New Hartford Public Schools

Board of Education Regular Meeting Agenda

7:00 PM on Tuesday, October 7, 2025

VIRTUAL ONLY

New Hartford BOE meetings are accessible live via the following: https://meet.google.com/zdc-ehxu-rax
or by phone +1 567-307-4485 PIN: 820 043 386#

In case of remote only meetings and you need an electronic device to participate please contact the Board of Education at 860-379-8546 with more than 24 hours notice to prepare and schedule a location.

A. Pledge of Allegiance

B. Order of Business

C. Communications to the Board of Education/Public Comment

D. Superintendent's Report
- a. Mandatory Superintendent Report Public Act 25-93, Section 32
- b. Climate Presentation

E. Board of Education Chair's Report
- a. Task Force Update

F. Routine Business
- a. Approval of Minutes - September 16, 2025
- b. Expenditure Report

G. New Business
- a. NEW - Policy 0523 - Mission Goals Objectives - Equity and Diversity
- b. NEW - Policy 4118.4 4218.4 Rights, Responsibilities and Duties Electronic Mail
- c. NEW - Policy 4118.232 - Personnel - Drug and Alcohol-Free Workplace
- d. NEW - Policy 5131.601 - Students - Medical (Palliative) Use of Marijuanna
- e. NEW - Policy 5141.213 - Students - Opioid Overdose Prevention (Emergency Administration of Naloxone)
- f. NEW - Policy P5141.231 / 4118.234 - Students - Psychotropic Drug Use

H. Old Business
- a. NEW - Policy 1312.3 Community Relations - Library Material Review and Reconsideration Policy (2nd Read)
- b. NEW - Policy 1312.4 Community Relations - Library Collection Development and Maintenance Policy (2nd Read)
- c. NEW - Policy 1312.5 Community Relations - Library Display and Program Policy (2nd Read)
- d. NEW - Policy 5118.2 Students - Educational Opportunities for Military Children (2nd Read)
- e. REVISED - Policy and Regulation 5125 - Students - Confidentiality and Access to Student Records (2nd Read)

I. Public Comment - (For Agenda Items Only)

J. Reports
- a. EdAdvance

K. Adjournment

Recorded Reg. & Special BOE meetings will be posted to:
https://www.youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg

School Year	School	Community-Based Organization Name	Agreement Type *(MOU, MOA, Contract)*	Type of Support Service Provided
2025-26	ANT	CJR	Contract	Outside counseling provided within the school / school day
2025-26	ANT	Winchester Youth Service Bureau	MOA	Group counseling/ lunch bunch groups
2025-26	ANT	Ed-Advance; BASES	Contract	After school programming

School Year	Staff Type (certified/non-certified)	School	Subject/Job Title
2025-2026	certified	ANT / BAK	Speech and Language
2024-2025	non-certified	ANT	Paraeducator
2024-2025	non-certified	ANT	Paraeducator
2024-2025	non-certified	ANT	Paraeducator
2024-2025	non-certified	ANT	Paraeducator
2024-2025	non-certified	BAK	Lead Nurse
2024-2025	non-certified	Central Office	Assistant to the Superintendent
2024-2025	non-certified	BAK	Custodian

New Hartford Public Schools

Board of Education Regular Meeting

7:00PM on Tuesday, September 16, 2025

(Virtual Only)

Present: Superintendent Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi

Board Members: Penny Miller (Board Secretary); Erik Perotti; Frank Rodenberg; Timothy Russell; Deirdre Tindall and Kristin Young

Board Members Absent: Meagan Albert

Additional Present: Sara Voghel (Executive Assistant to the Superintendent) and other members of the public

Chairman Timothy Klepps called the regular meeting (virtual only) to order at 7:00PM.

A. Pledge of Allegiance

B. Order of Business

C. Communications to the Board of Education/Public Comment

Two individuals (*Jeffrey Linton and Carmen Neale*) from the community have expressed interest in participating in the "Joint Task Force".

