### 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, December 9, 2019, 6:30 pm

25 Newton Road, Woodbridge, CT

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. SWEARING IN OF NEW BOARD OF EDUCATION MEMBER, PAUL DAVIS
- 4. RECOGNITION OF PREVIOUS BOARD MEMBER, AMY ESPOSITO
- 5. ELECTION OF OFFICERS Pg. 3
- 6. APPROVAL OF MINUTES
  - a. Regular Board of Education Meeting November 11, 2019 Pg. 4
- 7. RECOGNITION OF CAPSS AWARDS Pg. 9
- 8. STUDENT REPORT
  - a. Monthly Report
- 9. PUBLIC COMMENT
- **10. SUPERINTENDENT'S REPORT** 
  - a. Personnel Report *Pg. 20* 1 Executiv
    - Executive Session Discussion and Possible Action on Appointment of Amity Middle School Bethany Principal
  - b. Superintendent Report Pg. 21
- 11. SOCIAL EMOTIONAL LEARNING SUPPORTS Jill LaPlante, Jason Tracy, Thomas Brant
- **12. PRE-APPRENTICESHIP PROGRAM** Jill LaPlante, Grace Luman
- 13. DISCUSSION AND POSSIBLE ACTION ON SETTING JUNE 2020 GRADUATION DATE
- 14. DISCUSSION AND POSSIBLE ACTION ON 2020-2021 ACADEMIC CALENDAR Pg. 24
- **15. CORRESPONDENCE**
- **16. 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 *Pg. 25*
      - 7. Facilities
        - a. Monthly Report Pg. 26
      - 8. Finance
        - a. Discussion and Possible Action on Contracts over \$35,000 Pg. 27
          - 1. Athletic Projects
        - b. Budget Update Pg. 29
        - c. Adult Education Update Pg. 30
        - d. Discussion of Monthly Financial Statements Pg. 32
        - e. Director of Finance and Administration Approved Transfers Under \$3,000 Pg. 58

- f. Discussion and Possible Action on Budget Transfers over \$3,000 Pg. 59
- g. Other
  - 1. Update on Audit
- 9. Policy
  - a. First Read
    - 1. Policy 3516.12 Asbestos Control Pg. 61
    - 2. Policy 3520.13 Data-Based Information and Management Systems Pg. 63
    - 3. Policy 3524.2 Hazardous Material in Schools Pg. 76
    - 4. Policy 5111 Admission Pg. 80
    - 5. Policy 5112 Ages of Attendance Pg. 82
    - 6. Policy 6111 School Calendar Pg. 84
    - 7. Policy 6153 Field Trips Pg. 86
    - 8. Policy 6141.311 Programs for English Learner Program Pg. 97
    - 9. Policy 6172.4 Title I Parent Involvement *Pg. 101*
  - b. Second Read
    - 1. Policy 5117 Attendance Areas Pg. 104
    - 2. Policy 5117.2 School Attendance Areas Pg. 106
    - 3. Policy 5131.81 Students Electronic Devices Pg. 110
    - 4. Policy 5141 Student Health Services Pg. 115
    - 5. Policy 5141.25 Accommodating Students with Special Dietary Needs (Food Allergy Management) *Pg. 121*
    - 6. Policy 5141.251 Accommodating Students with Special Dietary Needs (Modified Meals for Disabled Students) *Pg. 125*
    - 7. Policy 5141.28 First Aid/Emergency Medical Care Pg. 128
    - 8. Policy 5141.7 Students Sports Concussion *Pg.* 132
    - 9. Policy 5145.511 Exploitation: Sexual Harassment *Pg. 137*
    - 10. Policy 6121 Non-discrimination in the Instructional Program *Pg.* 142
    - 11. Policy 6141.321 Acceptable Use of Computers and Technology Pg. 144
- 10. Personnel
  - a. Executive Session Admin Group Contract
  - b. Admin Group Contract Vote
- **17. NEW BUSINESS**
- 18. ITEMS FOR THE NEXT AGENDA Due to Chairperson by December 20, 2019
- **19. ADJOURNMENT**

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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.

### **Bylaws of the Board**

### Officers

The officers of the Board of Education shall consist of Chairman, Vice-Chairman, Secretary, Treasurer, and Deputy Treasurer.

Such Officers shall be elected from the Board membership at its annual organizational meeting in December, and shall remain in office until new officers are elected at the next annual organizational meeting, unless such officers cease to be members of the Board of Education or otherwise resign or are removed from office.

If there is a vacancy in any officer position during the course of the year, the Board membership shall act promptly, commencing no later than the next regularly scheduled meeting, to elect a new officer to fill the vacancy. The new officer will take office immediately upon completion of the election.

Board members shall vote by a show of hands, and a majority of the full Board membership shall be required in order to elect an officer. If there are more than two nominees and no nominee receives a majority vote of the full board membership, the nominee receiving the lowest number of votes shall be removed from the list of candidates before balloting again. The vote of each member shall be reduced to writing and shall be made available for public inspection within forty-eight hours, excluding Saturday, Sunday and legal holidays.

The results of the election shall also be recorded in the minutes of the meeting and the minutes shall be available for public inspection at all reasonable times.

Legal Reference: Connecticut General Statutes

10-46 Regional board of education

cf. 9222 - Resignation/Removal from Office/Censure

Bylaw updated: December 10, 2018

AMITY REGIONAL SCHOOL DISTRICT NO. 5 Woodbridge, Connecticut

#### **BOARD MEMBERS PRESENT**

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

#### BOARD MEMBERS ABSENT

Steven DeMaio, Carla Eichler, Amy Esposito

### STUDENT REPRESENTATIVES PRESENT

Olivia Gross, Ella Marin, Caroline Chen

#### STAFF MEMBERS PRESENT

Theresa Lumas, Thomas Brant, Kathy Burke, Shaun DeRosa, Brian Dower, Kathleen Kovalik, Anna Mahon, Thomas Norton

### 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 – October 21, 2019

MOTION by Sheila McCreven, Second by Shannan Carlson, to approve minutes as submitted VOTES IN FAVOR, 9 (unanimous) MOTION CARRIED

b. District Meeting Public Hearing – October 29, 2019

MOTION by Sheila McCreven, Second by Shannan Carlson, to approve minutes as submitted VOTES IN FAVOR, 9 (unanimous) MOTION CARRIED

c. Special Board of Education Meeting – October 29, 2019

MOTION by Sheila McCreven, Second by Patricia Cardozo, to approve minutes as submitted VOTES IN FAVOR, 9 (unanimous) MOTION CARRIED

### 4. STUDENT REPORT

a. Monthly Report

Teen Teaching Club presentation by Rhea Dey and Emily Kline

### 5. PUBLIC COMMENT

None

6. PRESENTATION AND DISCUSSION OF THIRD QUARTER 2019 EXECUTIVE SUMMARY REVIEW OF AMITY PENSION FUND, SICK AND SEVERANCE ACCOUNT AND OPEB

Presented by Kate Pizzi of Fiduciary Investments

### 7. CORRESPONDENCE

### 8. SUPERINTENDENT'S REPORT

- a. Personnel Report
- b. Superintendent Report

### 9. CHAIRMAN'S REPORT

- a. Committee Reports
  - 1. ACES

### AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION NOVEMBER 11, 2019 REGULAR MEETING MINUTES 6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

- 2. Ad Hoc School Safety
- 3. CABE
- 4. Curriculum
- 5. District Health and Safety
- 6. District Technology
  - a. Monthly Report
- 7. Facilities
  - a. Monthly Report
- 8. Finance
  - a. Discussion of Monthly Financial Statements
  - b. Director of Finance and Administration Approved Transfers Under \$3,000
- 9. Policy
  - a. First Read
    - 1. Policy 5117.2 School Attendance Areas
    - 2. Policy 5141.25 Accommodating Students with Special Dietary Needs (Food Allergy Management)
    - 3. Policy 5141.251 Accommodating Students with Special Dietary Needs (Modified Meals for Disabled Students)
    - 4. Policy 5141.28 First Aid/Emergency Medical Care
    - 5. Policy 5141.7 Students Sports Concussion
    - 6. Policy 5145.511 Exploitation: Sexual Harassment
    - 7. Policy 6121 Non-discrimination in the Instructional Program

Page 3 of 5

- b. Second Read
  - 1. Policy 5117 Attendance Areas
  - 2. Policy 5131.81 Students Electronic Devices
  - 3. Policy 5141 Student Health Services
  - 4. Policy 5141.21 Administering Medicines
  - 5. Policy 6141.321 Acceptable Use of Computers and Technology

MOTION by Sheila McCreven, Second by Shannan Carlson, to postpone vote on Policy 5131.81 Students Electronic Devices and Policy 6141.321 Acceptable Use of Computers and Technology until after November CABE conference AMENDMENT TO MOTION by Robin Berke to also postpone vote on Policy 5117 Attendance Areas until December Board Regular Meeting AMENDMENT ACCEPTED by Sheila McCreven, Second by Shannan Carlson VOTES IN FAVOR, 9 (unanimous) MOTION CARRIED

MOTION by Patricia Cardozo, Second by John Belfonti, to postpone vote on Policy 5141 Student Health Services until December Board Regular Meeting VOTES IN FAVOR, 9 (unanimous) MOTION CARRIED

MOTION by Patricia Cardozo, Second by Sheila McCreven, approve Policy 5141.21 Administering Medicines with edit VOTES IN FAVOR, 9 (unanimous) MOTION CARRIED

10. Personnel

### **10. NEW BUSINESS**

Planning special meeting and shared services

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

### **12. ADJOURNMENT**

MOTION by Shannan Carlson, Second by Robyn Berke, to adjourn meeting VOTES IN FAVOR, 9 (unanimous) MOTION CARRIED

Meeting adjourned at 7:21 p.m.

Respectfully submitted, *Pamela Pero* Pamela Pero

Recording Secretary



# 2019

# CAPSS



# Superintendent Student Award Recognition Program

Awards are based on: "Community service and service to others; Academic process (relative to ability); and Leadership service to the school community.

Amity Regional Middle School Bethany Award Recipients:

Andrew Behr
 Forest Van de Flor

**Amity Regional Middle School Orange Award Recipients:** 

Luciana Dottori
 Rocco Pucillo

### **Amity Regional High School Award Recipients:**

- **Adam Ginsberg** 
  - 🜢 Olivia Gross
- 🕹 Jayson Hutchinson
  - Emily Kline
  - 🜢 Kyle Magri
  - 🕹 Sarah Milner



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# **Amity Middle School – Bethany**

## Andrew Behr

Andrew Behr was nominated by Team Black teachers for the 2019 CAPSS award. Andrew is a diligent student and an active participant in the classroom. Andrew takes a leadership role to organize study teams and to lead class discussions. He is a conscientious student and has an excellent attitude towards his learning. Andrew is a member of our school's math team. For community service, Andrew made pillows and blankets for children in hospitals and he participates in the Closer to Free fundraiser every year. Andrew is active on the local tennis and swim teams. In his free time, Andrew also enjoys playing golf, fishing, and playing with his dog. Andrew is an excellent role model for his peers.





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## **AMITY MIDDLE SCHOOL - BETHANY**

## Forest Van de Flor

Forest Van de Flor was nominated by teachers on the Gold Team for the 2019 CAPSS award. Forest is a caring, friendly, outgoing, hardworking student inside and outside of the classroom. Forest tries to make every student feel welcomed in the student body. She academically maintains an A average in her academic classes. In school, Forest is a founding member of the CROME (Community Recognizing Open-Mindedness and Expression) Club and also in the school musical, Aladdin Jr. Forest is also very active in her community. She participates in her church choir; volunteers at soup kitchens; babysits for numerous children; and has helped in creating, and delivering, gift baskets to the homeless in New Haven.





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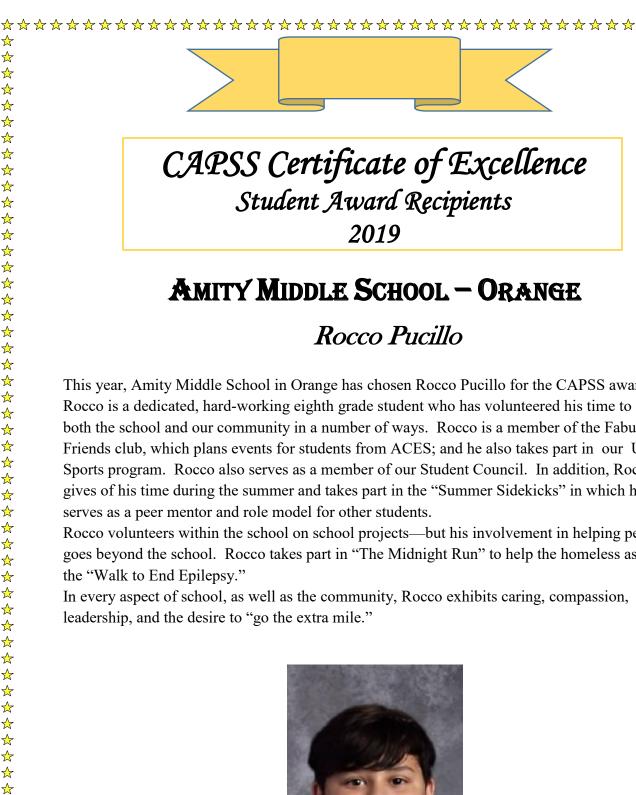
# **AMITY MIDDLE SCHOOL - ORANGE**

## Luciana Dottori

Luciana is an outstanding student and person. She consistently achieves first honors and citizenship honors as well. She has been chosen as a "Jackie's Nine" character of the month and was also one of eleven students chosen to attend an awards banquet where she was able to meet Sharon Robinson. Lucci has taken part in our Government Day, has trained and will serve as a Peer Tutor, and is involved in the school yearbook. In addition, Lucci finds the time to be involved in both basketball and field hockey.

Lucci is the type of student who teachers know can be relied on (in her own quiet way) for being kind, helpful and a good role model for other students.





