



MEMORANDUM

FROM: Carrie A. Swain, Clerk
Board of Education

DATE: October 11, 2017

TO: Michael J. Dalton, City Clerk

SUBJECT: Notice of Committee Meetings – Thursday, October 12, 2017,
5:30 p.m., Rotella Magnet School, Cafe
Notice of Special Meeting – Thursday, October 12, 2017,
6:30 p.m., Rotella Magnet School, Café
Notice of Regular Meeting – Thursday, October 19, 2017,
6:30 p.m., Waterbury Arts Magnet School, Atrium

The Committees of the Board of Education will meet on Thursday, October 12, 2017 at 5:30 p.m., Rotella Magnet School, **Café**, 380 Pierpont Road, Waterbury, CT.

A G E N D A

SILENT PRAYER

PLEDGE ALLEGIANCE TO THE FLAG

1. Committee of the Whole/20 minutes ~ Principal’s Report (no backup) – Robin Henry.
2. Committee on Finance/5 minutes ~ Request approval of the submission of the 2017-19 Title III Grant application – A. Jorge Nelson.
3. Committee on School Personnel/5 minutes ~ Informational: Proposed Hiring Protocol for Teachers – D. Schwartz, J. Hayes.
4. Committee on Policy/10 minutes ~ Request approval of the following revised and/or new policies:
 - a) Revised Discipline/Student Conduct Policy/#5114
 - b) Revised School Attire Policy/#5132
 - c) Revised Administration of Medications Policy/#5141.21
 - d) New Directory Information Policy/#5145.15
5. Committee on School Facilities & Grounds/5 minutes ~ Update: Water testing results (no backup) – R. Brenker.
6. Committee on School Facilities & Grounds/2 minutes ~ Use of school facilities by school organizations and/or City departments ^[BFC: n/a] – R. Brenker.
7. Committee on School Facilities & Grounds/3 minutes ~ Use of school facilities by outside organizations and/or waiver requests ^[BFC: n/a] – R. Brenker.
8. Superintendent’s Notification to the Board/5 minutes: ^[BFC: n/a]
 - a. Appointments effective immediately:
Gaydosh, Kathy – Edgenuity Site Coordinator, KHS.

b. Grant funded appointments:

Dufour, Rikkeeta – Prevention Specialist, WMS, 35 hours p/week @ \$18.14/hr., school year, non-union with benefits governed by UPSEU #69, funded by Title I.

Dwyer, Robert – Security Aide, Adult Education, part time, \$20.00/hr., non-union and without benefits.

Thomas, Mary – Adult Education Instructor, Adult Education, part-time, \$32.00/hr., non-union and without benefits.

c. Teacher transfers:

Hubeny, Carolyn – from Bunker Hill K to State Street Special Ed, effective 10/10/17.

Luchina, Jodi – from Hopeville Grade 1 to Reed Reading/Title I Literacy, effective 10/10/17.

Thompson, Melissa – from Reed Reading/Title I Literacy to Carrington Literacy Facilitator, effective 10/10/17.

d. Academic Achievements effective August 23, 2017:

Name	Degree From	Degree To	University
Abate, Jason	BA+15/step 8	MA/step 8	U. of Saint Joseph
Anderson, Kate	MA/step 2	6TH/step 2	Central
Argenta, Lauren	MA/step 6	MA+15/step 6	Southern
Agramonte, Carla	MA+15/step 8	6th YR/step 8	Bridgeport
Battisti, David	MA+15/7	6TH YR/step 7	Sacred Heart U
Benjamin, Krista	BA+15/step 4	MA/step 4	U. of Saint Joseph
Brown, Michelle	MA/step 3	MA+15/step 3	Loyola Marymount U.
Bunko, Katherine	BA+15/step 4	MA/step 4	Post U.
Burns, Richard	MA/step 6	MA+15/step 6	U. of Bridgeport/Augustana
Calabro, Marissa	BA+15/step 4	MA+15/step 4	Southern
Calderon, Piedad	MA/step 1	MA+15/step 1	Sacred Heart U
Chabot, Albert	MA/step 8	MA+15/step 8	U of Bridgeport/U of Hartford
Chapman, Melissa	BA+15/step 7	MA/step 7	Concordia U.
Cocuzzi, Matthew	MA+15/ 6	6TH/step 6	U. of Saint Joseph
Coyle, Kerry	MA/step 4	MA+15/step 4	Southern
Curley-Colon, Laura	MA+15/step 6	6TH YR/step 6	U. of Bridgeport
Cybart, Alena	615/step 12	Ph.D./step 12	Columbia U.
DeFilio, Rachel	MA+15/step 4	6TH YR/step 4	U. of Saint Joseph
DosSantos, Pedro	MA+15/step 8	6th+15/step 8	U. of New Engl. & U of Bridgeport
DosSantos, Shannon	6TH/step 8	6th+15/step 8	Quinnipiac
Flaherty, George	6TH/step 11	6TH+15/step 11	Walden U.
Frose, Justin	BA+15/step 4	MA/step 4	Southern New Hampshire
Gibson, Ricardo	BA+15/step 4	MA/step 4	Southern New Hampshire
Gionfriddo, Theresa	6TH/step 12	6TH+15/step 12	U. of Phoenix & Southern
Gluz, Debra	MA/step 7	MA+15/step 7	Central
Green, Meghan	BA/step 7	BA+15/step 7	Central
Grendzinski, Kelsey	BA+15/step 3	MA/step 3	U. of Saint Joseph
Iaiennaro, Kathryn	BA+15/step 4	MA/step 4	U. of Saint Joseph
Jannetty, Julie Ann	MA/step 12	MA+15/step 12	Post U.
Kitney, Dawn	MA+15/step 4	6TH Yr./step 4	U. of Saint Joseph
Leclerc Rodriguez, Tracy	MA/step 12	MA+15/step 12	U. of Saint Joseph
LeFevre, Rhianne	BA/step 5	BA+15/step 5	Boston U.
Lopezzo, Nicole	BA+15/step 4	MA/step 4	Central
Marcal, Nicolette	BA+15/step 2	MA/step 2	Southern
McCasland, Maureen	MA/step 12	MA+15/step 12	Framingham U., U. of Bridgeport & Dominican U.
Mead, Christine	6+15/step 8	PHD/step 8	Capella & Walden
Mete, Shpetim	6TH Yr./step 8	6TH+15/step 8	Southern, Loyola, & Central

Munoz, Kelly	BA/step 3	BA+15/step 3	Western
Nicholas, Stefanie	6TH/step 8	6TH+15/step 8	UConn & U of Hartford
Oliver-Miccio, Audra	MA/step 8	MA+15/step 8	Northcentral U.
O'Donnell, Jennifer	BA/step 2	MA/step 2	Southern
O'Toole, Kaitlyn	MA/step 3	6th YR/step 3	Central
Pelletier, Matthew	MA/step 2	MA+15/step 2	Central
Pelosi, Emily	BA+15/ step 3	MA/step 4	U. of St. Joseph
Perillo, Amanda	MA+15/step 6	6th YR/step 6	Southern
Peterson, Donna	BA+15/step 4	MA+15/step 4	Graduate Institute
Petit, Megan	BA+15/ step 3	MA/step 3	Central
Porcaro, Stefanie	MA+15/step 4	6th + 15/step 4	U. Of Bridgeport/Morningside
Rucinski, Matthew	MA/step 4	6TH YR/step 4	Sacred Heart U.
Sanzone, Ashley	MA+15/step 4	6TH YR/step 4	U. Of Bridgeport
Sciascia, MaryAnn	MA+15/7	6TH YR/step 7	U. Of Bridgeport
Sudell, Steven	BA/step 9	BA+15/step 9	U. of Delaware/Central
Sweeny, Sarah	MA/step 3	6th YR/step 3	Central
Tanushi, Doruntina	BA/step 3	BA+15/ step 3	Southern
Terenzi, Timothy	BA+15/step 4	MA/step 4	American College of Education
Tremblay, Kirstin	BA+15/step 4	MA/step 4	U. of Cincinnati
Veronneau, Michael	MA/step 8	MA+15/step 8	Southern
Wallace, Matthew	MA/step 4	MA+15/step 4	U of Bridgeport & Loyola Marymount U.
Waters, Marissa	MA/step 5	MA+15/step 5	Central
Zachary, Nina	MA/step 1	MA+15/step 1	Southern & Central

EXECUTIVE SESSION

ADJOURNMENT

ATTEST: 
Carrie A. Swain, Clerk
Board of Education

#2

SUMMARY
Title III Grant Application

Immigrant Children and Youth Education Grant Application

2017 – 2019

<u>2016 – 2018</u>	<u>2017 - 2019</u>	<u>Title III – English Language Acquisition Enhancement and Academic Achievement Act</u>
\$372,175	\$352,530	The grant is for Limited English Proficient (LEP) students. Educational materials will be purchased to expand or enhance existing language and academic content instruction programs. The grant funds salaries for Bilingual Instructional aides, technology, office support staff, and language assessors. It also provides for professional development specific to the needs of teachers of English Learners.

Immigrant Children and Youth Education Grant Application

2017 – 2018

<u>2016-2017</u>	<u>2017-2018</u>	<u>Immigrant Children and Youth Education</u>
\$18,949	\$32,998	<p>The purpose of this grant is to assist eligible local educational agencies (LEAs) that experience unexpectedly large increases in their student population due to immigration to:</p> <ol style="list-style-type: none"> 1) provide high-quality instruction to immigrant children and youth; and 2) help such children and youth— <ol style="list-style-type: none"> (a) with their transition into American society; and (b) meet the same challenging state academic content and student academic achievement standards that all children are expected to meet.

#3

Waterbury Public Schools

Proposed Hiring Protocol for Teachers

1. As certified teaching positions become available, Human Resources will notify the Talent & Professional Development Supervisor of all vacant positions to be posted. Incomplete applications will not be considered.



2. Human Resources, in conjunction with the Supervisor of Talent and Profesional Development, will conduct an initial screening of applicants. This includes, reading the job posting and ensuring the applicant meets the basic requirements of the job. For example, if the job requires a specific endorsement, a certain experience level, or a specific skill. The purpose of the initial screening is ONLY to determine if the candidate is eligible for employment. Ineligible applicants will be notified via email through the applitrack system using the contact information provided in their application.



3. The names of all eligible applicants for the position will be shared with the Talent & Professional Development Supervisor.



4. Releveant administrators and the Talent and Professional Development Supervisor will have access to Applitrack and have the ability to recommend a candidate for an interveiw to Human Resources. Candidates will be selected for an interview based on the skills and needs of the current position (ex. payscale, diversity of experience, professional experience, community work). The names of selected candidates will be forwarded to the interview panel.



5. The Talent & Professional Development Office will schedule the selected candidates for interviews and enter the information into applitrack scheduler. This will be shared with Human Resources, Directors and relevant administrators. The Talent & Professional Development Supervisor may opt to participate in the interview as an observer. If there are multiple vacancies for a position, multiple schools/departments may conduct the interview.



6. The interview panel will consist of: Instructional Leadership Director, Principal/Supervisor and/or Adminstrative Designee, Grade Teacher Representative or Department Head, and a Parent/School Governance Council Member if available for all interviews (non-scoring member)

Panel will rank candidates based on a job specific rubric and make a recommendation for the position.

Candidate who is recommended will be scheduled to present a demonstration lesson.

If successful, the Director will forward their recommendation for hire and the names of the candidates who were not selected to Human Resources and the Talent & Professional Development Supervisor.

7. Notes/documentation for all candidates who are not selected will be recorded on a spreadsheet/electronic system maintained by the Talent & Professional Development Supervisor and shared with the Director of Human Resources.



8. Human Resources will provide a verbal employment offer to candidate within 72 hours of the final interview. Conditional offer letter will be sent to the selected candidate pending completion of all required new hire procedures (reference checks, paperwork, fingerprinting, drug screening etc.) determined by Human Resources. Salary negotiations will occur at this time with Director of Human Resources.



9. The Director of Human Resources will recommend to the Superintendent or designee for review/approval. After the contract is signed, the Talent & Professional Development Supervisor will be notified and will contact the teacher via a phone call or an in person meeting to welcome him or her to the district and assign a TEAM mentor. Human Resources will process all necessary paperwork with the selected candidate.



10. A letter will be sent from the Talent & Professional Development Supervisor to the applicants not selected for the position thanking them for their time and for considering Waterbury Public Schools.

For the process to be successful:

- Human resources will maintain a spreadsheet on a shared drive of all teacher vacancies, approved transfers, appointed substitute teacher coverage, and new teacher hires. An updated record will be kept on whether or not a candidate accepts or declines the offer. All resignations must be submitted in writing. Human Resources will record Equal Employment Opportunity status of hires.
- The Talent & Professional Development Supervisor will actively recruit qualified applicants for open postings and will have the ability to recommend for hire to Human Resources an applicant in an identified shortage area (directly to step 8). All recommendations are based on Human Resources and the Finance Department agreeing to the open vacancy and funding.
- Directors, Supervisors and Principals will be given access to Applitrack and the system will be maintained with current applications.

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

#4

Group/Team:	BOE Policy Committee		
Location:	Supt. Conference Room	Norms Reviewed:	Yes
Date of Meeting:	October 4, 2017	Start Time:	5:45
Minutes Prepared By:	Ann Sweeney	Finish Time:	7:15

Attendance at Meeting

	Name	Position	
1	Ann Sweeney	BOE	Ann Sweeney
2	Karen Rainville	School Readiness	Karen Rainville
3	KEVIN EGAN	WTA President	
4	Jim Tessitore	WTA Rep	Jim Tessitore
5	Juanita Hernandez	BOE	Juanita Hernandez
6	Dawn Schumacher	CAO	
7	Wendy Owen	Pupil Personnel	Wendy Owen
8	Tom Van Stone	BoE	Tom Van Stone
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Purpose of Meeting – Instructional Focus:

Various Policy discussions

Meeting Notes, Decisions, Issues (May include the meeting agenda)

- ① Policy # 5114 - ~~Move~~ Replace offenses - (g) thru (w), ~~and~~ with ED 166 Offenses, and move to regulation.
- Policy # 5132 - Remove or (d) Adherence to the BOE Dress Code Policy (July 2005)

Over →

Kevin Egan - 4 or 5 WTA representatives at Discipline Committee. Continued conversations around watering down policy. Concerns with offenses with a scale - 1-4 etc.

Dress code is constant issue.
Motion to recommence revised Policy 5114 and 5132

Motion Juanita Tom 2ND Unanimous

Item - 2 - Toilet Training Policy #5150

Darren Schwartz - ^{Request to} Remove

3 funding sources Title I, School Readiness,

Alliance Grant

Policy - ~~must~~ 3 & 4 yr olds must be potty trained

Funding Sources - cannot deny students access to program for lack of toilet training

Committee prefers a rewrite / revision, not removing the policy. Issue appears to be about appropriate staff doing toileting. Darren will provide a rewrite. Referred back to Central Office (Darren) for revision.

③ Policy 5141.21 Administration of Medications - Remove sections 4 & 5, page (b), section d. Requested by Dept. of Health - passages are outdated and no longer relevant.

Motion to recommend approval of revised policy 5141.21, Administration of medications - Motion - Tom, 2ND Juanita Unanimous

④ Policy 5145.15 - Directory Information - Policy was previously referred to Corp Counsel for review. Per Corp Counsel policy is appropriate as written - CAFE Version - Motion to approve new policy 5145.15 - motion - Juanita, 2ND Tom Unanimous.

Motion to adjourn - Tom, 2ND Juanita - Unanimous

Discipline/Student Conduct Policy***STUDENT CONDUCT***

It is a privilege to be a part of the Waterbury School System. We expect all students to observe the basic rules for maintaining order and decorum while in the educational environment. The adherence to the rules and expectations will encourage the development of good citizenship skills throughout the lives of our students. The Waterbury School System will provide opportunities for all students to maximize their skills and talents in an atmosphere where teaching and learning flourish under the never-wavering belief that all students can be exemplary. The articles and behavioral expectations are set forth for all members of the Waterbury School System.

These expectations include:

- Norms, values, and expectations that support people feeling socially, emotionally, physically and intellectually safe
- Members of the school community are engaged and respected
- Students, families and educators work together to develop, live and contribute to a shared school vision
- Educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning
- Each person contributes to the operations of the school and the care of its social, emotional, intellectual and physical environment

National School Climate Standards

The Waterbury Public School System is committed to providing the best possible education in the best possible environment for all of its students in an effort to fulfill this commitment, the Waterbury Public Schools have integrated the Positive Behavioral Interventions and Support (PBIS) program as a framework to further develop positive school climates and positive relationships throughout the district. PBIS reinforces the National School Climate Standards.

The Board of Education supports the utilization of progressive discipline.

The development of good discipline practices is the concern of all persons involved in the education of youth. To this end, thoughtful and patient effort is required in order to reach pupils in a way which will help and guide them in achieving self-discipline. Such measures may involve, but are not limited to interventions, restorative measures, removal, suspension, or expulsion. Whatever measure is employed, it must always be fair, dignified, and consistent.

Inquiries and complaints concerning the applicability of the aforementioned laws and regulations may be referred to:

U.S. Department of Education
Office for Civil Rights (OCR)
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 877-521-2172
Email: OCR@ed.gov

Discipline/Student Conduct Policy, continued**ARTICLE 1
EXCLUSION FROM SCHOOL FOR DISCIPLINARY PURPOSES*****SECTION 1*****1. Definitions**

- a. "Exclusion" means any denial of public school privileges to a pupil for disciplinary purposes.
- b. "Removal" means an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety minutes.
- c. "Suspension" means an exclusion from school privileges for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. Suspensions pursuant to this policy shall be in-school suspensions except (1) for students in grades three (3) to twelve (12), inclusive, if, (A) the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the education process that the pupil shall be excluded from school during the period of suspension or (B) the administration determines that an out of school suspension is appropriate for such pupil based on evidence of (i) previous disciplinary problems that have led to suspensions or expulsion of such pupil and (ii) efforts by the administration to address such disciplinary problems through means other than out of school suspensions including positive behavior support strategies or (2) for grades preschool to grade two (2), inclusive, if during the hearing held, the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.
- d. "Expulsion" means an exclusion from school privileges for more than ten consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken, provided such expulsion shall not extend beyond a period of one calendar year (12 consecutive months). Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- e. "Emergency" means a situation under which the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such pupil as possible.
- f. "Probation" means a warning which has an automatic penalty if offense is repeated.
- g. "School" means any school under the direction of the Board of Education.
- h. "Off-campus behavior" means behavior off school grounds which violates school policy and is seriously disruptive to the educational process.

SECTION 2**1. Removal**

- a. The Board of Education authorizes teachers, with the approval of the building principal, or his/her designee, to remove a pupil, except those students covered under Article 6 below, from class when such pupil deliberately causes a serious disruption of the educational process within the classroom, provided no pupil shall be removed from class more than six times in any year nor more than twice in one week unless such pupil is granted an informal hearing by the building principal or his/her designee in accordance with the provisions below.

Discipline/Student Conduct Policy, continued

- b. Whenever any teacher removes a pupil from the classroom, such teacher shall send him/her to an area designated by the building principal with a designated staff member to supervise, and send the name of the pupil against whom such disciplinary action was taken and the reason therefore to the principal.
 - c. Each teacher shall maintain an individual pupil log of interventions in accordance with the designated form. The teacher shall provide the original copy of such log to the building principal when referring a pupil for disciplinary action. This log will be provided for disciplinary action in accordance with the designated form. If removal from a classroom does not result in disposition of the disciplinary case within ninety minutes, the building principal must consider the case a suspension and follow procedures in Section 4 following. (Maintenance of logs is required by the Office of Civil Rights.)
2. **Notification** – Parents shall be notified in order to solicit their cooperation in an effort to alter the student's behavioral pattern before more serious problems develop which will require disciplinary action at the suspension level.
- a. By telephone, the principal or designee may make attempts to immediately notify the parent or guardian of the student about the removal and state the cause(s) which led to the removal.
 - b. Whether or not telephone contact is made with the parent or guardian, the principal or designee shall forward a letter to such parent or guardian to the most current address within one school day of the removal action and offer the parent or guardian an opportunity for a conference to discuss same. All notices, written and/or oral, required by this policy shall be in English or in the primary language of the home if fluency in English is limited.
 - c. If a student is eighteen years of age or older, any notice required by this policy shall also be given to the student.
 - d. The principal or designee shall maintain a file of removal reports and copies shall be sent to the school counselor and one will be placed in the student's permanent record file.

3. **Chronic Behavior Problems**

Referral to Planning and Placement Team

Each board of education shall accept and process referrals from appropriate school personnel, as well as from a child's parents; or from a physician, clinic or social worker, provided the parent so permits, in order to determine a child's eligibility for special education and related services. A board of education shall make available a standard referral form which shall be used in all referrals. Before a child is referred to a planning and placement team, alternative procedures and programs in regular education shall be explored and, where appropriate, implemented. Provision shall be made for the prompt referral to a planning and placement team of all children who have been suspended repeatedly or whose behavior, attendance or progress in school is considered unsatisfactory or at a marginal level of acceptance. (Effective September 1, 1980) See Conn State Reg.10-76d 7.

Discipline/Student Conduct Policy, continued

A process shall be developed by the building principal or Building Intervention Team, to systematically review all discipline and suspension records on a quarterly basis and begin the referral process (i.e., for any student whose behavior problems could be described as chronic or excessive).

SECTION 3
IN-SCHOOL SUSPENSION ROOM PROCEDURES

1. A student must report on time after homeroom with all assignments, or an additional day of In-school suspension may be assigned.
2. A student is required to follow all rules for In-school suspension and stay on task at all times. The In-school suspension room instructor will review the In-school suspension rules and the In-school suspension rubric and score sheet with the student at the commencement of the first day of In-school suspension.
3. A student must complete the character education assignment given them by the In-school teacher in the first period and all other assigned work must be completed satisfactorily.
4. A student who fails to follow In-school suspension rules and procedures may result in additional time in the In-school room or other consequence.
5. The in-school suspension room instructor shall follow the district wide model for In-school suspensions and may assign additional classroom work to the student when appropriate.
6. In-School suspension cannot be assigned for more than ten (10) consecutive days or more than fifteen (15) times or a total of fifty (50) days in one school year.
7. In-school suspension shall be held in a classroom in each school which room shall be kept closed, separated from the rest of the school and the room shall be quiet and orderly at all times.
8. If in-school suspension is completed successfully, the student will receive full credit for the school work completed therein and will be allowed to participate in after school activities.
9. The in-school suspension instructor shall follow school policy for the proper operation of the In-school suspension classroom and shall at all times implement the grading rubric designed for the City's in-school suspension classrooms and all other rules associated with it to insure that all in-school suspension classrooms and instructors are operated consistently and uniformly in the District.
10. For special education and Section 504 students, a copy of their IEP or Section 504 plan should be submitted to the In-school suspension instructor on or before the student's In-school suspension.

Discipline/Student Conduct Policy, continued**SECTION 4
SUSPENSION****1. Procedures Governing Suspension**

Unless an emergency situation requiring the student's immediate exclusion exists, the principal shall observe the following procedures in all actions which may lead to suspension except for those students covered under Article 6 below. In the event of an emergency, the procedure must be initiated as soon after the cessation of the emergency as possible, but no later than 72 hours after the exclusion.

