new wireless infrastructure for testing and evaluation.
- Currently gathering information and writing an RFP for infrastructure upgrades.
- Addressing issues with 7th grade 1:1 device cases that arrived with a different design than originally promised. Working with vendor to find a suitable solution.

Update: We have a return authorization for the existing cases and are awaiting vendor response to replacement units at no additional cost to the district.

Outstanding issues to be addressed:

- Storage Area Network (SANs) appliances are end-of-life and beginning to fail
- Identifying cost effective options for staffing the help desk at the HS next year in addition to technical staffing needs

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- During a routine maintenance inspection by our certified water operator, Hungerford's, a leak was discovered on the underground pressure tank on the well system at Amity Middle School, Bethany Campus. The tank was taken off-line and temporary expansion tanks were installed on September 3, 2019. The upgraded system consisting of a pump and variable frequency drive system was ordered, installed and tested. The project went very well and is operational.
- The final construction details were completed on all three security vestibules.
- During routine preventive maintenance and safety inspection, it was determined that one of the two lifts in the auto shop at Amity Regional High School was damaged and that replacement parts may not be available due to the lift being obsolete. A new replacement lift was ordered and installed.
- Preventive maintenance was completed on all snow removal equipment to prepare for the winter season.
- A lock malfunctioned on the men's restroom door at the field house at Amity Regional High School. A replacement lock was installed by in-house personnel.
- New cabling was run by in-house personnel for the new cameras purchased for the security system at all three schools.
- Two motors failed on air handlers at Amity Middle School, Bethany Campus. They were quickly replaced by in-house personnel.
- A new scoreboard was installed on the softball field at Amity Regional High School.
- Two circulating pumps, one at Amity Middle School, Orange Campus and one at Amity Regional High School, developed leaks. The pumps were removed by in-house personnel, rebuilt by a local vendor, and reinstalled.
- A hazardous tree as well as shrubbery blocking good vision from the security office were removed at Amity Middle School, Orange Campus.

Projects in process:

- The newest student-led project of construction of two storage buildings across from the loading dock at Amity Regional High School has commenced. The first building foundation and floor has been installed to date.

Outstanding issues to be addressed:

- None at this time.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	SEPT 20	CHANGE	OCT 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./ (DECR.)	FORECAST	OVER/ (UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	48,190,256	48,627,967	48,627,967	0	48,627,967	0	FAV
2	OTHER REVENUE	324,088	248,577	291,978	(15,000)	276,978	28,401	FAV
3	OTHER STATE GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
4	MISCELLANEOUS INCOME	92,101	78,885	78,885	0	78,885	0	FAV
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	49,404,547	49,548,307	49,591,708	(15,000)	49,576,708	28,401	FAV
7	SALARIES	25,482,003	26,655,424	26,619,178	0	26,619,178	(36,246)	FAV
8	BENEFITS	5,641,173	5,980,496	6,017,733	3,274	6,021,008	40,512	UNF
9	PURCHASED SERVICES	7,863,484	8,497,804	8,014,400	(24,414)	7,989,986	(507,818)	FAV
10	DEBT SERVICE	4,567,838	4,559,210	4,559,210	0	4,559,210	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	3,050,834	2,973,028	3,034,760	0	3,034,760	61,732	UNF
12	EQUIPMENT	272,162	250,547	250,547	0	250,547	0	FAV
13	IMPROVEMENTS / CONTINGENCY	365,447	464,000	408,259	0	408,259	(55,741)	FAV
14	DUES AND FEES	127,505	167,798	167,798	0	167,798	0	FAV
15	TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	47,370,446	49,548,307	49,071,885	(21,140)	49,050,746	(497,561)	FAV
17	SUBTOTAL	2,034,101	0	519,823	6,140	525,962	525,962	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	166,245	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	2,200,346	0	519,823	6,140	525,962	525,962	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	SEPT 20	CHANGE	OCT 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	9,295,901	8,926,150	8,926,150	0	8,926,150	0	FAV
2	ORANGE ALLOCATION	24,181,870	24,736,074	24,736,074	0	24,736,074	0	FAV
3	WOODBIDGE ALLOCATION	14,712,485	14,965,743	14,965,743	0	14,965,743	0	FAV
4	MEMBER TOWN ALLOCATIONS	48,190,256	48,627,967	48,627,967	0	48,627,967	0	FAV
5	ADULT EDUCATION	3,626	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	35,969	29,000	29,000	0	29,000	0	FAV
7	INVESTMENT INCOME	130,966	75,000	75,000	(15,000)	60,000	(15,000)	UNF
8	ATHLETICS	18,375	25,000	25,000	0	25,000	0	FAV
9	TUITION REVENUE	108,642	90,535	133,936	0	133,936	43,401	FAV
10	TRANSPORTATION INCOME	26,510	26,000	26,000	0	26,000	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	324,088	248,577	291,978	(15,000)	276,978	28,401	FAV
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
15	OTHER STATE GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
16	RENTAL INCOME	12,850	21,000	21,000	0	21,000	0	FAV
17	INTERGOVERNMENTAL REVENUE	29,572	32,885	32,885	0	32,885	0	FAV
18	OTHER REVENUE	49,679	25,000	25,000	0	25,000	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	92,101	78,885	78,885	0	78,885	0	FAV
21	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
22	TOTAL REVENUES	49,404,547	49,548,307	49,591,708	(15,000)	49,576,708	28,401	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	SEPT 20	CHANGE	OCT 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.))	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	20,935,666	21,776,498	21,714,476	0	21,714,476	(62,022)	FAV
2	5112-CLASSIFIED SALARIES	4,546,337	4,878,926	4,904,702	0	4,904,702	25,776	UNF
3	SALARIES	25,482,003	26,655,424	26,619,178	0	26,619,178	(36,246)	FAV
4	5200-MEDICARE - ER	345,833	364,933	383,587	0	383,587	18,654	UNF
5	5210-FICA - ER	281,164	287,766	305,431	0	305,431	17,665	UNF
6	5220-WORKERS' COMPENSATION	226,473	237,774	216,280	0	216,280	(21,494)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,696,434	4,060,498	4,060,498	0	4,060,498	0	FAV
8	5860-OPEB TRUST	62,910	40,950	40,950	0	40,950	0	FAV
9	5260-LIFE INSURANCE	41,677	44,579	44,579	(1,251)	43,328	(1,251)	FAV
10	5275-DISABILITY INSURANCE	9,501	10,222	10,222	199	10,421	199	UNF
11	5280-PENSION PLAN - CLASSIFIED	892,845	851,987	851,987	0	851,987	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	70,117	69,787	92,199	4,326	96,525	26,738	UNF
12	5282-RETIREMENT SICK LEAVE - CERT	1,921	0	0	0	0	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	1,000	0	0	0	0	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	1,000	0	0	0	0	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	9,110	10,000	10,000	0	10,000	0	FAV
16	5291-CLOTHING ALLOWANCE	1,188	2,000	2,000	0	2,000	0	FAV
17	BENEFITS	5,641,173	5,980,496	6,017,733	3,274	6,021,008	40,512	UNF
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	18,005	39,700	39,700	0	39,700	0	FAV
19	5327-DATA PROCESSING	90,178	95,276	95,276	0	95,276	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,297,214	1,467,869	1,465,269	0	1,465,269	(2,600)	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	80,176	118,750	118,750	0	118,750	0	FAV
22	5510-PUPIL TRANSPORTATION	2,864,785	3,100,537	3,162,242	7,794	3,170,036	69,499	UNF
23	5521-GENERAL LIABILITY INSURANCE	232,530	243,217	239,163	0	239,163	(4,054)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	130,974	115,356	109,876	0	109,876	(5,480)	FAV
25	5560-TUITION EXPENSE	3,072,286	3,213,232	2,680,257	(32,208)	2,648,049	(565,183)	FAV
26	5590-OTHER PURCHASED SERVICES	77,336	103,867	103,867	0	103,867	0	FAV
27	PURCHASED SERVICES	7,863,484	8,497,804	8,014,400	(24,414)	7,989,986	(507,818)	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	SEPT 20	CHANGE	OCT 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.))	FORECAST	OVER/(UNDER)	UNF
28	5830-INTEREST	717,838	809,210	809,210	0	809,210	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,850,000	3,750,000	3,750,000	0	3,750,000	0	FAV
30	DEBT SERVICE	4,567,838	4,559,210	4,559,210	0	4,559,210	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	667,107	696,046	702,037	0	702,037	5,991	UNF
32	5420-REPAIRS, MAINTENANCE & CLEANING	837,744	752,384	808,125	0	808,125	55,741	UNF
33	5611-INSTRUCTIONAL SUPPLIES	358,160	382,393	382,393	0	382,393	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	212,558	229,057	229,057	0	229,057	0	FAV
35	5620-OIL USED FOR HEATING	53,664	42,700	42,700	0	42,700	0	FAV
36	5621-NATURAL GAS	70,333	65,206	65,206	0	65,206	0	FAV
37	5627-TRANSPORTATION SUPPLIES	110,671	122,400	122,400	0	122,400	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	170,997	162,147	162,147	0	162,147	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	22,067	21,615	21,615	0	21,615	0	FAV
40	5690-OTHER SUPPLIES	547,533	499,080	499,080	0	499,080	0	FAV
41	SUPPLIES (INCLUDING UTILITIES)	3,050,834	2,973,028	3,034,760	0	3,034,760	61,732	UNF
42	5730-EQUIPMENT - NEW	65,980	128,582	128,582	0	128,582	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	206,182	121,965	121,965	0	121,965	0	FAV
44	EQUIPMENT	272,162	250,547	250,547	0	250,547	0	FAV
45	5715-IMPROVEMENTS TO BUILDING	350,884	133,000	133,000	0	133,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	(55,741)	0	(55,741)	(55,741)	FAV
46	5720-IMPROVEMENTS TO SITES	14,563	81,000	81,000	0	81,000	0	FAV
47	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	0	0	0	FAV
48	IMPROVEMENTS / CONTINGENCY	365,447	464,000	408,259	0	408,259	(55,741)	FAV
49	5580-STAFF TRAVEL	15,571	25,350	25,350	0	25,350	0	FAV
50	5581-TRAVEL - CONFERENCES	26,235	37,445	37,445	0	37,445	0	FAV
51	5810-DUES & FEES	85,699	105,003	105,003	0	105,003	0	FAV
52	DUES AND FEES	127,505	167,798	167,798	0	167,798	0	FAV
53	5856-TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	47,370,446	49,548,307	49,071,885	(21,140)	49,050,746	(497,561)	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES & EXPENDITURES BY CATEGORY
FINANCIAL ANALYSIS
FOR THE FISCAL YEAR 2018-2019**



OCT 2019

2019-2020 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is **\$525,962 FAV**, *previously \$519,823 FAV*, which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$28,401 FAV**, *previously \$43,401 FAV*, which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on projected State payments budgeted.

LINE 6 on Page 2: PARKING INCOME:

The forecast is based on budget.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation interest rates will remain steady and revenue will be as budgeted. *The forecast projects less interest income due to declining interest rates, \$15,000 UNF.*

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2019	0.393%	2.35%
August	0.395%	2.16%
September	0.397%	1.98%
October	0.390%	1.97%

LINE 8 on Page 2: ATHLETICS:

The forecast is based on budget.

LINE 9 on Page 2: TUITION REVENUE:

The budget is based on five tuition students. The actual tuition charged is higher than budgeted since the rate is set after the budget referendum is past. Four new tuition students enrolled in the District, including the child of a staff member at a reduced rate. The projected variance is **\$43,401 FAV** *previously \$43,401 FAV as one tuition student did not enroll during September.*

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on projected State payments for magnet school transportation budgeted.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The current projection based on budgeted costs for placements and transportation. This is based on a 75% reimbursement rate.

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on budget.

LINE 17 on Page 2: INTERGOVERNMENTAL INCOME:

The forecast is based on the budget for shared services agreement with the Town of Woodbridge and the Woodbridge Board of Education for technology services.

LINE 18 on Page 2: OTHER REVENUE:

The forecast is based on budget.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is **\$497,561 FAV, previously, \$476,422 FAV** which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

The forecast is based on budget. There are still open positions and the forecast will be updated after the school year begins. *The current projection is for \$62,022 FAV due to staff changes. There are still position changes pending.*

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The forecast is based on budget. There are still open positions and the forecast will be updated after the school year begins. *The current projection shows \$25,776 UNF due to staff changes and a number of unanticipated retirements submitted at the start of the fiscal year.*

LINES 4 & 5 on Page 3: 5200 & 5210-MEDICARE & FICA:

The forecast is based on the budget for current staff. *Medicare taxes are projected to be \$18,654 UNF and FICA is projected to be \$17,665 UNF.*

LINE 6: 5220 on Page 3-WORKERS' COMPENSATION:

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution was received for **\$21,494 FAV**.

LINES 7 on Page 3: 5255-MEDICAL AND DENTAL INSURANCE:

The forecast assumes actual claims of current employees and retirees will be the same as the budget. The projected monthly budget is based on an average of five years of claims.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2019-2020 ACTUAL	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
<i>JUL</i>	\$ 366,182	\$ 358,094	\$ 8,088	\$ 292,718	\$ 254,849
<i>AUG</i>	\$ 383,765	\$ 395,099	\$ (11,334)	\$ 282,192	\$ 374,433
<i>SEP</i>	\$ 317,685	\$ 323,626	\$ (5,941)	\$ 376,576	\$ 219,176
<i>OCT</i>	\$ 383,369	\$ 326,479	\$ 56,890	\$ 245,938	\$ 271,340
<i>NOV</i>	\$ 402,013	\$ 402,013	\$ -	\$ 418,110	\$ 353,747
<i>DEC</i>	\$ 443,211	\$ 443,211	\$ -	\$ 334,678	\$ 318,839
<i>JAN</i>	\$ 307,554	\$ 307,554	\$ -	\$ 331,129	\$ 191,730
<i>FEB</i>	\$ 325,589	\$ 325,589	\$ -	\$ 384,149	\$ 172,313
<i>MAR</i>	\$ 351,628	\$ 351,628	\$ -	\$ 363,660	\$ 288,923
<i>APR</i>	\$ 335,660	\$ 335,660	\$ -	\$ 278,082	\$ 213,346
<i>MAY</i>	\$ 408,891	\$ 408,891	\$ -	\$ 363,382	\$ 343,550
<i>JUN</i>	\$ 316,608	\$ 316,608	\$ -	\$ 224,419	\$ 253,461
TOTALS	\$ 4,342,155	\$ 4,294,451	\$ 47,704	\$ 3,895,033	\$3,255,706

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 FORECAST
99.9%	85.2%	72.1%	92.2%	101.1%

Note: 2019-2020 FORECAST of projected claims for this fiscal year as a percentage of expected claims is based on actual year-to-date claims plus budgeted claims for the remainder of the year divided by expected (budgeted) claims.

FEEES OF CURRENT EMPLOYEES AND RETIREES
(Stop-Loss Premiums, Network Access Fees, and Other Fees)

MONTH	2019-2020 ACTUAL	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017- 2018 ACTUAL
<i>JUL</i>	\$ 65,692	\$ 78,882	\$ (13,190)	\$ 63,793	\$ 84,939
<i>AUG</i>	\$ 62,661	\$ 83,717	\$ (21,056)	\$ 60,070	\$ 96,820
<i>SEP</i>	\$ 46,307	\$ 73,957	\$ (27,650)	\$ 63,599	\$ 73,886
<i>OCT</i>	\$ 70,245	\$ 77,716	\$ (7,471)	\$ 63,213	\$ 85,237
NOV	\$ 52,886	\$ 52,886	\$ -	\$ 71,815	\$ 58,958
DEC	\$ 47,488	\$ 47,488	\$ -	\$ 70,016	\$ 45,657
JAN	\$ 46,861	\$ 46,861	\$ -	\$ 78,786	\$ 45,850
FEB	\$ 46,138	\$ 46,138	\$ -	\$ 66,033	\$ 45,666
MAR	\$ 40,994	\$ 40,994	\$ -	\$ 38,918	\$ 45,850
APR	\$ 46,953	\$ 46,953	\$ -	\$ 69,321	\$ 46,217
MAY	\$ 46,271	\$ 46,271	\$ -	\$ 76,505	\$ 46,034
JUN	\$ 45,507	\$ 45,507	\$ -	\$ 72,044	\$ 46,401
TOTALS	\$ 618,003	\$ 687,370	\$ (69,367)	\$ 794,113	\$ 721,515

LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast is based on the current staff.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast is based on the current staff.