D. Superintendent's Report

For the current school year 2025-2026 there are (437) students in total, (21) of those are new enrollment. (5) students are in grades 1-2 and (16) students in grades 3-6. The security camera project is in progress with completion estimated by the end of October.

a. Investment in School Infrastructure *(see attached presentation)*

The cafeteria floor, which is also used for the gymnasium at Ann Antolini School, has been replaced. The floor was pulled up, scrapped down, blasted, sanded, then epoxy was applied for moisture mitigation and then the floor was replaced or "rolled out" and there is a warranty in place. This was funded by COVID funds in a cafeteria account.

The district utility van used by school custodians has been upgraded.

b. Update RFP Task Force

Yesterday (Monday September 15, 2025) was the deadline for companies/firms to submit proposals, Mr. Sousa stated he received three. The next step will be to schedule a time within the next week for interviews with the firms who submitted proposals. These interviews will be with Superintendent Jeffrey Sousa, Chairman Timothy Klepps (*BOE*), Chairwoman Kerry Guilfoyle (*BOF*) and First Selectman Daniel Jerram (*BOS*). Once they have reviewed the three submitted proposals they will proceed to selecting the firm/professional.

Board Member Thomas Buzzi joined the virtual meeting at 7:12PM.

E. Board of Education Chair's Report

a. Community Interest - "Joint Task Force"

Chairman Timothy Klepps stated again there are four individuals from the community who are interested in participating in the joint task force. Those are: **Jon Puz, Samantha Wald (*NH PTO President*), Jeffrey Linton and Carmen Neale**. The community selection is unknown currently. The Board of Education has spoken about having two individuals: (1) with school-age children in the system and (1) without school-age children in the district. The selection process will begin once a professional firm is selected.

F. Routine Business

a. Approval of Minutes - August 19, 2025 (*Regular*)

MOTION by Kristin Young to approve the minutes from August 19, 2025. Second by Erik Perotti.

UNANIMOUS
Motion Passes

b. Expenditure Report EOY 2024-2025 - Pending completion of audit

MOTION by Penny Miller to approve the expenditure report EOY 2024-2025. Second by Thomas Buzzi.

UNANIMOUS
Motion Passes

c. Expenditure Report Current 2025-2026

MOTION by Penny Miller to approve the expenditure report for the current year 2025-2026. Second by Timothy Russell.

UNANIMOUS
Motion Passes

G. New Business

The first four new policies are mandatory with changes to the current law and allow for more transparency. Board Member Penny Miller brought the Board through each policy individually; any changes will be discussed at the next policy subcommittee meeting. The purpose of these policies pertains to materials that come in and out, parental rights and the involvement of parent's community. If anyone is concerned with materials/displays, there is a process to review or eliminate material. Thomas Buzzi questioned Superintendent Sousa on his reason for adding the words "mandated policy". Mr. Sousa responded his intent is to provide more transparency for the Board and the public. Erik Perotti questioned the form which would be filled out by a parent/guardian, as to why questions were deleted. Certain questions were removed because the policy subcommittee felt the questions were redundant, the questions were not going to give the information they needed. Penny Miller emphasizes there is an option to appeal. Kristin Young clarified, someone may appeal that the process was not followed but cannot appeal the merit of the decision. Erik Perotti questioned changes to number 3. Board members Kristin Young, Frank Rodenberg and Erik Perotti concluded there should be an adjustment to question three which will be revised for the second read.

The following three library policies provide the standard in which library material complaints or concerns are evaluated, reviewed, curated and removed.

a. **NEW - Policy 1312.3 Community Relations - Library Material Review and Reconsideration Policy (*1st Read*)**

The Library Media Specialist (*certified*) will review. Superintendent Sousa oversees the committee.

b. **NEW - Policy 1312.4 Community Relations - Library Collection Development and Maintenance Policy (*1st Read*)**

This policy streamlines the process of disposing material.

c. **NEW - Policy 1312.5 Community Relations - Library Display and Program Policy (*1st Read*)**

This policy covers what is on display. Do displays meet the policies of the Board of Education?

d. **NEW - Policy 5118.2 Students - Educational Opportunities for Military Children (*1st Read*)**

This policy supports military children who are enrolled and attending New Hartford Public Schools and have a family member deployed. If a student had a family member deployed, the student would be allowed to finish out the school year. The intent of the policy is to prevent disruption during the school year for the child.

e. **REVISED - Policy and Regulation 5125 - Students - Confidentiality and Access to Student Records (*1st Read*)**

The current policy is too restricted and not aligned with current practice. The revision allows for more flexibly – allows for up to 45 days largely because only certain individuals can make those copies. Board cannot comply with current regulations, having a 3-day turnaround, especially in the summer – not feasible.