No student shall be suspended, as suspension is defined in Section 1 above, more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing in accordance with the procedures governing Board hearings concerning Expulsion.

a. Informal Hearings

- i. No student shall be suspended prior to having an informal hearing before the principal or his/her designee. The student will be informed of the charges which have been written.
- ii. The student shall be granted an opportunity to refute the charges against him/her.
- iii. The principal or designee shall inform the student of the disciplinary action to be imposed.

b. Notification

- i. By telephone, the principal or designee shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension.
- ii. Whether or not telephone contact is made with the parent or guardian, the principal or designee shall forward a letter to such parent or guardian to the most recent address reported on school records within one school day of the suspension action and offering the parent or guardian an opportunity for a conference to discuss same.
- iii. Notice of the original suspension shall be transmitted by the principal or designee to the Superintendent of Schools by the close of the school week following the commencement of the suspension.
- iv. If a student is eighteen years of age or older, any notice required by this policy shall also be given to the student.
- v. Any pupil who is suspended shall be given an opportunity to complete any classwork including, but not limited to, examinations which such pupil missed during the period of suspension.

**SECTION 5
NOTIFICATION TO PARENTS**

1. Within three weeks of the effective date of this policy, within three weeks of the beginning of each school year thereafter, and at other such times as it deems appropriate, this policy shall be distributed to students (Grades K-12) and parents (or legal guardians, if known to be other than parents) and to school employees printed in the English language with notices appended thereto in the Spanish language.

Discipline/Student Conduct Policy, continued

2. All notices, written or oral, required by this policy shall be in English and in the primary language of the home. All notices shall be made in simple and commonly understood words to the extent possible. All hearings and conferences required by this policy shall be conducted by persons fluent in the primary language of the student's home or with the assistance of an interpreter. The constitutional rights of all students and school staff will be upheld.
3. Each board shall further provide an effective means of notifying the parents or guardian of any minor pupil against whom the disciplinary action authorized by the provisions of this act has been taken. Such notice shall be given within twenty-four hours of the time such pupil has been excluded.

**ARTICLE 2
ASSAULT ON STAFF**

1. In the event of an assault committed on a member of the staff, the Board of Education authorizes that staff person to (a) retreat if possible, (b) defend himself/herself, utilizing only what force is reasonably necessary. All assaults on staff are to be reported immediately by the building principal or his/her designee to the police for prosecution, to the Superintendent (for disciplinary action if the perpetrator is a pupil) and to the Clerk of the Board. All staff members, both professional and non-professional, shall cooperate with police and prosecution authorities in prosecuting the perpetrator to the full extent of the law.
2. The victim of assault is encouraged by the Board to seek compensation from the offender and/or his/her parents by means of legal action.
3. The Board of Education shall hold harmless any member of the staff from loss and expense including legal fees and costs coming out of any claim by reason of that staff member defending himself/herself, another staff member, or pupil from assault in accordance with Section 10-235 of the Connecticut General Statutes.

**ARTICLE 3
SUSPENSION OF SCHOOL BUS PRIVILEGES**

The Board of Education authorizes the administration of the schools under its direction to suspend school bus privileges for any pupil whose conduct endangers persons or property or is seriously disruptive of the transportation process, or which conduct is violative of a publicized policy of the Board.

1. Unless an emergency exists, no pupil shall be suspended without an informal hearing before the principal of the school the pupil attends or his/her designee at which student shall be informed of the reasons for such action and given an opportunity to explain the situation. If an emergency exists such hearing shall be held as soon after the suspension as possible.
2. Prior to reinstatement of bus privileges if said suspension exceeds five (5) school days, the pupil, his/her parent or legal guardian may appeal for reinstatement at a hearing with the principal or his/her designee to show cause why said pupil shall be reinstated.

Discipline/Student Conduct Policy, continued

3. In the event of suspension of school bus privileges of a pupil, the responsibility of getting the pupil to and from school rests with the parent or guardian. In considering this option, it is advisable for school administrators to assure that alternative arrangements are made with the parent or guardian for safe transportation of the student to and from school and if no such arrangements can be made, to consider other alternatives to such disciplinary actions.
4. Unless an emergency exists, the parent or legal guardian of a child when school bus privileges have been suspended shall be notified one (1) day in advance of such suspension of the reason therefore and the duration thereof.
5. The duration of the suspension of school bus privileges is within the discretion of the principal or his/her designee and is to be rationally based upon the nature and severity of the disruption and the likelihood of repetition if and when busing privileges are restored.
6. For the purpose of the discipline policy, students' behavior on the bus, on a field trip or any school sponsored activity or/and at a school bus stop will be regarded as behavior at school. The Board authorizes the administration to suspend transportation services for any pupil whose conduct while waiting or receiving transportation to and from school endangers persons or property or is violative of a publicized policy of the Board of Education.

Hold Harmless Clause: The Board of Education will hold harmless from claims for damages any member of the professional staff against whom a claim for damages is made based upon the denial of school bus transportation whether by virtue of a suspension of school bus privileges or detention that causes a pupil to miss a school bus, as long as the proper notification was dispatched to the parent or guardian in accordance with these rules.

ARTICLE 4 DISCIPLINARY PROCEDURES AND GUIDELINES

All members of the professional staff shall enforce discipline in accordance with the following procedures:

1. When minor violations occur, level 1, these incidents will be handled proactively in the classroom. Disciplinary measures consistent with proven prior practices and known educational techniques consistent with the law may be used. Teacher will contact the parent/legal guardian and inform them of these minor violations.
2. Repeated minor occurrences will require a written referral to an administrator, contact with the parent/ legal guardian and a conference should be scheduled. (This can be done by phone, email or in person.)
3. When all teacher interventions and restorative measures prove ineffective, probation or exclusion (removal from classroom or suspension) may be warranted and imposed by the building principal as set forth in Section 1, Exclusion for Disciplinary Purposes.
4. However, the building principal is authorized to exclude (removal from classroom or suspension) a pupil to maintain an environment conducive to education as set forth in Section 1, Exclusion for Disciplinary Purposes.

Discipline/Student Conduct Policy, continued

5. When a major offense occurs, the building principal is authorized to use an in school suspension or out of school suspension as set forth in Section 1, Exclusion for disciplinary purposes, arrest or referral to court.
6. Unless an emergency exists, the parent or legal guardian of a child who has been suspended shall be notified one day in advance of such suspension of the reason for and the duration of the suspension.
7. The length of any exclusion is to be determined pursuant to statute, Board of Education Rules and Policy, and the Superintendent's regulations, as set forth herein.
8. After an exclusion period the parent and/or legal guardian shall return with the pupil for a conference and reinstatement, except where extenuating circumstances preclude parent's presence.
9. When any pupil is found vandalizing, damaging, or defacing school property, parents or legal guardians shall be held financially responsible for repair of such school property and the Board of Education shall pursue such claims through the Legal Department of the City of Waterbury.
10. In the event of vandalism, damage or defacement of school property, the building principal or his/her designee is empowered to assign the pupil or pupils involved, with proper supervision, to clean up and replace school property, where practical, in lieu of suspension when authorized in writing by the parents of the pupil.
11. Books and/or equipment and supplies are supplied for the use of pupils. It is the responsibility of each pupil to care for such school property. If damaged or lost, parents must pay for the replacement of such school property. The building principal is authorized to obtain written permission of a pupil's parents for specific work to be performed by a pupil or pupils under proper supervision, i.e., snow shoveling, weed pulling, picking up litter, etc., to meet the financial responsibility for replacement of school property.
12. Whenever the police are called in connection with a disciplinary action, every attempt should be made to notify the parent(s) of the pupil prior to the arrival of police authorities. When an emergency situation exists, the parent(s) should be notified as soon as possible. The principal or his/her designee will be present whenever the parent(s) are not at the scene.
13. Corporal punishment is not a part of the disciplinary procedure. However, school personnel may use reasonable and prudent physical force upon a student when necessary, pursuant to CGS 53a-18, to:
 - a. Protect themselves or others from immediate harm or injury;
 - b. Obtain a dangerous instrument or illegal item from a student;
 - c. Protect property;
 - d. Restrain or remove a student to maintain order.
14. The authority of the entire professional staff extends throughout the entire building, school grounds, school activities, and school transportation.

Discipline/Student Conduct Policy, continued**ARTICLE 5
DISCIPLINE**

1. **Expulsion** – The Board of Education may expel any pupil in grades three (3) to twelve (12) inclusive, except those students grades three (3) to twelve (12), inclusive, covered by Article 6 below, from school if, after a full hearing, the Board finds that his/her conduct endangers persons or property or is seriously disruptive of the educational process or is in violation of a publicized Board policy or whose conduct off school grounds is violative of such policy and is seriously disruptive of the educational process. Students who have been expelled may be eligible for an alternative educational program.

Since this is a very severe penalty it must be used with care and deliberation, and generally for one of two basic reasons: (1) to protect the school population from individuals whose behavior continually interrupts the learning process of other individuals, or (2) to help an individual understand that a constant behavior pattern is so inappropriate that the most serious disciplinary action possible must be taken.

For any student expelled for the first time and who has never been suspended: under the recommendation of a hearing officer, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board.

2. Actions Leading To Expulsion

- a. A principal must request expulsion in cases where a student, grades three (3) through twelve (12), inclusive, has already been or exclusion will result in the student's being suspended more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, or in circumstances under which the student will be prevented from completing a normal course of study.
- b. A principal may request expulsion for students grades three (3) through twelve (12), inclusive, in cases where the principal has cause to believe:
 - i. That the student has committed conduct which has endangered persons or property or seriously disrupted the educational process and/or has violated a publicized policy of the Board of Education, and/or;
 - ii. That the student's past conduct at school is so serious as demonstrated by repeated violation of actions leading to suspensions to indicate that he/she will endanger persons or property or seriously disrupt the educational process if allowed to remain in school; or
 - iii. That the student's conduct while off school grounds violates a policy of the Board of Education and is seriously disruptive of the educational process.

3. Procedures Governing Expulsion

- a. Upon receipt of an expulsion request and required school record, the Superintendent or his/her designee, shall conduct an inquiry within two (2) school days of the request. This inquiry may include an opportunity for an informal conference with the student and his/her parent or guardian.
- b. If after the inquiry, the Superintendent or designee determines that a student ought to be expelled, he/she shall forward such request to the Board of Education within five (5) days of the conclusion of the inquiry.

Discipline/Student Conduct Policy, continued

- c. The Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the following procedures:
 - i. The student and his/her parent(s) or guardian(s) must be given reasonable notice prior to the date of the hearing.
 - ii. The notice shall contain: the date, time, and place of the scheduled hearing, the details of the grounds for the scheduled hearing, the details of the grounds for the proposed expulsion—including a narrative of the events leading to the expulsion—the names of any witnesses against the student, copies of any statements or affidavits of those witnesses, a detailed summary of any other information to be used in support of expulsion—including any record of past offenses or misbehavior, and whether any prior warnings or suspensions have been given, the proposed penalty, a statement of the student's rights as enumerated in Article 6 together with a copy of Article 6 and notice that the parents may be entitled to free or reduced legal services that are locally available through Connecticut Legal Services, 85 Central Avenue, Waterbury, CT.
 - iii. At the hearing, the student shall have the right to testify and produce witnesses and other evidence in his/her defense. The student shall have the right to demand that any witnesses against him/her appear in person to answer questions asked by the student or his/her representative.
 - iv. A student may be represented by any third party of his/her choice, including an attorney.
 - v. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) does not speak the English language.
 - vi. The Board shall keep a verbatim record of the hearing, and the student or such student's parent or guardian shall be entitled to a copy of that record at his/her own expense unless the family of the student is indigent, in which case the record shall be provided free of charge.
 - vii. The Board shall report its final decision in writing to the student, stating finding of facts, the reasons on which the decision is based, and the penalty to be imposed. Said decision shall be based solely on evidence derived at the hearing.
 - viii. Within twenty-four (24) hours after its decision, the Board shall notify the parent(s) or guardian(s) of any minor pupil, of such action.
 - ix. The Board of Education shall mail a copy of its decision to the State Board of Education within five (5) days of the effective date of such action when required by statute.
- d. Whenever the Board of Education expels a student, it shall offer such student an alternative education program. The parent(s) or guardian(s) of such student has the legal right to reject such a program without being subject to the truancy law. The parent(s) or guardian(s) of such student may challenge the adequacy of this program at a hearing before the Board held subject to the requirements of Connecticut General Statutes.
- e. The Board of Education will not provide an alternative education program for a student who is expelled, if this individual case was decided on the conditions stated in C.G.S., Section 10-233d.(e).

Discipline/Student Conduct Policy, continued

- f. Whenever a pupil is expelled pursuant to the provisions of this section, notice of the expulsion and the conduct for which the pupil was expelled shall be included on the pupil's cumulative educational record.
- g. The Waterbury Board of Education may adopt the decision of a pupil expulsion hearing conducted by another school district. The pupil shall be excluded from school pending the expulsion period as identified by the student's previous educational facility and/or school. The excluded student may be offered an alternative educational opportunity.

5. Procedures Governing the Expungement of Expulsion Records

- a. Notice of an expulsion pursuant to C.G.S. §10-233d(f) and as set forth in section 3 of this policy, except for notice of an expulsion of pupils in grades nine through twelve, based on possession of a firearm or deadly weapon as described in subsection (a) of C.G.S. §10-233d as follows:
 - i. shall be expunged from the cumulative educational record by the local or regional board of education upon a pupil graduating from high school;
 - ii. may be expunged from the cumulative educational record by the local or regional board of education before a pupil graduates from high school if:
 - a. in the case of a pupil expelled for the first time and who has never been suspended, except for a pupil who has been expelled based on possession of a firearm or deadly weapon, for which the length of the expulsion period is shortened or the expulsion period is waived, such board determines that an expungement is warranted at the time such pupil completes the board-specified program and meets any other conditions required by such board, or
 - b. such pupil has demonstrated to such board that the conduct and behavior of such pupil in the years following such expulsion warrants an expungement.

6. Mandatory Expulsion Policy

- a. The Board of Education, in compliance with Connecticut General Statutes §10-233d, has adopted a policy under which whenever there is reason to believe that any student, grades kindergarten (K) to twelve (12), inclusive:
 - i. on school grounds or at a school sponsored activity was in possession of a firearm as defined by law or
 - ii. off school grounds to possess a firearm or did possess or use a firearm, instrument or weapon in the commission of a crime or
 - iii. on or off school grounds offered for sale or distribution of a controlled substance, or possessed with intent to sell

shall be expelled for a period of one calendar year. The Board of Education may modify the period of expulsion for a pupil on a case by case basis. These students shall also be referred to the Criminal Justice System. Waterbury will maintain records that include: (1) the name of the school concerned; (2) the number of students expelled from the school; and (3) the type of weapons concerned. The Board of Education agrees to provide this information to the state upon request.

Discipline/Student Conduct Policy, continued

- b. As to pre-K students enrolled in programs offered by the Board of Education, no preschool program provider shall expel any student enrolled except an expulsion hearing may be conducted whenever there is reason to believe that any child enrolled in such preschool program was in possession of a firearm as defined by Title 18 of the United States Code Section 921, on or off school grounds or at a preschool program-sponsored event. Such child shall be expelled for one calendar year if it is determined at the hearing that the child did possess a firearm. A preschool program may modify the period of expulsion for a child on a case by case basis.
- c. The Gun-Free Schools Act, which was re-codified as section 4141 of the No Child Left Behind Act, obligates state educational agencies that receive federal funds to require that local educational agencies expel students who bring a "weapon" to school for no less than one calendar year, subject to exceptions on a case-by-case basis. The law defines "weapon" as a firearm as defined as 18 U.S.C. §921 (a), summarized as follows:
 - i. *The term "firearm" means -*
 - a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - b. the frame or receiver of any such weapon;
 - c. any firearm muffler or firearm silencer; or
 - d. any destructive device. Such term does not include an antique firearm.
 - ii. *The term "destructive device" means -*
 - a. any explosive, incendiary, or poison gas,
 - b. bomb,
 - c. grenade,
 - d. rocket having a propellant charge of more than four ounces,
 - e. missile having an explosive or incendiary charge of more than one-quarter ounce,
 - f. mine, or
 - g. device similar to any of the devices described in the preceding clauses.

The statutory definition also includes any combination of parts designed or intended for use readily construction a "weapon" as defined above. The Act requires that students who bring such weapons to school be expelled for one calendar year. It permits the chief executive officer of the school district to make case by case exceptions in writing.

ARTICLE 6
DISCIPLINARY POLICY FOR PUPILS WITH DISABILITIES

1. Notwithstanding the foregoing, the following procedures shall apply to students who are eligible or have been identified as having one or more disabilities under the IDEA. (an "identified student").

Notwithstanding any provision to the contrary, if suspension or expulsion is considered as a consequence of an identified student's conduct, if an issue exists as to whether the conduct was the direct result of the district's failure to implement the IEP, or, if the Board of Education is

Discipline/Student Conduct Policy, continued

contemplating a change of placement for more than ten (10) school days per school year for an identified student who has engaged in other behavior that violated any rule or code of conduct of the school district that applies to identified or non-identified students, the following procedures shall apply:

- a. If an identified student engages in conduct that would lead to a recommendation for disciplinary action not contemplated by a child's behavior plan:
- b. the parents of the student must be notified of the decision to take disciplinary action not later than on the date on which the decision to take that action was made and must also receive notice of all special education procedural safeguards; and
- c. in the case of a recommendation for expulsion, or a disciplinary action that would result in the suspension of an identified student for greater than ten (10) school days per school year, the district shall convene the student's planning and placement team (PPT) as soon as possible, but in no case later than ten (10) school days after the recommendation for such discipline was made, for the purpose reviewing the relationship between the student's disability and the behavior that led to the recommendation for such discipline and whether the conduct directly relates to any failure to provide special education services set forth in the student's IEP, in order to determine whether the student's behavior was a manifestation of his/her disability. During the process of manifestation review, a student may be suspended for up to ten (10) school days. An identified student must not be suspended for more than ten (10) days per school year, without the school district's conducting a manifestation PPT.

2. If the PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion. The PPT shall consider the student's misconduct together with any unique circumstances and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff. If the IEP of the identified student does not contain a current behavior intervention plan, the PPT must develop a behavior intervention plan to address the behavior that led to the disciplinary action. If the IEP of the identified student contains a current behavior intervention plan, the PPT must consider the use of positive behavioral interventions to address the child's behavior and convene as necessary to review and modify the behavior intervention plan to address the student's behavior.

If the PPT finds that the behavior was not a manifestation of the student's disabilities, the Administration may proceed with the recommended expulsion, to the extent that a non-identified student would be subject to such discipline. During any period of expulsion, or suspension of greater than ten (10) days per school year, an identified student shall receive an alternative education plan in accordance with the IEP as modified by the PPT in light of the student's exclusion. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for exclusions of greater than ten (10) school days per year.

3. Notwithstanding the foregoing, the placement of an identified student may be changed as a disciplinary measure under the following circumstances:

Discipline/Student Conduct Policy, continued

- a. School personnel may transfer an identified student to an appropriate interim alternative educational setting, another setting, or suspension for not more than ten (10) school days per school year if such disciplinary action would also apply to non-identified students; or
 - b. School personnel may transfer an identified student to an appropriate interim alternative education setting for not more than forty-five (45) school days if the student was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(G)(2), as amended from time to time, on school grounds or at a school sponsored-activity, or
 - c. knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
 - d. School personnel may take disciplinary action against an identified student that would be taken against similar behavior by a non-identified student, including expulsion, if a PPT review of the relationship between the student's disability and the behavior subject to disciplinary action and a review of the district's implementation of the IEP concludes that the student's behavior was not a manifestation of the student's disability or due to the district's failure to implement the IEP. Under such circumstances, the Board of Education must continue to provide a free appropriate public education to the identified student.
 - e. The Board of Education may report a crime committed by an identified student to the appropriate law enforcement authority. When the Board reports such a crime, copies of the student's special education and discipline records must be transmitted for consideration by the authorities who received the report of the crime.
 - f. As used in the following subsection, the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
4. Procedures concerning students who are eligible or who have been identified as having one or more disabilities under Section 504 of the Rehabilitation Act, which student does not fit the criteria under the IDEA as described in subsection 1 above (a "student with disabilities") are set forth below.: Notwithstanding the foregoing, the following additional procedures apply to a student with disabilities as defined in this subsection:
- a. Notwithstanding any provision to the contrary, if suspension or expulsion is considered as a consequence of a student with disabilities' conduct, if an issue exists as to whether the conduct was the direct result of the district's failure to implement the Section 504 plan, or if the Board of Education is contemplating a change of placement for more than ten (10) school days per school year for a student with disabilities who has engaged in other behavior that violated any rule or code of conduct of the school district that applies to students with or without disabilities, the following procedures shall apply:
 - i. If a student with disabilities engages in conduct that would lead to a recommendation for suspension or expulsion:
 - a. the parents of the student must be notified of the decision to suspend or expel not later than on the date on which the decision to take that action was made.

Discipline/Student Conduct Policy, continued

- b. the district shall convene the student's Section 504 Team (504 Team) as soon as possible but in no case later than ten (10) school days after the recommendation for such discipline was made, for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for such discipline and whether the conduct directly relates to any failure to provide Section 504 services set forth in the student's Section 504 plan, in order to determine whether the student's behavior was a manifestation of his/her disability.
- ii. If the Section 504 Team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion. The Section 504 Team shall consider the student's misconduct and revise the Section 504 Plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff. If the 504 Plan of the student with disabilities does not contain a current behavior intervention plan, the Section 504 Team must develop a behavior intervention plan to address the behavior that led to the disciplinary action. If the Section 504 Plan of the student with disabilities contains a current behavior intervention plan, the 504 Team must consider the use of positive behavioral interventions to address the child's behavior and convene as necessary to review and/or modify the behavior intervention plan.
- iii. If the Section 504 Team finds that the behavior was not a manifestation of the student's disabilities, the Administration may proceed with the recommended expulsion, to the extent that a student without disabilities would be subject to such discipline. Even if the behavior is a manifestation of the student's disability, the "student with disabilities" placement may change to an appropriate interim alternate setting as set forth under subsection 3a through 3e above.

The following rules violations, disruptive and offensive behaviors have been leveled according to severity. Recommended consequences are listed in the chart that follows. Consequences will be determined on an individual basis and will vary with the degree of the offense.

All incidents will be entered as a normal incident. All bullying incidents will be labeled with one of the following two codes (02 OR 03):

02 Yes – Protected Class

This is a bullying incident based on one of the following protected classes:

Race, Color, Religion, Ancestry, National origin, Gender, Sexual orientation, Gender identity or expression, Mental/Physical/developmental/sensory disability, or the victim is associated with a group with one of these characterizes.

03 Yes – Non-protected class

This is a bullying incident not based on one of the protected classes listed above.

NOTE: Socioeconomic status, academic status, and physical appearance are not protected classes

Discipline/Student Conduct Policy, continued**Decision Making Guide**

This guide will be used when determining the consequence for inappropriate student behavior.

Questions to consider:

1. Does the behavior markedly interrupt or severely impede the day-to-day operation of the school?
2. Is there a pattern of frequent or recurring incidents versus a single incident?

Mitigating Factors to Weigh in the Determination:

1. Intensity of any or all offenses.
2. Age, grade level, and developmental stage of the student.
3. Learning/behavioral support provided to the student (e.g., through special education, Section 504, etc.)
4. Student's discipline history and likelihood of repetition.
5. Student's intent and expressed reasons for the behavior.
6. Student's academic progress and relative risk of lost instruction
7. Interpretation of culture and communication factors.
8. History of school and family collaboration in supporting positive behaviors.

Discipline/Student Conduct Policy, continued

Please refer to **ARTICLE 4: DISCIPLINARY PROCEDURES AND GUIDELINES** above.

Note constraints: students with disabilities/students with 504 plans.