LINE 12 on Page 3: 5281-DEFINED CONTRIBUTION RETIREMENT PLAN:

Based on last year's expenditures this account is expected to be over budget. Estimates will be available in October. *The current forecast projects this account will be \$26,738 UNF previously \$22,412 UNF overbudget due to changes in staffing.*

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is projecting a balance of \$69,499 UNF, previously, \$61,705 UNF. The forecast is based on the current transportation needs of the students and includes a budget transfer requested this month.

LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE: Student Accident insurance renewed at a flat rate, saving \$4,054 FAV.

LINE 24 on Page 3: 5550-COMMUNICATION:TEL, POST, ETC:

E-Rate funding was approved for the current fiscal year. The District is receiving discounted invoices for the CEN service provided by the State of Connecticut - \$15,480 FAV. The forecast includes an estimate of \$10,000 UNF to cover the cost of a bond referendum for all 3 towns. Only the District's cost was budgeted. \$5,480 FAV, previously \$15,480 FAV.

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition is currently forecasted to have a \$565,183 FAV previously, \$532,975 FAV variance. The forecast is based on current students and their placements and will change throughout the year.

Tuition for the vo-ag schools has a projected variance of *\$50,378 FAV, previously \$64,014 FAV.*

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
Sound	4	3	4	6	7	6 (5)
Trumbull	3	3	6	4	4	4
Nonnewaug	3(5) ^a	3	4	6	4	5(5)
Common Ground Charter HS	1	1	0	0	0	0
ACES Wintergreen Magnet	0	0	0	0	0	0
King Robinson Magnet	1	1	0	0	0	0
Engineering Science Magnet	0	0	1	1	0	0
Highville Charter School	0	0	1	1	0	0
Totals	9	11	15	16	15	15(14)

Note ^a: Two students left on April 15, 2016.

ECA is projected variance *to be on budget, previously \$5,145 UNF* due to a change in enrollment.

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
ECA	22	15	19	24	20	20(21)

Public (ACES) and private out-of-district placements are currently less than anticipated, \$514,805 FAV previously \$474,107 FAV but typically there are many changes during the year.

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
Public SPED	6	8	8	11	9	7 (7)

Private SPED	26	27	20	22	24	19 (19)
Totals	32	35	28	33	33	26(26)

LINE 31 on Page 4: 5410-UTILITIES, EXCLUDING HEAT:

The 2019-2020 budget for electricity assumes the use of 3,396,770 kilowatt hours at an average price of \$0.1834 per kilowatt hour, or a cost of \$622,967.

ELECTRICITY (KILOWATT HOURS)

MONTH	2019-2020 FORECAST	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
<i>JUL</i>	<i>306,744</i>	269,018	<i>37,726</i>	104,580	259,046
<i>AUG</i>	<i>298,187</i>	304,346	<i>(6,159)</i>	152,275	286,777
<i>SEP</i>	<i>255,198</i>	332,452	<i>(77,254)</i>	314,178	285,740
OCT	286,440	286,440	-	271,919	280,876
NOV	273,758	273,758	-	249,759	259,631
DEC	273,807	273,807	-	247,237	272,198
JAN	277,778	277,778	-	274,992	266,633
FEB	287,065	287,065	-	263,959	267,529
MAR	281,604	281,604	-	248,762	254,042
APR	279,004	279,004	-	262,037	268,701
MAY	284,892	284,892	-	276,658	226,981
JUN	246,606	246,606	-	91,898	226,863
Totals	3,351,083	3,396,770	(45,687)	2,758,254	3,155,017

Note: 2019-2020 Actual Kilowatt Hours shown in bold italics.

The budget assumes there will not be a Load Shed credit.

The budget for propane is \$2,250. The forecast is neutral.

The budget for water is \$45,829. The forecast is these charges will be as budgeted.

Sewer costs are budgeted at \$25,000. The forecast projects usage at \$30,991 or ***\$5,991 UNF*** once credits and revised quarterly charges were calculated.

DEGREE DAYS

There are 173 degree days to date compared to 208 last year at this time.

LINE 32 on Page 4: 5420-REPAIRS & MAINTENANCE:

A lift in the auto shop at Amity Regional High School failed inspection. The lift is obsolete. The cost of a new lift is \$6,241 UNF and transfer was approved in September from the facilities contingency account this month. The well at Bethany Middle School developed a problem with the pressure tank. The system needs to be updated to a pump and VFD system. The plans have been approved by the State. A transfer request was approved in October for \$49,500 to cover the replacement.

LINE 35 on Page 4: 5620-OIL:

Budget for the year is \$42,700. This is for a total of 20,000 gallons of heating oil at \$2.06 per gallon.

LINE 36 on Page 4: 5621-NATURAL GAS:

Budget for the year is \$65,206. The account is expected to be as budgeted.

LINE 45a on Page 4: 5850-FACILITIES CONTINGENCY:

The budget includes a \$100,000 contingency for unplanned, necessary facility expenditures. The forecast assumes these funds will be entirely used. A lift in the auto shop at Amity Regional High School failed inspection. The lift is obsolete. The cost of a new lift is \$6,241 UNF and a transfer was approved in September. The well at Bethany Middle School developed a problem with the pressure tank. The system needs to be updated to a pump and VFD system. The plans have been approved by the State. There was a transfer request in October for \$49,500 to cover the replacement. The current balance includes this transfer and is \$44,259.

LINE 47 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used.

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2019-2020

TOTAL ANNUAL SAVINGS TO-DATE OF: **\$41,224**

\$11,319 Cable Advisory Grant: One of the high school teachers, Jeremy Iverson, applied for and received a grant from Cable Advisory Grant. The grant is to be used to purchase production equipment for the film courses and production room. This reduces the amounts that would be funded through the general fund.

\$ 2,600 Adult Education Shared Agreement:

\$23,250 E-Rate Credits:

\$1,428 Invoice Review – Tracy Daigle, Facilities Coordinator, relentlessly pursued our service contract pricing for elevator service with Kone. Due to her diligence and knowledge of US Communities contract rates, she saved the District \$1,428 on recent service calls as they were billed at the incorrect rate.

There is a detailed history of the District's efforts to save dollars and operate efficiently. This information is posted on the District's website:

- Energy Savings Initiatives for the past decade
<http://www.amityregion5.org/boe/sub-committees/finance-committee>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 2018-2019 - \$52,451 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2017-2018 – \$746,688 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2016-2017 – \$595,302 <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2015-2016 – \$125,911 <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2014-2015 – \$139,721 <http://www.amityregion5.org/boe/sub-committees/finance-committee>

APPENDIX B

MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

PURPOSE & METHODOLOGY:

A forecast is a prediction or estimate of future events and trends. **It is only as good as the data available and the assumptions used.** We use current information and past history.

There are many factors, which can significantly impact expenditures, both positively and negatively (e.g., staff turnover, vacancies and leaves-of absence; medical and dental insurance claims when self-insured; special education expenditures; major facility repairs; snow removal).

To illustrate, a special education student could move into the District in mid-year and the cost impact could be over \$100,000 and/or we could have a 'bad claims year' and wipe out the Self Insurance Reserve Fund and need other funds to cover claims of current employees and retirees. If we do not have available funds to cover these and other potential shortfalls, the necessity to seek additional funding from the public would be our only option (as only the towns have a fund balance from prior years available to use in the case of an emergency).

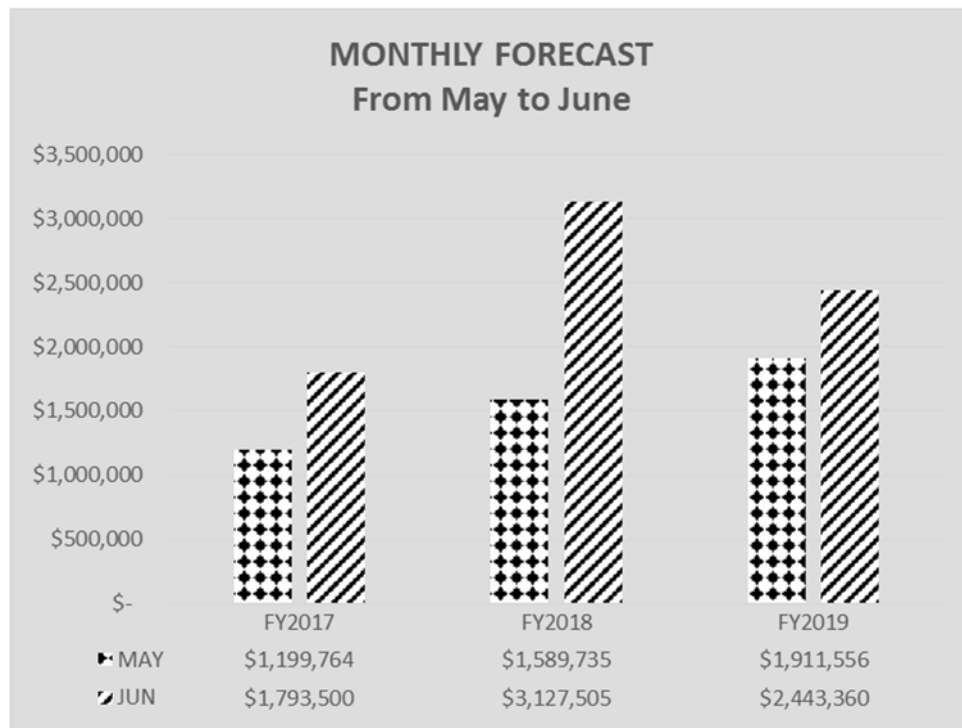
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

Prudent financial management is necessary. We need to be sure the total expenditures budget is never overspent (and may need to be underspent if revenues are below budget because total expenditures cannot exceed total revenues). It is imperative we 'hold back' on spending any of the Contingency Account until it is absolutely necessary or we are close to yearend. The Superintendent of Schools and Director of Finance and Administration review and approve or deny all purchase orders. We are careful to make sure funds are only spent when necessary and not just because 'it is in the budget'. We are constantly faced with the 'what-ifs' of over expenditures in certain accounts. We need to be sure there are sufficient funds available. As a result, the fund balance has been larger towards the end of the fiscal year.

Furthermore, the monthly forecasts are based on the information available. We have had large, unexpected or highly unpredictable events at the end of the fiscal year (mostly of a positive nature), which have significantly change the forecast from May to June.

HISTORICAL:

The chart below depicts the yearend balance projected in May and June of each of the past three fiscal years.



The major contributors of the significant change from the May to June forecasts are detailed below.

FY2017:

The audited fund balance for 2016-2017 is \$1,793,498. The monthly forecast for May projected a fund balance of \$1,199,764, which included \$345,000 for Capital Reserve. The change is \$593,736 higher than the prior month's forecast.

- **\$231,098:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$129,651:** Purchased services were lower than forecasted. Athletics held fewer home contests, did not have a need for assistant coaches in a few middle school sports and cheerleading did not field a squad. Interns were fewer than budgeted.

Less than anticipated need for psychiatric consults and other consultants at PPTs. Transportation for field trips, athletics contests, and special education were lowered than expected.

- **\$76,592:** Supply accounts were under budget. These accounts include general instructional supplies, texts, library materials, transportation and maintenance supplies, and repair and maintenance accounts. Staff monitor budgets closely during the year and spend very conservatively. The staff does not attempt to “zero out” accounts but purchase what is needed at the best possible price.
- **\$54,302:** Utilities expenses were lower than anticipated. Electricity usage was lower than forecasted. The final invoice comes in July and the cooler temperatures saved on air conditioning costs. Fuel for bus drivers was not fully expended. Bus drivers have until June 30th to take fuel and the towns bill in the next 4 -6 weeks. Not all the fuel was taken though the forecast assumed all fuel would be used.

FY2018:

The audited fund balance was \$3,127,505. The monthly forecast for May 2018 projected a fund balance of \$1,589,735, or **\$1,537,770 higher than the prior month’s forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$96,914:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$21,583:** Special education transportation and tuition expenditures were lower than forecasted. The May forecast included the possible changes to outplacements and hospitalizations that did not occur.
- **\$741,387:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year. Based on actual claims, we returned these funds to the member towns.
- **\$129,529:** Lower legal expenses, speech therapy and occupational therapy professional services than anticipated.
- **\$25,989:** As part of the yearend processing, unspent encumbrances are eliminated.
- **\$10,299:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year.

FY2019:

The unaudited preliminary fund balance is \$2,034,101. The monthly forecast for May 2019 projected a fund balance of \$1,502,297 which included \$409,259 designated for security projects. The change is **\$531,804 higher than the prior month’s forecast**. The

major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$57,653:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. Many unpaid leaves occur at the end of the school year. We use conservative estimates in the forecasts based on past history.
- **\$137,507:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year.
- **\$150,147** Purchased services were lower than forecasted. There were fewer interns than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs. Less need for printed materials, postage, changes in special education transportation and athletic rentals were less than anticipated.
- **\$82,370:** Fuel costs for busses were less than anticipated. Repairs and maintenance costs for accounts other than facilities were down. Instructional supplies were less than anticipated.

APPENDIX C

RECAP OF 2016-2017

Return Unspent Fund Balance:

The cancellation of 2015-2016 encumbrances of \$25,133 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. Once the audit is final for 2016-2017, the funds will be returned.

<i>Bethany</i>	<i>\$ 5,232</i>
<i>Orange</i>	<i>\$ 12,415</i>
<i>Woodbridge</i>	<i>\$ 7,486</i>
<i>Total</i>	<i>\$ 25,133</i>

The audited fund balance for 2016-2017 is \$1,793,498. These source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 246,520

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$55,152. Utilities for electricity, heating oil and natural gas were below budget by \$191,368 due to many conservation efforts and price negotiations.

SPECIAL EDUCATION (NET)

\$ 477,890

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The State reimbursement rate fluctuates throughout the year. Expenses were down \$790,238 which reduced revenue by \$477,890. The budget forecasted 70% reimbursement rate and the final rate was 76.9%.