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# **AMITY MIDDLE SCHOOL - ORANGE**

### Rocco Pucillo

This year, Amity Middle School in Orange has chosen Rocco Pucillo for the CAPSS award. Rocco is a dedicated, hard-working eighth grade student who has volunteered his time to serve both the school and our community in a number of ways. Rocco is a member of the Fabulous Friends club, which plans events for students from ACES; and he also takes part in our Unified Sports program. Rocco also serves as a member of our Student Council. In addition, Rocco gives of his time during the summer and takes part in the "Summer Sidekicks" in which he serves as a peer mentor and role model for other students.

Rocco volunteers within the school on school projects—but his involvement in helping people goes beyond the school. Rocco takes part in "The Midnight Run" to help the homeless as well as the "Walk to End Epilepsy."

In every aspect of school, as well as the community, Rocco exhibits caring, compassion, leadership, and the desire to "go the extra mile."



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# **AMITY REGIONAL HIGH SCHOOL**

# Adam Ginsberg

Adam Ginsberg is a diligent student with a strong sense of integrity. An active member of the school community and beyond, Adam has contributed toward positive change. He has participated in Student Government for four years, serving on the Tools for Schools committee as well as the School Climate committee. Last year, he was an active participant in an ADL training called, "Becoming an Ally". This took place in response to an issue of Anti-Semitism within our community. He has worked collaboratively with peers and adults to help make Amity more inclusive. Adam is a founding member of both our DECA chapter as well as the UMTTR club. Outside of school, he dedicates his time to BBYO. During his first year, Adam served as Vice President of membership for his chapter. He was then elected to the same position on the regional level and, this past year, he was elected Regional Vice President where he will oversee programs throughout the state. He feels strongly that his experiences with BBYO have been a vital part of his development as a leader. Adam's enthusiastic spirit and desire to create a welcoming environment everywhere he goes is contagious! He will surely accomplish great things in the future.





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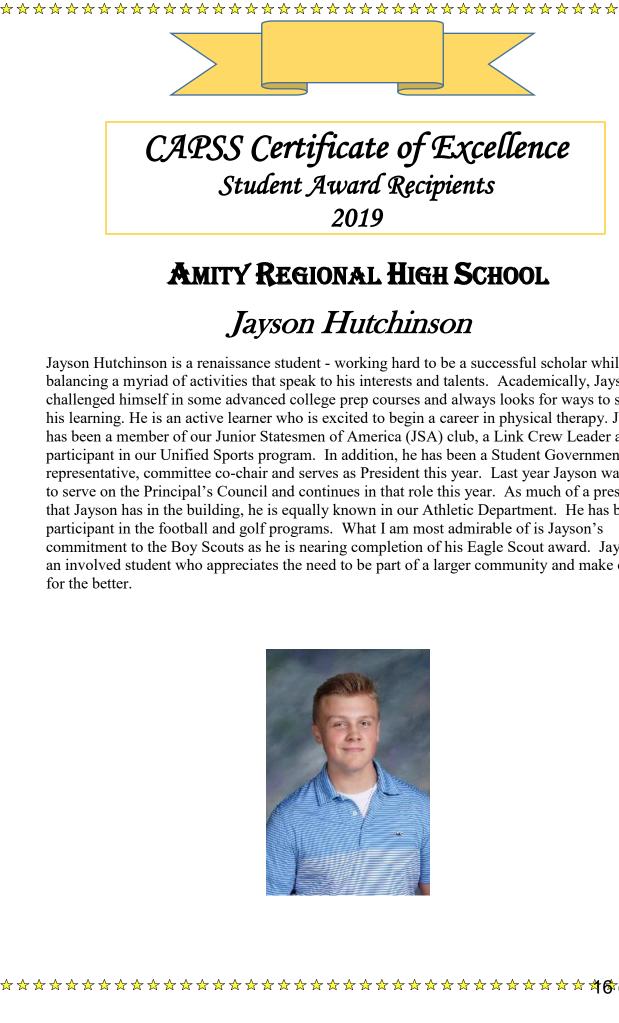
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## **AMITY REGIONAL HIGH SCHOOL**

## Olivia Gross

Olivia Gross stands out across the board with her high academic achievements, leadership, and involvement. She has consistently taken the hardest classes that Amity offers, including 6 AP classes and 7 honors courses. As an avid reader, she helps spread her love of literature through her leadership in our OBOA program. Not only does she help decide what book we are reading each year, but she also assists in planning the school year programming. Olivia also has passions in music and theater. She's been involved in our productions both on stage and in the pit orchestra. Additionally, she's a member of several bands and ensembles in the community. With Olivia's dedication to our school climate, she was selected to have a student representative position on the Board of Education. She also shows leadership in student council, as a Link Crew leader, and as the band president. Olivia has in interest in politics and is involved in the MoveOn text team, urging the community to vote, attend rallies, and sign petitions. Through this program she has sent over 100,000 texts. Oliva is a one of a kind student who has a bright future ahead of her.





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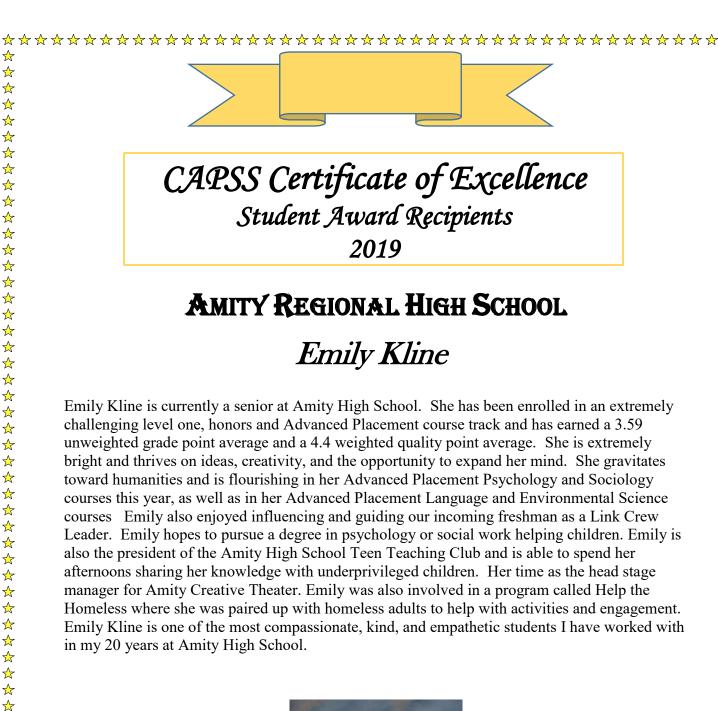


# **AMITY REGIONAL HIGH SCHOOL**

## Jayson Hutchinson

Jayson Hutchinson is a renaissance student - working hard to be a successful scholar while balancing a myriad of activities that speak to his interests and talents. Academically, Jayson has challenged himself in some advanced college prep courses and always looks for ways to stretch his learning. He is an active learner who is excited to begin a career in physical therapy. Jayson has been a member of our Junior Statesmen of America (JSA) club, a Link Crew Leader and a participant in our Unified Sports program. In addition, he has been a Student Government representative, committee co-chair and serves as President this year. Last year Jayson was asked to serve on the Principal's Council and continues in that role this year. As much of a presence that Jayson has in the building, he is equally known in our Athletic Department. He has been a participant in the football and golf programs. What I am most admirable of is Jayson's commitment to the Boy Scouts as he is nearing completion of his Eagle Scout award. Jayson is an involved student who appreciates the need to be part of a larger community and make change for the better.





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Student Award Recipients

2019

Emily Kline

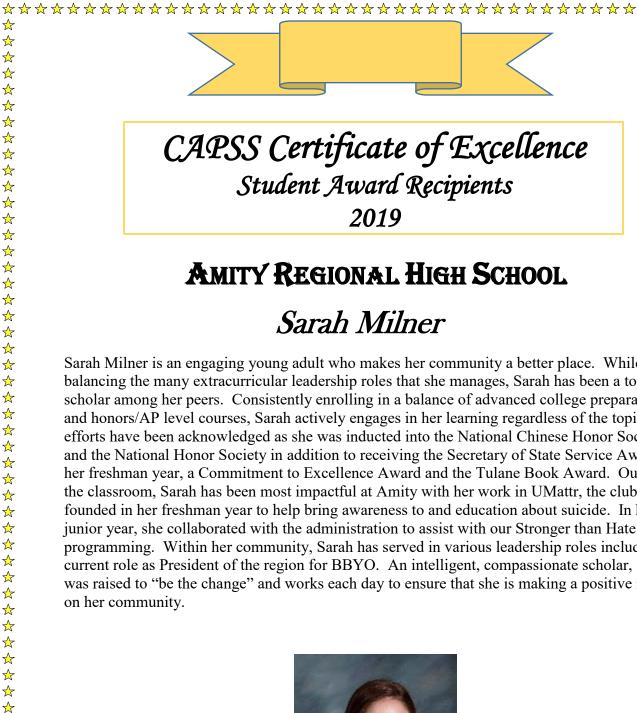


# **AMITY REGIONAL HIGH SCHOOL**

# Kyle Magri

Kyle is a charismatic leader; he has the gift of oration and a great sense of humor. He is a good person who has known for long time he wants to be a social worker where he can help others and make a difference. Kyle started the Cultivating Consciousness club at Amity. It has become a club students enjoy and seek out for mediation and meaningful discussions. Kyle is also an active member of Amity's theater program and has been in our spring musical for the past three years. He plans to audition again this spring. Kyle works hard is school and is a student who adds to class with his insights and willingness to participate. Kyle is well liked and respected by his peers and teachers. His future college campus will be lucky to him.





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# **AMITY REGIONAL HIGH SCHOOL**

## Sarah Milner

Sarah Milner is an engaging young adult who makes her community a better place. While balancing the many extracurricular leadership roles that she manages, Sarah has been a top scholar among her peers. Consistently enrolling in a balance of advanced college preparatory and honors/AP level courses, Sarah actively engages in her learning regardless of the topic. Her efforts have been acknowledged as she was inducted into the National Chinese Honor Society and the National Honor Society in addition to receiving the Secretary of State Service Award in her freshman year, a Commitment to Excellence Award and the Tulane Book Award. Outside the classroom, Sarah has been most impactful at Amity with her work in UMattr, the club she founded in her freshman year to help bring awareness to and education about suicide. In her junior year, she collaborated with the administration to assist with our Stronger than Hate programming. Within her community, Sarah has served in various leadership roles including her current role as President of the region for BBYO. An intelligent, compassionate scholar, Sarah was raised to "be the change" and works each day to ensure that she is making a positive impact on her community.





Dr. Jennifer P. Byars Superintendent of Schools jennifer.byars@amityregion5.org 203.392.2106

December 9, 2019

To: Members of the Board of Education

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

Re: Personnel Report

### Mew Hires-Certified:

- <u>Amity Regional High School</u>: NONE
- Amity Regional Middle School Bethany: NONE
- Amity Regional Middle School Orange: NONE

### **Wew Hires-Non-Certified**: None

### MEW HIRES-COACHES:

Jay Karlins – Boys Basketball Coach – 2019-20 Winter Season – AMSO Nick Bottone – Boys Basketball Coach – 2019-20 Winter Season – AMSB Tom Newman – Girls Basketball Coach – 2019-20 Winter Season – AMSB

### Mew Hires-Substitutes:

*Cynthia Twiss* – Long Term Substitute, Coordinator of Pupil Services – District *Sean Smith* – 4 Day Bench Substitute, AMSB

### $\frac{}{} TRANSFER(S):$

Denise Clark – 10 Month Administrative Assistant-Category I at Amity Regional High School to 10 Month Administrative Assistant-Category I at Amity Middle School-Orange, eff. 12/2/2019
 Debora Kistner – F/T 12 Month Category II Administrative Assistant at Amity Middle School-Orange to F/T Accounting Clerk-Category IV in District Offices, effective -TBD
 Pam DellaTorre – F/T Payroll & Benefits Assistant to F/T Payroll & Benefits Coordinator, effective 11/18/2019

#### **<u>RESIGNATION(S)</u>**:

*Korri Verderame* – Payroll & Benefits Coordinator, eff. 11/15/2019 *Virginia Bininger* – Social Studies Teacher, Amity Middle School-Orange, eff. 02/14/2020

### **<u>RETIREMENT(S)</u>**:

Debra Reynolds - Accounting Clerk-Category IV - District Offices, eff. 12/6/2019



Dr. Jennifer P. Byars Superintendent of Schools jennifer.byars@amityregion5.org 203.392.2106

Superintendent's Report – December 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**

**Amity Teacher of the Year:** AMSO teacher Vittoria Fielosh was honored on December 4, 2019 with her colleagues from around the state for excellence in teaching at the annual Connecticut Teacher of the Year Awards Ceremony held at the Bushnell in Hartford.

**Spaceward Bound:** AMSB Technology teacher Kevin Berean was selected, as one of eight educators in the U.S., to attend a prestigious, NASA funded, professional development program called "Spaceward Bound" in Hanksville, Utah. Mr. Berean currently teaches a "Mars Unit" but from December 9 - 13, 2019, he will be able to experience what living on Mars might be like in the future.

**Interdisciplinary Field Trip to Jewish Heritage Museum:** Amity High School students and community members shared a truly inter-generational, interdisciplinary, and interfaith experience on November 19, 2019, as they traveled to NYC's Museum of Jewish Heritage to tour their current exhibit and hear the testimony of a Holocaust survivor. The students and their adult chaperones – teachers, clergymen, representatives of the ADL, and community members—then listened, rapt, to one woman's story of her family's journey from Poland to France to the U.S. as they survived persecution and narrowly escaped imprisonment or even death. Students will respond to this incredible opportunity through writing and dialogue in their English and History classrooms, in a post-trip debriefing, and then will serve to share their thoughts and new perspective with younger students whose studies include the Holocaust. Many thanks to Marji Shapiro-Lipsitz from the ADL for her support and collaboration in organizing the event. The trip was paid for by an anonymous donor/member from Or Shalom Congregation in Orange.

**English II In-School Conference:** Organized by Shannon Martin, the entire 10<sup>th</sup> grade will participate in an in-school conference on December 11, 2019 as part of their continued focus on skill building and thematic study. Students will be attending inter-disciplinary presentations from Amity teacher-experts focusing on social, historical, and psychological context surrounding the *The Crucible* and *The Scarlet Letter*.