	Offense	Level	City Code	State Code
Assault/Fighting				
1	Accessory to a Fight	3	18	[1713]
2	Assault/Battery	4	14	[1720]
3	Inciting a Fight/Riot	3	13	[1712]
4	Physical Aggression	3	10	[1700]
5	Physical Altercation	3	11	[1710]
6	Sexual Battery	4	31	[1910]
7	Sexual Offense	4	32	[1920]
8	Stabbing	4	41	[2100]
9	Throwing an Object, with intent	4	15	[1730]
10	Verbal Altercation	2	12	[1711]
Cheating				
11	Cheating	1	52	[3604]
12	Forgery	1	53	[3605]
13	Plagiarism	1	54	[3606]
Destruction of Property				
14	Arson	4	1	[1100]
15	Destruction of personal property such as clothing; book bag, etc.	2	48	[3510]
16	Reckless Burning	4	2	[1110]
17	Vandalism	3	47	[3500]
Disruption of the Learning Environment				
18	Disorderly Conduct	2	60	[3610]
19	Disruption/Disruptive Behavior	1	58	[3628]
20	Excessive talking	1	78	[3689]
21	Failure to complete assigned work	1	79	[3690]
22	Serious Disorderly Conduct	3	59	[1740]
23	Tardiness	1	72	[3632]
24	Throwing Objects, no intent to harm	1	61	[3611]
District Policy Violation * refer to district policy				
25	Truancy	*	73	[3633]
26	Attendance Policy	*	70	[3630]
27	Dress Code Violation	*	83	[3638]
Insubordination				
28	Insubordination/Disrespect – major	2	51	[3601]
29	Insubordination/Disrespect – minor	1	51	[3601]
30	Refusal to Identify	1	87	[3642]
31	Skipping Class	2	71	[3631]

Discipline/Student Conduct Policy, continued

Obscenity				
32	Obscene Behavior	2	62	[3620]
33	Obscene Gestures	2	63	[3621]
34	Obscene Language/Profanity	2	66	[3624]
35	Obscene Written Messages	2	64	[3622]
Stealing				
48	Burglary/Breaking and Entering	4	5	[1400]
49	Possession of Stolen Property	4	8	[1430]
50	Robbery	4	7	[1420]
51	Sale or Intent to Sell Stolen Property	4	9	[1431]
52	Theft/Stealing	4	6	[1410]
School Policy Violation				
36	Candy/Food/Gum/ Beverage	1	56	[3684]
37	Displays of Affection	1	65	[3623]
38	Failure to Attend Detention - teacher	1	74	[3634]
39	Failure to Attend Detention - administration	2	74	[3634]
40	Failure to Attend ISS	3	74	[3634]
41	Failure to return school documents	1	77	[3686]
42	Leaving class without permission	1	75	[3648]
43	Leaving Grounds	2	80	[3635]
44	Loitering	1	81	[3636]
45	Lying	1	55	[3653]
46	Misuse of hall pass	1	76	[3685]
47	Unauthorized Area	2	86	[3641]
Threatening/Harassment * refer to district policy				
54	Harassment – Sexual	3	30	[1900]
55	Harassment (Non-Sexual) *	3	20	[1800]
56	Intentionally endangering an individual(s)	3	95	[1825]
57	Physical Intimidation	3	17	[1818]
58	Racial Slurs/Hate Crime	3	22	[1811]
59	Teasing	1	25	[1814]
60	Threat/Intimidation/Verbal Harassment	3	21	[1810]
61	Threats of Bodily Harm	3	16	[1817]
Technology Violation * refer to district policy				
62	Camera	*	38	[3675]
63	Cell phone	*	34	[3671]
64	Electronic music device	*	36	[3673]
65	Grade Tampering	*	57	[3607]
66	Hand held gaming device	*	35	[3672]
67	Misuse of Technology	*	85	[3670]
68	Tape recorder/recording device/other electronic device	*	37	[3674]
69	Unauthorized use of computers	*	33	[3670]

Discipline/Student Conduct Policy, continued

Unlawful Action				
70	Abduction	4	43	[2300]
71	Blackmail	4	42	[2200]
72	Breach of Peace	4	26	[1760]
73	Counterfeiting	4	88	[2800]
74	Drugs/Alcohol/Tobacco	4	91	[3800]
75	False fire alarm	4	44	[3650]
76	Foreign Substance (Illegal Drugs)	4	93	[1822]
77	Foreign Substance (Prescription Medications)	4	92	[1821]
78	Foreign substance onto a person	4	94	[1824]
79	Gambling	2	45	[3660]
80	Gang Related Behavior	4	19	[1750]
81	Hazing	4	24	[1813]
82	Homicide	4	40	[2000]
83	Pornography	3	67	[3625]
84	Possession of counterfeit currency	4	89	[2801]
85	School Threat/Bomb Threat	4	46	[2700]
86	Trespassing	4	84	[3639]
87	Weapon	4	90	[3700]

Discipline/Student Conduct Policy, continued

	Level 1	Level 2
Persons Involved in interventions	Rules Violations/Disruptive & Offensive Behaviors	Chronic Disruptive & Serious Behaviors
	Teacher Parent(s)/Guardian(s) School Support Personnel	All Previous Persons Involved plus: Guidance Counselor School Social Worker Administrator Community Agencies
Progressive Intervention Options and Discipline Actions		All Previous Level Interventions/Discipline Plus:
	Verbal warning	1 to 1 counseling
	Redirection	Mentoring program
	Parent contact	Office detention
	Student/Teacher conference	Referral to student support personnel
	Use of Pre-Referral Intervention Manual for possible interventions	Written warning letter sent home
	Parent/Teacher conference and other parties as deemed necessary	Parent/Team conference and other parties as deemed necessary (guidance, school social workers, Etc.)
	Consult team members and/or support staff	Behavior intervention or reflection room
	Use of Alternative setting	Student/teacher conference
	Review File	School/Community service
	Loss of classroom privileges	Saturday detention
	Restricted activity	Loss of school Privileges
	Lunch detention	Referral to attendance Review Board
	Teacher detention	Restricted Activities
	Collect data on interventions and their effectiveness	Create Behavioral Intervention plans/FBA
		Create Behavioral Contract
Discipline Actions	Disciplinary action: Minor: Teacher action, noted in intervention log, not referred to office. Chronic: Teacher intervention log, referral to level II	Disciplinary action: Minor: Probation, detention, In School Suspension 1-3 days. Chronic: Detention, In School Suspension 2-5 days, referral to level III

Discipline/Student Conduct Policy, continued

	Level 3	Level 4
Persons Involved in interventions	Safety Concerns All Previous Persons Involved plus: School Resource Officer Student Assistant Team	Mandatory Referral to School Resource Officer/Police All Previous Persons
Progressive Intervention Options	All Previous Level Interventions/Discipline Plus:	All Previous Level Interventions/Discipline Plus:
	Referrals to SAT	
	Referral to school safety review board	Arrest
	Referral to substance intervention program	Referral for Consideration of possible expulsion
	Law enforcement referral to Diversionary Program	
	Parent/Administration conference and other parties as deemed necessary (guidance, school social workers, Etc.)	
	Law Enforcement ticket/fine	
	Out of School Suspension	
	Possible arrest	
	Possible referral for consideration of expulsion	
Discipline Actions	Disciplinary action: Initial Offense: Detention, In School Suspension, Out of School Suspension 3-10 days. Chronic: Out of School Suspension 5-10 days.	Disciplinary action: Major Offences: Out of School Suspension 5-10 days, refer to police, refer to Board of Education

Discipline/Student Conduct Policy, continued**CT State Department of Education Weapon Codes (07/08/10)**

Code	Description
3701	Knife 2 ½ Inches or Greater
3702	Knife Smaller than 2 ½ Inches
3703	Box Cutters
3704	Pencil/Pen
3705	Razor Blade
3708	Sword/Machete/Long knife
3710	Shank
3711	Handgun
3712	Rifle/Shotgun
3713	Toy Gun/Water Gun/Cap Gun
3714	Pellet/BB Gun/Air Gun
3715	Sling Shot
3716	Ammo
3717	Stun Gun
3718	Paint Gun
3719	Facsimile of Gun
3720	Explosive Devices
3721	Stink Bomb/Smoke Bomb
3722	Fireworks/Firecrackers
3723	Facsimile of bomb
3724	Flame Thrower
3730	Defensive Device
3731	Any Object that can be thrown such as rocks, brick – high risk
3732	Rubber band to snap or to shoot paper wads – low risk
3733	Office School Supplies (Sharp)
3734	Office School Supplies (Blunt)
3735	Furniture
3736	Belt/Rope
3737	Pen Shocker/Zapper
3738	Chain, Wire, Rope, etc.
3740	Martial Arts Device
3741	Brass Knuckles
3742	Baton/Billy Club
3743	Blunt Tools
3744	Nail Gun
3745	Grooming Tools
3746	Sharp Tools
3750	School Supplies
3751	Flare Gun
3755	Hatchet/Axe
3760	Sport Equipment/Sticks
3771	Medical Equipment
3773	Pocketbook
3780	Butter Knife/Table Knife
3781	Plastic Knife
3782	Switch Blade
3791	Facsimile of Other Weapon
3792	Laser Pointer
3793	Lighter/Matches
3794	Suspicion of Weapon Possession
3795	Inappropriate Dangerous Clothing
3798	Possession of a Dangerous Instrument

Discipline/Student Conduct Policy, continued**CT State Department of Education Drug/Alcohol/Tobacco Codes (07/08/10)**

Code	Description
3801	Alcohol Sale/Intent to Sell/Distribution
3802	Suspicion of Alcohol Sale
3803	Alcohol Use
3804	Suspicion of Alcohol Use
3805	Alcohol Possession
3806	Alcohol Sale/Distribution to Minor
3811	Drug Possession
3812	Drug Use
3813	Suspicion of Drug Use
3814	Drug Sale/Intent to Sell/Distribution
3815	Suspicion of Drug Sale
3816	Facsimile of Drug
3817	Drug Paraphernalia
3818	Drug Solicitation
3819	Inappropriate Talk About the Drug Use/Sale/Possess
3820	Sale of Prescription Medication Distribution/ Intent to sell
3821	Possession of Prescription Medication
3822	Use of Prescription Medication
3823	Possession of Over the Counter Drugs
3824	Use of Over the Counter Drugs
3825	Sale of Over the Counter Drugs/Distr/Intent to Sell
3829	In the Company of Person in Poss. of illegal Drugs
3830	Tobacco Possession
3831	Tobacco Use
3832	Suspicion of Tobacco Use
3833	Tobacco Sale/Intent to Sell/Distribution
3834	Suspicion of Tobacco Sale
3835	Tobacco Paraphernalia
3836	Facsimile of Cigarette/Cigar
3837	E-Cigarette
3840	Inhaling Harmful Substance
3897	Knowledge that an Individual is in Possession
3898	Under the Influence of an Unknown Substance

Discipline/Student Conduct Policy, continued**Legal Reference:****Connecticut General Statutes**

4-177 through 4-180. Contested Cases. Notice. Record.

10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 14-229 and PA 15-96

21a-240(9) Definitions.

53a-3 Definitions.

PA 94-221 An Act Concerning School Discipline and Security.

PA 95-304 An Act Concerning, School Safety

PA 15-96 An Act Concerning Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Act Sec. 314

Elementary and Secondary Schools Act of 1968, as amended by the Gun Free Schools Act of 1994

PL 105-17 The Individuals with Disabilities Act, Amendments of 1997

20 U.S.C. Section 7114, No Child Left Behind Act

**Policy adopted by the Waterbury Board of Education on July 26, 2012, revised on
December 18, 2014, revised on November 18, 2015, revised on May 5, 2016, and revised on
June 15, 2017**

ED166 Offenses

	Offense	Level	State Code
<i>Fighting/Battery</i>			
1	Physical Aggression	3	[1700]
2	Battery/Assault	4	[1720]
3	Serious Disorderly Conduct	3	[1740]
<i>Personally Threatening Behavior</i>			
4	Harassment (non-sexual)	3	[1800]
5	Threat/Intimidation/Verbal Harassment	3	[1810]
6	Racial Slurs/Hate Crimes	3	[1811]
7	Hazing	4	[1813]
8	Teasing	1	[1814]
9	Threats of bodily harm	3	[1817]
10	Physical Intimidation	3	[1818]
<i>Physical/Verbal Confrontation</i>			
11	Physical Altercation	3	[1710]
12	Verbal Altercation	2	[1711]
13	Inciting a Fight/Riot	3	[1712]
14	Accessory to a Fight	3	[1713]
15	Throwing an object (serious)	3-4	[1730]
16	Gang Related Behavior	4	[1750]
17	Breach of Peace	4	[1760]
<i>Property Damage</i>			
18	Arson	4	[1100]
19	Reckless Burning	4	[1110]
20	Vandalism more than \$1000.00	4	[3500]
21	Vandalism less than \$1000.00	3	[3500]
22	Vandalism less than \$100.00	2	[3500]
23	Destruction of Personal Property	2	[3510]
<i>Theft/Theft Related Behaviors</i>			
24	Burglary/Breaking and Entering	4	[1400]
25	Theft/Stealing	2 - 4	[1410]
26	Robbery	4	[1420]
27	Possession of Stolen Property	2 - 4	[1430]
28	Sale or Intent to Sell Stolen Property	2 - 4	[1431]
29	Counterfeiting	4	[2800]
30	Possession of Counterfeit Currency	3 - 4	[2801]
<i>Sexually Related Behavior</i>			
31	Harassment (sexual)	3	[1900]
32	Sexual Battery	4	[1910]
33	Sexual Offense	4	[1920]
<i>Violent Crimes Against Persons</i>			
34	Foreign substance in food/drink (prescription medication)	4	[1821]
35	Foreign substance in food/drink (illegal drugs)	4	[1822]
36	Foreign substance onto a person	4	[1824]
37	Intentionally endangering an individual(s)	3	[1825]
38	Homicide	4	[2000]
39	Stabbing	4	[2100]
40	Blackmail	4	[2200]
41	Kidnapping (abduction)	4	[2300]
42	School Threat/Bomb Threat	4	[2700]
43	Weapon	4	[3700]
44	Drugs/Alcohol/Tobacco	4	[3800]

	Offense	Level	State Code
School Policy Violations			
45	Insubordination/Disrespect (minor)	1	[3601]
46	Insubordination/Disrespect (major)	2	[3601]
47	Cheating	1	[3604]
48	Forgery	1	[3605]
49	Plagiarism	1	[3606]
50	Grade Tampering *refer to district policy	*	[3607]
51	Disorderly Conduct	2	[3610]
52	Throwing objects (victimless)	1	[3611]
53	Obscene Behavior	2	[3620]
54	Obscene Gestures	2	[3621]
55	Obscene Written Messages	2	[3622]
56	Displays of Affection	1	[3623]
57	Obscene Language/Profanity	2	[3624]
58	Pornography	3	[3625]
59	Disruptive Behavior	1	[3628]
60	Attendance Policy Violation *refer to district policy	*	[3630]
61	Skipping Class	2	[3631]
62	Tardiness	1	[3632]
63	Truancy *refer to district policy	*	[3633]
64	Failure to Attend Detention (teacher)	1	[3634]
65	Failure to Attend Detention (administrator)	2	[3634]
66	Failure to Attend ISS	2-3	[3634]
67	Leaving School Grounds/Campus	2	[3635]
68	Loitering	1	[3636]
69	Dress Code Violation	1-2	[3638]
70	Trespassing	4	[3639]
71	Presence in Unauthorized Area	2	[3641]
72	Refusal to Identify	1	[3642]
73	Leaving class without permission	1	[3648]
74	False Fire Alarm	4	[3650]
75	False Information/Lying	1	[3653]
76	Gambling	2	[3660]
77	Unauthorized Use of Computers *refer to district policy	*	[3670]
78	Misuse of Technology *refer to district policy	*	[3670]
79	Cell Phone Violation *refer to district policy	*	[3671]
80	Hand held Gaming Device *refer to district policy	*	[3671]
81	Electronic Music Device *refer to district policy	*	[3673]
82	Tape Recorder/Recoding Device *refer to district policy	*	[3674]
83	Camera Possession/Use *refer to district policy	*	[3675]
84	Chewing Gum/Candy/Food	1	[3684]
85	Misuse of Hall Pass	1	[3686]
86	Failure to return school documents	1	[3687]
87	Excessive Talking	1	[3689]
88	Failure to complete assigned work	1	[3690]

Students 5132(a)

School Attire

The Board of Education has determined that reasonable regulation of school attire can contribute to a positive learning environment in the following manner:

- (1) Reducing distraction and minimizing disruption in the classroom;
- (2) Providing an environment where students can focus on learning;
- (3) Creating an atmosphere reflecting the seriousness of purpose about education;
- (4) Reflecting a level of respect one has for oneself, one's peers and respect for one's school;
- (5) Creating a greater sense of community amongst the students; and
- (6) Preparing students for future roles as responsible members of the community.

It is the responsibility of parents/guardians to ensure that their children's dress conforms to the requirements set forth below. The health, safety, and education of the child must be the concern of every parent/legal guardian. It is the recommendation of professional school personnel that parents/guardians hold their children to the highest standards in regard to school attire.

Mandatory Dress Code Policy, Elementary and Middle Schools: The following Dress Code Policy is mandatory for all elementary and middle school students. The purpose of this policy is to further the important educational interests identified above (*please note separate policy for Waterbury Arts Magnet Middle School students*).

1. BOYS:

- a. Pants or shorts in solid navy blue, white, gray, black or khaki; worn completely covering undergarments and no more than three inches above the knee.
- b. Tops in solid blue, white, gray, black or khaki; button down, pullover, or turtleneck style with long or short sleeves and a collar.

2. GIRLS:

- a. Pants, shorts, skirts, skorts, dresses, or jumpers in solid navy blue, white, gray, black or khaki; worn completely covering undergarments and no more than three inches above knee. Note: Leggings, stockings or other stretch/form fitting leg coverings may only be worn under shorts, skirts, skorts, dresses or jumpers.
- b. Tops in solid blue, white, gray, black or khaki; button down, pullover, or turtleneck style with long or short sleeves and a collar; worn completely covering undergarments, cleavage and midriffs.

3. ALL STUDENTS:

- a. Optional solid blue, white, gray, black or khaki sweaters, vests, suit jackets or fleece may be worn over a dress code top.
- b. Optional solid white, gray, black or khaki denim pants may be worn.
- c. Shoes or sneakers must be worn at all times. Laces on shoes or sneakers must be tied. Sandals, clogs, flip-flops, heels or bare feet are not permitted. All shoes must have backs.
- d. Gym Day Attire (Boys and Girls): Elementary school students may wear sweats to school on scheduled gym day. Sweats must be solid navy blue, white, gray, black or

khaki. Middle school students must bring gym clothing to change into for physical education classes.

Students 5132(b)

School Attire, continued

4. BOYS/Waterbury Arts Magnet Middle School:

- a. Pants or shorts/or cargo shorts in solid black or khaki cloth or denim; worn at the waist and completely covering undergarments and no more than three inches above the knee.
- b. Tops in solid Columbia blue “polo” or “golf” collared shirt with/without the “WAMS” logo.

5. GIRLS/Waterbury Arts Magnet Middle School:

- a. Pants, shorts, skirts, skorts, or dresses in solid black or khaki cloth or denim; worn at the waist and completely covering undergarments and no more than three inches above knee. Note: Leggings, stockings or other stretch/form fitting leg coverings may only be worn under shorts, skirts, skorts, or dresses.
- b. Tops in solid Columbia blue “polo” or “golf” collared shirt with/without the “WAMS” logo.

6. ALL STUDENTS/Waterbury Arts Magnet Middle School:

- a. Optional solid colored non-hooded BLACK or WPS school colored sweater, vest, suit jacket, or fleece style top may be worn OVER a dress code shirt.
- b. Shoes or sneakers must be worn at all times. Laces on shoes or sneakers must be tied. Sandals, clogs, flip-flops, heels or bare feet are not permitted. All shoes must have backs.

7. RESTRICTIONS: ALL students are **not permitted to wear the following during the school day:**

- a. Blue jeans of any kind.
- b. Leggings, stockings or other stretch/form fitting leg coverings unless worn under skirts, shorts, skorts or jumpers.
- c. Skirts, shorts, skorts, dresses, or jumpers worn more than three inches above the knee.
- d. Pants worn at a length which is dangerous to themselves or others.
- e. Hooded shirts or sweatshirts.
- f. Clothes which are torn, ripped, ragged or have holes.
- g. Clothes worn to expose midriffs, cleavage, or undergarments.
- h. Clothing which displays words, pictures or symbols that advocate or

- depict profanity, violence, drugs, alcohol, sex, hate groups or gang affiliation.
- i. Clothing that is distracting to the educational process.
- j. Outer coats of any kind.
- k. Any article of clothing that covers any part of the face and/or head including but not limited to hats, visors, earmuffs, headbands, do-rags, bandannas, curlers, goggles, and sunglasses.
- l. Footwear which is unsafe or a health hazard including but not limited to flip-flops, sandals, clogs, heels and all open-toed shoes.
- m. Clothing or items indicating gang affiliation.

Students 5132(c)

School Attire, continued

Mandatory Dress Code Policy, High Schools: The following Dress Code Policy is mandatory for all high school students. The purpose of this policy is to further the important educational interests identified above (*please note separate policy for Waterbury Career Academy*).

1. BOYS:

- a. Pants or shorts/or cargo shorts in solid black or khaki cloth or denim; worn at the waist and completely covering undergarments and no more than three inches above the knee.
- b. Tops in solid black “polo” or “golf” collared shirt with/without the “Waterbury High Schools” logo. In addition to districtwide black shirt, each high school will have a school specific solid color “polo” or “golf” collared shirt (i.e. Crosby – royal blue with/without “bulldog” logo; Enlightenment navy blue with/without “Rise Up” logo ; Wilby – kelly green with/without “wildcat” logo; Kennedy – navy blue with/without “eagle” logo; and WAMS – white with/without “WAMS” logo.

2. GIRLS:

- a. Pants, shorts, skirts, skorts, or dresses in solid black or khaki cloth or denim; worn at the waist and completely covering undergarments and no more than three inches above knee. Note: Leggings, stockings or other stretch/form fitting leg coverings may only be worn under shorts, skirts, skorts, or dresses.
- b. Tops in solid black “polo” or “golf” collared shirt with/without the “Waterbury High Schools” logo. In addition to districtwide black shirt, each high school will have a school specific solid color “polo” or “golf” collared shirt (i.e. Crosby – royal blue with/without “bulldog” logo; Enlightenment – navy blue with/without “Rise Up” logo; Wilby – kelly green with/without “wildcat” logo; Kennedy – navy blue with/without “eagle” logo; and WAMS – white with/without “WAMS” logo; covering undergarments, cleavage and midriffs.

School colors: all students have the option of wearing a black top or the color associated with their respective school. See below.

Crosby – Royal Blue Kennedy – Navy Blue Enlightenment – Navy Blue
WAMS – White Wilby – Kelly Green

3. ALL STUDENTS:

- a. Optional solid colored non-hooded BLACK or WPS school colored sweater, vest, suit jacket, or fleece style top may be worn OVER a dress code shirt.
- b. Shoes or sneakers must be worn at all times. Laces on shoes or sneakers must be tied. Sandals, clogs, flip-flops, heels or bare feet are not permitted. All shoes must have backs.

4. BOYS/Waterbury Career Academy:

- a. Pants or shorts/or cargo shorts in solid black or khaki cloth worn at the waist and completely covering undergarments and no more than three inches above the knee.
- b. Tops in solid black "polo" collared shirt with WCA "Spartan" logo.

Students 5132(d)

School Attire, continued

5. GIRLS/Waterbury Career Academy:

- a. Pants, shorts, skirts, skorts, or dresses in solid black or khaki cloth; worn at the waist and completely covering undergarments and no more than three inches above knee.
Note: Leggings, stockings or other stretch/form fitting leg coverings may only be worn under shorts, skirts, skorts, or dresses.
- b. Tops in solid black "polo" collared shirt with WCA "Spartan" logo; worn completely covering undergarments, cleavage and midriffs.