SALARIES, MEDICAL, PURCHASED SERVICES (OTHER):

\$ 756,654

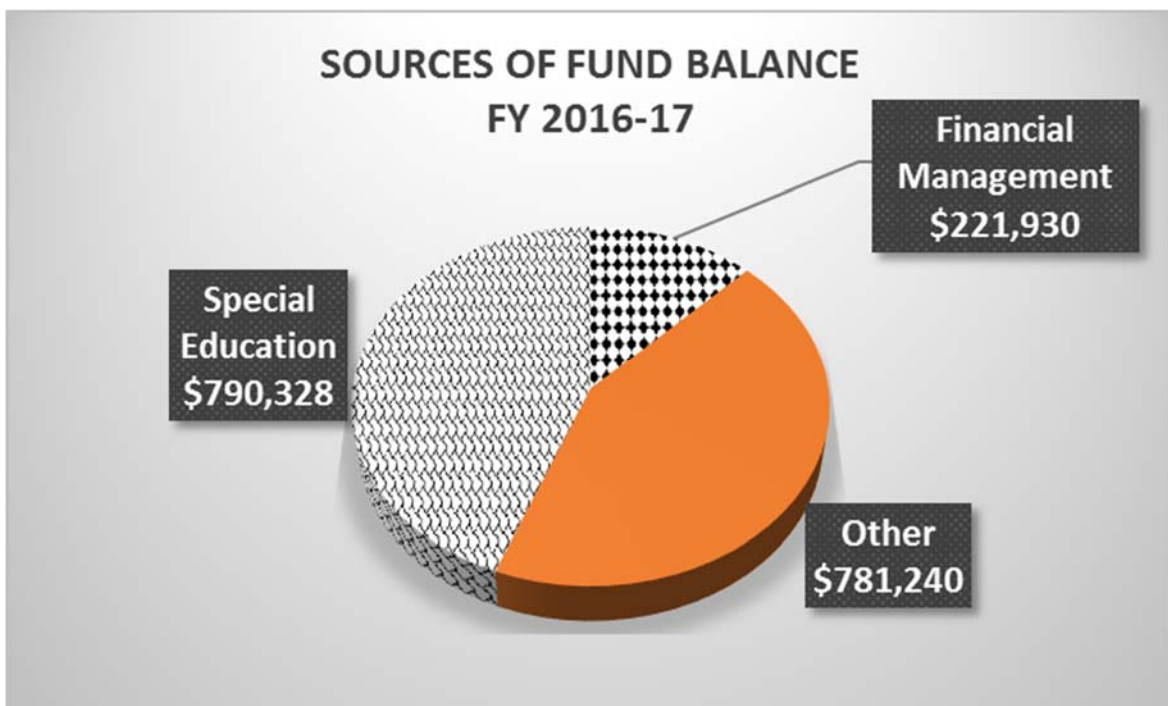
\$230,437 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$351,480 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were lower than budgeted. The savings was offset by other

components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

\$113,767 PURCHASED SERVICES (OTHER): Purchased services costs were lower due to a number of factors. There were less interns than anticipated. Fewer home athletic contests at the high school which required fewer officials, monitors, and scorekeepers; and less than anticipated need for psychiatric consults, professional's attendance at PPTs and behavior specialists' services.

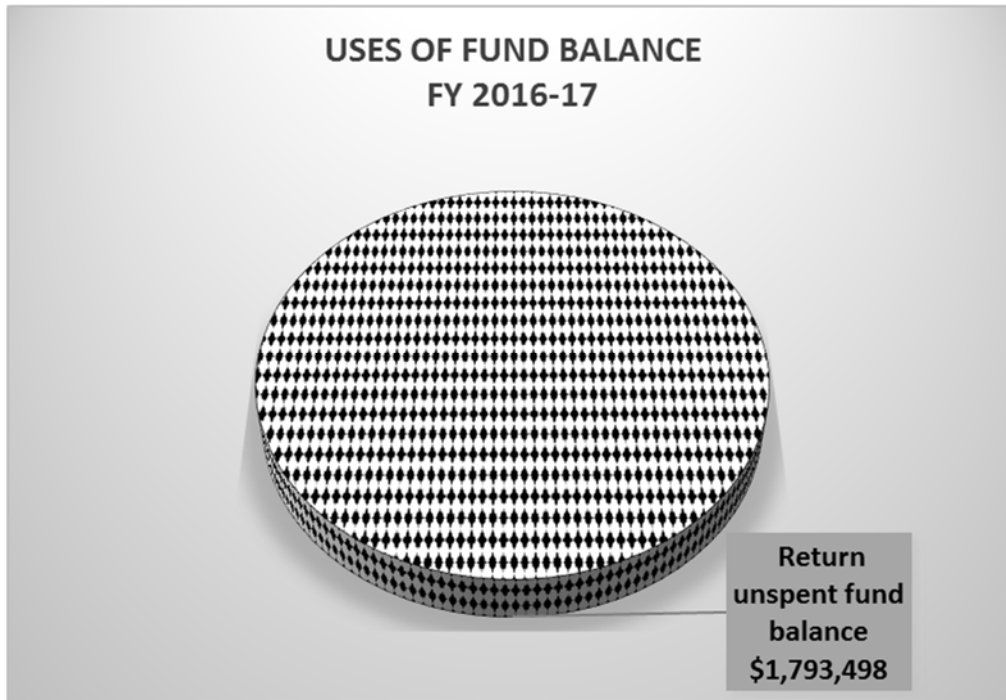
The primary sources of the fund balance are shown graphically below:



The Board of Education approved uses of the fund balance are, as follows:

1. **\$1,793,498** - Return of unspent fund balance per audit.

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

The *audited* unspent fund balance will be returned to the Member Towns, as follows:

Bethany	\$ 365,676
Orange	\$ 874,151
Woodbridge	<u>\$ 553,671</u>
Total	\$1,793,498

APPENDIX D

RECAP OF 2017-2018

Return Unspent Fund Balance:

The cancellation of 2016-2017 encumbrances of \$86,227 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill, pending special education settlements) and we do not need to spend the entire encumbrance. Once the audit is final for 2017-2018, the funds will be returned.

<i>Bethany</i>	<i>\$17,581</i>
<i>Orange</i>	<i>\$42,027</i>
<i>Woodbridge</i>	<i><u>\$26,619</u></i>
<i>Total</i>	<i>\$86,227</i>

The audited fund balance for 2017-2018 is \$3,127,505. These source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 78,987

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$38,753. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440. The District applied for a grant for displaced students to due hurricanes but received the grant award notice and funds after the fiscal year ended. Restraints of the grant did not allow us to spend it after the fiscal year so it became part of the fund balance.

SPECIAL EDUCATION (NET)

\$ 996,157

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The Director of Pupil Services has been successful in establishing suitable programs for students within the District and a number of students have returned from outplacement.

OTHER:

\$ 2,052,361

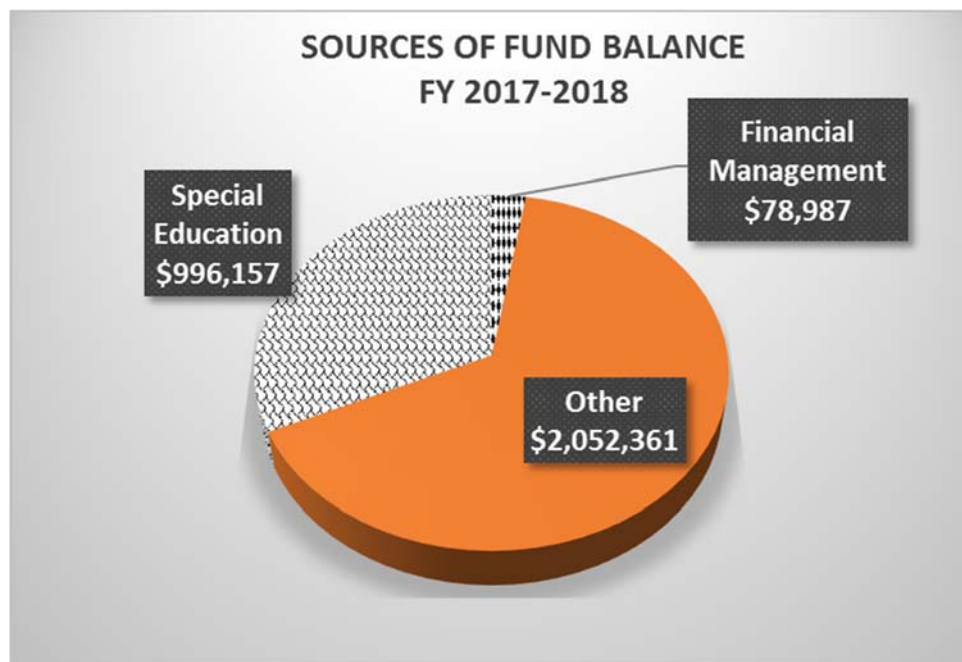
\$342,994 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$1,395,839 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were much lower than budgeted, only costing 72% of expected claims. The savings was offset by other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

\$29,913 FACILITIES (OTHER): The Director of Facilities manages projects and supplies in a very conservative manner. Many projects were completed in-house including tuck-point repair of the field house, concrete sidewalk patches and step repair, and electrical repairs.

\$29,177 STAFF TRAVEL, CONFERENCES AND DUES & FEES: Schedule conflicts precluding some staff from attending conferences, other staff were presenters at conferences and registration fees were waived, and a few less requests from students for contest entries. The appropriate funding level for these accounts will be reviewed in the upcoming budget cycle.

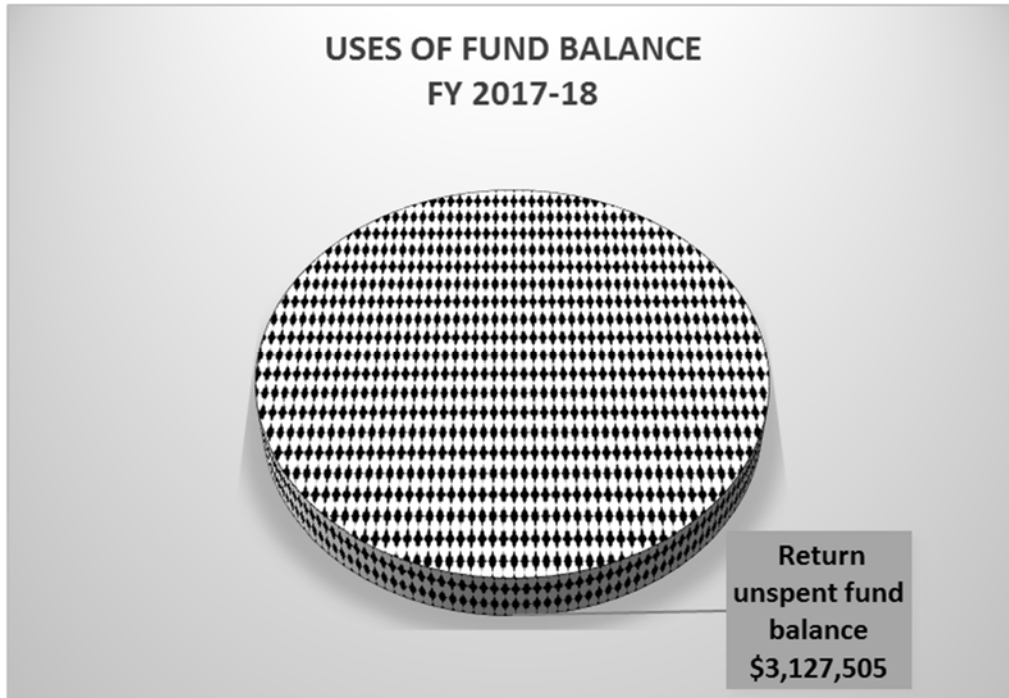
The primary sources of the fund balance are shown graphically below:



The use of the fund balance as voted on in the September 2108 AFC and BOE meetings is as follows:

1. **\$3,127,505** - Return of unspent fund balance per audit.

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

The audited unspent fund balance will be returned to the Member Towns, as follows:

<i>Town of Bethany</i>	<i>\$ 615,493</i>
<i>Town of Orange</i>	<i>\$1,556,778</i>
<i>Town of Woodbridge</i>	<i><u>\$ 955,234</u></i>
<i>Total</i>	<i>\$3,127,505</i>

APPENDIX E
RECAP OF 2018-2019

Return Unspent Fund Balance:

The cancellation of 2017-2018 encumbrances of \$166,245 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill, pending special education settlements) and we do not need to spend the entire encumbrance. Once the audit is final for 2018-2019, the funds will be returned.

<i>Bethany</i>	<i>\$32,717</i>
<i>Orange</i>	<i>\$82,752</i>
<i>Woodbridge</i>	<i><u>\$50,776</u></i>
<i>Total</i>	<i>\$166,245</i>

The preliminary unaudited fund balance for 2018-2019 is \$2,034,101 plus \$409,259 designated at year-end for security projects. These source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 204,608

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$52,451. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440. \$5,000 less postage used due to digital communications. The District refinanced bonds and saved \$27,738 in interest payments. The District chose leasing 1:1 mobile devices as a more cost effective and technological practice, \$108,493. The device can be kept current for curriculum needs and the District is not responsible for disposals. Computers from the current computer labs at the middle schools provided a source of replacement computers and repair parts avoiding new purchases.

SPECIAL EDUCATION (NET)

\$ 539,798

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The Director of Pupil Services has been successful in establishing suitable programs for students within the District and a number of students have returned from outplacement.

OTHER:

\$ 1,289,695

\$346,235 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school

including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$387,507 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were slightly lower than budgeted, \$328,426, costing 92.2% of expected claims. There were some other savings with other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

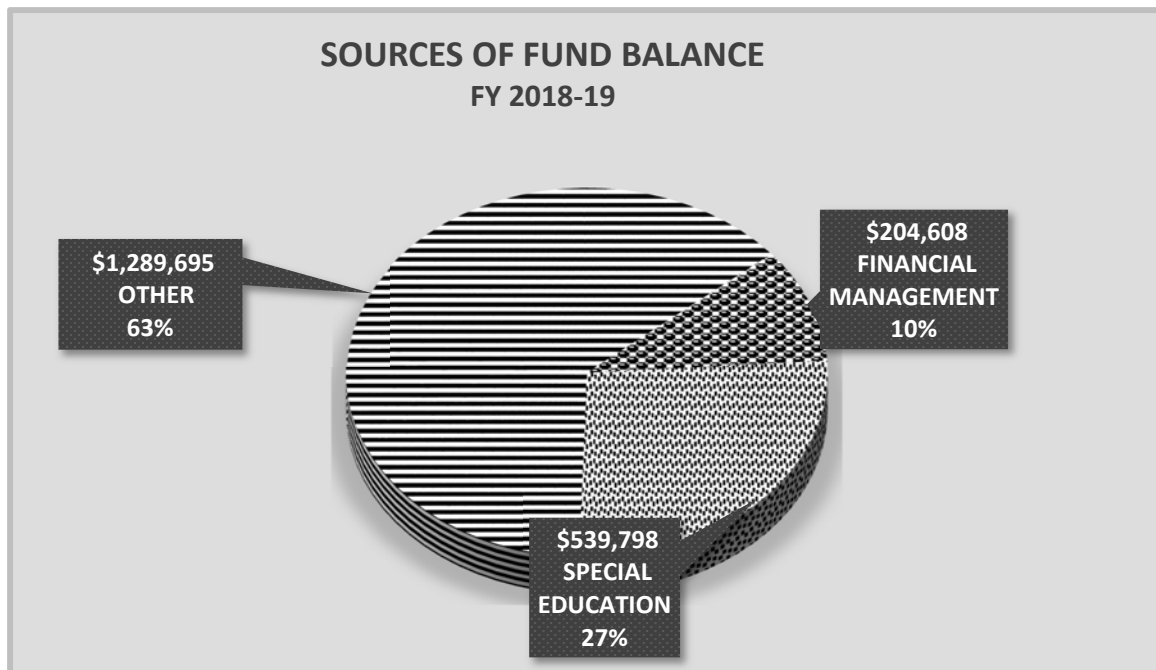
\$378,012 REVENUE: The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts were adjusted for the current budget cycle, 2019-2020.

\$79,974 SUPPLIES: Instructional supplies and transportation fuel were underbudget. The transportation fuel bid price was lower than budgeted and less fuel was used with some routes being reassigned. Mid-year staff changes may have impacted the spending in some instructional supply accounts. These areas were reviewed during the 2019-2020 budget and will be reviewed again during the upcoming budget process.

\$39,009 RENTALS: Athletic rentals were down \$19,552 due to lower ice rentals contract negotiated with new venue and the Town of Orange pool was being upgraded and was not available for part of the year. Another facility was used at lower cost. Special education rental of lease space was lower than anticipated and partially covered by a grant, \$17,400.