**AMSB Career Day:** AMSB conducted its annual, outstanding, Career Day program on Friday, November 15, 2019. Twenty-two parents and community members volunteered their time and expertise to help our students explore their own career paths.

**Governor's 2019 Summer Reading:** On November 21, 2019, Amity Middle School, Bethany & Orange, were recognized as two of the top middle schools in Connecticut as part of the "Governor's 2019 Summer Reading Challenge." Two avid readers from each school along with Dr. Marie McPadden, Amity's Director of Curriculum and Staff Development, represented AMSB at the award ceremony at the

Connecticut State Library in Hartford. Governor Ned Lamont and Commissioner of Education, Dr. Miguel A. Cardona, presented the schools with the award.

**Amity Teacher Education and Mentoring Program (TEAM):** TEAM Reflection papers are due from participating teachers on December 6, 2019 and will be reviewed by the district reviewers on December 13, 2019.

**AMSO Spartan Players Auditions:** Over 80 students are scheduled to audition for this year's production of *Mary Poppins Jr*. Students will have the opportunity to participate in all aspects of the production including acting, stage crew and lighting/sound tech.

**Curriculum & Instruction Alignment:** Curriculum meetings for 7-12 content leaders and department chairs planned for December include the Professional Development and Evaluation Committee (PDEC) and English Language Arts (ELA). District meetings planned for December include District Technology and District Reading. BOWA Curriculum Directors will meet on December 11, 2019 to discuss Math criteria for advancing students in all four districts, and the alignment of elementary criteria to middle school requirements.

**District Pupil Services:** Unified Sports at the High School and Middle School are preparing for the start of the Winter Season (Basketball). A very special thank you to Lynn Edwards, Betsy Grace, and Wendy Carrafiello for coordinating our Unified Sports offerings. Unified Theater at ARHS continues their hard work towards their Late Winter/Early Spring Performance. Students at Albertus Magnus are continuing work across various job sites, including the Soap Lift, which is a local community business in Bethany. The first of a series of parent workshops related to Special Education is scheduled for January 23, 2020 with Laurie Markus, Esq as our presenter. *Lunch with the Director* will be held on January 30, 2020 from 12-1:30. Future *Office Hours with the Director* (7:30-8:30) are January 8, February 13, March 3, April 24, and May 26, 2020.

#### **Resources**

**AMSO Advisories Give Back:** In keeping with the AMSO Advisory mission to help students connect with the school community and beyond, several advisories are working with local and national organizations to help care for the planet and one another. For example, plans are underway to bring Orange senior citizens to school to share stories and games with advisory students. The seniors will also attend the school performance of the Winter Concert. Another group will be selling bracelets in support of Pulsara Project which supports education and housing for families in Central America. By empowering each advisory group to work together to decide how they will give back to the community, students are provided with authentic learning experiences that promote student engagement with the greater community.

### **Climate**

**BOWA Youth Leaders Breakfast:** Amity Regional Schools hosted a breakfast on December 5, 2019 for Youth Organization Leaders across the BOW area. In addition to school administrators, members of Youth Service organizations, as well as local clergy, attended the meeting. The focus of our discussion was a community approach to supporting our students. The December discussion honed in on student anxiety, stress, depression, and how we can support students and their families who are experiencing these challenges.

**Most Successful Homecoming Dance in Amity History:** This year's annual homecoming dance, sponsored by ARHS Student Government, had the highest attendance in school history with over 880 tickets sold. Students danced throughout the night, enjoyed a variety of food in the cafeteria-much of it donated-and even an ice cream bar!

**Tom Pincince Presentation to 9<sup>th</sup> and 10<sup>th</sup> Grade Students:** All 9<sup>th</sup> and 10<sup>th</sup> grade students participated in an assembly on the "dos" and "don't's" of social media use. Tom Pincince, Assistant Athletic Director at Central Connecticut State University, delivered his address to students called "<u>Take This Play Off</u>." This assembly was a culminating activity for the fall related to our OBOA read *Dear Evan Hansen*.

**Students and Parents Participate in Internet Safety Presentations:** AMSO students and parents, along with Orange 6th grade students and parents, enjoyed informative presentations by Mr. Robert Hackenson Jr. The presentations focused on the challenges of Social Media and Internet Safety. Mr. Hackenson has been delivering highly interactive educational presentations in a dynamic fashion for over 15 years. His messages have been delivered to students and parents across the country and were well received by both parents and students.

**Internet Safety Assemblies:** Scott Driscoll, of <u>Internet Safety Concepts</u>, conducted 60-minute assemblies for all 7<sup>th</sup> and 8<sup>th</sup> grade students on December 6, 2019 at AMSB. This program was supported by Woodbridge Youth Services.

**Fabulous Friendsgiving Dinner:** AMSO Fabulous Friends welcomed 17 students from the high school and ACES to celebrate Friendsgiving. Students enjoyed a wonderful meal together and participated in activities centered on the holiday.

Annual Career Paths/Alumni-Panel for 11<sup>th</sup> and 12<sup>th</sup> Grade Students: All 11<sup>th</sup> and 12<sup>th</sup> grade students were given the choice between two presentations: the annual <u>"Alumni College Panel"</u> and <u>"Successful Career Paths without a Four Year Degree"</u> presentation. The alumni panel consisted of alumni from the Amity Classes of 2018 and 2019. They shared their college experiences and offered insight into the college process. A change to this year's panel included a few older students to provide a slightly different perspective on college life. For those students who were interested in learning about alternatives to college, a concurrent presentation was offered regarding <u>"Successful Career Paths without a Four Year Degree"</u>.

**"Step Up! Program" Assembly at AMSB:** On Monday, November 25, 2019, AMSB held an assembly for all 7th grade students. The program was designed and presented by the Anti-Defamation League to give a voice to the targets of bullying and prejudice, build empathy, and inspire bystanders to become allies.

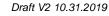
**Sandy Hook Promise Program & "Signs of Suicide" Training:** Selected staff members from our counseling, pupil services, and health/pe departments from all district schools attended the Sandy Hook Promise "Signs of Suicide" Training on December 3, 2019. A second session of training will occur on December 12, 2019.



ARHS Students at the Museum of Jewish Heritage



### **Amity Regional School District No. 5**



2020-2021 District Calendar



Date	Event or Holiday		Au	gus	t 20	20 (	4/4)		Se	pte	mbe	er 20	)20	(20/	24)	C	)cto	ber	202	20 (2	1/4	5)
August 24	Prof. Dev Teachers Only	S	Μ	Т	W	R	F	S	S	Μ	Т	W	R	F	S	S	Μ	Т	W	R	F	S
August 25	Prof. Dev Teachers Only							1			1	2	3	4	5					1	2	3
August 26	First Day of School - Students	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
September 7	Labor Day - No School	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
September 10	Back to School Night - ARHS - Grades 9&12	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
September 16	Back to School Night - ARHS - Grades 10&11	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
September 17	Back to School Night - Middle Schools	30	31																			
September 28	Yom Kippur - No School																					
October 9	Early Dismissal - Prof. Dev.	No	ovei	nbe	r 20	20 (	18/6	63)	De	ecer	nbe	r 20	20 (	17/8	30)	J	anu	ary	202	1 (1	9/99	9)
October 12	Columbus Day - No School	S	Μ	Т	W	R	F	S	S	Μ	Т	W	R	F	S	S	Μ	Т	W	R	F	S
November 3	Prof. Dev Teachers Only	1	2	3	4	5	6	7			1	2	3	4	5						1	2
November 11	Parent Conferences - Middle Schools	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
November 12	Parent Conferences - High School	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
November 18	Parent Conferences - High School	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
November 19	Parent Conferences - Middle Schools	29	30						27	28	29	30	31			24	25	26	27	28	29	30
November 25	Early Dismissal															31						
November 26, 27	Thanksgiving - No School																					
December 2	Parent Conferences - MS/HS - Early Dismissal	Fe	ebru	lary	202	21 (1	8/11	17)	Γ	Marc	ch 2	021	(22	/139	))		Apr	il 20	)21 (	(16/ <sup>,</sup>	155)	)
December 7	Late Arrival - Prof. Dev.	S	Μ	Т	W	R	F	S	S	Μ	Т	W	R	F	S	S	Μ	Т	W	R	F	S
December 23	Early Dismissal		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
December 24 - January 1	Holiday Recess	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
January 18	Martin Luther King, Jr. Day - No School	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
February 3	Parent Conferences - High School	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
February 4	Parent Conferences - Middle Schools	28							28	29	30	31				25	26	27	28	29	30	
February 10	Parent Conferences - Middle Schools																					
February 12	Early Dismissal - Prof. Dev.																					
February 15, 16	Winter Recess		Ma	y 20	21 (	(20/	175)			Jur	1e 2	021	(6/1	81)				July	202	21 (0	))	
March 19	Prof. Dev Teachers Only	S	Μ	Т	W	R	F	S	S	Μ	Т	W	R	F	S	S	Μ	Т	W	R	F	S
April 2	Good Friday - No School							1			1	2	3	4	5					1	2	3
April 5	Late Arrival - Prof. Dev.	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
April 12 - April 16	Spring Recess	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
May 31	Memorial Day - No School	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
June 8	Last Day of School - Students	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
build b		20					20	20	~ '	20	23	50				20	20	21	20	20	00	-

If emergency closings extend beyond June 30, 2021, then any additional days will be taken from Spring Recess, beginning with April 12, 2021. Amity Regional High School Graduation is traditionally held on the actual last day of school for students. Total Days For Students = 181; Total Days For Teachers = 185

## Amity Regional School District No. 5 **Technology Department Monthly Report Completed Projects:** Pulled all new Cat6a cable for cameras in HS café and two more external cameras Installed new cameras around the exterior of the HS campus Cases for 7th grade 1:1 devices are on-site, staged and ready for deployment Projects in process: Continuing to pull 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. Installation of cases on 7th grade 1:1 devices Outstanding issues to be addressed: Storage Area Network (SANs) appliances are end-of-life and beginning to fail December will mark the completion of a full round of cross-training techs using a 30 Amity Regional School -day rotation model. Next step is to meet with building administration for a mid-District No. 5 year debriefing and discuss the model based on their observations so we can contin-25 Newton Road ue to develop a long-term, permanent model for tech deployment ahead of full 1:1 Woodbridge, CT 06525 implementation Phone: 203-397-4817 Fax: 203-397-4864

November, 2019	
	Amity Regional School District No. 5
CLEAN	
SAFE	Facilities Department Monthly Report
HEALTHY	
SCHOOLS	Completed Projects:
Amity Regional School District No. 5 25 Newton Road Woodbridge, CT 06525 Phone: 203-397-4817	<ul> <li>The man-lift for accessing high spaces at Amity Middle School, Bethany Campus failed. Our vendor made a site visit and facilitated repairs.</li> <li>The high storage area on the stage at Amity Middle School, Bethany Campus, was very hard to access. A new metal stair was ordered and installed making this a much more usable space. New lighting was also installed by in-house personnel.</li> <li>The sump heaters on each of the middle school chillers were found to be not functioning during a preventive maintenance visit by Trane. Replacement parts were ordered and installed by Trane.</li> <li>The domestic hot water heater at Amity Middle School, Orange Campus, stopped working. It was repaired and tuned up by our contractor.</li> <li>The circulating pump on the heat recovery unit from the fuel cell at Amity Regional High School started leaking. The pump was removed, taken to a local vendor to be rebuilt, and re-installed.</li> <li>Two new substitute custodians were hired and trained and are working on an asneeded basis.</li> <li>A header on one of the boilers at Amity Regional High School started leaking. The header was removed and new seals were installed. The header was then re-installed by in-house personnel with assistance from our contractor.</li> <li>A variable frequency drive at Amity Middle School, Orange Campus, failed. It was repaired with stock parts by in-house personnel.</li> <li>A broken window in the courtyard at Amity Middle School, Bethany Campus was replaced. The window was accidently broken by our grounds vendor and they paid for the replacement.</li> </ul>
Fax: 203-397-4864	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's foundation, floor, and walls have been installed to date.
	Outstanding issues to be addressed:

. None at this time.

### AMITY REGIONAL SCHOOL DISTRICT NO. 5 Bethany Orange Woodbridge 25 Newton Road, Woodbridge Connecticut 06525



Theresa Lumas Director of Finance and Administration <u>terry.lumas@amityregion5.org</u> Phone (203) 397-4813 Fax (203) 397-4864

То:	Dr. Jennifer Byars, Superintendent of Schools
From:	Theresa Lumas, Director of Finance and Administration
Re:	Award of Contracts of \$35,000 or More
Date:	December 5, 2019

### **Facilities:**

### **<u>1.</u>** Athletic Facilities Projects:

A bond referendum was held on Wednesday, December 4, 2019 and facilities projects were approved by the voters. FieldTurf USA, Inc. bid pricing is available through the Capital Regional Education Council (CREC) municipal purchasing cooperative in Connecticut and its affiliate the Association of Education Purchasing Agencies (AEPA). The District has utilized the CREC cooperative purchasing arrangement previously, including with the Tremco Roof Restoration bond project in 2012.

Information on the cooperative purchasing agreement, FieldTurf USA, Inc references, and project timeline are attached.

The breakdown of the costs related:

- 1. Install a walkway complying with Americans with Disabilities Act requirements, permanent bleachers and scoreboard on field #3 at Amity Regional High School, and any related work at an estimated cost of \$317,990.
- 2. Replace track with a post-tensioned concrete designed track, replace scoreboard, replace light poles and lights, install an all-weather field at the stadium at Amity Regional High School, and all associated design work and any related work, at an estimated cost of \$2,810,859.

### Motions:

<u>Amity Finance Committee:</u> Move to recommend the Amity Board of Education award – <u>Amity Board of Education:</u> Move to award –

...the athletic facilities projects at Amity Regional High School at the bid price of \$3,128,849 to FieldTurf, USA, Inc of Montreal, QC.



TO:	Dr. Jennifer Byars, Superintendent of Schools
FROM:	Theresa Lumas, Director of Finance & Administration
DATE:	December 2, 2019
RE:	2020-2021 Budget Update

The initial budget requests from staff and department leaders came in at an increase of 7.17% or \$3,551,237 over the current year's budget. The budget workshop with the administrative team in November provided an opportunity to review the requests from each department and hear the rationale for the requests. We made many revisions based on assessing priorities and needs. We worked to reduce the budget request with little disruption to the curriculum and services provided students. The budget request was reduced to 5.03% after the workshop. I then met with department leaders to review further areas for reduction.