6. ALL STUDENTS/Waterbury Career Academy:

- a. Optional solid colored non-hooded BLACK or WPS school colored sweater, vest, suit jacket, or fleece style top may be worn OVER a dress code shirt.
- b. Shoes or sneakers must be worn at all times. Laces on shoes or sneakers must be tied. Sandals, clogs, flip-flops, heels or bare feet are not permitted. All shoes must have backs.

7. RESTRICTIONS: ALL students are not permitted to wear the following during the school day:

- a. Blue jeans of any kind.
- b. Leggings, stockings or other stretch/form fitting leg coverings unless worn under skirts, shorts, skorts or jumpers.
- c. Skirts, shorts, skorts, dresses, or jumpers worn more than three inches above the knee.
- d. Pants worn at a length which is dangerous to themselves or others.
- e. Hooded shirts or sweatshirts.

- f. Clothes which are torn, ripped, ragged or have holes.
- g. Clothes worn to expose midriffs, cleavage, or undergarments.
- h. Clothing which displays words, pictures or symbols that advocate or depict profanity, violence, drugs, alcohol, sex, hate groups or gang affiliation.
- i. Clothing that is distracting to the educational process.
- j. Outer coats of any kind.
- k. Any article of clothing that covers any part of the face and/or head including but not limited to hats, visors, earmuffs, headbands, do-rags, bandannas, curlers, goggles, and sunglasses;
- l. Footwear which is unsafe or a health hazard including but not limited to flip-flops, sandals, clogs, heels and all open-toed shoes;
- m. Clothing or items indicating gang affiliation.

Adherence to the B.O.E. Dress Code Policy (July 2005):

Remove

First Offense: Contact with parent; written warning; removal from class with a chance to correct and return to class.

Second Offense: Contact with parent; Detention*.

Third Offense: Contact with parent; In-school Suspension.

Fourth and Subsequent Offense: Contact with parent; Suspension (1 day), and/or Administrative investigation of misbehavior; appropriate application of Waterbury Board of Education Discipline Policy for specific infraction(s).

]

Students 5132(e)

School Attire

Religious, Disability and Health Accommodations: Where the bona fide religious beliefs, disability, or health needs of a student conflict with the school attire policy, the schools will provide reasonable accommodation. Any student desiring accommodation shall notify their school principal or team in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Clothing Assistance: It is the policy of the Board of Education that no student will be denied an education due to bona fide financial inability to obtain clothing that complies with the School Attire Policy. Any student for whom compliance with the school attire policy poses a bona fide financial burden, may submit a written request for clothing assistance to their school principal specifying the clothing needed together with a statement of financial need. School principals will contact central office with recommendations to address the written request from families with financial need.

Accommodation of Free Expression: An item of approved clothing containing an expressive message is permitted. Expressive items are prohibited if, in the reasonable judgment of school officials, they tend to disrupt or interfere with educational interests.

Administrative Review: Any student who believes that their school has not reasonably accommodated his or her bona fide religious, health or financial needs or right of free expression, may submit a written request for review to the Waterbury Board of Education. The

Board of Education, or its designee, will review the matter and respond in writing to the student's concern.

Compliance: School administrators and teachers are encouraged to use positive reinforcement to obtain compliance with school attire requirements. However, when a student fails to comply with the School Attire Policy, discipline is appropriate. See “Procedures for Disciplinary Action”.

Policy adopted by the Waterbury Board of Education on July 26, 2012, revised on May 7, 2015
for the 2015/16 school year, revised on May 21, 2015 for the 2015/16 school year, and revised on October 15, 2015

#4c

From: ANN SWEENEY <asweeney@waterbury.k12.ct.us>
Sent: Tuesday, October 3, 2017 2:57 PM
To: Ann Sweeney
Subject:FW: Medications policy

Importance: High

From: Lois Mulhern [lmulhern@waterburyct.org]
Sent: Thursday, September 21, 2017 9:53 AM
To: ANN SWEENEY
Cc: Cynthia Vitone
Subject: RE: Medications policy

Hello Ann,

This was added to our policy by the School Health Team from the Health Department about 20 years ago. Times have changed, school health has changed and it is not required or necessary. And yes I will be happy to come and explain it all ,anytime . Let me know when. Thank you.!

Lois Mulhern,RN,BSN,NCSN
Nursing Supervisor
School Health Coordinator
Waterbury Public Health Department
203 574 6880 EXT 5

-----Original Message-----

From: ANN SWEENEY [mailto:asweeney@waterbury.k12.ct.us]
Sent: Thursday, September 21, 2017 9:48 AM
To: Lois Mulhern <lmulhern@waterburyct.org>
Subject: Fwd: Medications policy

Lois, Hello, I am chair of the BOE policy committee. See the below concern regarding the BOE policy, administration of medications. Elaine was able to provide some insight into the source of the 2 requirements. I am aware this policy requires an annual review by Public Health. I would request using this as an opportunity to review. I will set a committee meeting and agenda this issue for discussion. I

ask if you can attend to discuss and provide insight on this. I'll let you know possible dates for consideration.

Thank you.

Ann Seeeney

Sent from my iPhone

Begin forwarded message:

From: <asweeney@waterbury.k12.ct.us<mailto:asweeney@waterbury.k12.ct.us>>

Date: September 20, 2017 at 7:02:25 PM EDT

To: <eskoronski@waterbury.k12.ct.us<mailto:eskoronski@waterbury.k12.ct.us>>

Subject: Medications policy

Elaine, see attached page from BOE policy 5151.21 Cindy Vitone contacted Linda Wihbey regarding points 4 & 5. Those passages are causing delays in getting meds to students, per Cindy Vitone. Atty.

Wihbey recommended suspending those 2 requirements while we sort this out. Cindy Vitone stated

they are BOE requirements. When I looked into it, it appears it is Public Health's requirement-the

appendix note is a public health form.

I had Carrie research, and she said you are the central office link to public health/nurses. Do you have

any historical perspective on these 2 requirements? I have no problem removing them, I just want to be

sure that whoever required them in policy now requests/agrees to removal.

Linda Wihbey is good with removing. I checked the CAGE sample policy, no similar language/

requirement exists.

Thanks in advance for your help.

Ann

Administration of Medications Policy**Statement of Purpose**

The policy and procedures for the administration of medication in schools are written in accordance with Connecticut Education Laws.

Families and physicians are encouraged to develop medication schedules for students which do not interrupt the school day. There are children who could not be maintained in school without medication; therefore, the Departments of Education and Health recognize their responsibility in providing assistance to these children.

We are committed to providing for the administrations of medications under the direction of a school medical advisor. All policies and procedures will be approved by the Waterbury Boards of Education and Health.

General Policies

- (a) The Waterbury Board of Education shall allow for the administration of medications in schools under its jurisdiction by the school nurse and other qualified individuals as set forth below.
 - 1. Medications shall be administered primarily by school nurses when they are on the premises or by other qualified persons properly trained as set forth herein.
 - 2. In the absence of a school nurse, only qualified individuals who have been properly trained may administer medication to students.
 - 3. The Waterbury Board of Education will also authorize students to carry and self-administer certain medications when they have medical and parental consent and a nursing assessment is completed. Controlled drugs are generally not authorized under this section.
 - 4. Parents or Legal Guardians of students are permitted to administer medication on school grounds to their own child.
- (b) The Waterbury Board of Education shall allow for the administration of medications in before and after school programs and school readiness programs which are held at the school the student attends providing they comply with all training and other requirements under this Article.
- (c) The Waterbury Board of Education allows for the administration of medications in schools within its jurisdiction and therefore the following shall apply:
 - 1. The Waterbury Board of Education, with the advice and assistance of the School Medical Advisor and the Nursing Administrator, shall establish and maintain specific written policies and procedures concerning the administration of medications by a nurse, or in the absence of a nurse, by qualified individuals to students within the school system.

Administration of Medications Policy, continued

2. The Waterbury Board of Education, with the advice and assistance of the School Medical Advisor and the Public Health Nursing Administrator, shall review and revise the policies and procedures concerning the administration of medications annually or as needed.
 3. The School Medical Advisor and the Public Health Nursing Administrator will provide a medication manual to all schools for nurses, administrators and teachers. The medication manual will be located in each health office.
- (d) No medication may be administered without:
1. The written order of an authorized prescriber (physician, dentist, advanced practice RN, physician assistant, optometrist). In reference to the training of the administration of glucagon, only the written order of a Connecticut – licensed physician is acceptable.
 2. The written authorization of the student's parent or legal guardian to administer prescribed medication.
 3. A written authorization by the parent or guardian for exchange of information between the school personnel and the authorized prescriber.
 4. The written and/or verbal approval of the School Medical Advisor. See Appendix 1A/F – 2.1 Authorization of Medication by Qualified School Personnel. F – 2.7 Diabetic Management Plans per Yale New Haven Hospital and Connecticut Children's Medical Center are acceptable.
 5. Following the receipt and review of all medication orders, the school nurse (a) will forward the orders to the School Medical Advisor at the Health Department by fax or U. S. Mail; (b) School Medical Advisor will authorize medication orders; and, (c) authorized medication orders will be returned to the school nurse by fax and U. S. Mail.
- (e) Prescribed medication shall be administered to and taken only by the student for whom the prescription has been written. Orders are valid for the requested time period only and long term medications must be renewed annually, beginning each academic year.
- (f) Qualified school personnel, when properly trained, and other qualified individuals, may administer to students:
- oral medications
 - topical medications
 - bronchodilators
 - EpiPens for students medically diagnosed with an allergic condition which may require prompt treatment to protect the student against serious harm or death.
 - Glucagon for students with diabetes
- (g) Qualified school personnel may not administer investigational drugs, research or study medications.

Administration of Medications Policy, continued

- (h) The Waterbury Board of Education will:
 - 1. Work with the Waterbury Department of Public Health personnel in providing policies and procedures to be followed in the event of a medication emergency; and,
 - 2. Ensure that the following information is readily available in schools in its jurisdiction:
 - a. The local poison information center telephone number, (see Appendix 1C); and,
 - b. The procedure to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such event; and,
 - c. The name of the person responsible for decision making in the absence of the school nurse.
- (i) All controlled drugs currently listed in Schedules II through V of the regulations of Connecticut State Agencies, Sections 21a-243-8 through 21a-243-11 (see Appendix 1D) may be administered in schools pursuant to the Waterbury Board of Education Policy on the administration of medications in schools.

Training of School Personnel

- (a) The Waterbury Board of Education authorizes the Waterbury Department of Public Health to provide annual training to designated authorized school personnel in the safe administration of medications.
- (b) This training shall include, but not be limited to:
 - 1. The procedural and general aspects of safe medication administration, the safe handling and storage of medications and documentation.
 - 2. The medication needs of specific students, and each student's medication plan including the name and generic name of the medication, indications for medication, dosage, routes, time and frequency of administration, therapeutic effects of medication, potential side effects, overdose or missed dose of medication and when to implement emergency interventions.
- (c) On behalf of the Board of Education, the Waterbury Department of Public Health shall maintain and annually update documentation that such training has been provided and successfully completed. The Waterbury Department of Public Health will provide the Board of Education with copies of the dates and content of the training and list of qualified school personnel who successfully completed general and student specific administration of medication training for the current school year and the names and credentials of the nurse or school medical advisor trainers. See Appendix F

Administration of Medications Policy, continued

Administration for Individual Students. The individual who has been trained will sign his/her legal signature indicating they have no further questions.

The Department of Public Health shall maintain and annually update a list of qualified school personnel who have been trained in the administration of medications. See Appendix F – 2.16 Record of Training for Qualified School Personnel in the General Principles of Safe Administration of Medications.

Self-Administration of Medications

- (a) The Waterbury Board of Education will allow students to carry and self-administer medication for which they have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including asthma inhalers and cartridge injectors for medically diagnosed allergies, and may permit such students to self-administer other medications excluding controlled drugs as defined under law unless an extraordinary situation occurs, provided an authorized prescriber provides a written medication order including the recommendation for self-administration and there is a written permission from the student's parent or legal guardian or eligible student for self-administration of medication; and
- (b) On the first day of school or on the first day with a medication order, the parents or legal guardians have allowed the nurse to examine the medication; and
- (c) The school nurse has assessed the student's competency for self-administration in the school setting based on the factors set forth under law (See Appendix F-2.9 Self Medication Administration Nursing Assessment) and deemed it to be safe and appropriate. The school nurse will document the determination of the student's competency on the Self Medication Nursing Assessment/Medication Plan; and
- (d) In the case for inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of a student's competency to self-administer inhalers and cartridge injectors shall not be used to prevent a student from retaining and self-administering inhalers for asthma and cartridge injectors for medically diagnosed allergies. Issues relating to student's competency will be referred to the School Medical Advisor for review.
- (e) The school nurse has:
 - 1. reviewed the medication order and parental authorization
 - 2. developed an appropriate plan for self-administration, including provisions for general supervision and
 - 3. documented the nursing assessment/medication plan in the student's health record; and
- (f) The principal and appropriate teachers are informed that the student is self-administering prescribed medication; and
- (g) Such medication is transported to the school and maintained under the student's control at all times.

Administration of Medications Policy, continued**Immunity**

State law provides that no authorized individual administering medications pursuant to this procedure in compliance with State law shall be liable to such child or a parent or guardian of such child for civil damages for any personal injuries that result from acts or omissions of such individual in administering such medications which may constitute ordinary negligence. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence.

Medication Emergencies

Allergic reaction to medication can happen at any time no matter how long the child has taken the medication. Most common signs and symptoms of an allergic reaction:

- a. Appears – apprehensive, restless, decreased level of consciousness
- b. Feels – itchy, tingling, dizzy, headache
- c. Vital Signs – pulse rapid and faint, blood pressure low, fever
- d. Skin – cool, clammy, pale, bluish, swelling, rashes
- e. Pupils – dilated or constricted
- f. Throat – difficulty swallowing, drooling
- g. Lungs – increased respiratory effort, wheezing
- h. Abdomen – nausea, cramps
- i. Incontinence – stool, urine

Emergency Treatment**CALL 911**

If any compromise:

Airways – difficulty swallowing
Breathing – wheezing
Circulation – rapid, weak pulse or low blood pressure
Decreased level of consciousness

In all reactions:

Loosen clothing
Allow student to remain in position of comfort
Reassure
Encourage relaxation breathing
Contact parent
Contact student's physician
Application of emergency medical techniques by properly trained and/or certified personnel such as cardiopulmonary resuscitation
Notify school administrator

Administration of Medications Policy, continued**Handling, Storage and Disposal of Medication**

- (a) All medications shall be delivered by the parent, legal guardian or other responsible adult and shall be received by the nurse, principal or designated trained personnel assigned to the school. The nurse must examine on-site any new medication; medication order and permission form and develop a medication administration plan for the student before any medication is given by any school personnel or self-administered.
- (b) All medications, except those approved for keeping by students for self-medication and those designated as emergency medications, shall be kept in a designated locked container, cabinet, or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet. Emergency medications, unless otherwise determined by a student's emergency care plan, shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, the principal or the principal's designee who has been trained in the administration of medication. Emergency medications will be locked beyond the regular school day except as otherwise determined by a student's emergency care plan.
- (c) Access to all stored medications shall be limited to persons authorized to administer medication. Each school shall maintain a current list of those qualified individuals to administer medications. See Appendix F-2.16 - Medication Training Record in the General Principles of Safe Administration of Medications.
- (d) All medications, prescription and nonprescription shall be stored in their original containers and in such a manner as to render them safe and effective. No more than a 45 day supply will be allowed for each medication ordered.
- (e) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building. One set of keys shall be maintained under the direct control of the school nurse and an additional set shall be under the direct control of the principal.
- (f) Medications requiring refrigeration shall be stored in a refrigerator at no less than 36 degrees F. and no more than 46 degrees F.

A refrigerator must be available to store medication which requires refrigeration. It is recommended, but not required, that the refrigerator be used exclusively for the storage of medications, and that it be located in a limited access area, e.g. an area where access is limited to persons designated by the school nurse.

1. In a refrigerator used exclusively for the storage of medications and located in a limited access area (health room):
 - A. Non-controlled drugs may be stored in a locked container directly on the shelf.
 - B. Controlled drugs must be stored in a locked container which is affixed to the refrigerator shelf.

Administration of Medications Policy, continued

2. In a refrigerator which is shared (used for food storage as well as medication storage) and/or located in a multiple access area (such as the teachers' lounge):
 - A. Non-controlled drugs must be stored in a separate locked container. This container may be placed on the shelf, but need not be affixed to it.
 - B. Controlled drugs must be stored in a locked container and locked within a second container which is affixed to the shelf.
- (g) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned (see Appendix F – 2.14 - Medication Pick-up Notice) to the parent or legal guardian or destroyed.
 1. Non-controlled drugs shall be destroyed in presence of at least one (1) witness.
 2. Controlled drugs shall be destroyed in accordance with part 1307.21 of the Code of Federal regulations or by surrender to the Drug Control Unit of the Department of Consumer Protection, 860 713-6065
- (h) If a controlled drug is lost (e.g., falls into the sink and dissolves) verify the incident in the presence of a second person. Have the second person confirm the presence/absence of a residue. Jointly document the event, noting the presence/absence of residue. Notify the Drug Control Unit, Department of Consumer Protections, at 860- 713-6065, for direction.
- (i) Controlled drug count:
 1. Controlled drugs will be counted by the school nurse or designee in the presence of a witness upon receipt/initial examination. (See Appendix F – 2.10 Controlled Substance Record)
 2. Following initial examination, it is acceptable for only one person to count controlled drugs. Count is conducted each school day and witnessed once a week. (See Appendix F – 2.11 Controlled Substance Audit Record)

Documentation and Record Keeping

- (a) Each school where medications are administered shall maintain a medication administration record for each student who receives medication. See Appendix F – 2.3 - Individual Medication Administration Record and F – 2.8 Diabetic Medication Administration Flow sheet.
 1. Such record shall include:
 - A. the name of the student
 - B. the name of the medication
 - C. the dosage of the medication
 - D. the route of administration

Administration of Medications Policy, continued

- E. the frequency of administration
 - F. the name of the prescribing physician, the name of the parent or legal guardian authorizing that the medication be given.
 - G. the dates for initiating and terminating the administration of medication including extended year programs
 - H. the quantity ordered, the quantity received which is verified by the adult delivering the medication
 - I. any student allergies to food and/or medicine
 - J. the date and time of administration or omission including the reason for the omission
 - K. the dose or amount of drug administered
 - L. the full legal signature of the nurse, or qualified school personnel administering the medication
- 2. Transactions shall be recorded in ink and shall not be altered.
 - 3. The medication administration record shall be made available to the State Department of Public Health upon request.
- (b) The written order of the authorized prescriber, the written authorization of the parent or legal guardian, and the completed medication administration record for each student shall be filed in the student's cumulative health record.
 - (c) Controlled substance records and a copy of the medication authorization must be retained for 3 years by the school that administered the medication.
 - (d) An authorized prescriber's telephone order, for a change in any medication can be received only by a school nurse. Any such telephone order must be followed by a written order within three (3) school days and approved by the School Medical Advisor. See Appendix F – 2.2: P h y s i c i a n ' s T e l e p h o n e O r d e r s.
 - (e) Whenever any error in medication administration occurs, the following procedures apply:
 - 1. All errors shall be reported by phone or in person immediately to the school nurse and the prescribing physician
 - 2. The school nurse will notify the school medical advisor and the nurse administrator of any and all errors
 - 3. The school nurse or in her absence the principal or designee will notify the child's parent of the error.
 - 4. Medical treatment as a result of medication error
 - A. Contact student's physician and describe medication error
 - B. Relate to the physician the student's condition

Administration of Medications Policy, continued

- C. Obtain orders, if given
- D. Contact School Medical Advisor and describe error with course of action
- 5. A report shall be completed using the accident/incident report form and a copy shall be provided to the nursing administrator and placed in the student's health record. See Appendix F – 2.18 - Medication Error or Incident Report Form.

Supervision

The school nurse is responsible for general supervision of administration of medications in the school to which that nurse is assigned. This shall include:

(a) Availability on a regularly scheduled basis to:

- 1. review orders or changes in orders, and communicate these to the personnel designated to give medication for appropriate follow-up.
- 2. set-up a plan and schedule to ensure medications are given properly.
- 3. provide training to qualified school personnel and other licensed nursing personnel in the administration of medications and assess that the qualified personnel for schools are competent to administer medicine as reviewed by the School Medical Advisor. See Appendix F – 2.17 Record of Training/Supervision for Qualified School Personnel in Medication Administration and Appendix F – 2.16 - Record of Training for Qualified School Personnel in General Principles of Safe Administration of Medications.

Training of school personnel on oral, topical, inhalant medications, glucagon injections and EpiPens includes but is not limited to: review of student's medication authorization, review of content and location of the Medication Policy, correct documentation and storage of medication and location within health room, including keys for access.

The procedure of safe administration practice includes:

- A. instruction on hand washing before giving medication,
 - B. identification of student,
 - C. identification of correct drug, dose, route and time as per medication authorization,
 - D. training in the administration of medication with injectable equipment used to administer glucagon annually
 - E. instruction on careful observation of student to verify medication has been taken,
 - F. instruction on completion of appropriate documents,
 - G. instruction to contact the Nursing Administrator prior to administering any medication which is in question.
4. support and assist qualified school personnel and other licensed nursing personnel to prepare for and implement their responsibilities related to the administration of specific medications during school hours.

Administration of Medications Policy, continued

5. provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes.
 6. provide consultation by telephone. In the absence of the School Nurse, the School Medical Advisor, or Nursing Administrator may provide this consultation.
- (b) Implementation of policies and procedures regarding receipt, storage, and administration of medications.
 - (c) Periodic review of all documentation pertaining to the administration of medications for students.
 - (d) Work site observation of medication administration by authorized school personnel to ensure competency.
 - (e) Periodic review as needed with authorized school personnel regarding the needs of any student receiving medication.

Administration of Anti-Epileptic Medications to Students

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

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

Coaches and Licensed Trainers

During intramural and interscholastic athletic events, a coach or licensed athletic trainer may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse for (1) inhalant medications prescribed to treat respiratory conditions; (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death and (3) glucagon injections, provided the following requirements have been met.