H. Old Business

a. Task Force Selection: Input from Board of Education Members

Chairman Timothy Klepps asked if there was any Board of Education input on the selection process of the three individuals who will be part of the Joint Task Force from the Board of Education. Penny Miller informed board members that the Board of Finance will conduct a random draw, for example: all members' names in a hat. Kristin Young advised once a professional is chosen the Board of Education should clarify if there needs to be consideration for minorities and to have the chosen consultant assist with this process. The thought now is to have the joint task force consist of (9) members: (3) from the Board of Education, (2) from the Board of Finance, (2) from the Board of Selectman, and (2) from the community consisting of (1) individual with a student in the district and (1) without a student in the district, pending input from the selected professional who will guide the Board of Education. Frank Rodenberg felt there should be more weight in the selection process for those individuals who have been engaged and go to Board of Education meetings. Thomas Buzzi had several questions regarding the funding for the Joint Task Force. Chairman Timothy Klepps responded that the cost would need to go before the Board of Finance for approval. The Board of Finance will determine where the funding will come from and if there is a set amount. Mr. Klepps stated at this time numbers are confidential.

I. Reports

a. EdAdvance *(see attachment)*

Board member Deirdre Tindall summarized EdAdvance updates. EdAdvance is still trying to figure out cuts by the federal government for mental health. If they don't receive funding after December 31, 2025, 17 mental health counselors in the Northwest corner will be affected. EdAdvance closed WorkspaceCT because they sold the property and therefore had to move special education from one building to another because of the property sale. There is a delay in the 2025-2026 budget which has been pushed to the November meeting. Deirdre Tindall noted the general assembly discovered shortly after the session in June 2025, 190 million

dollars in new revenue, where that money will go? Deirdre brought this to the board's attention to investigate further to see if this will affect the current budget.

J. Public Comment - (For Agenda Items Only)

K. Adjournment

MOTION by Penny Miller to adjourn the meeting at 7:53PM. Second by Thomas Buzzi.

UNANIMOUS
Motion Passes

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Attachments:
Investment in School Infrastructure_Floor and Van
Jeffrey Linton – Email 8-21-2025
Carmen Neale – Email 9-9-2025
EdAdvance – The Advance: News from EdAdvance!