The driving factors in the initial requests were additional staff which included School Resource Officers at each middle school, additional technicians, instructional staff, an administrative reorganization in the District special education department, and clerical support in several areas in the District. Medical costs for current staff are predicted to increase over 11% due to medical inflation. Debt Service will increase by 13% if both questions on the referendum pass and textbook requests increased by over 60% due to subscription cycles and appropriate textbook replacement is not keeping pace with curriculum changes.

Below is a summary of categories cut during the workshop and individual meetings. These include new staff requests, associated benefits with new staff, reduced equipment requests and developing a potential debt restructure.

Benefits	\$85,366
<b>Building Improvements</b>	\$8,000
Debt Service	\$629,760
Equipment - Replacement	\$90,043
Other Supplies	\$18,349
Professional-Technical	\$100,000
Salaries	\$212,686
Equipment-New	\$7 <i>,</i> 900

Currently, the budget request is at 4.84% over the current budget. We continue to work to reduce the budget before the January presentation.



TO:	Dr. Jennifer Byars, Superintendent of Schools
FROM:	Theresa Lumas, Director of Finance & Administration
DATE:	December 2, 2019
RE:	Adult and Continuing Education

The District offers general interest courses for the community during three sessions annually: fall, winter/spring and summer. This is in addition to our partnership with Hamden Public Schools to provide mandated courses for high school completion and English as second language courses. The Adult and Continuing Education portion of the program had been self-supporting prior to 2013. However, the program has not generated enough revenue in the recent years to cover the annual expenses. The costs were absorbed by the fund balance generated in the prior decade. This is a summary of the deficits as reported in the annual audit report.

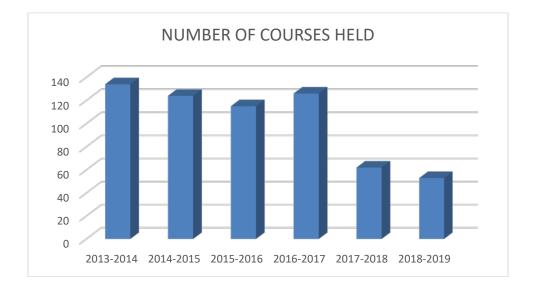
(\$5,519)
\$2 <i>,</i> 683
(\$29,048)
(\$22,414)
(\$3,048)
(\$3,320)

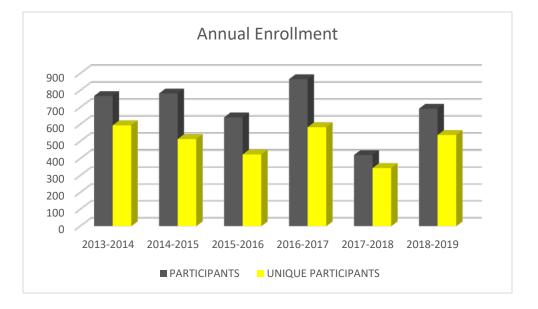
\*2015-16 reflects a change in accounting practice of booking revenue for summer courses to deferred revenue. \$23,521 was booked to deferred revenue. Many factors attributed to the 2016-2017 deficit including new staff in all key positions (director, clerical and finance), decreased revenue, and fixed costs not factored into running courses.

Each year steps were implemented to reduce cost and/or increase revenue. The number of the program offerings and actual courses held make breaking even difficult. There are several fixed costs incurred regardless of the number of courses that run. These include catalogue printing (\$2,000 per semester), postage (\$900 per semester), and director and clerical support stipends.

The director's stipend is currently \$2,500 per semester, down from \$10,000 per semester in 2017 and two teaching periods release time in 2014. There have been four different directors in 6 years. Different printing methods were tested to reduce costs including a postcard version announcing the catalogue available on-line and printing the catalogue in-house. Neither of these printing methods were successful in either lowering costs or increasing revenue. The cost of the software to manage catalogue printing, enrollment, roster creations, and to collect payments was negotiated to a lower monthly cost in 2017.

The most successful program is the summer theater camp for students. There is about 150 student registrations annually for the theater camp, drivers' education, and/or SAT preparation. Many adult courses are one night financial information sessions and there are a few exercise and craft courses that are very popular and run continuously all year.





It is possible the program will not have sufficient funds to cover the losses in future years. The Board may need to indicate if want to support the program and include expenses in the general operating budget.

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	OCT 2019	CHANGE	NOV 2019	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	276,978	0	276,978	28,401	FAV
3	OTHER STATE GRANTS	798,102	592,878	592,878	(170,349)	422,529	(170,349)	UNF
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	49,576,708	(170,349)	49,406,359	(141,948)	UNF
7	SALARIES	25,482,003	26,655,424	26,619,178	(49,532)	26,569,646	(85,778)	FAV
8	BENEFITS	5,641,173	5,980,496	6,021,008	0	6,021,008	40,512	UNF
9	PURCHASED SERVICES	7,863,484	8,497,804	7,989,986	(1,000)	7,988,986	(508,818)	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	49,050,746	(50,532)	49,000,214	(548,093)	FAV
17	SUBTOTAL	2,034,101	0	525,962	(119,817)	406,145	406,145	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	525,962	(119,817)	406,145	406,145	FAV

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	OCT 2019	CHANGE	NOV 2019	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	WOODBRIDGE 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	60,000	0	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	276,978	0	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	(170,349)	422,529	(170,349)	UNF
15	OTHER STATE GRANTS	798,102	592,878	592,878	(170,349)	422,529	(170,349)	UNF
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	49,576,708	(170,349)	49,406,359	(141,948)	UNF

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	OCT 2019	CHANGE	NOV 2019	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	(22,720)	21,691,756	(84,742)	FAV
2	5112-CLASSIFIED SALARIES	4.546.337	4.878.926	4.904.702	(26,812)	4.877.890	(1,036)	FAV
3	SALARIES	25,482,003	26,655,424	26,619,178	(49,532)	26,569,646	(85,778)	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	43,328	0	43,328	(1,251)	FAV
10	5275-DISABILITY INSURANCE	9,501	10,222	10,421	0	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	96,525	0	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	6,021,008	0	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	3,170,036	0	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	2,648,049	(1,000)	2,647,049	(566,183)	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	7,989,986	(1,000)	7,988,986	(508,818)	FAV

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	OCT 2019	CHANGE	NOV 2019	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	49,050,746	(50,532)	49,000,214	(548,093)	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



### NOV 2019

### 2019-2020 FORECAST

### **OVERVIEW**

The projected unspent fund balance for this fiscal year is \$406,145 FAV, previously \$525,962 FAV, which appears on page 1, column 6, line 20.

### **REVENUES BY CATEGORY**

The projected yearend balance of revenues is *\$141,948 UNF*, *previously \$28,401 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.

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

### 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 73% reimbursement rate. *The forecast reflects estimated revenue based on the December SEDAC-G report, less high cost reimbursements projected to be \$170,349 UNF. The lower projected special education tuition expenses is a factor to the reduced revenue.* 

#### LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on budget.

#### LINE 17 on Page 2: INTERGOVERNMENATAL 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 *\$548,093 FAV, previously, \$497,561 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 \$84,742 FAV previously \$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* \$1,036 FAV previously \$25,776 UNF due to staff changes, a number of unanticipated retirements submitted at the start of the fiscal year and vacancies during transitions.

#### 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.

	2	2019-2020	2019-2020			2	2018-2019	2	017-2018
MONTH	A	ACTUAL	BUDGET	VA	RIANCE	ACTUAL		ACTUAL	
JUL	\$	366,182	\$ 358,094	\$	8,088	\$	292,718	\$	254,849
AUG	\$\$	383,765	\$ 395,099	\$	(11,334)	\$	282,192	\$	374,433
SEP	\$\$	317,685	\$ 323,626	\$	( <b>5,941</b> )	\$	376,576	\$	219,176
OCT	\$	383,369	\$ 326,479	\$	56,890	\$	245,938	\$	271,340
NOV	\$\$	370,672	\$ 402,013	\$	(31,341)	\$	418,110	\$	353,747
DEC	\$	443,211	\$ 443,211	\$	-	\$	334,678	\$	318,839
JAN	\$	307,554	\$ 307,554	\$	-	\$	331,129	\$	191,730
FEB	\$	325,589	\$ 325,589	\$	-	\$	384,149	\$	172,313
MAR	\$	351,628	\$ 351,628	\$	-	\$	363,660	\$	288,923
APR	\$	335,660	\$ 335,660	\$	-	\$	278,082	\$	213,346
MAY	\$	408,891	\$ 408,891	\$	-	\$	363,382	\$	343,550
JUN	\$	316,608	\$ 316,608	\$	_	\$	224,419	\$	253,461
TOTALS	\$	4,310,814	\$ 4,294,451	\$	16,363	\$	3,895,033	\$3	8,255,706

#### CLAIMS OF CURRENT EMPLOYEES AND RETIREES

#### ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
ACTUAL	ACTUAL	ACTUAL	ACTUAL	FORECAST
99.9%	85.2%	72.1%	92.2%	100.4%

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.

<u></u>	uop.	-L055 1 1 CH	nun	15, 1100 01	n n	ccess rees, a	mu	other rees	<u>り</u>	
										2017-
	20	019-2020	20	019-2020			20	018-2019		2018
MONTH	A	CTUAL	BUDGET		VARIANCE		Α	CTUAL	A	CTUAL
JUL	\$	65,692	\$	78,882	\$	(13,190)	\$	63,793	\$	84,939
AUG	\$	62,661	\$	83,717	\$	(21,056)	\$	60,070	\$	96,820
SEP	\$	46,307	\$	73,957	\$	(27,650)	\$	63,599	\$	73,886
OCT	\$	70,245	\$	77,716	\$	(7,471)	\$	63,213	\$	85,237
NOV	\$	59,406	\$	52,886	\$	6,520	\$	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	\$	624,522	\$	687,370	\$	(62,848)	\$	794,113	\$1	721,515

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

#### LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast is based on the current staff.

#### LINE 10 on Page 3: 5275-DISABILITIY 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. *The current forecast projects this account will be \$26,738 UNF previously \$26,738 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, \$69,499 UNF.* The forecast is based on the current transportation needs of the students.

# **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 \$566,183 FAV previously, \$565,183 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 \$50,378 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	<u>6 (6)</u>
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	0	0			0	0
School			1	1		
Totals	9	11	15	16	15	15(15)

Note <sup>a</sup>: 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.

				FY18-19		FY19-20
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	FORECAST
ECA	22	15	19	24	20	20(21)

Public (ACES) and private out-of-district placements are currently less than anticipated, \$515,805 FAV previously \$514,905 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	<i>19 (19)</i>
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 \$0.1834per kilowatt hour, or a cost of \$622,967.

	ELECI	KICITI (KIL	OWALL HOC	(10)	
MONTH	2019-2020 FORECAST	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
JUL	306,744	269,018	37,726	104,580	259,046
AUG	298,187	304,346	(6,159)	152,275	286,777
SEP	255,198	332,452	(77,254)	314,178	285,740
ОСТ	294,827	286,440	8,387	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	3,359,470	3,396,770	(37,300)	2,758,254	3,155,017

#### **ELECTRICITY (KILOWATT HOURS)**

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 775 degree days to date compared to 702 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: \$38,597

**<u>\$11,319 Cable Advisory Grant:</u>** 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:** The Director of Finance & Administration negotiated a lower rate for the mandated high school equivalency and English as a Second Language programs sponsored by Hamden Public Schools.

**<u>\$23,250 E-Rate Credits</u>**: The District's application for E-Rate credits is approved. The amount reflects discounted invoices for the CEN – state provided internet connection.

**<u>\$1,428 Invoice Review</u>** – 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 <u>http://www.amityregion5.org/boe/sub-committees/finance-committe</u>
- 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 <u>https://www.amityregion5.org/boe/sub-</u> committees/finance-committee
- Fiscal Year 2017-2018 \$746,688 <u>https://www.amityregion5.org/boe/sub-committees/finance-committee</u>
- Fiscal Year 2016-2017 \$595,302 <u>http://www.amityregion5.org/boe/sub-</u> committees/finance-committee
- Fiscal Year 2015-2016 \$125,911 <u>http://www.amityregion5.org/boe/sub-</u> committees/finance-committee
- Fiscal Year 2014-2015 \$139,721 <u>http://www.amityregion5.org/boe/sub-</u> committees/finance-committee

#### **APPENDIX B**

#### MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

#### PURPOSE & METHODOLOGY:

A forecast is a prediction or estimate of future events and trends. <u>It is only as good as the</u> <u>data available and the assumptions used.</u> 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).

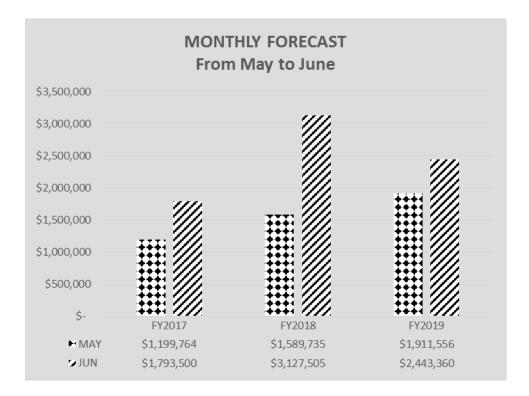
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 30<sup>th</sup> 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 selfinsured, 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 30<sup>th</sup> 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.

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

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

#### FINANCIAL MANAGEMENT:

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)

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

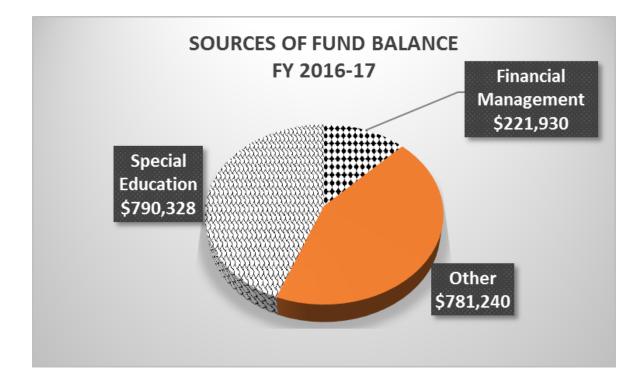
# \$ 477.890

\$ 246,520

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.