\$39,934 STAFF TRAVEL, CONFERENCES AND DUES & FEES: Schedule conflicts precluding some staff from attending conferences, grants funded some conferences, new staff attended fewer conferences and a few less requests from students for contest entries. The appropriate funding level for these accounts will be reviewed in the upcoming budget cycle.

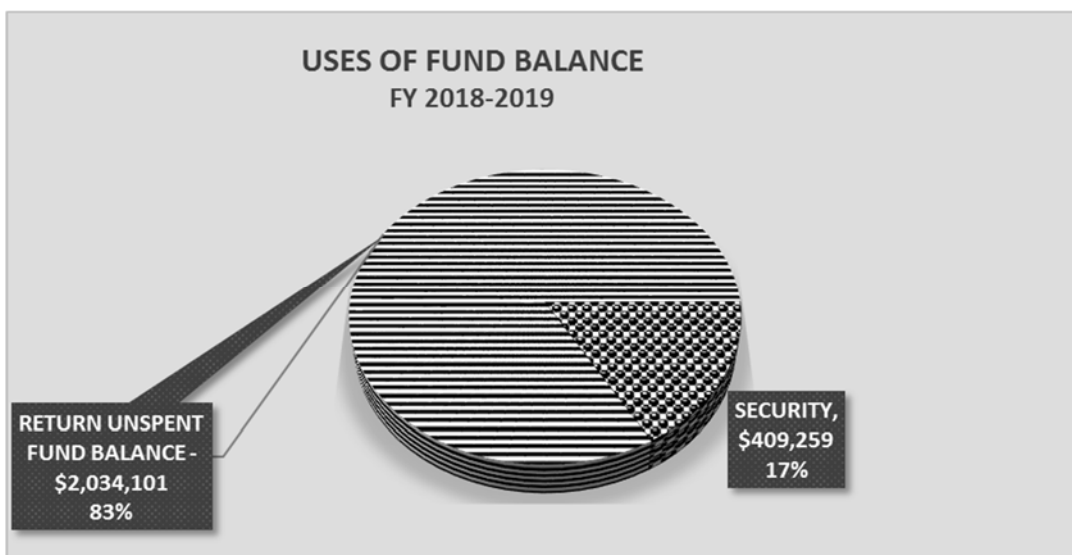
The primary sources of the fund balance are shown graphically below:



The use of the fund balance is proposed to return to the the member towns:

1. **\$409,259** was designated in June 2019 for security projects
2. **\$2,034,101** - Return of unspent fund balance upon audit completion.

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

The preliminary unaudited unspent fund balance will be returned to the Member Towns, as follows:

<i>Town of Bethany</i>	<i>\$ 392,378</i>
<i>Town of Orange</i>	<i>\$1,020,712</i>
<i>Town of Woodbridge</i>	<i><u>\$ 621,011</u></i>
<i>Total</i>	<i>\$2,034,101</i>

Amity Regional School District No. 5 - Budget Transfers 2019-2020

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
August 2019	58	02111011	5730	EQUIPMENT - NEW	\$ 2,200.00 GYM EQUIPMENT
August 2019	58	02111011	5611	INSTRUCTIONAL SUPPLIES	\$ -2,200.00 GYM EQUIPMENT
September 2019	31	03111001	5730	EQUIPMENT - NEW	\$ 2,900.00 cameras for added photo class
September 2019	31	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -2,900.00 cameras for added photo class
September 2019	46	04126110	5510	PUPIL TRANSPORTATION	\$ -1,470.00 TRANSPORTATION - EZRA ACADEMY
September 2019	46	05142700	5513	IN DISTRICT PRIVATE REG ED	\$ 1,470.00 TRANSPORTATION - EZRA ACADEMY
September 2019	49	02132400	5731	EQUIPMENT - REPLACEMENT	\$ 500.00 ERGONOMIC CHAIR
September 2019	49	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -500.00 ERGONOMIC CHAIR
September 2019	128	04126110	5510	PUPIL TRANSPORTATION	\$ -297.00 TRANSPORTATION TO ACES ECA
September 2019	128	05142700	5515	OUT DISTRICT - PUBLIC REG ED	\$ 297.00 TRANSPORTATION TO ACES ECA
September 2019	210	02132400	5581	TRAVEL - CONFERENCES	\$ -50.00 MEMBERSHIP/CONFERENCE REG
September 2019	210	02111008	5810	DUES & FEES	\$ 50.00 MEMBERSHIP/CONFERENCE REG
October 2019	79	01111008	5810	DUES & FEES	\$ 100.00 CONFERENCE FEE INCREASE
October 2019	79	01111008	5611	INSTRUCTIONAL SUPPLIES	\$ -100.00 CONFERENCE FEE INCREASE
October 2019	149	03111014	5611	INSTRUCTIONAL SUPPLIES	\$ -15.00 need more MAH texts
October 2019	149	03111014	5641	TEXTBOOKS	\$ 15.00 need more MAH texts
October 2019	149	03111014	5690	OTHER SUPPLIES	\$ -458.00 need more MAH texts
October 2019	149	03111014	5641	TEXTBOOKS	\$ 458.00 need more MAH texts
October 2019	149	03111014	5810	DUES & FEES	\$ -5.00 need more MAH texts
October 2019	149	03111014	5641	TEXTBOOKS	\$ 5.00 need more MAH texts
October 2019	251	01111014	5611	INSTRUCTIONAL SUPPLIES	\$ -396.00 Moby Max License
October 2019	251	05142350	5690	OTHER SUPPLIES	\$ 396.00 Moby Max License
October 2019	255	02111009	5611	INSTRUCTIONAL SUPPLIES	\$ -199.00 MOBY MAX LICENSE
October 2019	255	05142350	5690	OTHER SUPPLIES	\$ 199.00 MOBY MAX LICENSE

Students

School Attendance Areas

Inter-District Choice

The Amity Regional School District No. 5 (ARSD) Board of Education recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school and/or district boundaries. An interdistrict public school attendance program will (1) provide parents and students with greater opportunities to choose the school and/or program that best meets the academic needs of the student; (2) positively influence the level of parent involvement and student motivation; (3) improve academic achievement; (4) reduce racial, ethnic and economic balance; and (5) provide a choice of educational programs for students.

The ~~District~~ARSD will cooperate with the appropriate ~~R~~regional ~~E~~educational ~~S~~service ~~C~~center (RESC) in the planning and implementation of an inter-district public school attendance program in accordance with the timelines and provisions contained within applicable Connecticut General Statutes as may be periodically amended and pursuant to the applicable provisions of the Every Student Succeeds Act.

Nonresident students from other school districts within the state, in the Hartford, New Haven and Bridgeport regions, and New London who apply pursuant to the regulations approved by the Board, may enroll in particular programs or schools in districts in the surrounding areas on a space available basis, without payment of tuition except that the ~~District~~ARSD shall receive an amount, within available appropriations, from the Department of Education, for each out-of-district student attending a school within the District. It is recognized that the RESC Regional Service Centers shall determine which school districts in its area are located close enough to a priority school district to make transportation feasible. (note CGS [10-266aa\(c\)](#) restricts mandatory participation in the Open Choice Program to Bridgeport, Hartford, New Haven and New London.)

When there are more students seeking to attend school in a receiving district than there are spaces available, the RESC shall assist the school district in determining attendance by use of a lottery or lotteries designed to preserve or increase racial, ethnic or economic diversity.

In providing for admission of nonresident students, the ~~school~~~~District~~ARSD shall consider:

1. Issues pertaining to the availability of space within a requested school to accommodate the enrollment request. The ~~District~~ ARSD will notify its RESC by March 31 of each year of the space it will have available for students from the surrounding area for the new school year.
2. Programs available and the possible establishment of new programs.
3. Eligibility criteria for participating in a particular program, including age requirements, course prerequisites and required levels of performance.
4. Dates of enrollment of nonresident students in a school or program.
5. The requirement that participants attending school in the District shall do so until they graduate from high school. The ARSD will consider the enrollment of students from the sending elementary districts of Bethany, Orange, and Woodbridge prior to accepting students who did not attend those sending schools.

The Board recognizes that the Open Choice Program is a voluntary, not mandatory, "in-only transfer" program, allowing students from outside the district to transfer to schools in the districts of Bristol, Danbury, East Hartford, Meriden, New Britain, Norwalk, Putnam, Stamford, Waterbury, and Windham. Students may transfer into these ten priority districts only if they bring racial ethnic and economic diversity into the district and do not increase the racial, ethnic and economic isolation of the priority school district.

~~Beginning with the school year, it~~ It will be the policy of ~~this District~~ the ARSD to receive nonresident students as part of the state-wide interdistrict public school attendance program in accordance with plan developed with the ~~Regional Educational Service Center~~ RESC. Such planning, the Board believes, should consider, but not be limited to, the issues of definition and determination of space availability, choice of students, transportation to and from school, and for after-school activities. Further, planning should consider issues related to special education, prior disciplinary behavior, and acceptance of prior academic work. The District will not recruit students under this program for athletic or extracurricular purposes. Records of students involved in the interdistrict program will be promptly forwarded to the receiving district.

The Board directs the Superintendent and staff not to make any distinction on account of race, sex, ethnic group, religion, ~~or~~ disability, or any other protected class of any student who is in attendance or who seeks admission to any school within ~~this the~~ District in the determination or recommendation of action under this policy.

Magnet School Parent Choice Option

Parents/guardians of students attending District schools shall have the option to enroll their child(ren) in a magnet school with which the District is a non-participating district. This enrollment may occur when an interdistrict magnet school has unused student capacity and may enroll directly into its program any interested student. A student from a district that is not participating in the interdistrict magnet school shall be given preference. The District is obligated to support the operation of the interdistrict magnet school in an amount equal to the per student tuition, if any, charged to participating districts.

(cf. 5145.4 - Nondiscrimination)

(cf. [5117](#) - School Attendance Areas)

(cf. [5117.1](#) - Intra-District Choice/Open Enrollment)

(cf. [5118](#) - Nonresident Attendance)

Legal Reference: Connecticut General Statutes

[10-4a](#) Education interests of state defined.

[10-221e](#) Interdistrict student assignment programs

[10-226a](#) Students or racial minorities

[10-226b](#) Existence or racial intolerance

[10-226c](#) Plan to correct imbalance

Connecticut General Statutes

[10-226d](#) Approval of Plan by State Board

[10-266aa](#) Statewide interdistrict public school attendance program.

P.L. 114-95 Every Student Succeeds Act

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by PL 114-95

P5117.2
FROM CABE

P.A. 07-3 (June Special Session) An Act Concerning Implementing the
Provisions of the Budget Concerning Education Section 42

Policy adopted:

A revised sample policy for consideration.

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs (Food Allergy Management) Version I

~~The purpose of this policy is to establish a safe environment for students with food allergies and glycogen storage disease and to support parents regarding food allergy management. In accordance with applicable law, it is the policy of the Board of Education to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.~~

~~The Board recognizes the need to help the allergic child avoid foods to which the child is allergic and to establish emergency procedures to treat allergic reactions that may occur. In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.~~

~~Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student.~~

~~The nature of the student's disability, the reason the disability prevents the student from eating the regular school meals, including foods to be omitted from the student's diet, indication of the major life activity affected by the disability, the specific diet prescription along with the substitution(s) needed will be specifically described in a statement signed by a licensed physician. The district, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food allergic students based upon the physician's signed statement.~~

~~An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students that are identified with food allergies and glycogen storage disease. In addition, the Board recognizes that students with documented life threatening food allergies may be considered disabled and eligible for coverage under The Disabilities Act and Public Law 93-112 and Section 504 of The Rehabilitation Act of 1973. A clearly defined "504 Accommodation Plan" shall be developed and implemented for all such identified students if it has been properly demonstrated that the child's impairment is such that it substantially limits one or more major life activities, (i.e., the disability must significantly affect a major life function) and necessary accommodations must be made to ensure full participation of identified students in student activities. Such plan shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician.~~

~~All schools are also responsible for developing and implementing guidelines for the care of food allergic students and glycogen storage disease. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.~~

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs (Food Allergy Management) (continued)

~~The District's plan for managing students with life-threatening food allergies shall be posted on the District's website (and/or on the website of each school within the District).~~

~~(Note: In the absence of a district or individual school website, it is suggested that the plan for managing students with life-threatening allergies be included in the student/parent handbook of each school.)~~

~~Version II~~

The focus of a Districtwide Food Allergy Management Plan shall be prevention, education, awareness, communication and emergency response. The management plan shall strike a balance between the health, social normalcy, and safety needs of the individual student with life threatening food allergies and the education, health and safety needs of all students. The Amity Regional School District No. 5 (ARSD) Food Allergy Management Plan shall be the basis for the development of the procedural guidelines that will be implemented at the school level and provide for consistency across all schools within the district.

The goals for the Districtwide Plan include:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies across all transitions. (Pre-K-Grade 12)

It is the policy of the ARSD Board of Education to follow the guidelines developed and promulgated by the Connecticut Department of Public Health and Department of Education for students within the District with life-threatening food allergies and glycogen storage disease. Such guidelines include (1) education and training for school personnel on the management of students with life-threatening food allergies and glycogen storage disease, including training related to the administration of medication with a cartridge injector and the provision of food or dietary supplements, (2) procedures for responding to life threatening allergic reactions to food, (3) a process for the development of individualized health care and food allergy action plans for every student with a life-threatening food allergy, (4) a process for the development of individualized health care and glycogen storage disease action plans for every student with glycogen storage disease and such plan shall include, but not be limited to, the provision of food or dietary supplements by the school nurse or by any school employee approved by the school nurse, to a student with glycogen storage disease provided such plan does not prohibit a parent/guardian or a person they so designate, to provide food or dietary supplements on school grounds during the school day, and (5) protocols to prevent exposure to food allergens.

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs (Food Allergy Management) (continued)

It is the Board's expectation that specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the Board's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children with life-threatening allergies to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the Board that guidelines shift as children advance through the primary grades and through secondary school.

The District's plan for managing students with life-threatening food allergies shall be posted on the ~~District's website (and/or on the website of each school within the District).~~

~~(Note: In the absence of a district or individual school website, it is suggested that the plan for managing students with life threatening allergies be included in the student/parent handbook of each school.)~~

(cf. 5141 - Student Health Services)

(cf. 5141.21 - Administering Medication)

(cf. 5141.23 - Students with Special Health Care Needs)

(cf. 5141.3 - Health Assessments)

(cf. 5145.4 - Nondiscrimination)

Legal Reference: Connecticut General Statutes

- 10-15b Access of parent or guardian to student's records.
- 10-154a Professional communications between teacher or nurse and student.
- 10-207 Duties of medical advisors.
- 10-212a Administrations of medications in schools
- 10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198)
- 10-212a(d) Administration of medications in schools by a paraprofessional.
- 10-220i Transportation of students carrying cartridge injectors
- 19a-900 Use of cartridge injectors by staff members of before or after school programs, day camp or day care facility.
- 52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs (Food Allergy Management) (continued)

Legal Reference: Connecticut General Statutes (continued)
The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7, Administration of Medication by School Personnel.
Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006)
Federal Legislation
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.
The Family Education Rights and Privacy Act of 1974 (FERPA)
Land v. Baptist Medical Center, 164F3d423 (8th Cir. 1999)
The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.
FCS Instruction783-2, Revision 2, Meal substitution for medical or other special dietary reasons.
P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School.

A new policy for consideration.