Administration of Medications Policy, continued

- (a) The coach or licensed athletic trainer shall be trained in:
 - 1. the general principles of the administration of medication applicable to receiving, storing and assisting with inhalant medications, cartridge injector medications and glucagon injections, and documentation;
 - 2. student specific needs for assistance according to the individualized medication plan.
- (b) The school nurse shall provide a copy of the authorized prescriber's order and the parental permission form to the coaches;
- (c) The parent or legal guardian shall provide to the coach or licensed trainer the medication. The medication provided to the coach or licensed athletic trainer, such as the inhaler, glucagon injection or cartridge injector, shall be separate from the medication stored in the school health office for use during the school day;
- (d) The coach or licensed athletic trainer shall agree to the administration of emergency medication and shall implement the emergency care plan;
- (e) Medications to be used in athletic events shall be stored:
 - 1. in containers for the exclusive use of holding medications;
 - 2. in locations that preserve the integrity of the medication;
 - 3. under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - 4. in a locked secure cabinet when not in use at athletic events.
- (f) Errors in the administration of medication shall be addressed in the same manner set forth for qualified school personnel except that if the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next day; and
- (g) Documentation of any administration of medication by a coach or licensed athletic trainer, together with any other information needed by the school nurse, shall be completed on forms provided by the local school board and the school nurse shall be notified as follows:
 - 1. a separate medication administration record for each student shall be maintained in the athletic area;
 - 2. administration of a cartridge injector medication or glucagon injection shall be reported to the school nurse at the earliest possible time, but not later than the next school day;
 - 3. all other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently as required by the individual student plan
 - 4. the administration of medication record shall be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

Administration of Medications Policy, continued**School readiness programs and before and after school programs**

For school readiness programs and before and after school programs run by local or regional boards of education and municipalities which are exempt from licensure by the Department of Public Health:

- (a) the local or regional board of education shall develop policies and procedures, to be reviewed on an annual basis, for administration of medication in these programs, with input from the school medical advisor or a licensed physician and the Nursing Administrator. These policies shall include:
 - 1. determination of the level of nursing services needed to ensure the safe administration of medication within these programs including additional school nurse staffing required based on needs of the program and the program's participants;
 - 2. who may administer medication and whether a licensed nurse is required on-site;
 - 3. the circumstances under which self-medication by students is permitted;
 - 4. the policies and procedures to be followed in the event of a medication emergency or error;
 - 5. a requirement that local poison control center information is readily available at these programs;
 - 6. the procedure to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such event; and
 - 7. the person responsible for decision making in the absence of the nurse.
- (b) Administration of medications shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
- (c) No medication shall be administered in these programs without:
 - 1. The written order of an authorized prescriber; and
 - 2. The written authorization of a parent or legal guardian or an eligible student.
- (d) In the absence of a licensed nurse, only directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Training for directors or directors' designees, lead teachers or school administrators in the administration of medications will be provided as set forth under law.
 - 1. Director's or director's designee, lead teachers and school administrators may administer oral, topical, intranasal or inhalant medications;
 - 2. Cartridge injector medications and glucagon injections may be administered by a director or director's designee, lead teacher or school administrator only to a student with a medically-diagnosed allergic or diabetic condition which may require prompt treatment to protect the student against serious harm or death;

Administration of Medications Policy, continued

3. Investigational drugs or research or study medications may not be administered by directors or director's designee, lead teachers, or school administrators; and
 4. All controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Sections 21a-243-8 to 21a-243-11, inclusive, of the Regulations of Connecticut State Agencies may be administered in school readiness programs and before- and after-school programs pursuant to the local or regional board of education policy.
- (e) If, according to the local or regional board of education procedures, self-medication is allowed in the programs, then the programs must follow the procedures set forth under law and board policy including those related to documentation and storage.
- (f) All medications in before- and after-school and school readiness programs shall be handled and stored in accordance with the law and board policy including documentation and storage. Where possible, a separate supply of medication shall be stored at the site of the before- and after-school or school readiness program. In the event that is not possible for the parent or legal guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- (g) Documentation shall be completed and maintained on forms provided by the local or regional board of education, as follows:
1. a separate administration of medication record for each student shall be maintained in the program;
 2. administration of a medication with a cartridge injector or a glucagon injection shall be reported to the school nurse at the earliest possible time, but not later than the next school day;
 3. all other instances of the administration of medication shall be reported to the school nurse according to the student's individual plan or at least on monthly basis;
 4. the administration of medication record shall be submitted to the school nurse at the end of each school year and filed in or summarized on the student's cumulative health record according to local or regional board of education policy.
- (h) Supervision of the administration of medication in before- and after-school and school readiness programs shall be conducted as set forth under law and board policy.

Administration of Medications Policy, continued**Definitions**

- (a) "Administration of medication" means any one of the following activities: handling, storing, preparing, injecting or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.
- (b) "Before and After School Program" means any child care program operated and administered by a local or regional board of education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Health or Board of Education enhancement programs and extra-curricular activities.
- (c) "Board of Education" means, a local board of education, whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.
- (d) "Controlled drugs" means, those drugs as defined in Section 21a-240, Connecticut General Statutes.
- (e) "Cumulative health record" means, the cumulative health record of a pupil mandated by Section 10-206 of the Connecticut General Statutes.
- (f) "Dentist" means, a doctor of dentistry licensed to practice dentistry in Connecticut in accordance with Chapter 379, Connecticut General Statutes, or a licensed to practice dentistry in another state.
- (g) "Department" means, the Connecticut Department of Public Health or any duly authorized representative thereof.
- (h) "Director" means the person responsible for the operation and administration of any school readiness program or before- and after-school program.
- (i) "Extracurricular Activities" means activities sponsored by local and regional boards of Education that occur outside of the school day, are not part of the educational program and do not meet the definition of before- and after-school programs and school readiness programs.
- (j) "Glucagon injection" means a hormone medication given by injection to be used in an emergency to treat severe hypoglycemia or low blood sugar.
- (k) "Intramural athletic events" means tryouts, competition, practice, drills and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Administration of Medications Policy, continued

- (l) "Interscholastic athletic events" means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.
- (m) "Investigation drug" means, any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which have not yet received FDA approval. Research or study medications means FDA approved medications being administered according to an approved study protocol.
- (n) "Medication" means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Sections 21a-240, Connecticut General Statutes.
- (o) "Medication emergency" means a life-threatening reaction of a student to a medication.
- (p) "Medication order" means the written direction by an authorized prescriber for the administration of medication to a student who shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of the administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12 month period and the written signature of the prescriber.
- (q) "Nurse" means, a registered nurse licensed in Connecticut in accordance with Chapter 378, Connecticut General Statutes.
- (r) "Physician" means, doctor of medicine or osteopathy licensed to practice medicine in Connecticut in accordance with Chapters 370 and 371, Connecticut General Statutes, or licensed to practice medicine in another state.
- (s) "Principal" means the administrator of the school.
- (t) "Qualified School Personnel" means a fulltime employee who meets the local board of education requirements as a nurse, principal, teacher, occupational therapist or physical therapist, a coach or licensed athletic trainer or a paraprofessional who has been trained in the administration of medication in accordance with state law.
- (u) "Qualified Individuals" includes qualified school personnel as well as school readiness program and before- and after-school program directors or director's designee, lead teachers and school administrators who have been trained in the administration of medications.

Administration of Medications Policy, continued

- (v) "School" means, any education program which is under the jurisdiction of a board of education as defined under law excluding extracurricular activities.
- (w) "School Readiness Program" means a program that receives funds from the State Department of Education for a school readiness program and exempt from licensure by the Department of Public Health.
- (x) "School Medical Advisor" means a physician appointed in accordance with Section 10-205, Connecticut General Statutes.
- (y) "School Nurse" means a nurse appointed in accordance with Section 10-212, Connecticut General Statutes.
- (z) "Self-Administration of Medication" means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.
- (aa) "Supervision" means the overseeing of the process of medication administration in a school.
- (bb) "Teacher" means a professional employee below the rank of superintendent, employed by a Board of Education in a position requiring a certificate issued by the State Board of Education in accordance with Section 10-151, Connecticut General Statutes; or, employed as a teacher by the parochial /private school system.

Legal Reference:

Connecticut General Statutes
10-206 Health Assessment
10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.
10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176 and PA 15-215)
10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198)
19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.
21a-240 Definitions
29-17a Criminal history checks. Procedure. Fees.
52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)
Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.
Code of Federal Regulations: Title 21 Part 1307.2
20-12d Medical functions performed by physician assistants. Prescription authority.
20-94a Licensure as advanced practice registered nurse.
PA 07-241 An Act Concerning Minor Changes to the Education Statutes.
29-17a Criminal history checks. Procedure. Fees.

**Policy adopted by the Waterbury Board of Education on September 6, 2012,
revised on November 6, 2014, October 15, 2015, and June 15, 2017**

Administration of Medications Policy**Statement of Purpose**

The policy and procedures for the administration of medication in schools are written in accordance with Connecticut Education Laws.

Families and physicians are encouraged to develop medication schedules for students which do not interrupt the school day. There are children who could not be maintained in school without medication; therefore, the Departments of Education and Health recognize their responsibility in providing assistance to these children.

We are committed to providing for the administration of medications under the direction of a school medical advisor. All policies will be approved by the Waterbury Boards of Education.

General Policies

- (a) The Waterbury Board of Education shall allow for the administration of medications in schools under its jurisdiction by the school nurse and other qualified individuals as set forth below.
 - 1. Medications shall be administered primarily by school nurses when they are on the premises or by other qualified persons properly trained as set forth herein.
 - 2. In the absence of a school nurse, only qualified individuals who have been properly trained may administer medication to students.
 - 3. The Waterbury Board of Education will also authorize students to carry and self-administer certain medications when they have medical and parental consent and a nursing assessment is completed. Controlled drugs are generally not authorized under this section.
 - 4. Parents or Legal Guardians of students are permitted to administer medication on school grounds to their own child.
- (b) The Waterbury Board of Education shall allow for the administration of medications in before and after school programs and school readiness programs which are held at the school the student attends providing they comply with all training and other requirements under this Article.
- (c) The Waterbury Board of Education allows for the administration of medications in schools within its jurisdiction and therefore the following shall apply:
 - 1. The Waterbury Board of Education, with the advice and assistance of the School Medical Advisor and the Nursing Administrator, shall establish and

Administration of Medications Policy

maintain specific written policies and procedures concerning the administration of medications by a nurse, or in the absence of a nurse, by qualified individuals to students within the school system;

2. The Waterbury Board of Education, with the advice and assistance of the School Medical Advisor and the Public Health Nursing Administrator, shall review and revise the policies concerning the administration of medications annually and as needed; and
 3. The School Medical Advisor and the Public Health Nursing Administrator will provide a medication manual to all schools for nurses, administrators and teachers. The medication manual will be located in each health office.
- (d) No medication may be administered without:
1. The written order of an authorized prescriber (physician, dentist, advanced practice RN, physician assistant, optometrist). In reference to the training of the administration of glucagon, only the written order of a Connecticut licensed physician is acceptable;
 2. The written authorization of the student's parent or legal guardian to administer the prescribed medication;
 3. A written authorization by the parent or guardian for exchange of information between the school personnel and the authorized prescriber;
- (e) Prescribed medication shall be administered to and taken only by the student for whom the prescription has been written. Orders are valid for the requested time period only and long term medications must be renewed annually, beginning each academic year.
- (f) Qualified school personnel, when properly trained, and other qualified individuals, may administer to students:
1. Oral medications;
 2. Topical medications;
 3. Bronchodilators;
 4. Epinephrine cartridge injectors for students medically diagnosed with an allergic condition which may require prompt treatment to protect the student against serious harm or death;

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5. Epinephrine cartridge injectors for students undiagnosed with an allergic condition which may require prompt treatment to protect the student against serious harm or death; and
 6. Glucagon for students with diabetes.
- (g) Qualified school personnel may not administer investigational drugs, research or study medications.
- (h) The Waterbury Board of Education will:
1. Work with the Waterbury Department of Public Health personnel in providing policies and procedures to be followed in the event of a medication emergency; and
 2. Ensure that the following information is readily available in schools in its jurisdiction:
 - a. The local poison information center telephone number, (see Appendix 1C);
 - b. The procedure to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such event; and
 - c. The name of the person responsible for decision making in the absence of the school nurse.
- (i) All controlled drugs currently listed in Schedules II through V of the regulations of Connecticut State Agencies, Sections 21a-243-8 through 21a-243-11 (see Appendix 1D) may be administered in schools pursuant to the Waterbury Board of Education Policy on the administration of medications in schools.

Training of School Personnel

- (a) The Waterbury Board of Education authorizes the Waterbury Department of Public Health to provide annual training to designated authorized school personnel in the safe administration of medications.
- (b) This training shall include, but not be limited to:
1. The procedural and general aspects of safe medication administration, the safe handling and storage of medications and documentation.

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2. The medication needs of specific students, and each student's medication plan including the name and generic name of the medication, indications for medication, dosage, routes, time and frequency of administration, therapeutic effects of medication, potential side effects, overdose or missed dose of medication and when to implement emergency interventions.
- (c) On behalf of the Board of Education, the Waterbury Department of Public Health shall maintain and annually update documentation that such training has been provided and successfully completed. The Waterbury Department of Public Health will provide the Board of Education with copies of the dates and content of the training and list of qualified school personnel who successfully completed general and student specific administration of medication training for the current school year and the names and credentials of the nurse or school medical advisor trainers. See Appendix F

Administration for Individual Students. The individual who has been trained will sign his/her legal signature indicating they have no further questions.

The Department of Public Health shall maintain and annually update a list of qualified school personnel who have been trained in the administration of medications. See Appendix F – 2.16 Record of Training for Qualified School Personnel in the General Principles of Safe Administration of Medications.

Self-Administration of Medications

- (a) The Waterbury Board of Education will allow students to carry and self-administer medication for which they have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including asthma inhalers and cartridge injectors for medically diagnosed allergies, and may permit such students to self-administer other medications excluding controlled drugs as defined under law unless an extraordinary situation occurs, provided an authorized prescriber provides a written medication order including the recommendation for self-administration and there is a written permission from the student's parent or legal guardian or eligible student for self-administration of medication;
- (b) On the first day of school or on the first day with a medication order, the parents or legal guardians have allowed the nurse to examine the medication;
- (c) The school nurse has assessed the student's competency for self-administration in the school setting based on the factors set forth under law (See Appendix F-2.9 Self Medication Administration Nursing Assessment.) and deemed it to be safe and appropriate. The school nurse will document the determination of the student's competency on the Self Medication Nursing Assessment/Medication Plan;
- (d) In the case for inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of a student's competency to self-administer

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inhalers and cartridge injectors shall not be used to prevent a student from retaining and self-administering inhalers for asthma and cartridge injectors for medically diagnosed allergies. Issues relating to student's competency will be referred to the School Medical Advisor for review.

- (e) The school nurse has:
 - 1. Reviewed the medication order and parental authorization;
 - 2. Developed an appropriate plan for self-administration, including provisions for general supervision; and
 - 3. Documented the nursing assessment/medication plan in the student's health record; and
- (f) The principal and appropriate teachers are informed that the student is self-administering prescribed medication; and
- (g) Such medication is transported to the school and maintained under the student's control at all times.

Immunity

State law provides that no authorized individual administering medications pursuant to this procedure in compliance with State law shall be liable to such child or a parent or guardian of such child for civil damages for any personal injuries that result from acts or omissions of such individual in administering such medications which may constitute ordinary negligence. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence.

Medication Emergencies

Allergic reaction to medication can happen at any time no matter how long the child has taken the medication. Most common signs and symptoms of an allergic reaction:

- (a) Appears – apprehensive, restless, decreased level of consciousness
- (b) Feels – itchy, tingling, dizzy, headache
- (c) Vital Signs – pulse rapid and faint, blood pressure low, fever
- (d) Skin – cool, clammy, pale, blush, swelling, rashes
- (e) Pupils – dilated or constricted
- (f) Throat – difficulty swallowing, drooling

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- (g) Lungs – increased respiratory effort, wheezing
- (h) Abdomen – nausea, cramps
- (i) Incontinence – stool, urine

Emergency Treatment

CALL 911

If any compromise:

Airways – difficulty swallowing

Breathing – wheezing

Circulation – rapid, weak pulse or low blood pressure

Decreased level of consciousness

In all reactions:

Loosen clothing

Allow student to remain in position of comfort

Reassure

Encourage relaxation breathing

Contact parent

Contact student's physician

Application of emergency medical techniques by properly trained and/or certified personnel such as cardiopulmonary resuscitation

Notify school administrator

Handling, Storage and Disposal of Medication

- (a) All medications shall be delivered by the parent, legal guardian or other responsible adult and shall be received by the nurse, principal or designated trained personnel assigned to the school. The nurse must examine on-site any new medication; medication order and permission form and develop a medication administration plan for the student before any medication is given by any school personnel or self-administered.
- (b) All medications, except those approved for keeping by students for self-medication and those designated as emergency medications, shall be kept in a designated locked container, cabinet, or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet. Emergency medications, unless otherwise determined by

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a student's emergency care plan, shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, the principal or the principal's designee who has been trained in the administration of medication. Emergency medications will be locked beyond the regular school day except as otherwise determined by a student's emergency care plan.

- (c) Access to all stored medications shall be limited to persons authorized to administer medication. Each school shall maintain a current list of those qualified individuals to administer medications. See Appendix F-2.16 Medication Training Record in the General Principles of Safe Administration of Medications.
- (d) All medications, prescription and nonprescription shall be stored in their original containers and in such a manner as to render them safe and effective. No more than a 45 day supply will be allowed for each medication ordered.
- (e) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building. One set of keys shall be maintained under the direct control of the school nurse and an additional set shall be under the direct control of the principal.
- (f) Medications requiring refrigeration shall be stored in a refrigerator at no less than 36 degrees F. and no more than 46 degrees F.

A refrigerator must be available to store medication which requires refrigeration. It is recommended, but not required, that the refrigerator be used exclusively for the storage of medications, and that it be located in a limited access area, e.g. an area where access is limited to persons designated by the school nurse.

- 1. In a refrigerator used exclusively for the storage of medications and located in a limited access area (health room):
 - a. Non-controlled drugs may be stored in a locked container directly on the shelf.
 - b. Controlled drugs must be stored in a locked container which is affixed to the refrigerator shelf.
- 2. In a refrigerator which is shared (used for food storage as well as medication storage) and/or located in a multiple access area (such as the teachers' lounge):
 - a. Non-controlled drugs must be stored in a separate locked container. This container may be placed on the shelf, but need not be affixed to it.

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- b. Controlled drugs must be stored in a locked container and locked within a second container which is affixed to the shelf.
- (g) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned (see Appendix F – 2.14 - Medication Pick-up Notice) to the parent or legal guardian or destroyed.
 - 1. Non-controlled drugs shall be destroyed in presence of at least one (1) witness.
 - 2. Controlled drugs shall be destroyed in accordance with part 1307.21 of the Code of Federal regulations or by surrender to the Drug Control Unit of the Department of Consumer Protection, 860 713-6065.
- (h) If a controlled drug is lost (e.g., falls into the sink and dissolves) verify the incident in the presence of a second person. Have the second person confirm the presence/absence of a residue. Jointly document the event, noting the presence/absence of residue. Notify the Drug Control Unit, Department of Consumer Protections, at 860- 713-6065, for direction.
- (i) Controlled drug count:
 - 1. Controlled drugs will be counted by the school nurse or designee in the presence of a witness upon receipt/initial examination. (See Appendix F – 2.10 Controlled Substance Record)
 - 2. Following initial examination, it is acceptable for only one person to count controlled drugs. Count is conducted each school day and witnessed once a week. (See Appendix F – 2.11 Controlled Substance Audit Record).

Documentation and Record Keeping

- (a) Each school where medications are administered shall maintain a medication administration record for each student who receives medication. See Appendix F - 2.3 Individual Medication Administration Record and F – 2.8 Diabetic Medication Administration Flow sheet.
 - 1. Such record shall include:
 - a. The name of the student
 - b. The name of the medication
 - c. The dosage of the medication
 - d. The route of administration

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- e. The frequency of administration
 - f. The name of the prescribing physician, the name of the parent or legal guardian authorizing that the medication be given.
 - g. The dates for initiating and terminating the administration of medication including extended year programs.
 - h. The quantity ordered, the quantity received which is verified by the adult delivering the medication
 - i. Any student allergies to food and/or medicine
 - j. The date and time of administration or omission including the reason for the omission
 - k. The dose or amount of drug administered
 - l. The full legal signature of the nurse, or qualified school personnel administering the medication
2. Transactions shall be recorded in ink and shall not be altered.
 3. The medication administration record shall be made available to the State Department of Public Health upon request.
- (b) The written order of the authorized prescriber, the written authorization of the parent or legal guardian, and the completed medication administration record for each student shall be filed in the student's cumulative health record.
 - (c) Controlled substance records and a copy of the medication authorization must be retained for 3 years by the school that administered the medication.
 - (d) An authorized prescriber's telephone order, for a change in any medication can be received only by a school nurse. Any such telephone order must be followed by a written order within three (3) school days. (See Appendix F – 2.2: Physician's Telephone Orders.)
 - (e) Whenever any error in medication administration occurs, the following procedures apply:
 1. All errors shall be reported by phone or in person immediately to the school nurse and the prescribing physician
 2. The school nurse will notify the nurse administrator of any and all errors

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3. The school nurse, or in her absence the principal or designee, will notify the child's parent of the error.
4. Medical treatment as a result of medication error
 - a. Contact student's physician and describe medication error
 - b. Relate to the physician the student's condition
 - c. Obtain orders, if given
 - d. Describe error with course of action
5. A report shall be completed using the accident/incident report form and a copy shall be provided to the nursing administrator and placed in the student's health record. (See Appendix F – 2.18 - Medication Error or Incident Report Form.)

Supervision

The school nurse is responsible for general supervision of administration of medications in the school to which that nurse is assigned. This shall include:

(a) Availability on a regularly scheduled basis to:

1. Review orders or changes in orders, and communicate these to the personnel designated to give medication for appropriate follow-up.
2. Set-up a plan and schedule to ensure medications are given properly.
3. Provide training to qualified school personnel and other licensed nursing personnel in the administration of medications and assess that the qualified personnel for schools are competent to administer. (See Appendix F – 2.17 Record of Training/Supervision for Qualified School Personnel in Medication Administration and Appendix F – 2.16 Record of Training for Qualified School Personnel in General Principles of Safe Administration of Medications).

Training of school personnel on oral, topical, inhalant medications, glucagon injections and cartridge injectors includes but is not limited to: review of student's medication authorization, review of content and location of the Medication Policy, correct documentation and storage of medication and location within health room, including keys for access.

The procedure of safe administration practice includes:

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- a. instruction on hand washing before giving medication,
 - b. identification of student,
 - c. identification of correct drug, dose, route and time as per medication authorization,
 - d. training in the administration of medication with injectable equipment used to administer glucagon annually
 - e. instruction on careful observation of student to verify medication has been taken,
 - f. instruction on completion of appropriate documents,
 - g. instruction to contact the Nursing Administrator prior to administering any medication which is in question.
4. Support and assist qualified school personnel and other licensed nursing personnel to prepare for and implement their responsibilities related to the administration of specific medications during school hours.
 5. Provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes.
 6. Provide consultation by telephone. In the absence of the School Nurse, the School Medical Advisor, or Nursing Administrator may provide this consultation.
- (b) Implementation of policies and procedures regarding receipt, storage, and administration of medications.
 - (c) Periodic review of all documentation pertaining to the administration of medications for students.
 - (d) Work site observation of medication administration by authorized school personnel to ensure competency.
 - (e) Periodic review as needed with authorized school personnel regarding the needs of any student receiving medication.

Administration of Anti-Epileptic Medications to Students

With the written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and

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

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

Administration of Epinephrine Cartridge Injectors to Students

- (a) The school district, with the advice and approval of the school medical advisor, shall determine the supply of epinephrine cartridge injectors available in each school in the district.
- (b) A school nurse or qualified school personnel may administer an epinephrine cartridge injector to students experiencing allergic reactions and who do not have a prior written authorization for the administration of epinephrine.
- (c) A student with a medically diagnosed allergic condition that may require prompt treatment in order to protect against serious harm or death, may be permitted to carry an epinephrine cartridge injector on their person during regular school hours with written authorization from the following:
 - 1. Student's parent or guardian;
 - 2. Qualified medical professional; and
 - 3. School Nurse.
- (d) The school principal shall select qualified school personnel to administer epinephrine only in situations where the school nurse is absent or unavailable.
- (e) Qualified school personnel will be selected on a volunteer basis.
- (f) Training for qualified school personnel will be provided by the school nurse or medical advisor.

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- (g) Upon successful completion of the training the school nurse or medical advisor will attest, in writing, that the personnel has completed the training.
- (h) No qualified school personnel shall administer epinephrine, unless they have completed annual refresher training.
- (i) The school principal, with the advice of the school nurse, shall develop a communications plan to notify qualified school personnel whenever the school nurse is absent or unavailable, and that a specific qualified individual is currently responsible for the emergency administration of epinephrine.
- (j) The parent or guardian may submit, in writing, to the school nurse or medical advisor a notice that epinephrine shall not be administered to such student.
- (k) The school district shall annually notify parents or guardians of the need to provide such written notice.
- (l) The school nurse shall maintain a list of students whose parents have refused the emergency application of epinephrine, and shall ensure that the qualified school personnel are notified of the list.