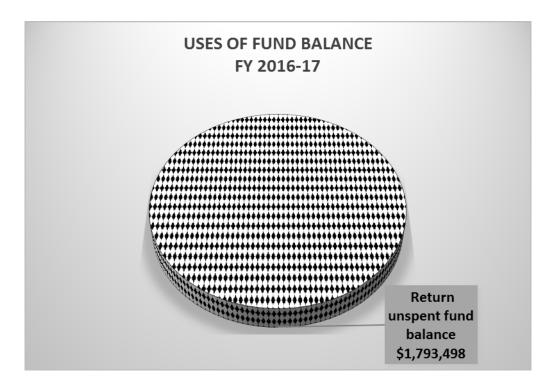
The primary sources of the fund balance are shown graphically below:



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:



# **<u>Return Unspent Fund Balance:</u>**

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 30<sup>th</sup> 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.

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

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

#### FINANCIAL MANAGEMENT:

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)**

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:**

100 of 162

**\$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.

# \$ 78,987

#### \$ 996,157

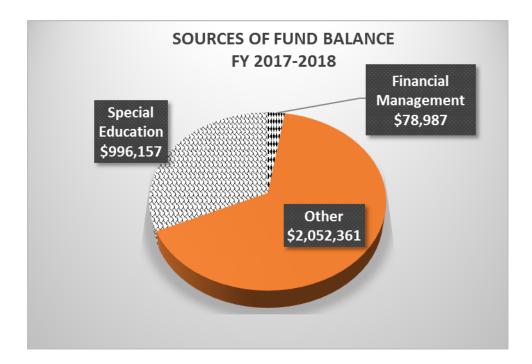
#### \$ 2,052,361

**\$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.

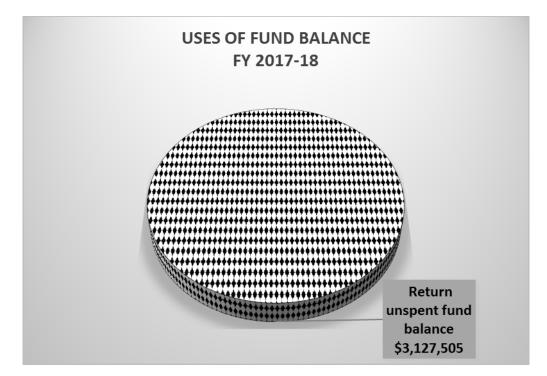
The primary sources of the fund balance are shown graphically below:



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:



# **<u>Return Unspent Fund Balance:</u>**

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

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

#### 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  $30^{th}$  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.

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

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:

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)

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:**

**\$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

### \$ 204,608

\$ 539,798

#### \$ 1,289,695

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

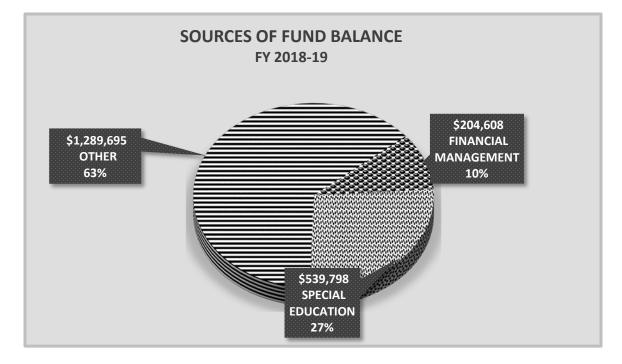
**\$387,507 MEDICAL (OTHER):** The net balance of the medical account was under budget. Claims and fees were slightly lower than budgeted, \$328,426, costing 92.2% of expected claims. There were some other savings with other components of the account including employer contributions to HSA accounts,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

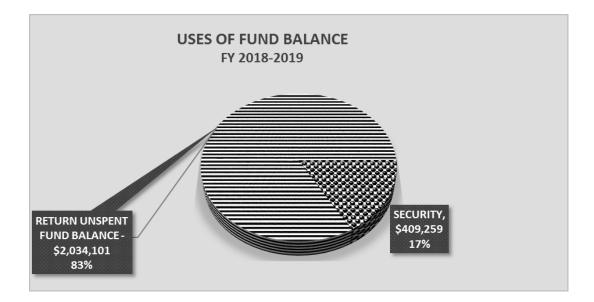


The primary sources of the fund balance are shown graphically below:

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:



**<u>Return Unspent Fund Balance:</u>** The preliminary unaudited unspent fund balance will be returned to the Member Towns, as follows:

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

MONTH/YR	JNL#	<b>ACCOUNT NUMBER &amp; DESCRIPTION</b>	AMOUNT	DESCRIPTION
2020-Aug	58	02111011-5611 INSTRUCTIONAL SUPPLIES	(2,200.00)	8/16/2019 GYM EQUIPMENT
2020-Aug	58	02111011-5730 EQUIPMENT - NEW		8/16/2019 GYM EQUIPMENT
2020-Sept	31	03111001-5730 EQUIPMENT - NEW	2,900.00	CAMERAS FOR ADDED
				PHOTO CLASS
	31	03111001-5611 INSTRUCTIONAL SUPPLIES	(2,900.00)	CAMERAS FOR ADDED
2020-Sept				PHOTO CLASS
	46	04126110-5510 PUPIL TRANSPORTATION	(1,470.00)	<b>TRANSPORTATION - ERZA</b>
2020-Sept				ACADEMY
	46	05142700-5513 IN DISTRICT PRIVATE REG ED	1,470.00	TRANSPORTATION - ERZA
2020-Sept				ACADEMY
2020-Sept	49	02132400-5731 EQUIPMENT - REPLACEMENT	500.00	ERGONOMIC CHAIR
2020-Sept	49	02132400-5330 OTHER PROFESSIONAL & TECH SVCS	(500.00)	ERGONOMIC CHAIR
2020-Sept	128	04126110-5510 PUPIL TRANSPORTATION		TRANSPORTATION - TO
2020-Sept	125	05142700-5515 OUT DISTRICT - PUBLIC REG ED	297.00	<b>TRANSPORTATION - ACES</b>
2020-Sept	210	02132400-5581 TRAVEL - CONFERENCES	(50.00)	MEMBERSHIP/CONFFEREN
2020-Sept	210	02111008-5810 DUES&FEES	50.00	MEMBERSHIP/CONFFEREN
2020-Oct	79	01111008-5810 DUES&FEES	100.00	CONFERENCE FEE
2020-OCt	79	01111008-5611 INSTRUCTIONAL SUPPLIES	· · ·	CONFERENCE FEE
2020-Oct	149	03111014-5611 INSTRUCTIONAL SUPPLIES	(15.00)	NEED MORE MAH TEXTS
2020-OCT	149	03111014-5641 TEXTBOOKS	15.00	NEED MORE MAH TEXTS
2020-OCT	149	03111014-5690 OTHER SUPPLIES	(458.00)	NEED MORE MAH TEXTS
2020-OCT	149	03111014-5641 TEXTBOOKS	458.00	NEED MORE MAH TEXTS
2020-OCT	149	03111014-5810 DUES&FEES	(5.00)	NEED MORE MAH TEXTS
2020-Oct	149	03111014-5641 TEXTBOOKS	5.00	NEED MORE MAH TEXTS
2020-Oct	251	01111014-5611 INSTRUCTIONAL SUPPLIES	(396.00)	MOBY MAX LICENSE
2020-Oct	251	05142350-5690 OTHER SUPPIES	396.00	MOBY MAX LICENSE
2020-Oct	255	02111009-5611 INSTRUCTIONAL SUPPLIES	· · ·	MOBY MAX LICENSE
2020-Oct	255	05142350-5690 OTHER SUPPIES		MOBY MAX LICENSE
2020-Nov	144	01111010-5330 OTHER PROFESSIONAL & TECH SVCS	• •	SUPPLIES FOR WINTER
2020-NOV	144	01111010-5611 INSTRUCTIONAL SUPPLIES	300.00	SUPPLIES FOR WINTER



Theresa Lumas Director of Finance and Administration <u>terry.lumas@amityregion5.org</u> Phone (203) 397-4813 Fax (203) 397-4864

To:	Dr. Jennifer Byars, Superintendent of Schools
From:	Theresa Lumas, Director of Finance and Administration
Re:	Budget Transfers over \$3,000 - Fiscal Year 2019-2020
Date:	December 9, 2019

I recommend the Amity Finance Committee and Amity Board of Education approve the following budget transfer request(s):

#### Finance:

#### **<u>1.</u>** Athletic Facility Projects:

A bond referendum was held on Wednesday, December 4, 2019 and facilities projects were approved by the voters. FieldTurf USA, Inc. bid pricing is available through the Capital Regional Education Council (CREC) municipal purchasing cooperative in Connecticut and its affiliate the Association of Education Purchasing Agencies (AEPA). Design, permitting, and layout work will begin immediately. I am reviewing short-term borrowing options and scheduling the bond sale. The cash flow projection from FieldTurf indicates \$115,000 is needed through June. I am requesting we use contingency funds for at least the January payment until a borrowing plan is presented. This may need to continue for a few months. If so, I will bring the monthly request forward for Board approval.

#### Motions:

#### For the Amity Finance Committee:

Recommend the Amity Board of Education approve the following budget transfer to cover the initial costs of the design, permitting, and layouts for the athletic facilities project.

#### For the Amity Board of Education:

Move to approve the following budget transfer to cover the initial costs of the design, permitting, and layouts for the athletic facilities project.

ACCOUNT			
NUMBER	ACCOUNT NAME	FROM	ТО
05-14-2510-5330	Professional Technical Services		\$20,000
05-15-0000-5850	Contingency	\$20,000	



#### Asbestos Control

The <u>school districtAmity Regional School District No. 5 (ARSD)</u> will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

- 1. Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos-containing material.
- 2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
- 3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.
- 4. Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.

The ARSD will annually inform parents or guardians, teachers, and employee organizations of the availability of management plans.

Any further information concerning the school districts<u>ARSD</u> procedures for asbestos control can be found in the school district officesDistrict Office and in each school office.

Legal Reference: Connecticut General Statutes

Sec. 19a-329 through Sec. 19a-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted:

# P3516.12



Another version of this policy to consider.

# **Business/Non-Instructional Operations**

**Asbestos Control** 

It is required that parents or guardians, teachers, and employee organizations be annually informed in writing of the availability of management plans.

The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA).

The Superintendent of Schools or designee shall develop regulations on the disturbance of these materials in the schools, including substituting, when possible, non asbestos materials for asbestos materials.

Legal Reference: Connecticut General Statutes

Section 19a-329 through 19a-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted:

<del>cps 9/15</del>

# **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-Based Issues**

The <u>Amity Regional School District No. 5 (ARSD)</u> Board of Education <del>(Board)</del> may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.

2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The Board<u>of Education</u> when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information and student generated content continues to be the property of and under the control of the Board<u>of</u> <u>Education</u>. (They are not the property of, or under the control of a software or electronic service contractor.)

2. A description of the means by which the Board <u>of Education</u> may request the deletion of any student information, student records or student-generated content in the possession of the contractor that is not (a) otherwise prohibited from deletion or required to be retained under state or federal law, or (b) stored as a copy of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the contractor, provided the Board <u>of Education</u> may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate data following a disaster recovery.

# **Data-Based Information and Management Systems**

3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.

4. A description of the procedures by which a student, parent or legal guardian, of a student may review personally identifiable information (PII)-contained in the student's record, student information or student-generated content and correct erroneous information, if any in such student material.

5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records, student information, and student-generated content.

6. A description of the procedures that a contractor will follow for notifying the Board <u>of Education</u>, in compliance with C.G.S. <u>10</u>-234dd, when there has been an unauthorized release, disclosure or acquisition of student information, student records or student-generated content.

7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon expiration of the contract between the contractor and the Board of Education except a student, parent or legal guardian of a student may choose to independently establish or maintain an electronic account with the contractor after the expiration of such contract for the purpose of storing student-generated content. (e.g., essays, research papers, portfolios, creative writing, music, audio files, or photographs, but not standardized assessment responses.)

8. A statement that the contractor and the Board <u>of Education</u> shall ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.

9. A statement that Connecticut laws shall govern the rights and duties of all parties to the contract<del>, (contractor and the Board)</del>.

## **Data-Based Information and Management Systems**

10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.

11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

The Board of Education may use the uniform student data privacy terms-of-service agreement addendum, developed by the Commission for Educational Technology (CET), in contracts entered into pursuant to C.G.S. <u>10</u>-234bb. Such amendment shall conform to the requirements for a contract listed above.

Any provision of a contract or the terms-of-service agreement addendum entered into between a contractor and the Board on or after July 1, 2018, that conflicts with the provisions listed above shall be void. Moreover, a contract is void if it lacks any of the above provisions. The Board will give the contractor reasonable notice to amend the contract or the terms-of-service agreement addendum to include the missing provisions.

Any contract entered into on and after July 1, 2018, or the terms-of-service agreement addendum that does not include the provisions listed above shall be void, provided the Board of Education has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract or the terms-of-service agreement addendum to include the required provisions.

The Board of Education shall maintain and update, as necessary, a website with information relating to all contracts entered into pursuant to this policy. Not later than five business days after executing a contract pursuant to this policy, the Board shall post notice of such contract on the Board's website. The notice shall include the contract and (1) state that the contract has been executed and the date that such contract was executed, (2) provide a brief description of the contract and the purpose

## **Data-Based Information and Management Systems**

of the contract, and (3) state what student information, student records or studentgenerated content may be collected as a result of the contract.

On or before September 1st annually, the Board of Education shall electronically notify students and the parents/guardians of students of the address of the Internet website described in this policy.

The Board of Education and a contractor may include in any contract executed pursuant to this policy, the uniform student data privacy terms-of-service agreement addendum, previously described, to satisfy the requirements of this policy.