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs

Accommodating Disabled Students with Special Dietary Needs (Modified Meals for Disabled Students)

~~The Board of Education (Board) believes that all students, through necessary accommodations, modifications or substitutions shall have the opportunity to participate fully in all school programs and activities. The Board is committed to making the necessary accommodations where required, based upon a written statement from a licensed health care professional, for all disabled students with special dietary needs.~~

~~_____OR_____~~

~~Schools participating in the United States Department of Agriculture (USDA) school nutrition programs are required to provide special diet modifications to students whose disability restricts their diet, and may choose to provide this service for other students with special diet modifications who are not considered to have disabilities under the law. This requirement is based upon federal law, regulations and USDA Policy Memorandums.~~

~~_____OR_____~~

~~The District will provide meal substitutions or modifications for children who are considered disabled under Section 504 of the "Rehabilitation Act of 1973 or the Individuals with Disabilities Act (IDEA)" when the need is certified in writing by a licensed health care professional. (One permitted to write prescriptions). The school nurse, food service personnel and parent/guardian should communicate closely to implement meal plans.~~

~~_____OR_____~~

Students who require modified school lunch menus due to a disability, as defined by the Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Act (IDEA), or life threatening food allergies, are eligible for special accommodations. USDA regulations require a written statement from a licensed health care professional that includes:

- The child's disability;
- An explanation of why the disability restricts the child's diet;
- The major life activity that is affected by the disability; and
- The food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs

Accommodating Disabled Students with Special Dietary Needs (Modified Meals for Disabled Students) (continued)

The Board recognizes the United States Department of Agriculture's Policy Memorandum, SP 59-2016, "Modifications to Accommodate Disabilities in the School Meal Programs," as well as the regulations governing the National School Lunch and Breakfast Program, require substitution or modifications in meals for children considered disabled under Section 504 or IDEA, whose disabilities restrict their diet, when the need is certified in writing by a licensed health care professional.

If special diet modifications are part of an Individualized Education Program (IEP), the school is required to comply with those modifications. An extra charge may not be added. The Board recognized that the medical statements allow the student's meal to be claimed for reimbursement even when it does not meet current food program requirements.

The Board, through its School Nutrition Program, shall make reasonable modifications to accommodate children with disabilities. The Board will provide a modified diet/meal to students with a disability or medical condition that limits a major life activity. Modifications will be made on a case-by-case basis when supported by a written statement from a licensed health care professional who is authorized to write prescriptions under state law. The school food service shall not modify any student's meal without clear, written documentation from a recognized medical authority on the appropriate district-supplied form(s).

The Superintendent of Schools or his/her designee shall develop procedures for notifying parents/guardians of the process for requesting meal modifications, and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability.

The Board is not required to make food substitutions for children with non-disabling conditions. The District may accommodate students without disabilities who are medically-certified as having a special medical or dietary need on a case-by-case basis. An example is food intolerances or allergies that do not cause life-threatening reactions. The decision must be based upon a written medical statement signed by a licensed health care professional who is authorized to write prescriptions under state law.

Optimum handling of special diet modifications of school meals requires communication between school food service managers, parents, students, school staff, and medical authorities.

The Board is unable to accommodate special diets based on personal preferences or religious convictions. This is addressed by the food service program offering a variety of menu options daily in the form of choices.

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs

Accommodating Disabled Students with Special Dietary Needs (Modified Meals for Disabled Students)

(cf. 5141 - Student Health Services)
(cf. 5141.21 - Administering Medication)
(cf. 5141.23 - Students with Special Health Care Needs)
(cf. 5141.25 - Food Allergy Management)
(cf. 5141.3 - Health Assessments)
(cf. 5145.4 - Nondiscrimination)

Legal Reference: Connecticut General Statutes
10-15b Access of parent or guardian to student's records.
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-212a Administrations of medications in schools.
10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198.
Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006)
Federal Legislation
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.)
The Family Education Rights and Privacy Act of 1974 (FERPA)
The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.
USDA Guidance SP59-2016- Modifications to Accommodate Disabilities in the School Meal Programs
USDA regulations at CFR 15b-Nondiscrimination on the Basis of handicap in Programs and Activities Receiving Federal Financial Assistance

Policy adopted:

[eps 4/17](#)

A sample policy to consider reflecting new legislation.

Students

First Aid/Emergency Medical Care

Sudden Cardiac Arrest Prevention

The Amity Regional School District No. 5 (ARSD) Board of Education (~~Board~~) recognizes the importance of ensuring the safety of students participating in the District's intramural and interscholastic athletic programs. The purpose of this policy is to provide guidance for the prevention and recognition of sudden cardiac arrest in student athletes.

For purposes of this policy, "intramural or interscholastic athletics" shall include any activity sponsored by the District or a District school, as defined in C.G.S. 10-15f, or an organization sanctioned by the District that involves any athletic contest, practice, scrimmage, competition, demonstration, display or club activity.

Sudden Cardiac Awareness Program

~~For the school year beginning July 1, 2015, and each school year thereafter, T~~he District ARSD shall use the sudden cardiac arrest awareness education program promulgated by the Connecticut State Board of Education (SBE). The program, to be available on the SBE's website, will include:

1. ~~T~~he warning signs and symptoms associated with a sudden cardiac arrest~~;~~;
2. ~~T~~he risks associated with continuing to engage in intramural or interscholastic athletics after exhibiting such warning signs and symptoms~~;~~;
3. ~~T~~he means of obtaining proper medical treatment for a person suspected of experiencing a sudden cardiac arrest~~;~~ and
4. ~~T~~he proper method of allowing a student who has experienced a sudden cardiac arrest to return to intramural or interscholastic athletics.

~~Optional to Consider:~~ The school may hold an informational meeting prior to the start of each athletic season for all student athletes engaged in intramural and interscholastic athletics regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, physician assistants, athletic trainers, and advanced practice registered nurses. (It is anticipated that the SBE approved sudden cardiac awareness program will be available online.)

Training

~~For the school year commencing July 1, 2015, and each school year thereafter, a~~Any person who holds or is issued a coaching permit by the State Board of Education~~,~~ and is a coach of intramural or interscholastic athletics shall annually review the SBE promulgated program prior to beginning the coaching assignment for the season of such intramural or interscholastic athletics.

Students

First Aid/Emergency Medical Care

Sudden Cardiac Arrest Prevention (continued)

Note: ~~The SBE may revoke the coaching permit, as provided by law, of any coach who (1) does not annually review the program, (2) fails to immediately remove a student showing signs of sudden cardiac arrest, or (3) allows such student to resume participating without receiving appropriate medical clearance.~~

Consent Form Requirement

Each school year, ~~beginning July 1, 2015,~~ prior to participation in an athletic activity, parent/guardians of students participating in intramural or interscholastic athletics shall sign and return to the District the SBE developed and approved informed consent form on sudden cardiac arrest. The form shall include a summary of the (1) program and (2) applicable Board policies on sudden cardiac arrests.

Removal from Play

A student who, as determined by the coach of any intramural or interscholastic athletics, game official, certified athletic trainer, licensed physician, or other official designated by the District, exhibits signs, symptoms or behaviors consistent with a sudden cardiac arrest shall be removed by the coach from participating in any intramural or interscholastic athletics.

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

Return to Play

Prior to participation, the coach shall not return a student who previously exhibited warning signs of sudden cardiac arrest to participate in any intramural or interscholastic athletics until the student receives written clearance to participate in athletics from a licensed health care professional (*Note: "licensed health care professional" means a physician licensed pursuant to Chapter 370 of the General Statutes, a physician assistant licensed pursuant to Chapter 370 of the General Statutes, an advanced practice registered nurse licensed pursuant to Chapter 378 of the General Statutes*~~a licensed physician, a physician assistant, or an advanced practice registered nurse~~).

Penalties *(optional)*

A coach found in violation of the provisions of this policy related to the removal from play and return to play shall be permanently suspended from coaching any intramural or interscholastic athletic activity.

(cf. 5141 – Student Health Services)

(cf. 5141.27 – Use of Automatic External Defibrillators)

(cf. 5141.3 – Health Assessments and Immunizations)

(cf. 5142 – Safety)

(cf. 6145.2 – Interscholastic/Intramural Athletics)

Students

First Aid/Emergency Medical Care

Sudden Cardiac Arrest Prevention

Legal Reference Connecticut General Statutes

PA 14-93 An Act Concerning Sudden Cardiac Arrest Prevention.

10-145b(i) Teaching certificates.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

10-212d Availability of automatic external defibrillators in schools.
Emergency action response plans for life-threatening emergencies.

Policy adopted:

cps 6/14

Students

Student Sports - Concussions

The Amity Regional School District No. 5 (ARSD) Board of Education recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or deaths are significant when a concussion or head injury is not properly evaluated and managed.

~~Commencing July 1, 2010, and each school year thereafter, a~~Any coach of intramural or interscholastic athletics employed by the ~~District~~ ARSD shall complete an initial training course, approved by the State Board of Education, regarding concussions which are a type of brain injury prior to commencing the coaching assignment for the season. Such training course shall include, but not be limited to (1) the recognition of the signs and symptoms of a concussion; (2) the means of obtaining proper medical treatment for a person suspected of having a concussion; (3) the nature and risk of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion; and (4) the proper method of allowing a student athlete who has sustained a concussion to return to athletic activity.

~~Each school year any coach who has completed the initial training course regarding concussions shall annually review current and relevant information, developed or approved by the State Board of Education, regarding concussions prior to the start of the coaching assignment. This annual review is not required in any year the coach is required to complete a refresher course. Beginning July 1, 2015, and each school year thereafter, a coach must complete an approved refresher course not later than five years after the initial training course in order to maintain his/her coaching permit and to coach in the District.~~

or

Only coaches holding a permit issued by the State Board of Education who have completed an approved initial training course regarding concussions and subsequent review of current and relevant information on this topic and required refresher courses shall be permitted to coach intramural and/or interscholastic athletics for the District.

The ~~District~~ ARSD will also utilize protocols developed by the State Board of Education in consultation with the Commissioner of Public Health, the Connecticut Interscholastic Athletic Association (CIAC), and appropriate organizations representing licensed athletic trainers and county medical associations to inform and educate coaches, youth athletes and their parents and/or guardians of the nature and

risk of concussions or head injuries, including the dangers associated with continuing to engage in athletic activity after a concussion, of the proper method of allowing a student athlete who has sustained a concussion to return to athletic activity.

Annually the District will distribute a head injury and concussion information sheet to all parents/guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. This acknowledgement form must be returned and be on file with the District in order for the student to be allowed to practice or compete in the sports activity.

All coaches will complete training pertaining to the District's procedures.

The required refresher course regarding concussions shall include, but not be limited to, an overview of key recognition and safety practices, an update of medical developments, current best practices in the field of concussion research, and prevention and treatment. Said refresher course shall also contain an update on new relevant federal, state and local laws and regulations, and for football coaches, current best practices regarding coaching the sport of football, including, but not limited to, frequency of games and full contact practices and scrimmages as identified by the governing authority for intramural and interscholastic athletics (CIAC).

The District, ~~after January 1, 2015,~~ shall implement the "Concussion Education Plan and Guidelines for Connecticut Schools," developed by the State Board of Education per the stipulations of P.A. 14-66. Written materials, online training or videos, or in person training shall address, at a minimum, the recognition of signs or symptoms of concussion, means of obtaining proper medical treatment for a person suspected of sustaining a concussion, the nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion, proper procedures for return to athletic activity and current best practices in the prevention and treatment of a concussion.

The Board recognizes that ~~commencing July 1, 2015,~~ the CIAC prohibits student athletes from participation in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan of the State Board of Education and its contributing organizations to such plan. Prior to participating in any intramural or interscholastic athletic activity students must (1) read written materials, (2) view online training videos, or (3) attend in-person training regarding the District's concussion education plan provided by the Board of Education.

Prior to participating in any intramural or interscholastic athletic activity for the school year ~~beginning July 1, 2015 and thereafter~~, a parent/guardian of each student athlete must (1) read written materials, (2) view online training videos, or (3) attend in-person training regarding the District's concussion education plan.

~~*Note: CIAC recommends that, whenever possible, in person training is utilized at the required pre season meeting for parents/guardians and athletes. Schools may use any or all of the delivery methods mentioned above to develop a plan that best fits the district's demographics.*~~

The District, commencing July 1, 2015, will utilize the consent form developed or approved by the State Board of Education with parent/guardians of student athletes in intramural or interscholastic activities regarding concussions. This form shall provide a summary of the concussion education plan developed or approved by the State Board of Education and a summary of the Board's policy regarding concussions. The consent form shall be returned to the appropriate school authorities, signed by the parent/guardian, attesting to the receipt of such form and authorizing the student athlete to participate in the athletic activity.

Further, in compliance with applicable state statutes, the coach of any intramural or interscholastic athletics shall immediately remove any student athlete participating in intramural or interscholastic athletics who (1) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body during a practice, game or competition, (2) is diagnosed with a concussion, or (3) is otherwise suspected of having sustained a concussion because such student athlete is observed to exhibit signs, symptoms or behaviors consistent with a concussion regardless of when such concussion or head injury may have occurred. Upon such removal, the coach or other qualified school employee defined in Connecticut General Statutes 10-212a, shall notify the student athlete's parent/guardian that the student athlete has exhibited such signs, symptoms, or behaviors consistent with a concussion or has been diagnosed with a concussion. Such notification shall be provided not later than twenty-four hours after such removal. However, a reasonable effort shall be made to provide such notification immediately after such removal.

The coach shall not permit such student athlete to participate in any supervised athletic activities involving physical exertion, including, but not limited to, practices, games or competitions, until such student athlete receives written clearance to participate in such supervised athletic activities involving physical exertion from a licensed health care professional* trained in the evaluation and management of concussions. *(Note: "licensed health care professional" means a physician licensed*

pursuant to Chapter 370 of the General Statutes, a physician assistant licensed pursuant to Chapter 370 of the General Statutes, an advanced practice registered nurse licensed pursuant to Chapter 378 of the General Statutes or an athletic trainer licensed pursuant to Chapter 375a of the General Statutes.)

Following medical clearance, the coach shall not permit such student athlete to participate in any full, unrestricted supervised athletic activities without limitations on contact or physical exertion, including, but not limited to, practices, games or competitions and such student athlete (1) no longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion, and (2) receives written clearance to participate in such full, unrestricted supervised athletic activities from a licensed health care professional trained in the evaluation and management of concussions.

~~*"licensed health care professional" means a physician licensed pursuant to Chapter 370 of the General Statutes, a physician assistant licensed pursuant to Chapter 370 of the General Statutes, an advanced practice registered nurse licensed pursuant to Chapter 378 of the General Statutes or an athletic trainer licensed pursuant to Chapter 375a of the General Statutes.~~

The Board, as required, ~~for the school year beginning July 1, 2014 and annually thereafter,~~ will annually collect and report to the State Board of Education all occurrences of concussion. The report shall contain, if known, the nature and extent of the concussion and the circumstances in which it was sustained.

Optional language:

~~The Board believes that at the forefront of concussion management is the implementation of baseline testing, through the implementation of the ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) Program.* Subject to the availability of financial resources, District athletes will receive "baseline" testing prior to the start of the sports season and should be done for individual athletes at least every other year.~~

~~*ImPACT is a 20-minute computerized concussion evaluation system that has been scientifically validated and has become a standard tool used in comprehensive clinical management of concussions for athletes of all ages. Information is available at <http://www.impacttest.com/>. This computerized neurocognitive testing program is available online.~~

Legal Reference: Connecticut General Statutes

PA 10-62 An Act Concerning Student Athletes and Concussions

P.A. 14-66 An Act Concerning Youth Athletics and Concussions

"Concussion Education Plan and Guidelines for Connecticut Schools"
adopted by the State Board of Education, January 7, 2015.