Coaches and Licensed Trainers

During intramural and interscholastic athletic events, a qualified coach or qualified licensed athletic trainer may administer medication for select students for whom self-administration plans are not available. for (1) inhalant medications prescribed to treat respiratory conditions; (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition or an undiagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death and (3) glucagon injections, provided the following requirements have been met.

- (a) The coach or licensed athletic trainer shall be trained in:
 - 1. The general principles of the administration of medication applicable to receiving, storing and assisting with inhalant medications, cartridge injector medications and glucagon injections, and documentation;
 - 2. Students specific needs for assistance according to the individualized medication plan.
- (b) The school nurse shall provide a copy of the authorized prescriber's order and the parental permission form to the coaches;
- (c) The parent or legal guardian shall provide to the coach or licensed trainer the medication. The medication provided to the coach or licensed athletic trainer, such

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as the inhaler, glucagon injection or cartridge injector, shall be separate from the medication stored in the school health office for use during the school day;

- (d) The coach or licensed athletic trainer shall agree to the administration of emergency medication and shall implement the emergency care plan;
- (e) Medications to be used in athletic events shall be stored:
 - 1. In containers for the exclusive use of holding medications;
 - 2. In locations that preserve the integrity of the medication;
 - 3. Under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - 4. In a locked secure cabinet when not in use at athletic events.
- (f) Errors in the administration of medication shall be addressed in the same manner set forth for qualified school personnel except that if the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next day; and
- (g) Documentation of any administration of medication by a coach or licensed athletic trainer, together with any other information needed by the school nurse, shall be completed on forms provided by the local school board and the school nurse shall be notified as follows:
 - 1. A separate medication administration record for each student shall be maintained in the athletic area;
 - 2. Administration of a cartridge injector medication or glucagon injection shall be reported to the school nurse at the earliest possible time, but not later than the next school day;
 - 3. All other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently as required by the individual student plan
 - 4. The administration of medication record shall be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

Administration of Medications Policy**School readiness programs and before and after school programs**

For school readiness programs and before and after school programs run by local or regional boards of education and municipalities which are exempt from licensure by the Department of Public Health:

(a) The local or regional board of education shall develop policies and procedures, to be reviewed on an annual basis, for administration of medication in these programs, with input from the school medical advisor or a licensed physician and the Nursing Administrator. These policies shall include:

1. Determination of the level of nursing services needed to ensure the safe administration of medication within these programs including additional school nurse staffing required based on needs of the program and the program's participants;
 2. Who may administer medication and whether a licensed nurse is required on-site;
 3. The circumstances under which self-medication by students is permitted;
 4. The policies and procedures to be followed in the event of a medication emergency or error;
 5. A requirement that local poison control center information is readily available at these programs;
 6. The procedure to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such event; and
 7. The person responsible for decision making in the absence of the nurse.
- (b) Administration of medications shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
- (c) No medication shall be administered in these programs without:
1. The written order of an authorized prescriber; and
 2. The written authorization of a parent or legal guardian or an eligible student.
- (d) In the absence of a licensed nurse, only directors or directors' designees, lead teachers or school administrators who have been properly trained may administer

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medications to students as delegated by the school nurse or other registered nurse. Training for directors or directors' designees, lead teachers or school administrators in the administration of medications will be provided as set forth under law.

1. Director's or director's designee, lead teachers and school administrators may administer oral, topical, intranasal or inhalant medications;
 2. Cartridge injector medications and glucagon injections may be administered by a director or director's designee, lead teacher or school administrator only to a student with a medically-diagnosed allergic or diabetic condition which may require prompt treatment to protect the student against serious harm or death;
 3. Investigational drugs or research or study medications may not be administered by directors or director's designee, lead teachers, or school administrators; and
 4. All controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Sections 21a-243-8 to 21a-243-11, inclusive, of the Regulations of Connecticut State Agencies may be administered in school readiness programs and before- and after-school programs pursuant to the local or regional board of education policy.
- (e) If, according to the local or regional board of education procedures, self-medication is allowed in the programs, then the programs must follow the procedures set forth under law and board policy including those related to documentation and storage.
- (f) All medications in before- and after-school and school readiness programs shall be handled and stored in accordance with the law and board policy including documentation and storage. Where possible, a separate supply of medication shall be stored at the site of the before- and after-school or school readiness program. In the event that is not possible for the parent or legal guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- (g) Documentation shall be completed and maintained on forms provided by the local or regional board of education, as follows:
1. A separate administration of medication record for each student shall be maintained in the program;
 2. Administration of a medication with a cartridge injector or a glucagon injection shall be reported to the school nurse at the earliest possible time, but not later than the next school day;

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3. All other instances of the administration of medication shall be reported to the school nurse according to the student's individual plan or at least on monthly basis;
 4. The administration of medication record shall be submitted to the school nurse at the end of each school year and filed in or summarized on the student's cumulative health record according to local or regional board of education policy.
- (h) Supervision of the administration of medication in before- and after-school and school readiness programs shall be conducted as set forth under law and board policy.



Administration of Medications Policy**Definitions**

- (a) "Administration of medication" means any one of the following activities: handling, storing, preparing, injecting or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.
- (b) "Before and After School Program" means any child care program operated and administered by a local or regional board of education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Health or Board of Education enhancement programs and extra-curricular activities.
- (c) "Board of Education" means, a local board of education, whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.
- (d) "Cartridge Injector" means, an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.
- (e) "Controlled drugs" means, those drugs as defined in Section 21a-240, Connecticut General Statutes.
- (f) "Cumulative health record" means, the cumulative health record of a pupil mandated by Section 10-206 of the Connecticut General Statutes.
- (g) "Dentist" means, a doctor of dentistry licensed to practice dentistry in Connecticut in accordance with Chapter 379, Connecticut General Statutes, or a licensed to practice dentistry in another state.
- (h) "Department" means, the Connecticut Department of Public Health or any duly authorized representative thereof.
- (i) "Director" means the person responsible for the operation and administration of any school readiness program or before- and after-school program.
- (j) "Extracurricular Activities" means activities sponsored by local and regional boards of Education that occur outside of the school day, are not part of the educational program and do not meet the definition of before- and after-school programs and school readiness programs.
- (k) "Glucagon injection" means a hormone medication given by injection to be used in an emergency to treat severe hypoglycemia or low blood sugar.

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- (l) "Intramural athletic events" means tryouts, competition, practice, drills and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.
- (m) "Interscholastic athletic events" means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.
- (n) "Investigation drug" means, any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which have not yet received FDA approval. Research or study medications means FDA approved medications being administered according to an approved study protocol.
- (o) "Medication" means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Sections 21a-240, Connecticut General Statutes.
- (p) "Medication emergency" means a life-threatening reaction of a student to a medication.
- (q) "Medication order" means the written direction by an authorized prescriber for the administration of medication to a student who shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of the administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12 month period and the written signature of the prescriber.
- (r) "Nurse" means, a registered nurse licensed in Connecticut in accordance with Chapter 378, Connecticut General Statutes.
- (s) "Physician" means, doctor of medicine or osteopathy licensed to practice medicine in Connecticut in accordance with Chapters 370 and 371, Connecticut General Statutes, or licensed to practice medicine in another state.
- (t) "Principal" means the administrator of the school.
- (u) "Qualified Medical Professional" means, (i) a physician licensed under chapter 370, (ii) an optometrist licensed to practice optometry under chapter 380, (iii) an

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advanced practice registered nurse licensed to prescribe in accordance with section 20-94a, or (iv) a physician assistant licensed to prescribe in accordance with section 20-12d.

- (v) "Qualified School Personnel" means, a fulltime employee who meets the local board of education requirements as a nurse, principal, teacher, occupational therapist or physical therapist, a coach or licensed athletic trainer or a paraprofessional who has been trained in the administration of medication in accordance with state law.
- (w) "Qualified Individuals" includes qualified school personnel as well as school readiness program and before- and after-school program directors or director's designee, lead teachers and school administrators who have been trained in the administration of medications.
- (x) "School" means, any education program which is under the jurisdiction of a board of education as defined under law excluding extracurricular activities.
- (y) "School Readiness Program" means a program that receives funds from the State Department of Education for a school readiness program and exempt from licensure by the Department of Public Health.
- (z) "School Medical Advisor" means a physician appointed in accordance with Section 10-205, Connecticut General Statutes.
- (aa) "School Nurse" means a nurse appointed in accordance with Section 10-212, Connecticut General Statutes.
- (bb) "Self-Administration of Medication" means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.
- (cc) "Supervision" means the overseeing of the process of medication administration in a school.
- (dd) "Teacher" means a professional employee below the rank of superintendent, employed by a Board of Education in a position requiring a certificate issued by the State Board of Education in accordance with Section 10-151, Connecticut General Statutes; or, employed as a teacher by the parochial /private school system.

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Legal Reference:

Connecticut General Statutes

10-206 Health Assessment

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

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

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

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

21a-240 Definitions

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

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

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

Code of Federal Regulations: Title 21 Part 1307.2

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

20-94a Licensure as advanced practice registered nurse.

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

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

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Office of the Corporation Counsel

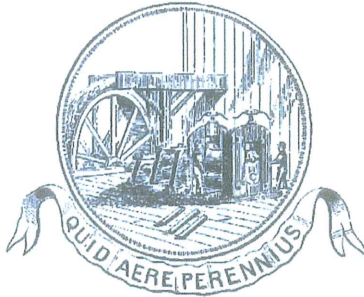
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LYNN M. MCHALE*
KEVIN J. DALY
RICHARD J. SCAPPINI
DANIEL J. FOSTER

JOSEPH A. MENGACCI
SPECIAL COUNSEL



235 GRAND STREET
THIRD FLOOR
WATERBURY, CT 06702
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+Also admitted in Massachusetts
*Also admitted in Florida

September 6, 2017

Commissioner Ann Sweeney
Chair, Policy and Procedures, Board of Education
c/o Carrie Swain, Clerk
Board of Education
236 Grand Street
Waterbury, CT 06702

Re: Directory Information / Our File # CC17-302

Dear Commissioner Sweeney:

The Clerk has forwarded a request for a legal review of a proposed Board of Education Policy regarding Directory Information.

As you are aware, federal law requires that schools receiving certain federal funds (Title I) make available specified student information to military recruiters, institutions of higher education or prospective employers of students. In order to comply with federal law and produce the specified student information, while concurrently protecting confidential student information also required under law and allow parent/student objection to disclosure, federal law authorizes the creation of a "Directory of Information" to house the disclosable student information.

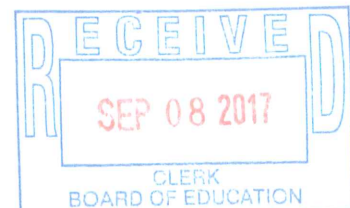
The Connecticut Association of Boards of Education ("CABE") has provided an overview of the legal requirements and proposed policies and forms requiring Directory Information. You have advised that the Waterbury Board of Education, as members of CABE, rely on CABE's legal counsel for vetting the proposed policies and will adopt CABE's template policy on this issue.

Based upon my review, no local, state or federal law is inconsistent with the proposed CABE policies. Although this office independently reviewed the policy proposals regarding Directory Information, future reliance on CABE legal advisory positions will be referenced and this office will review for compliance with local (City of Waterbury) Ordinances only to expedite the review.

Thank you for the opportunity to review this interesting topic.

Very truly yours,

Linda T. Wihbey





Armed Forces Recruiter Access to Students and Student Recruiting Information as amended by the Every Student Succeeds Act

~Page 1~

UPDATE MAILING NO. 1

NOVEMBER 11, 2016

This portion of the legislation requires districts that receive ESEA funds, such as Title I funds for remedial assistance, to provide, upon request, military recruiters or an institution of higher education or to prospective employers of these students, access to the (1) name, (2) address and (3) telephone listing of each secondary school student unless the parent of such student has submitted a written request to the local school district that the information not be released without prior written parental consent.

The Every Student Succeeds Act (ESSA) does not require disclosure of what might be considered directory information under FERPA beyond the three items listed above. The ESSA also requires that districts notify parents of their option to withhold consent to any disclosure.

Connecticut, through C.G.S. 10-221b, has provided that boards of education must adopt policies that provide for the same on-campus recruiting opportunities and access to directory information as are provided to nonmilitary recruiters or commercial concerns. "Directory information" is defined as information that would not normally be considered private; but boards of education, through policy language, must decide for themselves which precise categories of information to designate as "directory information." The federal Family Educational Rights and Privacy Act, commonly referred to as FERPA, provides that student information must be kept confidential. FERPA permits, but does not require, school districts to designate certain information as directory information.



That which a board has specified as directory information, either in its student records policy or in a separate policy pertaining to directory information, may be disclosed without parental or student consent (18 years of age or older) provided that the board has annually notified parents and such students they may object to disclosure of directory information, and upon objection, such information may not be disclosed.

The "Every Student Succeeds Act (ESSA)" of 2015 mirrors the Connecticut law requiring equal access for military recruiters, with an important difference. Under FERPA, the decision regarding the release of directory information was left up to the board of education and such information had to be disclosed to military recruiters only if the board of education decided to release directory information to others. This new federal legislation requires boards of education to provide military recruiters with directory information limited to students' names, addresses and telephone listings, unless parents specifically object, in writing.

The local school district is prohibited by the "Every Student Succeeds Act (ESSA)" from withholding the names, addresses, and telephone numbers of students from military recruiters by implementing an opt-out process or any other process that is contrary to the written consent request process provided for in the law. ESSA requires the information to be given upon the request of military recruiters unless the parent makes a written request that the information not be released. Upon receiving such request, the district may not release such information without the parent's prior written consent.

In addition, the board of education cannot adopt a policy generally prohibiting access by military recruiters to the student information.



Armed Forces Recruiter Access to Students and Student Recruiting Information as amended by the Every Student Succeeds Act

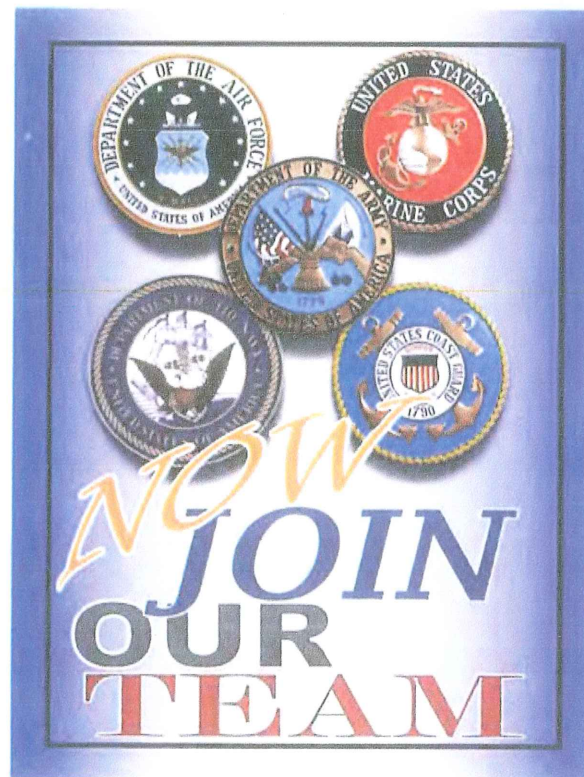
~Page 2~

Districts are also required to notify the parents of the enrolled students of the option to make the written request described above concerning the opt-out process. If no written opt-out is provided, the District must release the student's name, address and telephone listing to military recruiters.

When a student has attained 18 years of age, the permission or consent required of and the right accorded to the student's parents shall only be required of and accorded to the student. Therefore, schools should notify students of their rights under this law (ESSA) when they turn 18 years old. This will apply mostly to seniors. It is recommended that the required notice be provided to both senior students and their parents at the beginning of their senior year.

Federal legislation requires that districts provide military recruiters the same access to high school students that is generally provided to post-secondary educational institutions or prospective employers. Parental consent for accessing students is not required. In response to the requirements of the National Defense Authorization Act and the Every Student Succeeds Act, CAFE amended policy #5145.14 "On-Campus Recruitment," policy #5145.15 "Directory Information" and the form used to deny permission.

These follow for your consideration and use.



A revised sample policy to consider.

Students

Directory Information (Version #1)

Directory information or class lists of student names and/or addresses, and telephone lists shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained status as an eligible student. (*An eligible student is a student or former student who has reached eighteen years of age or who is attending an institution of post-secondary education or is an emancipated minor.*)

Alternative Language

The District may disclose any of the items listed as "Directory Information" without prior written consent, unless notified in writing to the contrary.

"Directory information" means one or more of the following items: student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, including honor roll publication, and the most recent previous public or private school attended by the student, parent's name and/or e-mail address.

A student's Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers, user ID, or other electronic personal identifiers used by a student to access or communicate in electronic systems may be disclosed only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless a secondary student eighteen years of age or older, or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents and students of the option to make such a request and shall comply with any request received.

ESSA requires the release of the student's name, address and telephone listing unless, after giving appropriate notice to parents/guardians and students eighteen years of age or older, of their right to opt-out and to require, after such opt-out, written permission to release the information.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Students

Directory Information (Version #1) (continued)

Public Notice

The District will give annual public notice to parents/guardians of students in attendance and students eighteen years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information and the requirement that the District must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents/guardians or eligible students request the District withhold this information and such release would require their written permission. Such notice will be given prior to the release of directory information.

A student ID number or other unique personal identifier that is displayed on a student ID badge may be considered as directory information only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the Principal by the parent/guardian, student of eighteen years of age or emancipated student with fifteen days of the annual public notice.

(cf. 5125 - Student Records; Confidentiality)

Note: *A district may adopt and implement a limited directory information policy that allows for the disclosure of directory information to specific parties, for specific purposes, or both. Such a policy must be specified in the public notice to parents/guardians and eligible students. The District must then limit directory information disclosures to those specified in the public notice.*

(See version #2 of this policy for an example.)

Legal Reference: Connecticut General Statutes

1-210 (11) Access to public records. Exempt records.

10-221b Boards of education to establish written uniform policy re treatment of recruiters.

Students

Directory Information (Version #1)

Legal Reference: Connecticut General Statutes (continued)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g and Final Rule 34 CFR Part 99, December 9, 2008 and December 2, 2011)

P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001.

~~P.L. 107-110 "No Child Left Behind Act" Title IX, Sec. 9528~~

P.L. 114-95 "The Every Student Succeeds Act" Section 8025

Policy adopted:

rev 4/09

rev 4/12

rev 11/16

#6

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: Thursday, October 12, 2017 (Rotella)
BOARD MEETING: Thursday, October 19, 2017

TO THE BOARD OF EDUCATION
 WATERBURY, CONNECTICUT

LADIES AND GENTLEMEN:

With the approval of the Committee on School Facilities and Grounds, the Superintendent of Schools recommend approval of the use of school facilities, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES AND DATES/TIMES
PTO	Maloney gym: Fri., Nov. 3 rd 5:30-8:00pm (school fundraiser)
M. Rocco	W.Cross café: Oct. to May monthly PTO meetings 6-8pm W.Cross gym: Mon., Nov. 20 th 4-8pm (Turkey Bingo Family Night/Fundraiser) W.Cross gym: Fri., Dec. 1 st 3:30-8:00pm (set up for Saturday) W.Cross gym: Sat., Dec. 2 nd 8am-9pm (Breakfast with Santa/craft fair) W.Cross gym: Fri., Jan. 12 th 5-9pm (Family Movie Night) W.Cross gym: Mon. Feb. 12 th 4-8pm (set up for Tuesday) W.Cross gym Tues., Feb. 13 th 5-9pm (Valentine Social) W.Cross gym: Fri., Mar. 23 rd 3:30-8:00pm (set up for Saturday) W.Cross gym: Sat., Mar. 24 th 8am-9pm (Breakfast with Bunny & craft fair) W.Cross gym: Wed., May 30 th 3:30-9:00pm (set up for Thursday) W.Cross gym: Thurs., May 31 st 3:30-9:00pm (Barbeque Hoedown/Social)
L. Richard	Career Academy gym & café: Mar. 2 nd 2-8pm (set up for state conference) Career Academy gym & café: Mar. 3 rd 7am-5pm (HOSA State Conference)
C. Damon	Wilson gym: Thurs., Oct. 26 th 6-7pm (Family Literacy Night)
C. Altien	Rotella aud., café: 3/18, 3/24, 3/25 8am-8pm (school play)
D. Melendez	Chase gym: Thurs., Oct. 26 th 5-7pm (Family Bingo Night)
J. Silva	WSMS café, arts rm.: Tues., Dec. 12 th 5-9pm (Winter Concert) WSMS café, arts rm.: Wed., May 16 th 5-9pm (Spring Concert)
L. Franks-Blanchard	Wilby café: Fri., Oct. 27 th 6:00-9:30 pm (Halloween Dance)
V. Demirali	Sprague gym: Thurs., Oct. 26 th 5-7pm (International Family Night)
Human Resources	Wilby aud.: Wed., Oct. 18 th 5-7pm (Police Officer study guide in-service)
C. Lamb	Wilby & NEMS cafes: Sat. Oct. 28 th 7am-6pm (Police Officer exam)
E. Polaco	Wallace café: Sat., Nov. 18 th 4:30-10:30pm (Crosby Homecoming)
V. Balsamo	Crosby aud. & gym: Wed. & Thurs. April 11 th & 12 th (Financial Reality Fair)
G. Hayes	Career Academy café: Tues., Oct. 17 th 5:00-6:30pm (golf team meeting)

Approved:

John Theriault

Kathleen M. Ouellette, Ed. D.
Superintendent of Schools

OCT - 6 2017

[Handwritten signature]

SCHOOL PERSONNEL USE ONLY

DATE: 10-5-17

TO: SCHOOL BUSINESS OFFICE

FROM: Ivelisse Cruz President - Maloney Magnet PTO

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Maloney Magnet

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 11-3-17

FROM: 5:30 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

School Fundraiser - vendor event

[Signature]
APPLICANT
Ivelisse Cruz

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

OCT - 3 2017

DATE: 9/28/17

TO: SCHOOL BUSINESS OFFICE

FROM: Margaret Rocco

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms/Library

DATES REQUESTED: Tue. 10/10/17, Tue. 11/14/17, Tues. 1/9/18, Thurs. 3/15/18, Thurs. 4/12/18, & Tues. 5/15/18

FOR THE FOLLOWING PURPOSES:

PTA Meetings from 6:00 - 8:00


APPLICANT

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

OCT - 3 2017

TO: SCHOOL BUSINESS OFFICE
DATE: 9/28/17
FROM: Margaret Rocco

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms/Library

DATES REQUESTED: Monday, November 20, 2017

FOR THE FOLLOWING PURPOSES:

Turkey Bingo Family night and Pie Fundraiser Pick ups. From 4:00 PM - 8:00PM


APPLICANT

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

OCT - 3 2017

SCHOOL PERSONNEL USE ONLY

TO: SCHOOL BUSINESS OFFICE

DATE: 9/28/17

FROM: Margaret Rocco

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms/Library

DATES REQUESTED: Friday, December 1, 2018 from 3:30 – 8:00p.m. & Saturday, December 2, 2018 from 8:00 a.m. – 9:00 p.m. (snow dates 12/8/17 & 12/9/17)

FOR THE FOLLOWING PURPOSES:

PTA - Set up and Breakfast with Santa, Craft Fair and Auction


APPLICANT

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.