The Board of Education is not required to enter into a contract pursuant to this policy if the use of an Internet website, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, and such Internet website, online service or mobile application is unable to comply with the provisions of this policy, provided (1) such Internet website, online service or mobile application complies with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time, (2) the Board of Education can provide evidence that it has made a reasonable effort to (A) enter into a contract with such consultant or operator to use such Internet website, online service or mobile application, and (B) find an equivalent Internet website, online service or mobile application operated by a consultant or an operator that complies with the provisions of this section, (3) the consultant or operator complies with the provisions of section 10-234cc, as amended for such use, and (4) the parent/legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, sign an agreement that (A) acknowledges such parent/legal guardian is aware that such Internet website, online service or mobile application is unable to comply with the provisions of this policy, and (B) authorizes the use of such Internet website, online service or mobile application. The Board of Education shall, upon the request of a child's parent/legal guardian, provide the evidence described above to such parent/legal guardian.

## **Data-Based Information and Management Systems**

The Board of Education expects that an operator shall implement and maintain security procedures and practices that meet or exceed industry standards and that are designed to protect student information, student records, and student-generated content from unauthorized access, destruction use, modification and disclosure; and delete any student information, student records or student-generated content within a reasonable amount of time if a student, parent/guardian or Board requests deletion of such student information, student records or student generated content unless:

1. <u>S</u>state or federal law prohibits such deletion or otherwise requires the retention of such student information, student records or student-generated content, or

2. <u>Aa</u> copy of such student information, student records or student-generated content is in the possession of the operator as part of a disaster recovery storage system and is inaccessible to the public and unable to be used in the normal course of business by the operator, provided such student, parent/legal guardian of a student or the Board may request the deletion of any such student information, student records or student-generated content if such copy is used by the operator to repopulate accessible data following a disaster recovery

The Board <u>of Education</u> will utilize the written guidance developed by the Department of Education in consultation with the Commission for Educational Technology concerning the implementation of FERPA and the laws relating to student data privacy. Such written guidance includes, (<u>1</u>) a plain language explanation of how such student data privacy laws are to be implemented, (<u>2</u>) information about the uniform student data privacy terms-of-service agreement addendum, and (<u>3</u>) how such addendum may be incorporated into contracts executed pursuant to section <u>10</u>-234bb, as amended.

# Notice of Breach of Security/Data Breaches

Upon notice of a breach of security by a contractor, the Board <u>of Education</u> shall, not later than two business days after receipt of such notice, notify the students and the parents/legal guardians of the students whose student information, student records, or

## **Data-Based Information and Management Systems**

student-generated content was involved in such breach. The Board shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the Board <u>of Education</u> of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the Board without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

*Note: The Board may desire to contract for more prompt notice of a breach of security.* 

# Definitions

1. "**Contractor**" means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of a contract with a local or regional Board of Education.

2. "Operator" means the operator of an Internet website, online service, online application, (app) or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.

3. **"Consultant**" means a professional who provides non-instructional services, including administrative, planning, analytical, statistical, or research services to a board of education under a contract.

4. "**Student**" means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to

# **Data-Based Information and Management Systems**

section 10-10a of the general statutes, or enrolled in grades <u>K-7</u> to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.

5. "**Deidentified information**" means any information that has been altered to prevent the identification of an individual student.

6. "Eligible student" means a student who has reached 18 years of age.

7. **"Student-generated content"** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. "Student-generated content" does not include student responses to a standardized assessment.

8. "**Student records**" means any information directly related to a student that is maintained by the school district, the State Board of Education or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other district employee.

"Student records" does not mean any of the following:

a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.

b. Deidentified information, used to demonstrate the effectiveness of the contractor's products in the marketing of such products.

c. Deidentified information, used for the development and improvement of the contractor's products and services.

9. **"Online service"** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.

# **Data-Based Information and Management Systems**

10. **"Student information"** is personally identifiable information regarding a student that in any media or format that is not publicly available that meets any of the following:

a. Is created or provided by a student, or the student's parent or legal guardian, by using an operators' website, online service, or mobile application (app) for school purposes.

b. Is created or provided by an employee or agent of the board of education, to an operator for school purposes.

c. Is gathered by an operator through the operation of the operator's Internet website, online service, or mobile application (app) and identifies a student including but not limited to information in the student's educational record or email account, first and last name, home address, telephone number, date of birth, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or behavioral assessments.

11. "School purposes" means purposes that customarily take place at the direction of a teacher, or a board of education or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration among students, school personnel, or parents/legal guardians.

12. **"Targeted advertising"** means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student-generated content or inferred from the usage of the operator's Internet website, online service or mobile application by such student. It does not include any advertising to a student on a website that the student accesses at the

# **Data-Based Information and Management Systems**

time or in response to a student's response or request for information or feedback.

The Board<u>of Education</u>, through this policy, places restrictions on an "operator" as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their internet website, online service or mobile application:

1. Engage in targeted advertising on the operator's site, service, or application, or on any other Internet website, online service or mobile application;

2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes;

3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information; or

4. Disclose student information, unless the disclosure is made (a) in furtherance of school purposes of the Internet website, online service or mobile application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy; (b) to ensure compliance with federal or state law; (c) in response to a judicial order; (d) to protect the safety of users or others, or the security of the Internet website, online services for the operator's Internet website, online service or mobile application, provided the operator contractually (i) prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator, (ii) prohibits the entity from disclosing student information provided by the operator to subsequent third parties, and (iii) requires the entity to comply with this policy.

The Board <u>of Education</u> recognizes that an operator may:

## **Data-Based Information and Management Systems**

1. Use student information (1) to maintain, support, evaluate or diagnose the operator's Internet website, online service or mobile application (app), or (2) for adaptive learning purposes or customized student learning.

2. Use de-identified student information (1) to develop or improve the operator's Internet website, online service or mobile application (app), or other Internet websites, online services or mobile applications owned by the operator, or (2) to demonstrate or market the effectiveness of the operator's Internet website, online service or mobile application.

3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services or mobile applications designed for school purposes.

Nothing in this policy shall be construed to:

1. <u>L</u>-limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;

2. <u>L</u>-limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;

3. <u>I-impose a duty upon a provider of an interactive computer service, as defined</u> in 47 USC 230, as amended from time to time, to ensure compliance with this section by third-party information content providers, as defined in 47 USC 230, as amended from time to time;

4. <u>I</u>-impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;

5. L-limit an Internet service provider from providing a student, parent or legal guardian of a student or local or regional Board of Education with the ability to connect to the Internet;

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

6. <u>P-p</u>rohibit an operator from advertising other Internet websites, online services or mobile applications that are used for school purposes to parents or legal guardians of students, provided such advertising does not result from the operator's use of student information;

7. <u>A-apply</u> to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service or mobile application may be used to access Internet websites, online services or mobile applications that are designed and marketed for school purposes.

The Board<u>of Education</u>, upon determination that a request for directory information is related to school purposes, may disclose directory information to any person requesting such directory information. If the Board determines that a request for directory information is not related to school purposes, the Board shall not disclose such directory information.

- (cf. <u>3520.1</u> Information Security Breach and Notification)
- (cf. <u>3520.11</u> Electronic Information Security)
- (cf. 3520.12 Data-Based Information Management System Confidentiality Policy)
- (cf. 5125 Student Records)
- (cf. <u>5145.15</u> Directory Information)
- (cf. <u>6162.51</u> Surveys of Students/Student Privacy)

Legal Reference: Connecticut General Statutes

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

<u>7</u>-109 Destruction of documents.

## P3520.13

### **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

<u>10</u>-15b Access of parent or guardians to student's records.

<u>10</u>-209 Records not to be public.

<u>10</u>-234aa Definitions

<u>10</u>-234bb Contracts between boards of education and contractors re student data. Requirements. (as amended by PA 18-125)

<u>10</u>-234cc Requirements for operators re student data

<u>10</u>-234dd Duties re unauthorized release, disclosure or acquisition of student data (as amended by PA 18-125)

11-8a Retention, destruction and transfer of documents

<u>11</u>-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).

P.A. 16-189 An Act Concerning Student Privacy

PA 17-200 An Act Making Revisions to the Student Data Privacy Act of 2016

PA 18-125 An Act Concerning Revisions to the Student Data Privacy Act

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).

## P3520.13

### **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

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

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)

Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§6501 et seq. (2014)

**Policy adopted:** 

#### A recommended policy for your consideration.

### **Business/Non-Instructional Operations**

#### **Hazardous Material in Schools**

#### **Green Cleaning Program**

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the <u>Public SchoolsAmity Regional School District No.</u> 5 (ARSD), in compliance with applicable statutes. The <u>ARSD</u> Board of Education encourages and supports efforts to implement green cleaning in all District schools.

It is the policy of the <u>ARSD</u>\_\_\_\_\_Public Schools to retain the beneficial functions of cleaning products while preventing negative impacts to human health and the environment from these products. achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

*Alternate:* The District has a responsibility to retain the beneficial functions of cleaning products while preventing negative impacts to human health and the environment from these products.

The <u>ARSD</u> Board of Education will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy, which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

The transition to environmentally and health friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase out of products and practices inconsistent with this policy.

#### Definitions

"Green Cleaning Program" means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

#### **Alternate Definitions:**

(a) Green Cleaning is an approach to facility maintenance that uses cost-effective cleaning products and practices that protect human health and the environment. Cleaning products containing the least toxic compounds are utilized in combination

with advanced technology and equipment that provide superior methods for removing dirt, soil, and particulates found in indoor environments.

## **Business/Non-Instructional Operations**

#### Hazardous Material in Schools

**Green Cleaning Program** 

#### **Definitions** (continued)

(b) Green Cleaning is defined as cleaning to protect health without harming the environment. Green cleaning is an accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitors, and the environment a primary concern.

**"Environmentally Preferable Cleaning Products"** means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

#### **Notice Requirements**

Annually the <u>District\_ARSD</u> will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: "No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect."

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

## **Business/Non-Instructional Operations**

**Hazardous Material in Schools** 

### Green Cleaning Program (continued)

The <u>ARSD</u> Board <u>of education</u> will also make available on its website a copy of this green cleaning policy. (*If no website is available the Board must make the policy publicly available or available upon request.*)

The Board will report to the Commissioner of Education on its green cleaning program, in a manner and frequency prescribed by the Commissioner.

(cf. 3524 – Hazardous Materials in Schools) (cf. 3524.1 – Pesticide Application) (cf. 7230.2 – Indoor Air Quality)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education (as amended by P.A. 09-81 and P.A. 11-136)

10-231a through 10-231d. Pesticide applications at schools

10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.

22a-46. Short title: Connecticut Pesticide Control Act.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: cps 7/09 cps 7/11 rev 1/17

# Students

### Admission

Tuition-free enrollment and attendance in the Amity Regional <u>Schools School District No. 5</u> (ARSD) requires that the legal residence of the student's parents or legal guardian must be in one of the three district towns, or that the status of the child falls within Connecticut General Statute 10-253. <u>Each child shall have an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin, sexual orientation, or gender identity or expression.</u>

As new students are registered, it is vital to carefully scrutinize names, addresses, and transcripts.

Students who are classified as homeless under federal law or an unaccompanied youth, and therefore do not have a fixed residence, will be admitted pursuant to federal law.

Each child entering the districtARSD schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Proof of domicile in will also be requested.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No. 2.

Legal Reference: Connecticut General Statutes

- 10-15 Towns to maintain schools
- 10-15cDiscrimination in public schools prohibited. School attendance by five-yearolds, as amended by PA 97-247
- 10-76a 10-76g re special education
- 10-184Duties of parents (re mandatory schooling for children ages five to sixteen,<br/>inclusive) as amended by PA 98-243, PA 00-157 and PA 09-6 )September<br/>Special Session) and PA 18-15
- P.A. 11-15 An Act Concerning Juvenile Reentry and Education
- P.A. 19-179 An Act Concerning Homeless Students' Access to Education

10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils

10-233c Suspension of pupils

10-233d Expulsion of pupils

### 10-261 Definitions

State Board of Education Regulations

<u>10-76a-1</u> General definitions (c) (d) (q) (t)

<u>10-76d-7</u> Admission of student requiring special education (referral)

<u>10-204a</u> Required immunizations (as amended by PA 98-243)

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Regulation Policy approved: SCHOOL DISTRICT NO. 5

December 11, 2006

AMITY REGIONAL

Woodbridge, Connecticut

# Students

### Ages of Attendance

All children whose parents or legal guardians reside in the towns of Bethany,  $Orange_2$  or Woodbridge are entitled to a free public education in the middle schools or high school of Amity Regional School District No. 5 (ARSD). Students are legally entitled to attend until they graduate from high school or reach the age of twenty-one, whichever comes sooner.

Parents and those who have the care of children five years of age and older and under eighteen years of age are obligated by Connecticut law to cause any such child to attend public day school or its equivalent, except as otherwise provided by law.

A child who has attained the age of sixteen or seventeen and who has terminated enrollment with parental consent in the District's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA.

Legal Reference:	Connecticut General Statutes	
4-176e to 4-180a	Agency hearings.	
<u>4-181a</u>	Contested cases. Reconsiderat	tion. Modifications
10-15	Towns to maintain schools	
10-15c	Discrimination in public schools prohibited. School Attendance by five- year olds.	
10-76a-10-76g	re special education	
10-184	Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA_98-243, -and PA 00-157, PA 09-6 (September Special Session), and PA 18-15.	
10-186	Duties of towns and regional school districts re school attendance. Hearings.(as amended by PA 19-179)	
Policy adopted:	December 11, 2006 A	MITY REGIONAL CHOOL DISTRICT NO. 5 Woodbridge, Connecticut 82 of 152

# **Students**

<u>PA 19-179</u>	An Act Concerning Homeless Students' Access to Education.	
persons over five and	Appeals to state board. Establishment of hearing board (re-schooling for- d-under twenty-one)	
<u>10-233a-10-233f</u>	Inclusive re: suspend, expel, removal of pupils	
10-233c	Suspension of students	
10-233d	Expulsion of students State Board of Education Regulations	
10-76a-i	General Definitions (c) (d) (g) (t)	
	McKinney Vento Homeless Assistance Act (PL 107-110 sec. 1032) 42 U.S.C. § 11431-11435, as amended by the ESSSA, PL 114-95	
	Federal Register: McKinney Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016	

### **School Calendar**

The Superintendent of Schools shall recommend school calendars meeting all statutory requirements to the <u>Amity Regional School District No. 5 (ARSD)</u> Board of Education for its review and modified as it believes appropriate, for its approval.