Policy adopted:

Students

Exploitation: Sexual Harassment

Sexual Abuse Prevention and Education Program

Definitions

Sexual violence is a multi-layered oppression that occurs at the societal and individual level and is connected to and influenced by other forms of oppression, in particular, sexism, racism and heterosexism. On the societal level, it is the preponderance of attitudes, actions, social norms that perpetuate and sustain environments and behaviors that promote a cultural tolerance, acceptance, and denial of sexual assault and abuse. On an individual level, sexual violence is a wide range of sexual acts and behaviors that are unwanted, coerced, committed without consent, or forced either by physical means or through threats.

Sexual abuse refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Most victims know their perpetrators. Perpetrators are usually older than their victims and may trick or force them into gradually doing the sexual behavior. The sexual behavior may not be violent and may even be pleasurable to the child, who doesn't necessarily know it is wrong. Perpetrators of ongoing sexual abuse control the child/youth through secrecy, shame, or threats. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.

Sexual assault usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure. The offender usually takes advantage of the victim's vulnerability. Anyone can perpetrate this type of abuse - a trusted friend or family member, a stranger, a casual acquaintance, or an intimate partner.

Alternate Definition

Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. This includes sexual activity such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

Program

The Amity Regional School District No. 5 (ARSD) ~~Public Schools~~ shall implement the Sexual Abuse and Assault Awareness and Prevention Program identified or developed, in compliance with CGS 17a-101q, by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. The District's ~~implementation of the Sexual Abuse and Assault Awareness and Prevention Program, per statute, shall be not later than October 1, 2016.~~ The program, for students in Grades ~~K~~7-12, inclusive, shall include, but not be limited to:

1. Providing teachers instructional modules that may include, but not be limited to:
 - a. Training regarding the prevention and identification of, and response to, child sexual abuse and assault, and
 - b. Resources to further student, teacher and parental awareness regarding child sexual abuse and the prevention of such abuse and assault.

~~Alternate Language:~~

- ~~1. Providing mandatory training to all District staff to ensure they are fully informed on:~~
 - ~~a. The warning signs of sexual abuse and sexual misconduct involving a child, including recognizing and reporting child sexual abuse,~~
 - ~~b. Mandatory reporting requirements,~~
 - ~~c. School District policies pertaining to sexual abuse and sexual misconduct,~~
 - ~~d. Establishing and maintaining professional relationships with students,~~
 - ~~e. Available resources for children affected by sexual abuse or misconduct, and~~

~~f. Appropriate follow-up and care for abused students as they return to the classroom setting.~~

2. Providing students age-appropriate educational materials designed for children in grades ~~kindergarten-seven~~ to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to:

a. The skills to recognize:

i. Child sexual abuse and assault,

ii. Boundary violations and unwanted forms of touching and contact, and

iii. Ways offenders groom or desensitize victims.

b. Strategies to promote disclosure, reduce self-blame and mobilize bystanders.

c. Actions that child victims of sexual abuse and assault may take to obtain assistance.

d. Intervention and counseling options for child victims of sexual abuse and assault.

e. Access to educational resources to enable child victims of sexual abuse and assault to succeed in school.

f. Uniform procedures for reporting instances of child sexual abuse and assault to school staff members.

The lessons should be evidence-informed, developmentally and age appropriate and informed by the required curricula standards and performance indicators contained in the SDE Guidelines (Section Three).

~~[Note: Above items a, b, c, d, e, and f are required per P.A. 14-196.]~~

3. Implementing a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct in situations where child sexual abuse or sexual assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault. Students will be:

- a. Provided with resources and referrals to handle these potentially dangerous situations.
- b. Provided access to available counseling and educational support.

The Board of Education directs the Superintendent develop administrative regulations to address the issues of students obtaining assistance, intervention and counseling options, access to educational resources and procedures for reporting instances of child sexual abuse and assault.

~~A student shall be excused from participating in the sexual abuse, assault awareness and prevention program offered within the school, in its entirety or any part thereof, upon receipt by the Principal or his/her designee, of a written request from the student's parent/guardian.~~

~~(Alternate language: A student shall be excused from participating in classroom instruction regarding sexual abuse and sexual assault upon receipt by the Principal of a written request from the student's parent or guardian.)~~

Any student exempted from the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work.

Reporting Child Sexual Abuse and Assault

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, nurses, coaches, and counselors. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in [ARSD Board of Education Policy 5141.4](#) "Reporting of Suspected Child Abuse," and its accompanying regulations.

Connecticut General Statutes §17a-101, as amended, requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect in compliance with applicable state statutes.

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

Reporting suspected abuse and/or neglect of children, in addition to the requirements pertaining to staff training, record keeping and dissemination of this policy, shall be in accordance with the procedures established and set forth in the Administrative Regulation 5141.4.

(cf. [5131.911](#) - Bullying)

(cf. [5141.4](#) - Reporting of Suspected Child Abuse)

(cf. [5145.5](#) - Sexual Harassment)

Legal Reference: Connecticut General Statutes

[17a-101q](#) Statewide sexual abuse and assault awareness and prevention program (as amended by Section 415 of the June 2015 Special Session Public Act 15-5)

A Statewide K-12 Sexual Assault and Abuse Prevention and Awareness Program developed by DCF, SDE, and Connecticut Alliance (The Alliance) to End Sexual Violence.

Policy adopted:

Instruction

Nondiscrimination in the Instructional Program

6121

Instruction

Nondiscrimination in the Instructional Program

The Board of Education (Board) prohibits discrimination in its school program and promotes an instructional, classroom and school environment free from discrimination and harassment based upon an individual's race, color, national origin, religion, sex, sexual orientation, gender identity or expression, disability, age, pregnancy, marital status or any other basis prohibited under Connecticut state and/or federal law. The Amity Public Schools provides equal access to facilities and programs to the Boy Scouts, Girl Scouts and other designated youth groups as required by law.

~~This~~ This school system pledges to avoid discriminatory actions and ~~seeks to foster good human and educational relations which will help to attain~~ affirms its commitment to a:

1. Equal rights and opportunities for students and staff members in the school community.
2. Equal opportunity for all students to participate in the total school program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural ~~differences~~ differences, diverse backgrounds, people's similarities and differences and differing capabilities.
4. Training opportunities for improving staff ability and responsiveness to educational and social needs.
5. ~~5. Providing opportunities in educational programs which are broadly available to all students with access not solely based upon race, regardless of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, disability, pregnancy, marital status, age or any other basis prohibited by Connecticut state and/or federal law. gender, color, religion, national origin, age, sexual orientation, and disability.~~
5. Providing opportunities in educational programs which are broadly available to all students with access not solely based upon race, regardless of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, disability, pregnancy, marital status, age or any other basis prohibited by Connecticut state and/or federal law. gender, color, religion, national origin, age, sexual orientation, and disability.
6. Providing an appropriate learning environment for students which include: adequate instructional books, supplies, materials, equipment, staffing, facilities and technology; equitable allocation of resources; and a safe school environment.
7. Selecting instructional materials that reflect the District's commitment to promoting

Policy adopted: August 13, 2007 AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Instruction

Nondiscrimination in the Instructional Program

equity and diversity in its schools.

Each student, at the time the student becomes eligible for participation, shall be advised of the right to an equal opportunity to participate in school programs without discrimination of any kind.

The Superintendent of Schools will be responsible for periodically evaluating the policies and practice related to instruction and the provision of overall school programs and activities to align with the goals of non-discrimination and anti-harassment and shall report his/her findings to the Board.

Legal Reference:

_____ Connecticut General Statutes

_____ 10-15 Towns to maintain schools.
_____ 10-15c Discrimination in public school prohibited.
_____ 10-18a Contents of textbooks and other general instructional materials.
_____ 10-226a Pupils of racial minorities.
_____ 10-145a(b) Certificates of qualification for teachers; Intergroup relations programs.
_____ 10-220 Duties of boards of education, as amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities.

Federal law

Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 et seq.

Title VI of the Civil Rights Act of 1964, 42 U.S. C., 2000d et seq. Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

Policy adopted: _____ August 13, 2007 _____ AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Policy adopted: _____ August 13, 2007 _____ AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Students

Attendance Areas

Attendance areas for the middle schools will be determined by the Amity Regional School District No. 5 Board of Education and may be adjusted from time to time to balance school populations. As a normal practice, all middle school students, except those assigned to particular classes by a Planning and Placement Team, shall attend the middle school designated for the geographic area covering their home address.

The Superintendent shall recommend changes to middle school attendance zones with consideration of the following factors:

- Safety of students
- Student educational needs
- Education programs in each school
- Optimum use of school facilities
- Ages of students served
- Racial/ethnic balance

Consideration for Middle School Reassignment

In extraordinary situations, the parent/guardian of a middle school student may request that the Superintendent allow their student to attend a middle school other than the one designated by the Board of Education for their home address under the following guidelines:

1. The request must be submitted in writing and specify the reason for the request.
2. The reassignment, if approved, neither displaces a student normally assigned to the school nor increases class size beyond acceptable limits.
3. The parent/guardian of the reassigned student must provide for the student's transportation to and from school.
4. The reassignment is for one year only. Parents/guardians who wish for their student to remain in the reassigned school for more than one year must annually reapply.

When considering whether to allow the reassignment of a student, the Superintendent shall consider what is in the best interest of the child.

Certified employees of the District who reside in Bethany, Orange, or Woodbridge will be allowed to have their children attend the middle school in which they work, should they so choose. In such situations, the employee will be responsible for transporting their children to and from the school.

The Superintendent has the final authority over student placement.

Students

Attendance Areas

Legal Reference: Connecticut General Statutes:

- 10-220. Duties of boards of education.
- 10-226a Documentation of pupils and teachers of racial minorities and pupils eligible for free or reduced price lunches.
- 10-226b Existence of racial imbalance. 10-226c
Plan to correct imbalance.
- 10-226d Approval of plan by state board.

Students Electronic Devices

5131.81

Students Electronic

Device

Use of Cell Phones and Other Electronic Communication Device Communication Devices

The Amity Regional School District (ARSD) recognizes the safety and educational value of students having cell phones or other personal electronic ~~electronic~~ communication devices in their possession while at school. At the same time, the Board is cognizant of the potential disruption that cell phones or other personal electronic communication devices can cause in school. Due to the proliferation of cell phones/smartwatches and other personal electronic communication devices, and their increasing sophistication, the frequency of interruptions to the educational process is inherent.

Therefore, the ARSD adopts this policy with the goal of defining permissible use by students of cell phones and other electronic devices while minimizing disruption to the educational process. This policy must be read in conjunction with Board Policy 6141.321, and its regulations and any administrative guidelines for such use.

For purposes of this policy, the term ‘cell phone’ refers to any portable phone or communication device that may or may not also have computing capability. The term smartwatch refers to any mobile computing device with a touchscreen display that may or may not connect to a smartphone, designed to be worn on the wrist.

While certain ~~electronic communication devices~~ electronic- communication devices are allowed in school, use shall be in accordance with the following following requirements: regulations apply:-

- Cellular telephones, ~~paggers/beepers~~ shall be turned off during instructional or class time, during passing times between classes and at any school-sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency. Teachers may allow student use of personal electronic devices, including cell phones, for appropriate educational purposes.

- Use and possession of a remotely activated paging device such as a pager/beeper is prohibited unless a student obtains the written permission of the school principal for such possession and use. The principal shall grant such permission only if the student or his parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the possession and use of the device.

Students Electronic Devices

- Devices operated in violation of this rule ~~shall~~may be confiscated and not returned until, where appropriate, a parent/guardian conference has been held.
- —Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations ~~shall~~may be subject to discipline and the device ~~shall~~may be confiscated and

Students Electronic Devices

- not returned until a parent conference has been held. Students violating this rule ~~will~~may be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.
- If students are authorized to use cell phones/smartwatches or other personal electronic communication devices while in school, their use must comply with policies and regulations related to acceptable use of technology in the ARSD. The Board considers allowing students to bring to school such devices to be a privilege and not a right. The Board authorizes the Superintendent or his/her designee to revoke this privilege if a student fails to adhere to the guidelines and/or the ARSD's Acceptable Use and student Conduct/discipline policies.
- The use of cell phones/personal electronic communication devices in violation of Board policies and/or regulations or state/federal laws could result in discipline up to and including suspension or expulsion, and referral to law enforcement officials.
- The ARSD shall not be liable for the loss, damage or misuse of any personal communication device brought from home.
- The Board directs the Superintendent or his/her designee to develop conduct and curricular guidelines for the use of cell phones or personal electronic communication devices at the middle and high school levels aimed at promoting an optimal learning environment.
- The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images, photographs or videos, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person sexting, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this policy and ARSD student codes of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, as deemed appropriate.
- Employing the photographic, videographic, audio recording or reproduction capacity of any electronic device for the purposes of photographing, video capture, recording or reproduction of the same of any student or staff person without the express consent of the individual, or under the supervision of a teacher or administrator for approved academic purposes is prohibited. This section applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.
- An administrator may search a student's cell phone/smartwatch or other personal communication device if the administrator has reasonable suspicion that a search will reveal that a law, Board policy, regulation or school rule has been violated. The search must be reasonable in scope. Administrators may not search a student's cell phone/smartwatch or other personal

Students Electronic Devices

communication device if the student's conduct consisted only of having such device out and/or using such device at an inappropriate time in violation of Board policy or school rules. However, under such circumstances, an administrator may confiscate the device and return it to the student at a later appropriate time; return may be conditioned upon a meeting with a student's parent/guardian. If the administrator has reasonable suspicion that the search will turn up evidence of sexting (i.e. nude and/or sexually explicit pictures of children), the administrator shall contact police officials prior to conducting a search. An administrator shall hand over to the police any evidence related to the potential commission of a crime.

~~• Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action. Where appropriate, police authorities may be contacted.~~

~~• Mp3 type players Use of electronic devices that stream music will be permissible if used with headphones ~~will be allowed~~ provided the device is ~~not~~ used during class and is only used in locations and at times as directed by school personnel. Care for these items is the student's responsibility. Any inappropriate use will result in confiscation.~~

~~•~~

Legal References:

Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

31-48d Employees engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil Penalties

53a-182 Disorderly Conduct. Class C misdemeanor

53a-183 Harassment in the second degree: Class C misdemeanor

53a-250 Definitions

Federal statutes and case law

Electronic Communication Privacy Act, 28 U.S.C. §§2510 through 2520

Eisner v. Stamford Board of Education, 440 F. 2d 803 (2nd Cir 1971)

Trachtman v. Anker, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)

Students Electronic Devices

Hazelwood School District v. Ruhlmeir, 484 U.S. 260, 108 S Ct 562 (1988)

Bethel School District v. Fraser, 478 US 675 (1986)

Tinker v. Des Moines Independent Community Dist., 393 US 503, (1969)

New Jersey v. T.L.O., 469 U.S. 325; 105 S. Ct. 733

Safford Unified District # 1 v. Redding, 129 S. Ct. 2633

Policy adopted:

Revised:

Students Electronic Devices

Regulation approved: December 11, 2006
Approved: May 9, 2011

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Students

Student Health Services

School District Medical Advisor

The Amity Board of Education (Board) shall appoint a school district medical advisor and appropriate medical support service personnel including nurses.

The school district medical advisor, in cooperation with the Board and the board of health/health department for the school district, shall:

1. Plan and administer each school's health program,
2. Advise on the provision of school health services,
3. Provide consultation on the school health environment, and
4. Perform any other duties as agreed between the advisor and the appointing board of education.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. Appraising the health status of student and school personnel;
2. Counseling students, parents, and others concerning the findings of health examination;
3. Encouraging correction of defects;
4. Helping prevent and control disease;
5. Providing emergency care for student injury and sudden illness;
6. Maintaining school health records.

Health Records

There shall be a health record for each student enrolled in the school district which will be maintained in the school nurse's room. For the purposes of confidentiality, records will be treated in the same manner as the student's cumulative academic record.