These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

OCT - 3 2017

TO: SCHOOL BUSINESS OFFICE DATE: 9/28/17

FROM: Margaret Rocco

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐

Auditorium

☒

Gymnasium

☐

Swimming Pool

☐

Café/Rooms/Library

DATES REQUESTED: Friday, January 12, 2018 from 5:00 p.m. – 9:00 p.m.

FOR THE FOLLOWING PURPOSES:

PTA - Family Movie Night


(APPLICANT)

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.
These arrangements *must* be made in person at the police and fire headquarters.

Back

SCHOOL PERSONNEL USE ONLY

OCT - 3 2017

TO: SCHOOL BUSINESS OFFICE

DATE: 9/28/17

FROM: Margaret Rocco

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐

Auditorium

☒

Gymnasium

☐

Swimming Pool

☐

Café/Rooms/Library

DATES REQUESTED: Monday 2/12/18 from 4:00 -8:00 & Tuesday, 2/13/18 from 5:00 – 9:00p.m.

FOR THE FOLLOWING PURPOSES:

PTA - Valentines Day Social


APPLICANT

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.
These arrangements *must* be made in person at the police and fire headquarters.

OCT - 3 2017

SCHOOL PERSONNEL USE ONLY

TO: SCHOOL BUSINESS OFFICE

DATE: 9/28/17

FROM: Margaret Rocco

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐

Auditorium

☒

Gymnasium

☐

Swimming Pool

☐

Café/Rooms/Library

DATES REQUESTED: Friday, March 23 from 3:30 – 8:00 p.m. & Saturday, March 24, 2018 from 8:00 a.m. – 9:00 p.m.

FOR THE FOLLOWING PURPOSES:

PTA - Breakfast with the Easter Bunny, Craft Fair and Auction


APPLICANT

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

OCT - 3 2017

SCHOOL PERSONNEL USE ONLY

TO: SCHOOL BUSINESS OFFICE

DATE: 9/28/17

FROM: Margaret Rocco

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐

Auditorium

☒

Gymnasium & Playground

☐

Swimming Pool

☐

Café/Rooms/Library

DATES REQUESTED: Wednesday, May 30, 2018 & Thursday, May 31, 2018 3:30 – 9:00PM

FOR THE FOLLOWING PURPOSES:

PTA - Decorate & Barbeque Hoedown, End of the year social


APPLICANT

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

OCT - 3 2017

faxed
9/18/17SCHOOL PERSONNEL USE ONLYDATE: 9/18/17

TO: SCHOOL BUSINESS OFFICE

FROM:

Linda Richardson WCA

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED:

Waterbury Career Academy

Auditorium



Gymnasium



Swimming Pool



Café/Rooms

DATES REQUESTED:

March 2nd, 2018

FROM:

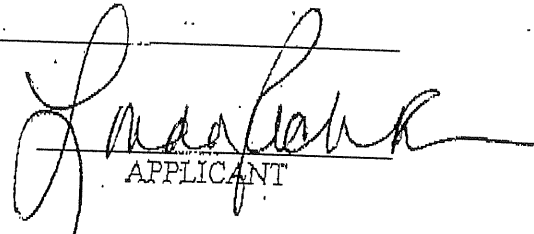
2:00

am/pm

TO:

8:00

am/pm

FOR THE FOLLOWING PURPOSES:Set up for State
Conference
APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.
These arrangements *must* be made in person at the police and fire headquarters.

OCT - 3 2017

SCHOOL PERSONNEL USE ONLYDATE: 9/18/17

TO: SCHOOL BUSINESS OFFICE

FROM: Linda Richard WCA

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Waterbury Career Academy☐ Auditorium☒ Gymnasium☐ Swimming Pool☒ Cafeteria/Rooms4th Floor

DATES REQUESTED:

March 3rd - SaturdayFROM: 7⁰⁰ am/pmTO: 5⁰⁰ am/pm

FOR THE FOLLOWING PURPOSES:

HOST HOSA STATE
ConferenceLinda Richard
APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

OCT - 2 2017

03/13/2008 10:43 FAX 2035748032

SCHOOL BUSINESS OFFICE

001

SCHOOL PERSONNEL USE ONLY

DATE: 10/3/17

TO: SCHOOL BUSINESS OFFICE

FROM: Cristine Damm

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR USE OF SCHOOL FACILITIES (AFTER REGULAR SCHOOL HOURS) AS FOLLOWS:

NAME OF SCHOOL REQUESTED: Woodm. W. Elem.

☐ AUDITORIUM ☒ GYMNASIUM ☐ SWIMMING POOL ☐ CAFE/ROOMS

DATES REQUESTED: 10/24

FROM 6 ^{am} TO 7 ^{pm}

FOR THE FOLLOWING PURPOSES:

Family Literacy Night. The children
will be read a story and will get to select
books from the Book Mobile
Parents will be given
literacy information from teachers.
APPLICANT Cristine Damm

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.
These arrangements must be made in person at police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

OCT -2 2017

DATE: 9/28/17

TO: SCHOOL BUSINESS OFFICE

FROM: Rotella

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Rotella

☒ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: 3/18, 3/24, 3/25

FROM: 8:00 am/pm

TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Rotella School Play

Christina Altieri
APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.
These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY OCT - 2 2017

DATE: 10-2-17

TO: SCHOOL BUSINESS OFFICE

FROM:

Doreen Melendez

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED:

Chase School

Auditorium



Gymnasium



Swimming Pool



Café/Rooms

DATES REQUESTED:

October 26, 2017

FROM:

5

am/pm

TO:

7

am/pm

FOR THE FOLLOWING PURPOSES:

Family Bingo Night

D. Melendez
APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.
These arrangements must be made in person at the police and fire headquarters.

Book

Oct - 2 2017

SCHOOL PERSONNEL USE ONLY

DATE: 9/26/17

TO: SCHOOL BUSINESS OFFICE
FROM: WSMS / SILVA

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: WSMS

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Dec. 12, 2017

FROM: 5:00 ~~am~~/pm TO: 9:00 ~~am~~/pm

FOR THE FOLLOWING PURPOSES:

Winter Concert - WSMS music dept

Janet Silva
APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

OCT 2 - 100

SCHOOL PERSONNEL USE ONLY

DATE: 9/26/17

TO: SCHOOL BUSINESS OFFICE

FROM: WSMS

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: WSMS

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: May 16, 2018

FROM: 5:00 ~~am~~/pm TO: 9:00 ~~am~~/pm

FOR THE FOLLOWING PURPOSES:

Spring Concert - WSMS music dept.


APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

OCT - 2 2017

DATE: 10/2/17

TO: SCHOOL BUSINESS OFFICE

FROM: L Franks-Blanchard

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wilby H.S.

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: Oct 27, 2017

FROM: 6:00 am/pm TO: 9:30 am/pm

FOR THE FOLLOWING PURPOSES:

Halloween Dance

APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

OCT - 2 2017

DATE: 10/2/2017

TO: SCHOOL BUSINESS OFFICE

FROM: Vjollca Demirali (parent liaison)

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Sprague Elementary☐ Auditorium☒ Gymnasium☐ Swimming Pool☐ Café/RoomsDATES REQUESTED: Thursday October 26thFROM: 5:00 am/pm TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

International Family Night.

Vjollca Demirali
APPLICANT

Vjollca Demirali

.....

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.
These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

OCT 10 2017

DATE: October 06, 2017

TO: SCHOOL BUSINESS OFFICE

FROM: Cherrie Lamb, Human Resources

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: WILBY HIGH SCHOOL Auditorium

☒ Auditorium/Theater Arts ☐ Gym ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Wednesday, October 18, 2017

FROM: 5:00 am/pm

TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

- Police Officer Study Guide In-Service
- Expecting approximately 100 applicants
- Session Begins at 5:30pm
- LCD/OVERHEAD/2 MICS needed


APPLICANT

.....

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

OCT 10 2017

DATE: October 06, 2017

TO: SCHOOL BUSINESS OFFICE

FROM: Cherrie Lamb, Human Resources

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: WILBY HIGH SCHOOL & NORTH END MIDDLE SCHOOL – Both Cafeterias

☐ Auditorium/Theater Arts ☐ Gym ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Saturday, OCTOBER 28, 2017

FROM: 7:00 am/pm TO: 6:00 am/pm

FOR THE FOLLOWING PURPOSES:

- Police Officer Exam
- Expecting approximately 1,000 applicants throughout the day
- Exam Begins at multiple session times
- Microphone and two 6 foot tables needed in each café
- Six additional 6 foot table needed in Wilby Café. *(to make-up candidate seating)*

*see attached floor plan for entrance set-up

HR will set up Friday, October 27th after 5:00pm


APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

OCT 10 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10-6-17

TO: SCHOOL BUSINESS OFFICE

FROM: Elizabeth Polaco

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wallace Middle School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: November 18th, 2018

FROM: 4:30 am ☐ pm ☐ TO: 10:30 am ☐ pm ☐

FOR THE FOLLOWING PURPOSES:

Crosby High School Homecoming

Elizabeth Polaco
APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Crosby

OCT 10 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10/9/2017

TO: SCHOOL BUSINESS OFFICE

FROM: Vincent J. Balsamo

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Crosby High School

☒ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: April 11 - 12, 2018

FROM: 4/11, 2:00 pm am/pm TO: 4/12, 2:00 pm am/pm

FOR THE FOLLOWING PURPOSES:

Financial Reality Fair

V. J. Balsamo
APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

OCT 10 2017

DATE: 10-2-2017

TO: SCHOOL BUSINESS OFFICE

FROM:

GEORGE HAYES - WTAH CAREER ACADEMY

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: WCA

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: OCTOBER 17TH.

FROM: 5 am/pm TO: 6:30 am/pm

FOR THE FOLLOWING PURPOSES:

SEEKING DONATIONS FROM LOCAL
GOLF LEAGUE. MR HAYES WILL PRESENT
TO ORGANIZATION THE GOAL OF WCA
GOLF TEAM.

APPLICANT

.....
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.
These arrangements *must* be made in person at the police and fire headquarters.

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

#7

WORKSHOP: Thursday, October 12, 2017 (Rotella)

BOARD MEETING: Thursday, October 19, 2017

**TO THE BOARD OF EDUCATION
WATERBURY, CONNECTICUT**

LADIES AND GENTLEMEN:

With the approval of the Committee on School Facilities and Grounds, the Superintendent of Schools recommends approval of the use of school facilities by groups and organizations, subject to fees and insurance as required.

GROUP	FACILITIES AND DATES/TIMES
G. Riccio	Rotella aud.,rm.: Thurs.,Nov. 9 th 5-10pm (rehearsal)
Wtby.Chordsmen	Rotella aud.,rm.: Sat., Nov. 11 th 5-10pm (performance)
Triple Threat Dance Co.	Rotella aud.,café,gym: Sat., June 2 nd 9:30am-7:00pm (dance recital)
USA Wildcats	Crosby gym: Sunday, Nov. 19 th 11am-3pm (showcase for Cheer Teams)

REQUESTING WAIVERS:

Congresswoman Esty	Crosby lobby, classrms: Sat., Nov. 18 th 7:30am-1:30pm	
S. Vogt	(service academy interviews)	(\$1,014.)
Autism Speaks	WAMS atrium & 1 rm.: Sat.,Nov. 11 th 9am-1pm	
Helen Taylor	(police registrations for individuals with autism)	(\$210.)
East Mt. Sports Assoc.	W.Cross gym: Saturdays 10/14 & 10/21 11:00am-4:00pm	
Richard Godsil	(basketball tryouts)	(\$504.)
	W. Cross gym: 11/4/17-3/31/18 Sat. & Sun. 9am-6pm	(\$15,540.)
	Rotella gym: 11/4/17-3/31/18 Sat.& Sun 9am-6pm	(\$15,540.)
	Generali gym: 11/4/17-3/31/18 Sat.& Sun. 3pm-6pm	(\$6,216.)
	Gilmartin gym: 11/4/17-3/31/18 Sat.& Sun. 9am-5pm	(\$13,986.)
	(basketball program)	

GROUPS NOT SUBJECT TO FEES OR WAIVER DUE TO TIME OF USE OR PREVIOUS WAIVER:

East Mt. Sports Assoc.	Rotella gym: 11/9/17-3/31/18 Mon. thru Fri. 6-9pm
Richard Godsil,Pres.	W.Cross gym: 11/9/17-3/31/18 Mon. thru Fri. 6-9pm
	(basketball program)
Bunker Hill Sports Assoc.	Bunker Hill gym: Tues. 10/17 & 10/24 and Wed. 11/1 5:30 – 8:00pm
N. Meglio	(basketball sign-ups)

MONIES COLLECTED TO DATE:

\$ 5,031.25

Approved:

John Theriault

Kathleen M. Ouellette, Ed. D.
Superintendent of Schools

These activities are completed and have been billed:

Yeshiva Chaba

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

SCHOOL BUSINESS OFFICE

235 GRAND ST., WATERBURY, CT 06702

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT# OCT - 4 2017

APPLICANT Gabriel F. Riccio NAME OF ORGANIZATION Whitby Valley Chordsmen
 ADDRESS 195 Case St. W. Granby CT 06090 TELEPHONE # (203) 510-9834
 (street) (city) (state) (zip code)

SCHOOL REQUESTED Rotella DATES Nov. 9 & 11, '17 ROOM(S) Auditorium Band Rm, Locker Rm.

OPENING TIME 5:00 PM CLOSING TIME 10:00 PM PURPOSE Rehearse for (1/4) and Perform (1/4) show.

ADMISSION (if any) \$20⁰⁰ general admission CHARGE TO BE DEVOTED TO Support our non-profit organization

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 250 CHILDREN 25

SIGNATURE OF APPLICANT Gabriel F. Riccio DATE 10/4/17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Gabriel F. Riccio 195 Case St. W. Granby CT 06090 (203) 510-9834

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. ARR (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service

RENTAL FEES: _____

MISCELLANEOUS FEES: Tech \$55/HR

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-8963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Nov. 9th
 rehearsal
 Nov. 11th
 show

OCT - 6 2017

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

APPLICANT Jeffrey Pelletier NAME OF ORGANIZATION Triple Threat Dance Comp

ADDRESS 1261 Menden Rd, Waterbury CT 06705 TELEPHONE # 203-910-9234
(street) Unit B (city) (state) (zip code)

SCHOOL REQUESTED Rotella DATES June 2, 2018 ROOM(S) Auditorium, Caf + Gym

OPENING TIME 930am CLOSING TIME 7pm PURPOSE Dance Recital

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 800-700 CHILDREN 250
(2 shows)

SIGNATURE OF APPLICANT [Signature] DATE 8/30/17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Jeffrey Pelletier, 1261 Menden Rd, Waterbury CT 06705, 203-910-9234

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. (JP) (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ 500 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

OCT - 6 2017

CONTRACT#

APPLICANT Cheryl Thomas NAME OF ORGANIZATION USA Wildcat's Booster Club
ADDRESS Blindley St Waterbury 06708 TELEPHONE # 203-592-0454
(street) (city) (state) (zip code)

SCHOOL REQUESTED Crossy DATES Sunday 11/19 ROOM(S) gymnasium

OPENING TIME 10:00 CLOSING TIME 3:00 PURPOSE Showcase for cheer teams

ADMISSION (if any) \$8 pp CHARGE TO BE DEVOTED TO expenses

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 600 CHILDREN 150

SIGNATURE OF APPLICANT Cheryl Thomas DATE _____

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Cheryl Thomas 203-592-0454

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. CX (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE FEE PER CUST.

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ 500.- INSURANCE COVERAGE YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

OCT - 2 2017

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

Book

APPLICANT Sherril Vost NAME OF ORGANIZATION Congresswoman E.H. Esty
ADDRESS 1 Grove St., Suite 600 New Britain CT 06053 TELEPHONE # 860-223-8412
(street) (city) (state) (zip code)
SCHOOL REQUESTED Crosby HS DATES Nov. 18 ROOM(S) 12 classrooms + entrance
OPENING TIME 7:30 am CLOSING TIME 1:30 pm PURPOSE Service academy interns to school
ADMISSION (if any) 0 CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 50 CHILDREN 60
SIGNATURE OF APPLICANT [Signature] DATE Sept 27, 2017
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: _____

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. _____ (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$294.)

RENTAL FEES: \$10/HR PER ROOM (\$720.)

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE _____ YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

*A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with State Building Permit)

APPLICANT/ORGANIZATION: Sherri Vogt w/ Congresswoman E.H. Esty

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: 12 classrooms + entrance of Crosby HS

DATE(S): Nov 18, 2017

TIMES: 7³⁰ - 1³⁰ pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

Sept 27, 2017
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____	\$ <u>1,014.⁰⁰</u>	\$ _____
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT - 3 2017

Book
APPLICANT Helen Taylor NAME OF ORGANIZATION Autism Speaks
ADDRESS 1046 Cooke St Waterbury, CT 06704 TELEPHONE # 203-910-0622
(street) (city) (state) (zip code)
SCHOOL REQUESTED WAMS DATES 11/11/17 ROOM(S) atrium downstairs + 1st floor
OPENING TIME 9:00^{am} CLOSING TIME 1:00^{pm} PURPOSE Police registration for individuals with Autism
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 50 CHILDREN 20
SIGNATURE OF APPLICANT [Signature] DATE 10/2/17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Helen Taylor (see above) Lawrence Hunte (Police Captain), Waterbury Police Dept.
In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. [Initials] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service (\$210.)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

ALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PLUMBING, ELECTRICAL, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with State of Building Permit)

APPLICANT/ORGANIZATION: Helen Taylor / Autism Speaks / Waterbury P.D.

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Waterbury Arts Magnet / Atrium/hallway / one classroom

DATE(S): 11/11/17

TIMES: 9:00 - 1 pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

10/3/17
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 210.00
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST _____
Clerk, Board of Education

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT - 6 2017

Book
APPLICANT RICHARD GODSIL NAME OF ORGANIZATION EMAA
ADDRESS 107 NEWFIELD AVE WTBY CT 06708 TELEPHONE # 203-754-5320
(street) (city) (state) (zip code)
SCHOOL REQUESTED W. CROSS DATES 10-14 + 10-21 ROOM(S) GYM
OPENING TIME 11:00 CLOSING TIME 4:00 PURPOSE BASKETBALL TRYOUTS
ADMISSION (if any) NO CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 20
SIGNATURE OF APPLICANT Rich Godsil DATE 10-6-17
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: _____

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$504)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO Sat.

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PLUMBING, SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

EASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS SHALL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with State Building Permit)

APPLICANT/ORGANIZATION:

RICHARD GOSL / E.M.A.A

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED:

W CROSS

DATE(S): Sat Oct 14

TIMES: 11 AM - 4 pm

DATE(S): Sat Oct 21

TIMES: 11 11

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

10-4-17

Date

Quil Sub

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

504.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of

ATTEST:

Clerk, Board of Education

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT - 6 2017

Book
APPLICANT Richard Gotsil NAME OF ORGANIZATION E M A A
ADDRESS 107 Newfield Ave Apt 37 TELEPHONE # 754-5320
(street) (city) (state) (zip code)
SCHOOL REQUESTED W. Cross DATES 11-4-17 - 3-31-18 ROOM(S) Gym
OPENING TIME 9 am CLOSING TIME 6 pm PURPOSE Basketball
ADMISSION (if any) No CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10
SIGNATURE OF APPLICANT [Signature] DATE 10/5/17
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: _____

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$142/HR plus 1 HR service (\$15.540)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ ✓ INSURANCE COVERAGE ✓ YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

ALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: A SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with use of Building Permit)

APPLICANT/ORGANIZATION:

RICHARD GODSL / E.M.A.A

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED:

W. CROSS

DATE(S): 11/4 - 3/31 Sat.

TIMES: 9AM - 10PM 7980

DATE(S): 11/5 - 3/25 Sun.

TIMES: 9AM - 10PM 7560

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

10-4-17

Date

Paul Sub

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

15,540

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST:

Clerk, Board of Education

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT - 6 2017

APPLICANT Richard Godsil NAME OF ORGANIZATION E.M.A.A.
ADDRESS 107 Newfield Ave Apt 37 TELEPHONE # 754-5320
(street) (city) (state) (zip code)
SCHOOL REQUESTED Rotella DATES 11-4-17-3-31-18 ROOM(S) Gym
OPENING TIME 9 am CLOSING TIME 6 pm PURPOSE Basketball
ADMISSION (if any) No CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10
SIGNATURE OF APPLICANT [Signature] DATE 10/5/17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Richard Godsil 107 Newfield Ave Apt 37 754-5320
In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR. plus 1 HR service (\$15,540)
RENTAL FEES: _____
MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ 200 INSURANCE COVERAGE ✓ YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

ALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: A SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with use of Building Permit)

APPLICANT/ORGANIZATION:

RICHARD GONSL / E.M.A.A

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED:

Rotella

DATE(S): 11/4 - 3/31 Sat

TIMES: 9am - 6pm 7980

DATE(S): 11/5 - 3/25 Sun.

TIMES: 9am - 6pm 7560

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

10-4-17

Date

Quil Sub

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

15,540

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of

ATTEST:

Clerk, Board of Education

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT - 6 2017

Book
APPLICANT Richard Godsil NAME OF ORGANIZATION E.M.A.A.
ADDRESS 107 Newfield Ave Apt 37 TELEPHONE # 754-5320
(street) (city) (state) (zip code)
SCHOOL REQUESTED General DATES 11-4-17-3-31-18 ROOM(S) Gym
OPENING TIME 3 pm CLOSING TIME 6 pm PURPOSE Basketball
COMMISSION (if any) No CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10
SIGNATURE OF APPLICANT Richard Godsil DATE 10/5/17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Richard Godsil 107 Newfield Ave Apt 37 754-5320

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR SERVICE (\$4,216)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ ✓

INSURANCE COVERAGE ✓

YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PLUMBING, SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

EASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS SHALL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

*Saturday
&
Sunday*

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Building Permit)

APPLICANT/ORGANIZATION:

RICHARD GODSL / E.M.A.A

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED:

Generali

DATE(S): 11/4 - 3/31 Sat

TIMES: 3 - 6 pm 3192

DATE(S): 11/5 - 3/25 Sun.

TIMES: 3 - 6 pm 3024

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

10-4-17

Date

Paul Sub

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

6,216

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of

ATTEST:

Clerk, Board of Education

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT - 6 2017

Back

APPLICANT Richard Godsil NAME OF ORGANIZATION E.M.A.A.
ADDRESS 107 Newfield Ave Apt 37 TELEPHONE # 754-5320
(street) (city) (state) (zip code)
SCHOOL REQUESTED Gilmartin DATES 11-4-17 - 3-31-18 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 5pm PURPOSE Basketball
MISSION (if any) No CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10
SIGNATURE OF APPLICANT Richard Godsil DATE 10/5/17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Richard Godsil 107 Newfield Ave Apt 37 754-5320
in the event that the Board of Education should need to resort to legal proceedings to collect
any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's
fees and court costs associated with said proceedings. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR SERVICE (\$13.986)

RENTAL FEES:

MISCELLANEOUS FEES:

CURRITY DEPOSIT \$ 2 INSURANCE COVERAGE ✓ YES ✓ NO ✓

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

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CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

THEFT AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH
DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE:
ELECTRICITY, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE
PERSON AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

ALL ACTIVITIES MUST BE IN ACCORDANCE WITH THE REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS
AND WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE
SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

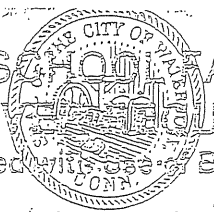
Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Saturday
&
Sunday

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with use of Building Permit)



APPLICANT/ORGANIZATION: RICHARD GOSL / E.M.A.A

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Bill Martin

DATE(S): 11/4 - 3/31 Sat.