The calendars recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January.

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods, and other pertinent dates, including graduation for students in grade twelve.

**Note:** A Board of Education for a school that has been designated as a low achieving school pursuant to subdivision (1) of subsection (c) of C.G.S. <u>10</u>-223e may increase the number of actual school sessions during each year, and may increase the number of hours of actual school work per session in order to improve student performance and remove the school from the list of schools designated as a low achieving school maintained by the State Board of Education.

The <u>ARSD</u> Board <u>of Education</u>, in establishing a graduation date, may establish for any school year a firm graduation date which is no earlier than the one-hundred eightieth day in the adopted school calendar.

To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars.

The <u>ARSD</u> Board of Education may <u>take into consideration</u> <u>use</u> the <u>Regional</u> <u>Education Service Center (RESC)</u> developed and approved uniform regional school calendar, as well as those calendars developed by the sending elementary school <u>districts when approving the school calendar</u>. for the school year commencing July 1, 2017 and each school year thereafter.

Beginning with the 2019–2020 school year, the Board of Education may develop and adopt its own school calendar to begin school on any day before or after Labor Day.

(cf. <u>6146</u> - Graduation Requirements)

# <u>P6111</u>

## **Instruction**

Legal Reference: Connecticut General Statutes

<u>1</u>-4 Days designated as legal holidays.

<u>10</u>-15 Towns to maintain schools, as amended by PA 11-85, An Act Concerning the Achievement Gap.

<u>10</u>-29a Certain days to be proclaimed by governor. Distribution and number of proclamations.

<u>10</u>-261 Definitions.

<u>10</u>-16l Establishment of graduation date. (as amended by PA 19-195)

PA 13-247, An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2015 Concerning General Government, Sections 321-324.

PA 14-38, An Act Concerning the Recommendations of the Uniform Regional School Calendar Task Force.

<u>10</u>-66q Development and adoption of uniform regional school calendar. Report. (as amended by PA 17-220)

PA 19-195 An Act Concerning the Establishment of a Firm Graduation Date and the Date When a School District May Commence School Sessions.

**Policy adopted:** 

#### **Field Trips**

The <u>Amity Regional School District No. 5 (ARSD)</u> Board of Education recognizes that field trips for students when properly planned, executed, evaluated, and used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of <u>the District/school the ARSD</u>.

Alternate language: The \_\_\_\_\_\_ School District Board of Education (Board) recognizes that field trips are an educationally sound part of the approved curriculum of the District. Field trips provide students with first-hand experiences, and are an effective and worthwhile means of learning. The Board supports field trips of significant educational value related to the total school curriculum under the current fiscal constraints and the guidelines established by the Superintendent of Schools.

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

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

#### **Types of Field Trips**

The District recognizes the following types of field trips:

#### 1. School Sponsored Educational Field Trips

School sponsored educational field trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip. This category of trips includes, <u>but is not limited to</u>, competitive/performance field trips by academic, athletic, (excluding regularly scheduled interscholastic athletic contests) and performing art teams participating in competition or performance.

#### 2. School Sponsored Recreational Field Trips

School groups may plan trips for recreational purposes. They are subject to final approval of the Building Principal and Board of Education (if necessary). Participation may be limited to

the members of the sponsoring organization. Such trips are offered on a voluntary basis and are designed as a social activity. \_Overnight recreational field trips are prohibited.

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

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

#### 4. Trips Unrelated to the District

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

Alternate language: Field trips are identified in three categories for the purpose of planning: day trips, overnight trips and foreign trips. Regulations shall include the process for field trip approval, supervision requirements, transportation, and financial arrangements.

#### Approvals of School Sponsored Field Trips

All school sponsored field trips require administrative approval.

- For all trips within the State of Connecticut, requests must be submitted to the building administrator 30 days in advance of the departure date. \_Costs must be ascertained.
- All out-of-state field trips require the approval of the Superintendent of Schools 60 days in advance of the departure date.

• All foreign travel field trips <u>require the approval of the Superintendent of Schools must be</u> submitted for Board approval 90 days in advance of the departure date.

• Superintendent approval of all field trips shall be conditional. \_Approval for any field trip may be revoked at any time by the Superintendent or Building Principal, if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students or staff.

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

Alternate Language: District attendance policies will be adhered to regarding student participation in field trips. Trips that result in students missing two or more consecutive days of

school must be approved by the Board of Education. Day trips shall be approved by the Principal. Overnight trips of fewer than two school days shall be approved by the Superintendent or his/her designee. The Board will approve trips to foreign countries on a case by case basis.

#### **Optional Considerations:**

- Any trips involving swimming must receive special approval from the Superintendent.

• Parents/guardians who feel their child should not participate may deny permission, and arrangements will be made for the child to remain at school on the day of the trip.

• Each field trip should be evaluated by students, teachers and administration.

• Use of privately owned vehicles or leased vans to transport students to and from field trips is strictly prohibited, except in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the field trip leader if the Superintendent or Principal is not present or available or not possible to contact. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.

• Chaperon<u>e</u>s on school sponsored trips will be covered for liability purposes by the school district policies.

- The administration reserve the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.
- Only students of the ARSD and the school associated with the field trip shall be permitted to attend the trip. During the summer, students will be associated with the grade/school they are entering in September.

### **Costs of Field Trips**

Students may be assessed for the cost of field trips, which <u>may</u> include, <u>but are not limited to</u>, the <u>costs ofs</u> transportation, lodging, meals, and entry fees. <u>Processing fees associated with</u> <u>electronic payments may also be charged</u>. Fund raising activities (following District policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individuals experiencing a hardship. Parents/guardians of students on the free and reduced lunch program should contact the <u>counseloradministrator</u>.

#### **Additional Considerations**

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

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

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

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating, and approving field trips. All reasonable steps are to be taken to ensure the safety of participants. Additionally, the procedures should require prior Building Principal approval of all field trips, and prior approval of the Superintendent. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised; all safety precautions are observed
- All trips contribute substantially to the educational program
- All trips are funded by the District (or funding is addressed in the planning)
- All safety precautions are observed

\_The administration reserve the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

(cf. 5141.21 - Administration of Medications)

(cf. 6153.1 - Educational Tours)

### **Policy adopted:**

6153

### **Instruction**

### **Field Trips**

Field trips are valuable educational activities which enhance classroom learning.

### **Approval**

Field trips requiring approval by the Superintendent of Schools or designee and/or notification to the Board of Education should be submitted for review as soon as plans have been made and no later than two (2) weeks prior to the scheduled trip.

Principals should keep current records of such requests, and if they don't receive approvals from the Superintendent of Schools one (1) week before the trip is scheduled they should call the central office.

In no situation should field trips take place unless the requisite approval has been obtained beforehand.

### School Sponsored Trips

Principals should review staff members' field trip requests as they relate to Board policy and the current budget. Principals may consult with the Superintendent of Schools, or his designee, as necessary.

Copies of the field trip request forms are to be distributed as follows:

I. the school office file;

II. the Business Manager/Accounting Supervisor (or the Superintendent of Schools or designee for approval if the field trip is overnight or involves private vehicles).

### **Field Trip Procedures**

### I. Pre-Planning:

### A. Notification:

1. The teacher sponsor should check with the Principal before involving students and/or parents in planning.

2. Where student contributions are requested, the teacher sponsor shall present a proposal indicating fund sources or fund-raising activities planned, to provide for students unable to meet costs.

### B. Knowledge of Location to Be Visited:

1. The teacher sponsor should visit (ideal) or be familiar with the site of the trip before the trip is taken.

2. If the teacher-sponsor is unable to comply with item #1, he/she should consult with other staff members who have visited the field trip location to obtain specific information about its educational value for students of the participating grade level.

### -C. Statement of Purpose:

1. Written trip objectives of the trip and its relationship to curriculum should be submitted to the Principal by the teacher-sponsor; if chiefly for enrichment, it should be presented as an enrichment activity;

2. The Principal will review the statement of purpose before recommending the trip to the Superintendent, or designee, for approval.

### **D.** Safety Provisions:

### 1. Knowledge of Possible Hazards:

a. The teacher sponsor must be reasonably aware of possible hazards to the safety of trip participants and inform the Principal of such hazards.

b. Undue hazards shall be pointed out to parents and to participants prior to the trip so reasonable precautions can be taken to avoid accidents and student injury.

c. Potentially hazardous activities (including skiing, mountain climbing, scuba diving, etc.) may require special insurance arrangements. In case of doubt, the Principal should review planned activities with the Superintendent of Schools.

### 2. Knowledge of Students' Medical Problems:

a. Teachers should be aware of special medical problems, allergies, handicaps, special prescriptions, etc. of student trip participants.

b. Teachers should plan emergency measures to be taken if a medical emergency arises.

### 3. Transportation:

a. Ordinarily, the Principal will make travel arrangements when the regular school bus carrier is involved.

b. When reasonable, school buses, charter, or some other form of public carrier should be considered for transportation since vehicles of this type will have ample insurance coverage.

c. With prior approval of the Superintendent of Schools, or his designee, staff members or volunteer parents may use their personal automobiles to provide transportation, however, staff members or volunteers must understand that Board

insurance doesn't cover their vehicles. Board insurance assumes liability for damages **beyond** the limits of the policies carried by the owner of private vehicles. Before authorizing such transportation, assurance of adequate insurance coverage should be provided by the owners. While staff members and parents cannot be forced to be insured beyond legal limits, a minimum of \$100,000/\$300,000 is recommended when transporting students in privately owned vehicles.

d. To ensure volunteer coverage under insurance, it is these volunteers should be classified as "VOLUNTEER WORKERS". The Principal shall maintain an official roster of designated volunteers. It is also important that this roster be used regularly for providing transportation services.

e. If private automobiles, owned and operated by other than Board of Education employees, are used, the persons operating them shall be notified in writing of their personal responsibility. They shall also be notified of the recommended limits of liability insurance and shall be required to submit evidence thereof.

### - E. Parental Notifications:

1. Before the student is allowed to participate, permission slips shall be obtained from the parent or guardian of each student participant. Permission slips shall be taken on the trip by the teacher chaperone, and retained for at least a six month period after completion of the trip by the Principal. *(system-wide form)* 

2. Information given by the teacher on the permission slip shall include: (a) the purpose of the trip, (b) the place to be visited, (c) the date and approximate times of departure from and arrival back to the school, (d) the type of transportation to be used, (e) the total costs, if any, (f) a release to seek emergency medical attention as needed, and (g) any required apparel or equipment needed.

3. The permission slip should request information about any special medical problems, allergies, handicaps, special prescriptions, etc., of which a chaperone should need to be aware.

4. Standard permission slip guides will be available at each school office. Modifications may be made to accommodate special circumstances.

5. Parents/guardians do not waive legal rights for children by signing permission slips.

6. Timely itineraries should be sent to parents for trips out of district/state.

**F.** Notification to Cafeteria Personnel - If a trip will cause students to miss lunch at school, teacher sponsors shall notify cafeteria personnel, several days in advance.

### **G. Preparation of Students:**

1. The teacher-sponsor shall acquaint the students with the purpose of the trip and point out what they are to look for;

2. Where possible, the teacher-sponsor shall involve students in the actual planning of the trip;

3. The teacher sponsor shall inform the students as to what is expected of them in the way of behavior and dress and of what materials they may take with them.

### **II.** Procedures on the Trip

### A. Supervision:

1. Teachers, administrators, and other adults acting as chaperones are expected to exercise supervisory responsibilities;

2. Supervisory personnel must be continuously alert to reasonably anticipate possible hazards;

3. Visitor guides, if available and suitable, should be used;

4. Adult chaperones (e.g., other staff personnel, parents, etc.) may accompany the group and should be briefed by the teacher sponsor as to purposes of the trip, possible hazards, procedures, supervisory responsibilities, etc., and should receive a copy of any written procedures;

5. Per Board policy, **all** "overnight" trips must be approved by the Superintendent of Schools prior to the trip. In those cases, the names **and** ages of all chaperones must accompany the request for approval submitted to the Superintendent of Schools;

6. The following ratios are suggested as to approximate proportion of adult chaperones (inclusive of the teacher-sponsor) to students in terms of grade level, and depending upon the activity and other circumstances, may be changed on the authority of the Superintendent of Schools:

Adults Students

<del>K-3</del>	One : Five
<del>4-6</del>	One : Eight
<del>7-8</del>	One : Ten
<del>9-12</del>	One : Fifteen

Names of chaperones will be placed on record in the Principal's office prior to the trip.

7. Chaperones will be apprised of their responsibilities by the teacher in charge.

8. Students will be informed of their obligation to adhere to the directions of the "teacher in charge" and chaperones.

9. Students will demonstrate equal respect for the teacher in charge and for adults serving as chaperones. Students not displaying such deportment will be reported to the Principal by the teacher in charge subsequent to return from the field trip. The Principal will take disciplinary measures as he/she deems appropriate.

10. The teacher sponsor must notify the Principal if students are to be delayed or if the itinerary is substantially changed for extended trips.

11. Should accidents or medical emergencies occur, the teacher must immediately notify the Principal. Parents will be contacted if the situation warrants.

### B. Group and Individual Activities on the Trip:

1. Adequate time should be allowed for lunch (or dinner) during the field trip.

2. Time should be allowed for toilet and washroom purposes.

3. Since the students are under the authority and responsibility of the school until they return to the school, each student shall ordinarily be expected to remain with the group until return to the school.

### C. Educational Activities:

1. Every effort shall be made to ensure optimal learning by students on the trip.

2. If feasible, students shall be given the opportunity to collect other information not necessarily related to the stated purposes of the trip but educationally valuable.

**D.** Adult Behavior

1. Adults, teachers, and chaperones shall, at all times, conduct themselves in such a way as to demonstrate the best example to students.

2. Ordinarily, adults shall stay with the group at all times.

3. Smoking, use of alcoholic beverages, or any illicit substance is prohibited during the field trip. The prohibition extends to all students, teacher sponsor, and chaperones.