Student health records are covered by the Family Educational Rights and Privacy Act (FERPA) and are exempt from the Health Insurance Portability Act (HIPAA) privacy rule. However, it is recognized that obtaining medical information from health care providers will require schools to have proper authorization and to inform parents that such information once released by health care providers is no longer protected under HIPAA but is covered under FERPA.

Regular Health Assessments

Health assessments shall be required in grade 7 and in grade 10 by a legally qualified practitioner of medicine, an advanced practiced registered nurse, licensed pursuant to chapter 378, a physician assistant, licensed pursuant to chapter 370, a school medical advisor, or a legally qualified practitioner of medicine, as advanced practice registered nurse or a physician assistant

Students

Student Health Services

stationed at any military base prior to school entrance in Connecticut. The purpose of the health assessment is to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under C.G.S. 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a and 10-204a-4.
3. Vision, hearing, postural, and gross dental screenings;
4. If required by the current medical standard, testing for tuberculosis and sickle cell anemia or Cooley's anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

A child will not be allowed, as the case may be, to begin or continue in district schools unless health assessments are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

~~Health assessments will be arranged without charge to all students whose parents or guardians meet the eligibility requirement of free and reduced priced meals under the National School Lunch Program or for free milk under the special milk program.~~

The Amity Board of Education shall annually designate a representative to receive reports of health assessments and immunizations from health care providers.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the student attends. Upon written authorization from the student's parent or guardian, original cumulative health records shall be sent to the chief administrative officer of the school district to which such student moves (or his/her designee) and a true copy of the student's cumulative health records maintained with the student's academic records. The Superintendent of Schools, or designee, shall notify parents of any health related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

Students who are in violation of Board requirements for health assessments and immunizations will be excluded from school after appropriate parental notice and warning.

Students

Student Health Services

Postural Screening

School nurses will screen all female students in grade 7 and male students in grade 8 or 9 for scoliosis or other postural problems. Additional postural screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent or guardian of each student found to have any postural defect or problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with disabilities.

Tuberculin Testing

NOTE: The Connecticut Department of Public Health discourages routine TB testing of all students at school enrollment or for any of the required health assessment. It is recommended that students, at each mandated health assessment, be screened for their risk of exposure to TB. A child, determined to be at risk for exposure to TB should be required to be tested.

In addition to tuberculin testing, if required by the school district medical advisor, as part of regular student health assessments, all new students will be required to have at least one test for tuberculosis prior to entry in district schools, if determined to be at risk for exposure to TB.

Immunizations/Vaccinations

No student will be allowed to enroll in district schools ~~without~~ ~~without~~ ~~without~~ ~~vaccination~~ ~~against smallpox and~~ adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hepatitis B
9. Varicella (Chickenpox)
10. Meningococcal disease
11. Any other vaccine required by section 19a 7f of Connecticut General Statutes.

All students in grades 7-12 are required to have received 2 doses of measles, mumps and rubella vaccine, or demonstrate serologic proof of immunity. Students entering seventh grade shall show

Students

Student Health Services

proof of having received 2 doses of varicella vaccine, laboratory confirmation of immunity, or present a written statement signed by a physician, physician assistant or advanced practice registered nurse indicating the individual has had varicella based on family or medical history. (Varicella requirement effective August 1, 2011)

All seventh grade students must show proof of 1 dose of meningococcal vaccine and 1 dose of Tdap in addition to the completion of the primary DTP series.

Beginning with the 2019-2020 school year all seventh grade students must show proof of 2 doses of Hepatitis A vaccine.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a written statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians; such statement to be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a town clerk, a justice of the peace, or a Connecticut attorney; or
4. in the case of hemophilus influenza type B has passed his or her fifth birthday; or
5. in the case of diphtheria, tetanus and pertussis, has a medical exemption confirmed in writing by a physician, physician assistant or advanced practice registered nurse (per C.G.S. 19a-7f).

The school nurse will report to the local director of health any occurrence of State of Connecticut defined reportable communicable diseases.

Health Assessments/Interscholastic Sports Programs

Any student participating in an interscholastic sports program must have a health assessment, within the past thirteen months prior to the first training session for the sport or sports. Each participant in a sport program must complete a health questionnaire prior to their health assessment.

~~Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, filed in the~~

Students

Student Health Services

~~student's health folder, and maintained up to date by the school nurse.~~

Student Medical Care at School

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school sponsored and supervised activities.

Schools shall maintain files of Emergency Information cards (on paper or electronically) for each student. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building Principal, or other personnel designated by the Principal, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents or guardians cannot be reached, the student will be transported to the nearest hospital. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions at the discretion of the school nurse.

(cf. 5142 - Student Safety)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.5 - Suicide Prevention)

(cf. 6145.2 - Interscholastic/Intramural Athletics)

(cf. 6171 - Special Education)

Legal Reference: Connecticut General Statutes

10-203 03 Sanitation.

10-204 04 Vaccination.

10-204a Required immunizations (as amended by PA 15-174 and PA 15-242)

10-20404c Immunity from liability

10-205 05 Appointment of school medical advisors.

10-206 06 Health assessments, as amended by PA 07-58 and PA 11-

179 10-206a Free health assessments.

Students

Student Health Services

10-207 07 Duties of medical advisers, (as amended by P.A. 12-

198) 10-208 Exemption from examination or treatment.

10-20808a Physical activity of student restricted; boards to honor notice. 10-209 Records not to be made public.

10-210 Notice of disease to be given parent or guardian.

10-212 School nurses and nurse practitioners.

10-212a Administration of medicines by school personnel.

10-213 Dental hygienists.

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

10-214a Eye protective devices.

10-214b Compliance report by local or regional Board of Education.

10-217a Health services for children in private nonprofit schools. Payments from the state, towns in which children reside and private nonprofit schools.

19a-7f Childhood Immunization Schedules

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

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

Students

Accidents/Illness

Emergency Care Procedure for Students Who Become Ill or Injured at School or at School-Sponsored Functions

1. Minor Injuries and Illnesses

Send student to School Nurse for first aid. Students who are dizzy or nauseous are to be accompanied by another student or a faculty member when sent to the health office.

If School Nurse is not available, first aid is to be administered by school personnel in charge of the Health Room at the time. No internal medication, including aspirin, will be given.

This person is to contact the parents and notify them of the injury or illness and suggest they contact their family physician, if further care seems indicated.

If unable to reach the parents, the school person in charge should contact the family designated emergency contacts.

2. Serious Injuries or Illness (loss of consciousness, suspected fracture, heavy blow to head, etc.)

If School Nurse is on premises, he/she should be summoned immediately to give initial attention to the victim. Then the School Nurse should see that parents and an ambulance are called.

If School Nurse is not available, first aid should be administered immediately as noted below, and then parents and an ambulance should be called.

3. Accident Reports

The school staff member in charge of a student at the time of an accident (minor or serious) is to make out a report of the accident in triplicate.

In the case of minor accidents, one copy is for the School Nurse, one for the student, and one for the school administration office (or Athletic Director, in the instance of accidents involving athletics). In the case of serious injuries or illness, two copies are for the School Nurse, and one copy is for the school administration office (or Athletic Director, in the instance of accidents involving athletics).

The reports should be brought to the attention of the School Nurse immediately. The School Nurse must be informed of all accidents on school grounds, both during school hours or at school functions after school hours.

Students

Accidents/Illness

In the event of an injury occurring in an unsupervised area, the School Nurse will make out the accident report.

4. School nurses shall follow specific procedures for recording and reporting indoor air quality complaints.

Exclusions from School Because of Illness

1. Any students having elevated temperature of 100.4 or higher, or showing evidence of potentially contagious illness with symptoms such as a red throat, moderate to severe cough, nausea, vomiting, suspicious rash, etc. will be excluded from school after proper evaluation. The decision of the school physician and nurse is final in this matter.
2. Exclusion of students for communicable diseases as approved by the school physician as follows until the following:
 - a. Chicken Pox – after all vesicles are dry and crusted (usually 5-7 days)
 - b. German Measles or Rubella – 7 days after onset of rash
 - c. Measles – 9 days after appearance of rash
 - d. Ringworm – none while under proper treatment
 - e. Streptococcal Infection or Scarlet Fever – may return when afebrile x 24 hours with instruction of careful hygiene and hand washing
 - f. Conjunctivitis – may return 24 hours after starting prescribed medication or after medical clearance with instruction of careful hygiene and hand washing
 - g. Infectious Mononucleosis – per physician clearance
 - h. Shingles – may return if lesions can be adequately covered. Student/Staff should not be excluded, as covered lesions seem to pose little risk to susceptible people. Students and staff whose lesions cannot be covered (lesions on face or hands for example) should be excluded until lesions have crusted, or in immunized people without crusting if the lesions are resolving (which may be several days in mild cases to several weeks in more severe cases). Instruction of careful hand washing and hygiene of students and staff with shingles is important.

Students

Accidents/Illness

(cf. 5141.21 – Administering Medication)

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-204 Vaccination

10-204a Required immunizations

10-204c Immunity from liability

10-205 Appointment of school medical advisors

10-206 Health assessments

10-206a Free health assessments

10-207 Duties of medical advisers

10-208 Exemption from examination or treatment

10-208a Physical activity of student restricted; boards to honor notice

10-209 Records not to be public

10-210 Notice of disease to be given parent or guardian

10-212 School nurses and nurse practitioners

10-212a Administration of medicines by school personnel

10-213 Dental hygienists

10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)

10-214b Compliance report by local or regional board of education

Students

Accidents/Illness

~~2. Exclusion from School~~

~~Exclusion of students for communicable diseases as approved by the Directors of Health for Orange, Bethany, and Woodbridge, is as follows:~~

- ~~Chicken Pox—6 days after appearance of rash~~
- ~~German Measles—7 days after onset~~
- ~~Measles—5 days after appearance of rash~~
- ~~Mumps—Until swelling has subsided but not less than one week~~
- ~~Poliomyelitis—14 days from onset~~

**5141.1(e)
5141.2**

Students

Accidents/Illness (continued)

~~Illness~~

~~2. Exclusion from School (continued)~~

- ~~Ringworm or scale—none if under proper treatment~~
- ~~Streptococcal infections—7 days~~
- ~~Scarlet Fever (Scarletina)—7 days~~
- ~~Respiratory Infections (Strep, sore throat, etc.)—7 days~~
- ~~Small Pox—Until all scabs and crust have disappeared. Readmitted on certificate from Health Department~~
- ~~Whooping Cough—21 days after onset of typical “whoop”~~

~~3. Exclusion of Contacts~~

- ~~**Adult:** No exclusion except for food or milk handlers who must abide by requirements noted under children.~~
- ~~**Children:** 7 days—or for 2 days after starting specific prophylactic treatment which must continue for 3 additional days so that a therapeutic blood level is maintained for 5 days (either oral or by injection.)~~

Students

Accidents/Illness

- 1.Any students having elevated temperature of 100.4 or higher, or showing evidence of potentially contagious illness with symptoms such as a red throat, moderate to severe cough, nausea, vomiting, suspicious rash, etc. will be excluded from school after proper evaluation. The decision of the school physician and nurse is final in this matter.
- 2.Exclusion of students for communicable diseases as approved by the school physician as follows:
 - a.Chicken Pox – after all vesicles are dry and crusted (usually 5-7 days)
 - b.German Measles or Rubella – 7 days after onset of rash
 - c.Measles – 9 days after appearance of rash
 - d.Ringworm – none while under proper treatment
 - e.Streptococcal Infection or Scarlet Fever – may return when afebrile x 24 hours with instruction of careful hygiene and hand washing
 - f.Conjunctivitis – may return 24 hours after starting prescribed medication or after medical clearance with instruction of careful hygiene and hand washing
 - g.Infectious Mononucleosis – per physician clearance
 - h.Shingles – may return if lesions can be adequately covered. Student/Staff should not be excluded, as covered lesions seem to pose little risk to susceptible people. Students and staff whose lesions cannot be covered (lesions on face or hands for example) should be excluded until lesions have crusted, or in immunized people without crusting if the lesions are resolving (which may be several days in mild cases to several weeks in more severe cases). Instruction of careful hand washing and hygiene of students and staff with shingles is important.

(cf. 5141.21 – Administering Medication)

Legal Reference: Connecticut General Statutes

10-203 Sanitation-

10-204 Vaccination-

Students

Accidents/Illness

10-204a Required immunizations.-

10-204c Immunity from liability

10-205 Appointment of school medical advisors.-

10-206 Health assessments.-

10-206a Free health assessments.-

10-207 Duties of medical advisers.-

~~5141.1(d)~~

~~5141.2~~

Students

~~Accidents/Illness (continued)~~

~~Legal Reference: ——— Connecticut General Statutes (continued)~~

10-208 Exemption from examination or treatment.-

10-208a Physical activity of student restricted; boards to honor notice.-

10-209 Records not to be public.-

10-210 Notice of disease to be given parent or guardian.-

10-212 School nurses and nurse practitioners.-

10-212a Administration of medicines by school personnel.-

10-213 Dental hygienists.-

Students

Accidents/Illness

10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)

10-214b Compliance report by local or regional board of education.-

~~Regulation approved: December 11, 2006 — AMITY REGIONAL SCHOOL DISTRICT NO. 5~~
~~— Woodbridge, Connecticut~~

Students

Administering Medications

The purpose of this policy is for the Amity Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Amity Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Amity Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools. The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

A. Definitions

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

Advanced practice registered nurse means an individual licensed pursuant to C.G.S. 20-94a.

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

Before and after school program means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Public Health or Board of Education enhancement programs and extra-curricular activities.

Board of Education means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

Students

Administering Medications

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

Controlled drugs means those drugs as defined in Connecticut General Statutes Section 21a-240.

Cumulative health record means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

Director means the person responsible for the operation and administration of any school readiness program or before and after school program.

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

Error means:

1. the failure to do any of the following as ordered:
 - a. administer a medication to a student;
 - b. administer medication within the time designated by the prescribing physician;
 - c. administer the specific medication prescribed for a student;
 - d. administer the correct dosage of medication;
 - e. administer medication by the proper route; and/or
 - f. administer the medication according to generally accepted standards of practice;
- or
2. the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

Extracurricular activities means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before and after school programs and school readiness programs.

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

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an

Students

Administering Medications

opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

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

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

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

Medication means any medicinal preparation including over the counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

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

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

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

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

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

Students

Administering Medications

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

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

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Physician assistant means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.

Principal means the administrator in the school.

Qualified medical professional, as defined in C.G.S. 10-212, means a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced practice registered nurse licensed to prescribe in accordance with Section 20-94a or a physician assistant licensed to prescribe in accordance with Section 20-12d.

Qualified personnel for schools means (a) a full-time employee who is a qualified school employee, except that a coach, an athletic trainer, or school paraprofessional need not be a full-time employee. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

Qualified school employee, as defined in C.G.S. 10-212, means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.

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

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

Students

Administering Medications

School medical advisor means a physician appointed pursuant to C.G.S. 10-205.

School nurse means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

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

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

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

Supervision means the overseeing of the process of the administration of medication in a school.

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

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

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

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

Students

Administering Medications

licensed by the Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

Carrier means any school district, educational institution, or person, firm or corporation under contract to such district or institution engaged in the business of transporting students. (C.G.S. 14-212 (2)).

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

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

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

Cumulative health record means the cumulative health record of a student mandated by Conn. Gen. Stat. Section 10-206.

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

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

Error means:

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

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

Students

Administering Medications

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

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

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

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

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

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

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

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

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

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

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

Students

Administering Medications

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

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

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

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

Principal means the administrator in the school.

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

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

School bus driver means any person who holds a commercial driver's license with a public passenger endorsement to operate a school bus pursuant to subsection (a) of C.G.S. 14-44.