TIMES: 9AM - 5AM ⁷¹⁸²

DATE(S): 11/5 - 3/25 Sun.

TIMES: 9AM - 5PM ⁶⁸⁰⁴

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

10-4-17

Date

Paul Sub

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____

Building Usage Fees

\$ 13,986

Custodial Fees

\$ _____

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT - 6 2017

APPLICANT Richard Godsill NAME OF ORGANIZATION E.M.A.A
ADDRESS 107 Newfield Ave Apt 37 TELEPHONE # 754-5320
(street) (city) (state) (zip code)
SCHOOL REQUESTED Botella DATES 11-4-17 - 3-31-18 ROOM(S) Gym
OPENING TIME 6 pm CLOSING TIME 9 pm PURPOSE Basketball
ADMISSION (if any) No CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10
SIGNATURE OF APPLICANT Rich Godsill DATE 10/5/17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Rich Godsill 107 Newfield Ave Apt 37 754-5320

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE ☒ YES ☐ NO

PLEASE READ THE FOLLOWING CAREFULLY

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COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

HERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

ALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: A SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Monday
Thru
Friday

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT# OCT - 6 2017

Book
APPLICANT Richard Godsil NAME OF ORGANIZATION E.M.A.A.
ADDRESS 107 Newfield Ave Apt 37 TELEPHONE # 754-5320
(street) (city) (state) (zip code)
SCHOOL REQUESTED W. Cross DATES 11-4-17-3-31-17 ROOM(S) Gym
OPENING TIME 5 pm CLOSING TIME 9 pm PURPOSE Gym Basketball
ADMISSION (if any) No CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10
SIGNATURE OF APPLICANT Richard Godsil DATE 10/5/17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Richard Godsil 107 Newfield Ave Apt 37 754-5320
In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ ✓ INSURANCE COVERAGE ✓ YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

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CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PLUMBING, ELECTRIC, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

*Monday
THRU
Friday*

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
238 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

2017

OCT - 3 2017

Book

APPLICANT Nicholas Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc
ADDRESS 145 Devonwood Drive, Waterbury, CT TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)
SCHOOL REQUESTED Bunker Hill DATES Tues Oct 17&24 & Wed Nov 1 ROOM(S) CAFE
OPENING TIME 5:30 CLOSING TIME 8pm PURPOSE SPORTS SIGN UPS
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN n/a
SIGNATURE OF APPLICANT Nicholas Meglio DATE 10-3-17
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Nick Meglio / 145 Devonwood Drive / 203-206-7152 BHSA COACHES

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. m (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE _____ YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

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CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

10/17
10/24
11/1

Communications



Packet week ending

10/11/17

Carrie Swain

From: MARGARET CAIAZZO
Sent: Wednesday, September 27, 2017 5:14 PM
To: 1 Board of Ed
Subject: Supervisor of Special Education for PreK

Dear Board Members, the Prek Department has a PreK Supervisor of Special Education, Amy Simms, correct me if I am incorrect. Why do we need another? What we do need is a Supervisor of Early Childhood to get this program back on track! Thank you. Margaret Caiazzo

Carrie Swain

From: ATIYA SAMPLE
Sent: Friday, September 29, 2017 1:08 PM
To: JADE LEE GOPIE; Robert Brenker; 1 Board of Ed
Cc: KEVIN EGAN; atiyasample@yahoo.com; jamest@cea.org
Subject: ATIYA
Attachments: Fw_.zip

Good morning Mrs. Gopie:

I am aware that I am being singled out. Yesterday, I parked my car there for a second time as you pointed out and in doing so, you proved my point. Nonetheless, attached are dated photos. Please note the white jeep was parked there on September 25, 2017 and September 26, 2017. Please also note the beige van was parked there on September 25, 2017 and September 27, 2017.

Given my two offenses were eight (8) days apart, while the white jeep's were two (2) consecutive days and the beige van just three (3) days apart- is there something special about the jeep and/or the van? They parked there a "second time" too. Apparently, it wasn't worthy of police involvement until my vehicle made it to its "second time". I am fully aware that you specifically pointed out my vehicle yesterday.

Again, I ask- why the differential treatment? I'm guessing the owners are not African American and neither has a pending CHRO claim with you named as one of the respondents. Someone needs to explain to me why two (2) is my magic number.

This is unacceptable to me. It should be obvious that I am your focus, which wouldn't be so obvious if consistent enforcement rather than selected enforcement was practiced. By way of further example, there is a black vehicle parked there now, which presumably belongs to a non African American teacher- I saw her exit the car from the driver's side during my lunch. It is obvious that selected enforcement is utilized here at Crosby.

Carrie Swain

From: Theresa DeMars <CABE@embrams-mail.com>
Sent: Friday, September 29, 2017 7:00 AM
To: Carrie Swain
Subject: CABE Policy Highlights 9-29-2017
Attachments: September 29 2017.pdf



Hello,

Attached you will find *CABE's Policy Highlights Publication* for **September 29, 2017**. Policy Highlights are designed to contain informative topics of interest for your district.

Please feel free to contact the Policy Department at 860-571-7446 with any questions or concerns.

The publication is attached as a PDF file. You will need Adobe Acrobat Reader which is available by [clicking here](#).

To unsubscribe to this publication, please email Terry DeMars at tdemars@cabe.org and state that you would like to unsubscribe from Policy Highlights.

Connecticut Association of Boards of Education
81 Wolcott Hill Road
Wethersfield, CT 06109
Phone 860-571-7446 ~ Fax 860-571-7452



Connecticut Association of Boards of Education

Vincent A. Mustaro, Senior Staff Associate for Policy Services

PRESENTS POLICY HIGHLIGHTS

September 29, 2017

Volume 17 – Issue #7

New Connecticut Wellness Policy Listserv Established: A new listserv has been established to help individuals and school districts stay up to date on local wellness policy information. This new listserv serves as an announcement service for wellness policy research, policy, best practices and many health-related resources. Stay up to date on local wellness policy information by joining. Individuals can subscribe by contacting Margaret Read, Research Associate for Food Policy & Obesity, University of Connecticut, at margaret.read@uconn.edu.

Policy Implications: Each school district that participates in the National School Lunch Program or other federal Child Nutrition programs is required by federal law to establish a local school wellness policy for all schools under its jurisdiction. The local school wellness policy guides a school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each district participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule expanded the requirements to strengthen policies and increase transparency.

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by school districts. The final rule required school districts to begin developing a revised local school wellness policy during school year 2016-2017 and to be fully compliant by June 30, 2017.

Local wellness policies are an important tool for parents, local educational agencies (LEAs) and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards.

Policy #6142.101, "School Nutrition and Physical Activity (School Wellness)," is a mandated policy for inclusion in a district's policy manual. Due to the issuance of the final rule, during this 2016-2017 school year, CABE revised its model policy and accompanying administrative regulation pertaining to this topic. Districts are required by the new final rule to complete the revision of their existing wellness policy by June 30, 2017. The CABE Policy Department revised its models with the assistance of members of the Rudd Center for Food Policy and Obesity, the American Heart Association and the State Department of Education. This new listserv will be a valuable resource for school districts in meeting its responsibilities pertaining to wellness.

Nepotism: Improper favoritism remains a lasting concern in public employment. Nepotism, defined as actual or presumed bias arising from a familial or other close relationship, can cause unfairness, inefficiency and low morale in the school setting. The U.S. Supreme Court has recognized problems related to nepotism.

Governmental agencies, including school districts, commonly adopt anti-nepotism policies in an attempt to resolve the issues raised or the perceptions caused by nepotism. However, these policies in themselves have been the subject of controversy. Such policies typically prohibit spouses and other relatives from working together or supervising one another.

Those who have objected to these policies often do so based on the argument that they violate the constitutional rights of an individual to marry, to substantive due process, to free association and to equal protection of the laws. However, federal courts have disagreed and indicated that such policies do not directly burden constitutional rights.

It is believed that anti-nepotism policies will survive legal challenge as long as the employer has a legitimate government interest in enacting them. This is not a difficult standard to meet because the major objective behind anti-nepotism policies is the need to promote workplace harmony and efficiency.

In terms of anti-discriminatory language in state statutes around the country, the issue is less clear. State anti-discrimination statutes, especially those banning marital status discrimination, such as Connecticut's 46a-60, can provide a stronger basis for challenging aspects of anti-nepotism policies, especially the portion pertaining to spouses. Courts appear split on this issue. Some state courts have held that such policies violated the marital status provisions of anti-discrimination laws. Conversely, other state courts have not agreed. Further, even if a court finds that anti-nepotism policies prohibiting marital working relationships are discriminatory, courts may not find other aspects of the policy banning other familial or non-marital relationships discriminatory.

In Connecticut, there is no statutory prohibition against a relative of a board member, including husband, wife or child from being employed by the board of education. In such cases, there may be a local ethics ordinance governing the action of the board member, such as the need for the board member to refrain from voting on an issue in which he/she may have a personal interest.

Policy Implications: It is recommended that boards adopt a policy pertaining to nepotism. Policy #4112.8/4212.8 pertains to this topic. Several versions are available for consideration. Be advised that if the adoption of this policy reflects a change in practice, having a direct effect on conditions of employment, then it may be considered a mandatory subject of bargaining. Consult with your attorney.

Code of Conduct Required for Food Services Personnel: Federal regulations promulgated by the United States Department of Agriculture, which regulates the Child Nutrition Programs (CNP), require entities that receive federal funds for CNP to develop and implement a written code of conduct to govern the performance of the entities' employees engaged in the procurement process for the CNP.

The CNP includes the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program and Summer Food Service Program. Included in the group of entities required to adopt the code of conduct are school districts that participate in the above-mentioned programs.

The regulations require the code of conduct to be in writing and enforced. The code of conduct is to prohibit employees from soliciting from prospective contractors any kinds of gifts, travel packages, and/or other incentives of value. However, the code of conduct must provide for gifts that are unsolicited and of nominal value which may be accepted by the employees.

In addition, the code of conduct is to prohibit employees from participating in the selection, award, and administration of a contract of procurement if the employees have a conflict of interest. The regulation defines conflict of interest to mean certain persons or entities connected to the employees who have financial or other interests in the potential contractors. These persons include the employee, any member of the employee's immediate family, the employee's business partner, or an entity or organization which employs or is about to employ any of the above persons. The code of conduct must also provide for disciplinary action against employees who violate the code provisions.

Policy Implications: Policy, #3542.22, "Food Service Personnel-Code of Conduct," pertains to this issue and is available upon request. Two versions are available.

Positive School Climate and Bullying: The summer was marked by demonstrations, marches and deadly violence across the country. For school leaders, fostering a positive school climate for returning students remains a high priority. Nancy Willard, Director of Embrace Civility in the Digital Age, said, "In these troubling times, schools must place the highest priority on becoming an oasis of kindness and respect for all of our nation's young people." She added, "A huge problem in fostering a positive school climate is the failed efforts over the last decade to "prevent bullying." What schools are trying to do to prevent bullying appears to have had almost no positive impact."

In an article appearing in *District Administration*, she indicated that there are misconceptions about bullying. A recent National Research Council report on bullying indicated there is an inaccurate understanding of the nature of bullying behavior. It is commonly believed that bullies are at-risk students who have other challenges. These students do engage in aggression but they are not the main actors.

Willard believes the primary source of hurtful behavior, especially at the secondary level, is a set of socially skilled, popular students who are hurtful as they try to establish social dominance. These students denigrate those who they consider "deviant." They also engage in battles with those they perceive as rivals for dominance, status and romantic partners. They are compliant with staff who often consider these students "leaders." In order to change this behavior, Willard indicates the need for an empowering, positive-social-norms approach that emphasizes being kind and respectful as the path to a position of school leadership.

State anti-bullying statutes that dictate a "rules and punishment" approach is also cited as a problem, because she states that research demonstrates the ineffectiveness of this philosophy. She indicates that schools that function in an authoritarian, rules-based manner often have higher levels of bullying and other violence.

Willard indicates a majority of students don't report hurtful incidents because they don't think it will help or they fear things will get worse. Further, schools are under pressure to reduce suspension rates and file annual reports of disciplinary code violations.

“What appears to be happening, however, is that principals are declining to designate incidents as “bullying” under the strict statutory definition. As a result, students who seek assistance are left feeling even more helpless and hopeless. And yes, this appears to be contributing to increased chronic absences and youth suicide.”

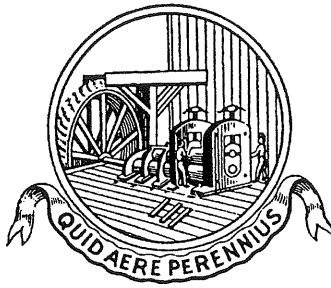
A number of positive steps for schools to consider and take are proposed by this author in order for schools to switch from bullying prevention to ensuring positive school climate. They include:

1. Focus on the positive objective of embracing civility, rather than preventing bullying. Launch a “Kindness Campaign” to encourage respect.
2. Collaborate with students to promote the positive social norms displayed by the majority of school population.
3. Recruit students who have a natural drive for leadership and who are kind and respectful to drive civility campaigns. Ensure your leadership team includes students from minority populations.
4. Empower students who have been bullied by building their self-confidence and social skills. Trust that these students can gain the strength, insight and skills to make positive change.
5. Be prepared to offer more intensive interventions and support to chronically targeted and marginalized students who behave hurtfully.
6. Ensure staff members know how to respond when they witness a hurtful situation or if one is reported to them.

More serious, ongoing hurtful situations require a full investigation, use of restorative approaches, intensive support for any involved student, and follow-up to ensure effectiveness. It is also essential to assess and correct any aspects of the school climate that may be supporting continuing hurtful behavior.

Source: “Can Positive School Climate Curb Bullying,” by Nancy Willard, *District Administration*, 9/18/17.

Policy Implications: Policy #5131.911, “Bullying,” and its accompanying administrative regulation which contains the mandated “safe school climate plan,” pertains to this topic. Legislation requires boards of education to develop and implement a safe school climate plan to address bullying in its schools.



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

September 29, 2017

Anita Adjari
225 Hewey St.
Waterbury, CT 06708

Dear Ms. Adjari:

We are pleased to receive your acceptance of our offer of employment for the position of Lunch Aide @ Carrington Elementary School for the Department of Education – Food Service (Requisition #2018048) at \$10.45 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

This position does not provide health insurance benefits. Please refer to the CSEA – LOCAL 2001 contract for other available fringe benefits by visiting our website at www.waterburyct.org.

We have scheduled your orientation for Thursday, October 12, 2017 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be October 13, 2017 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents.

Please call us prior to the orientation session if you should have any questions regarding the process.

We look forward to working with you.

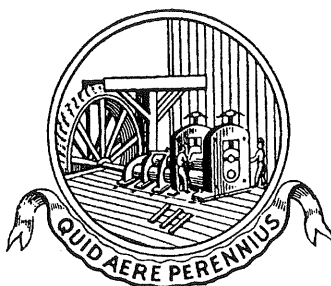
Again, welcome to the City of Waterbury.

Sincerely,


Carlyne St. Felix
Human Resources Generalist

CSF/sd

cc: Board of Education
Dr. Ouellette, Supt. of Schools
Linda Franzese, Food Serv. Director



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

October 2, 2017

Caroline Niven
925 Oronoke Rd., 34-F
Waterbury, CT 06708

Dear Ms. Niven:

We are pleased to receive your acceptance of our offer of temporary and at will employment for the position of temporary Cook for the Department of Education – Food Service (REQ#2018208).

In this position your starting compensation will be \$17.37 per hour for a total of 40 hours per week. Please be advised that this offer is for a period of time not to exceed twelve (12) months in duration.

Your first day reporting to the Department of Education – Food Service will be October 2, 2017.

We look forward to working with you.

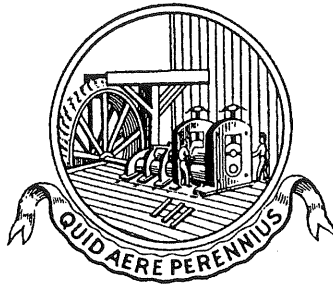
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist

CSF/sd

cc: Board of Education
Dr. Ouellette, Supt. of Schools
Linda Franzese, Food Serv Director
File



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

October 2, 2017

Damari Garcia
163 Eastside Blvd.
Waterbury, CT 06706

Dear Ms. Garcia:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker for the Department of Education – Food Service (Requisition #2018051) at \$13.64 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

This position does not provide health insurance benefits. Please refer to the CSEA – LOCAL 2001 contract for other available fringe benefits by visiting our website at www.waterburyct.org.

We have scheduled your orientation for Thursday, October 26, 2017 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be October 27, 2017 at your regular scheduled time. Please call Denise Carroll 203-574-8035.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork.

Please call us prior to the orientation session if you should have any questions regarding the process.

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resource Generalist

CSF/sd

cc: Board of Education
Dr. Ouellette, Supt. of Schools
Linda Franzese, Food Serv. Director
file

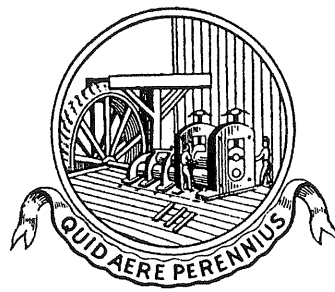
Carrie Swain

From: MARGARET CAIAZZO
Sent: Tuesday, October 03, 2017 3:26 PM
To: Kathleen Ouellette; 1 Board of Ed; AMY SIMMS; MICHAEL THERIAULT; Darren Schwartz
Subject: Policy # 5150
Attachments: To Whom It May Concern toilet training.docx

To Whom It May Concern,

I have been writing letters all summer and trying to get some response or just an acknowledgement about my concerns and the concerns of my students and no one has responded yet but things keep cropping up. I have noticed that tomorrow evening there is a policy meeting and Policy # 5150 is on the agenda. This concerns me and my students directly because I am a PreK teacher. It's not enough the full day 3 and 4 year old Prek program was destroyed at Driggs making it practically a Daycare Center with 2 sessions and ages ranging from 2 1/2 to 4, so I hope you are not going to widen, change, or abolish the Toilet Training Policy. I already have students who are in diapers and pull-ups who are regular education students. I have brought this matter up numerous times with Amy Simms and she said she will look into it. Either it's a policy or

not. Are policies made to be followed or broken?
There are a few policies I would like to abolish,
change, or review! These are the reasons why this
policy should not be changed except to be carried
out in its fullest capacity AS IS! There are no
changing tables in most of the PreK classrooms,
manpower to change these kids is at a low time
low, we do not have bathrooms in our rooms or are
the bathrooms available to us low enough to
accommodate these students, no proper
receptacles to house these pull-ups or diapers are
available, and these are not Day Care Centers! We
are PreK learning centers. Our kids should be
getting ready for Kindergarten. We are housed in a
public school! Not a center! No one seems to get
the difference! Thank you! Margaret Caiazzo



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

October 3, 2017

Nancy Buonocore
7 Lyman Rd., Apt. 6-5
Wolcott, CT 06716

Dear Ms. Buonocore:

We are pleased to receive your acceptance of our offer of employment for the position of Lunch Aide @ Duggan Elementary School for the Department of Education – Food Service (Requisition #2018047) at \$10.45 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

This position does not provide health insurance benefits. Please refer to the CSEA – LOCAL 2001 contract for other available fringe benefits by visiting our website at www.waterburyct.org.

We have scheduled your orientation for Thursday, October 26, 2017 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be October 27, 2017 at your regular scheduled time.

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We look forward to working with you.

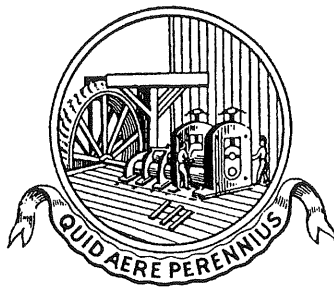
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist

CSF/sd

cc: Board of Education
Dr. Ouellette, Supt. of Schools
Linda Franzese, Food Serv. Director



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

October 3, 2017

Briana Ramirez Cruz
32C Barnes St.
Waterbury, CT 06704

Dear Ms. Ramirez Cruz:

We are pleased to receive your acceptance of our offer of employment for the position of Lunch Aide @ Reed Elementary School for the Department of Education – Food Service (Requisition #2018046) at \$10.45 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

This position does not provide health insurance benefits. Please refer to the CSEA – LOCAL 2001 contract for other available fringe benefits by visiting our website at www.waterburyct.org.


We have scheduled your orientation for Thursday, October ^{12, MAB} 5, 2017 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be October ^{13, MAB} 6, 2017 at your regular scheduled time.

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Please call us prior to the orientation session if you should have any questions regarding the process.

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist

CSF/sd

cc: Board of Education
Dr. Ouellette, Supt. of Schools
Linda Franzese, Food Serv. Director

Carrie Swain

From: ATIYA SAMPLE
Sent: Thursday, October 05, 2017 10:48 AM
To: 1 Board of Ed
Cc: KEVIN EGAN; jamest@cea.org
Subject: question of fairness

As a teacher and a taxpayer in this city, I am disgusted by the lack of action for what I deem a very serious matter. To date, I have yet to receive any resolve of my complaint of grade tampering. In fact the principal of Crosby, Mrs. Gopie, was allowed to respond to my complaint with an unresponsive memo.

Moreover, most recently she has involved the SRO in addressing me about a parking issue. To date, my Caucasian colleagues continue to park in spaces clearly marked with the words "Fire Lane" and spaces with white lines drawn all across it. Interestingly there is a vehicle parked in a clearly marked "Fire Lane" for the second day in a row.

I am still awaiting an explanation as to why my car is unable to park in places where other people are repeatedly allowed to park. More importantly I would like to know why is a grade tampering complaint essentially dismissed with a memo , not to mention totally ignored by the masses, while parking is addressed with a police officer, originally for me only.

This is unacceptable and it is very unfortunate that I have to seek resolve elsewhere. This behavior, among many others I have experienced in this district, is unacceptable to me.

Carrie Swain

From: ATIYA SAMPLE
Sent: Thursday, October 05, 2017 11:50 AM
To: 1 Board of Ed

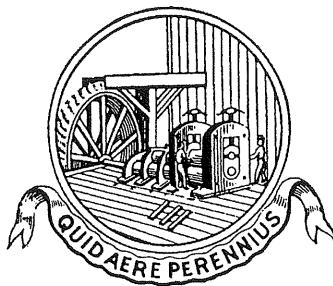
Good morning All:

As a teacher and a taxpayer in this city, I am appalled by the lack of action for what I deem a very serious matter. To date, I have yet to receive any resolve of my complaint of grade tampering. In fact the principal of Crosby, Mrs. Gopie, was allowed to respond to my complaint with an unresponsive memo.

Moreover, most recently she has involved the SRO in addressing me about a parking issue. To date, my Caucasian colleagues continue to park in spaces clearly marked with the words "Fire Lane" and spaces with white lines drawn all across it. Interestingly there is a vehicle parked in a clearly marked "Fire Lane" for the second day in a row.

I am still awaiting an explanation as to why my car is unable to park in places where other people are repeatedly allowed to park. More importantly I would like to know why is a grade tampering complaint essentially dismissed with a memo , not to mention totally ignored by the masses, while parking is addressed with a police officer, for me.

This is unacceptable and it is very unfortunate that I have to seek resolve elsewhere. This behavior, among many others I have experienced in this district, is very offensive.



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

October 6, 2017

Ms. Jacqueline Ayala
453 Baldwin St., Apt. 2N
Waterbury, CT 06706

Dear Ms. Ayala:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker for the Department of Education – Food Service (Requisition #2017530) at \$13.64 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

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Please call us prior to the orientation session if you should have any questions regarding the process.

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resource Generalist

/mab

cc: Board of Education
Dr. Ouellette, Supt. of Schools
Linda Franzese, Food Serv. Director
file