E. Student Behavior Regular school behavior policies are in effect.

## **III. Follow-up Activities:**

## A. Reports:

1. As soon as possible after the trip, the teacher-sponsor shall make a written report to the Principal.

2. If transportation or other details arranged by the Principal were unsatisfactory, the teacher sponsor shall so report to the Principal for follow-up and correction for subsequent trips.

3. If an accident or medical emergency has occurred during the trip, the teachersponsor shall immediately furnish the Principal with complete written details as to apparent cause and effects and as to what actions were taken by teacher-sponsor.

## **B. Educational:**

1. At the first opportunity, the teacher-sponsor shall review the stated purposes of the trip and observations made on the trip with the group. A brief written evaluation shall be submitted to the Principal.

2. If practicable, a written or audio-visual report should be prepared by students as a language arts class project. The teacher's assessment of the activity will accompany the report.

3. Appropriate expressions of appreciation to those who hosted the group during the field trip are encouraged.

4. The teacher-sponsor shall guide the group through a variety of suitable followup activities leading to additional learning as an outcome of the trip or as an introduction to other learning.

### **IV. Non-School Sponsored Trips:**

The Board of Education **will not** accept responsibility for trips not covered by Board policy. Non-school sponsored trips planned for profit by staff members may not occur on school time and, therefore, are not to be planned on school time. ("Profit" is defined as monetary gain in excess of expenses.) The facilities of the schools may **not** be used in planning such trips. Letters to parents, directions, or other communications may not be duplicated on school equipment or distributed at schools. Teachers planning such trips should look to community agencies or organizations outside the schools. (In some communities, the YMCA, ehurches, recreation departments, etc., are used when organization sponsorship is needed.)

**Summary Statement**. Each Principal may, and is encouraged to, apply his/her judgment in modifying or adding to these regulations to suit the needs of specific field trips. The Superintendent shall be informed of such modification(s). At the close of each school year, the administration will compile a list of field trips by grade and school.

**Regulation approved:** 

## **Programs for English Learner Programs**

The <u>Amity Regional School District No. 5 (ARSD)</u> Board of Education (Board) recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English excludes a student from effective participation in the District's educational programs, the District shall take appropriate action to rectify the English language deficiency in order to provide the student with equal access to its programs. Students in a language minority (LM) or who have limited English Proficiency (LEP) will be identified, assessed, and provided appropriate services. No child will be admitted to or excluded from any program based solely on surname or LM status.

The Board <u>of Education</u> believes that high-quality, comprehensive, and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English Learners (ELs).

The Superintendent or his/her designee is directed to develop and implement procedures, consistent with the requirements of the Every Student Succeeds Act (ESSA) and the Connecticut State Department of Education (CSDE) ESSA plan which:

• Determine if a student is a potential EL student through adherence to the Home Language Survey Guidance and completion of the Home Language Survey (HLS).

• Administers the state-mandated English Language Proficiency (ELP) Screener when the review of the HLS results indicates the student may have a primary or home language other than English.

• Informs parents/guardians, in writing, if the results from the ELP assessment indicate the student is an EL.

• Implements English learners services for all identified students.

• Annually assess the English proficiency of all English learners students during the testing window using the state-mandated English language proficiency assessment. (Students can only exit EL status if they meet all EL exit criteria.)

## **Programs for English Learner Programs**

- Monitor the progress of students receiving English as a Second Language (ESOL) or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
- Provide parents with notice of and information regarding the instructional program as required by law and encourage parental appraisal of their child's program.

## Definitions

Language Minority (LM) refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's background and not on proficiency.

**English Learner (EL)** refers to an LM student whose proficiency in reading, writing, listening or speaking English is below that of grade and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

**English for Speakers of Other Languages (ESOL)** refers to an instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

**Bilingual Education** refers to an instructional approach that explicitly included the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many LEP students share the same language and where qualified bilingual teachers are available.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their child will be provided with written, verbal or signed communication in a language they can understand.

*The goal of the ESOL program is to assist students to achieve fluency, including listening, comprehension, speaking, reading, and writing, in English. The goal of the* 

## **Programs for English Learner Programs**

### bilingual program is to permit students to learn subject matter in their primary language while developing English language skills.

Parents/guardians of students of limited English speaking ability shall be notified by mail that their child is eligible for enrollment in a bilingual, ESOL or English language services education program. The written notice shall include the information that the parents may choose to enroll their child into the program. Communications with parent/guardians of students in these programs shall be in writing, in both English and their primary speaking language.

Limited English proficient (LEP) students, including those also identified as requiring special education, who are in their first year of enrollment in a U.S. school and have been in attendance for one school year or less may be permitted to be exempt from one administration of the reading/language arts portion of the Connecticut mastery examinations. These students must take the Language Assessment Scales (LAS-Links). No such exemption is permitted, based on federal guidelines, from the mathematics and science assessments of the Connecticut mastery examinations and the Connecticut Academic Progress Test (CAPT). Accommodations, as provided in classroom instruction may be used.

Limited English proficient students eligible for special education due to significant cognitive impairment must be tested on the <u>CMT/CAPT Skills ChecklistConnecticut</u> <u>Alternate Assessment</u>, regardless of the one school year exemption option.

- (cf. 6141.31 Bilingual-Bicultural Education)
- (cf. <u>6146.2</u> Statewide Proficiency/Mastery Examinations)
- (cf. <u>6162.31</u> Test Exclusion)

Legal Reference: Connecticut General Statutes

<u>10</u> <u>17</u> English language to be medium of instruction. Exception.

<u>10</u> 17a Establishment of bilingual and bicultural program.

<u>10</u> 17d Application for and receipt of federal funds.

### **Programs for English Learner Programs**

<u>10</u> 17e Definitions.

<u>10</u> 17f Required bilingual education. (as amended by PA 98-168, PA 01-205 and June Special Session PA 15-5)

<u>10</u> 17g Application for grant. Annual evaluation report.

<u>10</u>-76e Definitions.

<u>10</u> 146f Waiver of certification requirements for bilingual teachers.

P.A. 99-211 An Act Improving Bilingual Education.

State Board of Education Regulations

 $\underline{10}$  17h  $\underline{1}$  to  $\underline{10}$  17h  $\underline{15}$ . Programs of bilingual education.

Title VI, Civil Rights Act of 1964

Equal Education Opportunities Act as an amendment to the Education Amendments of 1974

Bilingual Education Act. 20 U.S.C. §§7401 et seq. as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act.

34 CFR, Part 200 Regulations appearing in Federal Register, 9/13/06.

Title III, Language Instruction for English Learners and Immigrant Students, P.L. 114-95, ESSA, Sections 3001-3121

(20 U.S.C. 6812, 20 U.S.C. 6823)

**Policy adopted:** 

## FROM CABE

## Instruction

## **Title I Parent Involvement**

The <u>Amity Regional School District No. 5 (ARSD)</u> Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

Pursuant to federal law, the <u>District ARSD</u> will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

## FROM CABE

## Instruction

## **Title I Parent Involvement**

The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the <u>District\_ARSD</u> receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;

2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and

3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

<u>Note: Districts with more than one school participating in a Title I program may wish</u> to consider the establishment of a district wide parent advisory council.

(cf. <u>1110.1</u> - Parent Involvement)

(cf. <u>6161.3</u> - Comparability of Services)

## FROM CABE

### P6172.4

## Instruction

### **Title I Parent Involvement**

Legal Reference: Improving America's Schools Act, P.L. No. 103-382, Sec. 1112 Local Educational Agency Plans.

Improving America's School Act (IASA), P.L. 103-382.

PL 107-110, "No Child Left Behind Act of 2001," Title I - Improving the Academic Achievement of the Disadvantaged, Sec. 1118

Policy adopted:

# 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.

P5117.2 FROM CABE

## Students

### **School Attendance Areas**

## **Inter-District Choice**

The <u>Amity Regional School District No. 5 (ARSD)</u> 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 <u>District ARSD</u> will cooperate with the appropriate <u>R</u>regional <u>E</u>educational <u>S</u>service <u>C</u>eenter (<u>RESC</u>) 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 <u>RESC Regional Service Centers</u> shall determine which school districts in its area are located close enough to a priority school district to make transportation feasible. (note CGS <u>10</u>-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 <u>school DistrictARSD</u> shall consider:

1. Issues pertaining to the availability of space within a requested school to accommodate the enrollment request. The <u>District ARSD</u> 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. <u>The ARSD will consider the enrollment of</u> <u>students from the sending elementary districts of Bethany, Orange, and</u> <u>Woodbridge prior to accepting students who did not attend those sending schools.</u>

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, i<u>I</u>t will be the policy of this District<u>the ARSD</u> 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<u>RESC</u>. 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 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.

P5117.2 FROM CABE

## 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. <u>5117.1</u> Intra-District Choice/Open Enrollment)
- (cf. <u>5118</u> Nonresident Attendance)
- Legal Reference: Connecticut General Statutes
  - <u>10</u>-4a Education interests of state defined.
  - <u>10</u>-221e Interdistrict student assignment programs
  - <u>10</u>-226a Students or racial minorities
  - <u>10</u>-226b Existence or racial intolerance
  - <u>10</u>-226c Plan to correct imbalance
  - Connecticut General Statutes
  - <u>10</u>-226d Approval of Plan by State Board
  - <u>10</u>-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

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

**Policy adopted:** 

## **Students Electronic**

#### **Device**

# Use of <u>Cell Phones and Other</u> Electronic-Communication Devic 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 <u>electronic communication devices</u> <u>electronic- communication devices</u> are allowed in school, <u>use shall be in accordance with the following following requirements:regulations apply:</u>.

• Cellular telephones, <u>pagers/beepers</u> 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 m-ay 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.

**5131.81** 

• Devices operated in violation of this rule <u>shall-may</u> 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 <u>shall-may</u> be subject to discipline and the device <u>shall-may</u> be confiscated and

• not returned until a parent conference has been held. Students violating this rule <u>will\_may</u> be disallowed form 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



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.

• <u>Mp3 type players Use of electronic devices that stream music will be permissible if used</u> with headphones will be allowed provided the <u>device is y are</u> not used during class and is only used in locations and at times as directed by school personnel.<sup>2</sup> Care for these items is the student's responsibility. Any inappropriate use will result in confiscation.

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Legal References:

Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

<u>31-48d Employees engaged in electronic monitoring required to give prior</u> 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)

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:

#### **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

#### **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.

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#### **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 of 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 <u>without\_without\_without\_vaccination</u> <u>against</u> <u>smallpox and</u> 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

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#### **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

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## **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. 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.

#### **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)



#### 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 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 <u>Amity Regional School</u> District <u>No. 5 (ARSD)</u> 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 lifethreatening food allergies across all transitions. (Pre-K-Grade 12)

It is the policy of the <u>ARSD</u> 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 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 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.

<u>Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools,</u> 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 <u>et seq</u>.) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 <u>et seq.</u>; 29C.F.R. §1630 <u>et seq</u>.

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 <u>et seq</u>.); 34 C.F.R. § 300 <u>et seq</u>.

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 <u>the Section</u> <u>504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Act (IDEA)</u>, 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 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 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.

<u>Guidelines for Managing Life-Threatening Food Allergies in Connecticut</u> <u>Schools</u>, 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 <u>et seq</u>.)

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: cps 4/17



#### A sample policy to consider reflecting new legislation.

## Students

#### First Aid/Emergency Medical Care

#### **Sudden Cardiac Arrest Prevention**

The <u>Amity Regional School District No. 5 (ARSD)</u> 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,<u>T</u> the <u>District ARSD</u> 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. <u>T</u>the warning signs and symptoms associated with a sudden cardiac arrest:  $\frac{1}{27}$
- 2. <u>T</u>the risks associated with continuing to engage in intramural or interscholastic athletics after exhibiting such warning signs and symptoms;
- 3. <u>T</u>the means of obtaining proper medical treatment for a person suspected of experiencing a sudden cardiac arrest; and
- 4. <u>T</u>the 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<u>A</u>ny 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.

#### 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 Statutesa 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-may be permanently suspended from coaching any intramural or interscholastic athletic activity.

# <u>P5141.28(c)</u>

(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)

Policy adopted:

#### 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.

## **Student Sports - Concussions**

The <u>Amity Regional School District No. 5 (ARSD)</u> 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<u>A</u>ny coach of intramural or interscholastic athletics employed by the <u>District\_ARSD</u> 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.

#### <del>Oľ</del>

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 <u>District\_ARSD</u> 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 <u>annually</u> 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:

# P5145.511

## 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 <u>Amity Regional School District No. 5 (ARSD)</u> <u>Public Schools</u> 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 K7-12, 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.

<u>A student shall be excused from participating in the sexual abuse, assault awareness</u> 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 <u>ARSD Board of Education Ppolicy 5141.4</u> "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. <u>5131.911</u> - Bullying)

(cf. <u>5141.4</u> - Reporting of Suspected Child Abuse)

(cf. 5145.5 - Sexual Harassment)

Legal Reference: Connecticut General Statutes

<u>17a</u>-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:**

## Nondiscrimination in the Instructional Program

<u>6121</u>

# **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 <u>This</u> school system pledges to avoid discriminatory actions and <u>seeks to foster good human</u> and educational relations which will help to attai <u>affirms its commitment to n</u>:

- 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. <u>5. Providing o</u>Opportunities in educational programs which are broadly available to <u>all</u> students with access not solely based upon race, <u>regardless of race, color, national origin,</u> <u>religion, sex, sexual orientation, gender identity or expression, disability, pregnancy, marital</u> <u>status, age or any other basis prohibited by Connecticut state and/or federal law. gender, color,</u> <u>religion, national origin, age, sexual orientation, and disability.</u>

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

# **P6121**

## 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

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

# 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<br/>blocks websites with potentially harmful material. The filter blocks objectionable sites from the<br/>Policy adopted:Policy adopted:August 13, 2007AMITY REGIONAL SCHOOL DISTRICT NO. 5



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

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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.

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# 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 nonacademic 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

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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

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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**

Policy adopted:

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

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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)

Policy adopted:

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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.
dopted: A	ugust 13, 2007 AMITY REGIONAL SCHOOL DISTRICT NO. 5
	Woodbridge, Connecticut

P6141.321[i]

# **Instruction**

## <del>6141.321(c)</del>

## **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)

Policy adopted:

August 13, 2007