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

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

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

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

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

Students

Administering Medications

Regular School Day

The Board of Education (Board) allows students to self-administer medication and qualified personnel for schools to administer medication to students in accordance with the following established procedures. These procedures shall be reviewed and/or revised and approved by the School Medical Advisor, the school nurse and the Board of Education. The District's School Medical Advisor (or other qualified physician) will approve this policy, its regulations and any changes prior to submission to the Board of Education for its approval.

The administration of medication includes the activities of handling, storing, preparing or pouring of medication, conveying it to the student according to the medication order, observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

General Policies on Administration of Medication

~~Pursuant to State Board of Education regulations, a child diagnosed with asthma or an allergic condition who is authorized to self-administer may carry an inhaler or an Epipen or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN), and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or Epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.~~

~~A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.~~

~~In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor and the school nurse may administer medication to any student in~~

Students

Administering Medications

the school following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

Administration of Medication by Paraprofessionals

A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse.

The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

Students

Administering Medications

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

Storage and Use of Epinephrine Cartridge Injectors (Emergency Administration of Epinephrine to Students without Prior Written Authorization)

A school nurse or, in the absence of a school nurse, a "qualified school employee" who has completed the training required by PA 14-176, shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

Note: Epipens expire yearly. Therefore schools are responsible for refilling their prescriptions annually.

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors (epipens) for such emergency use.

Students

Administering Medications

Note: This requirement pertains only during regular school hours and does not include after-school activities.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

The school nurse or, in the absence or unavailability of such school nurse, such qualified school employee may administer epinephrine to a student experiencing a life threatening undiagnosed allergic reaction as emergency first aid, to students who do not have a prior written authorization from a parent or guardian or a prior written order from a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an epipen.

The parent/guardian of a student may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.

The Board of Education, recognizing this emergency use of epinephrine for previously undiagnosed students, per the statute, is to take place during "regular school hours" establishes such hours to be from the arrival of the first students to the school site to the departure of the last bus serving the school at the conclusion of the day's instructional programs.

Administration of Anti-Epileptic Medications to Students

With the written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

In addition the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer,

Students

Administering Medications

licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

(cf. 4112.5/4212.5—Security Check/Fingerprinting)

(cf. 5141—Student Health Services)

Legal Reference:—Connecticut General Statutes

~~10-206 Health Assessment~~

~~10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.~~

~~10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198 and PA 14-176 and PA 15-215)~~

~~10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198)~~

~~19a-900 Use of cartridge injector by staff member of before or after school program, day camp or day care facility.~~

~~21a-240 Definitions~~

~~29-17a Criminal history checks. Procedure. Fees.~~

~~52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)~~

~~Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.~~

~~Code of Federal Regulations: Title 21 Part 1307.2~~

Students

Administering Medications

~~20-12d Medical functions performed by physician assistants.
Prescription authority.~~

~~20-94a Licensure as advanced practice registered nurse.~~

~~PA-07-241 An Act Concerning Minor Changes to the Education
Statutes~~

~~29-17a Criminal history checks. Procedure. Fees.~~

B. General Policies on Administration of Medications

1. Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
2. Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
3. Except as provided in Section D, medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:
 - (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.

Students

Administering Medications

- (b) students with chronic medical conditions may be allowed to self-administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written medication order, including the recommendation for such self-administration;
 - (ii) there is a written authorization for self-administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate
 - (iv) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is self-administering prescribed medication;
 - (v) such medication is transported to school and maintained under the student's control in accordance with this policy;
 - (vi) controlled drugs, as defined in this policy, may not be self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to possess, self-administer or possess and administer medicine including medicine administered through the use of an asthmatic inhaler or an automatic prefilled cartridge injector or similar automatic injectable equipment at all times while attending school or receiving school transportation services, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of

Students

Administering Medications

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

Students

Administering Medications

- to self-administer cartridge injectors for medically diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student;
- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
 - (e) a coach of intramural or interscholastic athletic events or licensed athletic trainer, who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
 - (i) the school nurse has determined that a self-administration plan is not viable;
 - (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section H of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section E of this policy, when appropriate.
 - (f) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D below, and the following additional conditions are met:
 - (i) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370, (B) an optometrist

Students

Administering Medications

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

Students

Administering Medications

- of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
- (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
 - (h) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
 - (i) training in administration of medications as part of their basic nursing program;
 - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while employed in a health care facility.
4. Medications may also be administered by a parent or guardian to his/her own child on school grounds.
5. Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

1. The Amity Regional School District No. 5 Board of Education permits blood glucose testing by students who have a written order from a physician stating the need and capability of such student to conduct self-testing.

Students

Administering Medications

2. The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.

3. In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - (a) The student's parent or guardian has provided written authorization.
 - (b) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes.
 - (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.
 - (d) The school nurse shall provide general supervision to the selected school employee.

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

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

Students

Administering Medications

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

Students

Administering Medications

4. Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (2) above shall be on the grounds of each school during regular school hours.
5. The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication; and the Regulations adopted by the Department of Education.
6. The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine;
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
7. Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
 - (b) A medication administration record shall be
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

Students

Administering Medications

E. Documentation and Record Keeping

- (1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student's state-assigned student identifier (SASID);
 - (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration, (i.e., oral, topical, inhalant, etc.);
 - (f) the frequency of administration;
 - (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended year programs;
 - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered; and,
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication;
 - (o) conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school

Students

Administering Medications

programs and school readiness programs, in the child's program record.

- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.
 - (a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section MS of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.
 - (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.
- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

Students

Administering Medications

- (d) the administration of medication record must be submitted to the school nurse at the end of each school season and filed in the student's cumulative health record.

F. Errors in Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this policy if necessary;
 - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s).
 - (c) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

Students

Administering Medications

G. Medication Emergency Procedures

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

H. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to the following:

Students

Administering Medications

(a) availability on a regularly scheduled basis to:

- (i) review orders or changes in orders, and communicate these to personnel designated to give medication for appropriate follow-up;
- (ii) set up a plan and schedule to ensure medications are given properly;
- (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and to identified paraprofessionals designated in accordance with Section B(3)(t), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
- (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(t), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;
- (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes; and
- (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.

(b) In addition, the school nurse shall be responsible for:

- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;

Students

Administering Medications

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

I. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who are designated to administer medications shall at least annually receive training in their safe administration; and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapist employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall be allowed to administer medications.
- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall include, but is not necessarily limited to the

Students

Administering Medications

following:

- (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping;
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.
- (4) The Board shall maintain documentation of medication administration training as follows:
- (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (5) Licensed practical nurses may not conduct training in the administration of medication to another individual.
- (6) By June 30, 2019, school transportation carriers must provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("Epi-Pen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction. Such training can be completed online, provided the online module fulfills the legislative requirement.

Students

Administering Medications

- (7) Beginning July 1, 2019, each carrier must provide the training to school bus drivers (1) following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and (2) upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

J. Handling, Storage and Disposal of Medications

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

Students

Administering Medications

- school hours under the general supervision of the school nurse, or in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication;
- (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
5. All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
6. Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.
7. All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
8. At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
9. Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medication may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box which is affixed to the refrigerator shelf.

Students

Administering Medications

10. All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262- 3 of the Regulations of Connecticut State Agencies;
 - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on a medication e1Tor form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.
11. Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
 - (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;
 - (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
12. In no event shall a school store more than a three (3) month supply of a medication for a student.

K. Review and Revision of Policy

In accordance with the provisions of Section 10-212a-2(a), the Board of Education shall review this policy periodically, and at least biennially, with the advice and

Students

Administering Medications

approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Students

Administering Medications

Legal Reference: Connecticut General Statutes

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176, PA 15-215 and PA 18-185)

10-212c Life-threatening food allergies and glycogen storage disease: Guidelines; district plans (as amended by PA 18-185)

10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198)

19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.

21a-240 Definitions

29-17a Criminal history checks. Procedure. Fees.

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors and PA 18-185, An Act Concerning the Recommendation of the Task Force on Life-Threatening Food Allergies in Schools)

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.

Code of Federal Regulations: Title 21 Part 1307.2

20-12d Medical functions performed by physician assistants. Prescription authority.

20-94a Licensure as advanced practice registered nurse.

PA 18-185 An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools)

Policy adopted:

Policy adopted: January 11, 2016

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Students

Administering Medications

cps 12/15
rev 10/18

Instruction

6141.321(a)

Instruction

Acceptable Use of Computers and Technology

Internet/Computer Networks Use

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, and use problem-solving skills, and hone computer and research skills that employers demand. A main goal of internet/computer use is the development of creative and innovation thought by students. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it shall take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of District computers and computer systems to avoid contact with material or information that may be harmful to minors.

Safe Usage and Monitoring of District Technology

While the Internet/Intranet can provide students with a vast array of educational and informational resources, it can also be a window through which students can access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. All reasonable efforts will be made to ensure that students are not accessing such material.

In order to ensure the safety of its students, the ARSD subscribes to an Internet filtering service that blocks websites with potentially harmful material. The filter blocks objectionable sites from the

Policy adopted: August 13, 2007 AMITY REGIONAL SCHOOL DISTRICT NO. 5

Woodbridge, Connecticut

Instruction

District's computers and restricts the ability to chat. The Board recognizes that given the scope of the Internet, the filter may not restrict access to all controversial or potentially inappropriate materials. The possibility of accessing such material does not mean that the Board endorses such content or consents to the accessing of such material. ARSD staff shall supervise student use of the Internet.

The building principal will serve as the building-level coordinator for the ARSD system, will approve building-level activities, ensure teachers receive proper training in the use of the system and the

Instruction

requirements of this policy, establish a system to ensure adequate supervision of students using the system, shall maintain executed user agreements, and will be responsible for interpreting the District Acceptable Use Policy at the building level.

It is important to give student assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to the Internet/Intranet would be impossible. While teachers and other staff will make reasonable efforts to supervise and monitor student use of District technology, they must have student and parent cooperation in exercising and promoting responsible use. Students will be educated about appropriate and safe online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response.

The ARSD reserves the right to obtain software alert system to aid the District in monitoring student use of District technology occurring both on and off school grounds. The focus of such a program is to identify potential self-harm, suicidal ideation and cyberbullying by students. ARSD does **not** assume any duty or obligation to continuously monitor notifications or alerts and disclaims liability in accordance a full disclaimer statement provided to parents and students for their review. ARSD is under no obligation to obtain a software alert system and may discontinue use of an alert program without notice to students or parents. ~~When-~~

Blocking or Filtering Obscene, Pornographic and Harmful Information

Software that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, shall be installed on all District computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of this policy to the supervising staff member. All devices using the Amity network will comply with recruiting standards as defined by the District.

No Expectation of Privacy

District computers and computer systems are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

Instruction

6141.321(b)

Instruction

Internet/Computer Networks Use (continued)

Confidentiality

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is placed onto the network.

Acceptable Use Agreement

Individual users of the ARSD Network are responsible for their use of the network and other District technology and are expected to use it responsibly and lawfully. Students are to utilize the District's computers, networks, and Internet services and other District technology for school-related purposes only. This includes the use of email and social networks.

Students and parents are required to sign an Acceptable Use of Computers and Technology agreement each school year in order for a student to be authorized to access the ARSD's computers, networks and Internet services or other District technology.

In signing the agreement, the students and their parents acknowledge having read this policy and accompanying regulations and that they accept it in its entirety, including the provisions regarding the monitoring and review of student technology activity. If the student is 18 or older, a parent/guardian signature is not required.

Students who use ARSD computers, networks and Internet services for personal or non-academic purposes will be subject to disciplinary action in accordance with this policy, its regulations, District student codes of conduct, and state law. Any incidental use by student must be with the permission of a teacher or administrator and for good reason.

A student and his parents may be responsible for costs associated with the repair or replacement of ARSD technology as a result of damage caused by a student through vandalism ~~or~~ or irresponsible use.

Prohibitions

Inappropriate communications or other unacceptable uses or abuses of all ARSD technology, including all hardware/software, all electronic files/communications stored on or transmitted on District computers are prohibited. Specifically prohibited is **any illegal use, or use that is a violation of Board policies, regulations, or school rules** including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials or use that harms the reputation of the school District or its employees or disrupts the educational environment or

Instruction

causes damage to District technologies or services.

Prohibited also is student use of ARSD technology for Internet **social networking** if such use is **not directed by a teacher or school administrator** in support of planned and approved learning activities. Students are strictly prohibited from using District technology to access personal social networking sites at any time. Students are also prohibited from using their personal electronic

Instruction

devices to view, access or use personal social networking sites during the school day.

The District will not be liable for information/comments posted by students on ARSD social media websites that violate District policy, regulations, school rules or state or federal law. The opinions expressed therein by students shall not be construed to represent the opinion of the school District. The District will not be liable for any information/comments posted by students to personal social networking sites. The District will not be responsible for any damages suffered by any user in the use of and/or access to District computers, networks, or the Internet and will not be responsible for unauthorized financial obligations resulting from such use or access.

Discipline Resulting from Violations

The use of the District's computer systems, networks, the Internet or other District technology is a privilege, not a right. Students are expected to follow board of education policy and regulations at all times when using District computers, networks, the Internet or other District technology and when engaging in any permitted use of personal technology on school grounds.

Failure to follow this policy and its regulations and others related to the use of technology in and outside of school may lead to disciplinary action up to and including suspension and expulsion as well as the loss of privileges to use technology in one or more locations within the school for specific periods of time. Illegal activity will also be reported to appropriate authorities. The Superintendent or his/her designee reserves the right to eliminate use of the District's computer systems or other District technology by any student at any time.

School System Property

All ARSD computers including all hardware/software, all electronic files/communications stored on or transmitted on District computers and other District technology are the property of the District and remain under the control, custody and supervision of the ARSD. The ARSD reserves the right to monitor, inspect, copy, review and store, without prior notice information about the content and usage of ARSD computers, networks, Internet/Intranet and all other District technology used by students.

Students should have no expectation of privacy in their use of District computers, networks or other technology.

Regulations

The Board of Education directs the Superintendent or his/her designee to develop regulations for the acceptable and safe use of ARSD computers and technology including, but not limited to electronic email, instant messaging, and use of social networking sites, chat rooms, and cyberbullying awareness and response.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and accompanying regulations and for advising the Board of the need for any future amendments or revisions to the policy/regulations.

The failure of any student or staff member to follow the terms of the authorization form, or this

Instruction

~~policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.~~

(cf. 6141.321 – Acceptable Use of the Internet)

(cf. 6141.322 – Web Sites/Pages)

Instruction

Legal Reference: Connecticut General Statutes

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

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

10-222d policy on bullying behavior, as amended by PA 11- 232

10-233c suspension of pupils

10-233d expulsion of pupils

10-53a-196g Possessing child pornography: affirmative

defenses

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

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

53a-182b. Harassment in the first degree: Class D felony. (as amended by PA 95-143)

53a-183 Harassment in the second degree

53a-250 et seq. re computer-related offenses

28 USC 2510 through 2520, Electronics Communication

Privacy Act, 20 USC 6751-6777 Enhancing Education

Through Technology Act, No Child Left Behind Act, Title II,

Part D 6777 Internet Safety

20 U.S.C. 254 Children's Internet Protection Act

of 2000 47 USC 254 Universal service discounts

(E-rate Code of Federal Regulations, Title 47

54.520 Internet safety policy Protecting Children

in the 21st Century Act § 215; 47 U.S.C. §

254(h)(5)(B)

20 U.S.C. Section 6777, No Child Left Behind Act

20 U.S.C. 254 Children's Internet Protection Act of 2000

47 U.S.C. Children's Online Protection Act of 1998

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

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Instruction

6141.321(e)

Instruction

Internet/Computer Networks Use

Legal Reference: (continued)

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844 (1997)
Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)
Board of Education v. Pico, 457 U.S. 868 (1988)
Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)