Town of New Hartford Board of Education

BOE GF EXPENDITURE

From Date: 9/1/2025 To Date: 9/30/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1000.111.000.000	Staff	$2,605,513.00	$0.00	$2,605,513.00	$205,840.62	$309,818.02	$2,295,694.98	$2,295,051.68	$643.30	0.02%
100.1000.112.000.000	Support Saff	$79,546.00	$0.00	$79,546.00	$6,708.35	$6,708.35	$72,837.65	$72,594.48	$243.17	0.31%
100.1000.114.000.000	Substitutes	$70,000.00	$0.00	$70,000.00	$2,307.75	$2,307.75	$67,692.25	$0.00	$67,692.25	96.70%
100.1000.116.000.000	Stipends	$23,655.00	$0.00	$23,655.00	$0.00	$0.00	$23,655.00	$0.00	$23,655.00	100.00%
100.1000.313.000.000	Evaluation & Other services	$10,500.00	$0.00	$10,500.00	$0.00	$3,576.00	$6,924.00	$0.00	$6,924.00	65.94%
100.1000.320.000.000	Purch Services	$13,745.00	$40.00	$13,785.00	$0.00	$0.00	$13,785.00	$0.00	$13,785.00	100.00%
100.1000.431.000.000	Equip Repairs	$925.00	$0.00	$925.00	$0.00	$0.00	$925.00	$0.00	$925.00	100.00%
100.1000.560.000.000	CREC Magnet School Tuition	$18,370.00	$0.00	$18,370.00	$0.00	$0.00	$18,370.00	$0.00	$18,370.00	100.00%
100.1000.591.000.000	Travel	$750.00	$0.00	$750.00	$0.00	$23.80	$726.20	$0.00	$726.20	96.83%
100.1000.616.000.000	Teaching/ Instructional Supplies	$24,500.00	$29.98	$24,529.98	$2,940.70	$4,549.37	$19,980.61	$62.99	$19,917.62	81.20%
100.1000.641.000.000	Material	$25,500.00	$0.00	$25,500.00	$2,099.37	$20,729.82	$4,770.18	$220.00	$4,550.18	17.84%
100.1000.642.000.000	Periodicals	$2,700.00	$0.00	$2,700.00	$660.02	$3,073.90	($373.90)	$298.27	($672.17)	-24.90%
100.1000.730.000.000	Equipment	$1,200.00	$0.00	$1,200.00	$556.65	$739.48	$460.52	$149.99	$310.53	25.88%
	Func: Regular Education - 1000	$2,876,904.00	$69.98	$2,876,973.98	$221,113.46	$351,526.49	$2,525,447.49	$2,368,377.41	$157,070.08	5.46%
100.1200.111.000.000	Staff	$1,149,959.00	$14,375.00	$1,164,334.00	$102,403.76	$171,738.25	$992,595.75	$1,133,063.82	($140,468.07)	-12.06%
100.1200.112.000.000	Support Saff	$669,997.00	$0.00	$669,997.00	$51,323.63	$55,715.47	$614,281.53	$566,655.89	$47,625.64	7.11%
100.1200.114.000.000	Substitutes	$7,845.00	$0.00	$7,845.00	$230.00	$230.00	$7,615.00	$0.00	$7,615.00	97.07%
100.1200.311.000.000	HOMEBOUND	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
100.1200.312.000.000	Pupil Services- Therapies	$50,000.00	$0.00	$50,000.00	$0.00	$810.00	$49,190.00	$0.00	$49,190.00	98.38%
100.1200.313.000.000	Evaluation & Other services	$16,500.00	$0.00	$16,500.00	$0.00	$0.00	$16,500.00	$0.00	$16,500.00	100.00%
100.1200.314.000.000	Testing Supplies	$20,000.00	$0.00	$20,000.00	$221.81	$2,324.06	$17,675.94	$0.00	$17,675.94	88.38%
100.1200.324.000.000	Staff Development/ Inservice	$2,500.00	$0.00	$2,500.00	$175.00	$1,208.81	$1,291.19	$0.00	$1,291.19	51.65%
100.1200.560.000.000	TUITION	$475,000.00	$0.00	$475,000.00	$43,059.83	$70,585.71	$404,414.29	$0.00	$404,414.29	85.14%
100.1200.591.000.000	TRAVEL	$850.00	$0.00	$850.00	$50.40	$50.40	$799.60	$0.00	$799.60	94.07%
100.1200.616.000.000	OFFICE SUPPLIES-C	$4,500.00	$0.00	$4,500.00	$520.14	$520.14	$3,979.86	$173.82	$3,806.04	84.58%
100.1200.730.000.000	Equipment	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	$4,000.00	$57.99	$3,942.01	98.55%
100.1200.890.000.000	DUES & FEES	$1,038.00	$0.00	$1,038.00	$0.00	$813.00	$225.00	$0.00	$225.00	21.68%
	Func: Special Education - 1200	$2,403,189.00	$14,375.00	$2,417,564.00	$197,984.57	$303,995.84	$2,113,568.16	$1,699,951.52	$413,616.64	17.11%
100.1300.560.000.000	ADULT EDUCATION	$7,086.00	$0.00	$7,086.00	$0.00	$0.00	$7,086.00	$0.00	$7,086.00	100.00%
	Func: Adult Education - 1300	$7,086.00	$0.00	$7,086.00	$0.00	$0.00	$7,086.00	$0.00	$7,086.00	100.00%
100.2100.112.000.000	Support Saff	$139,646.00	$0.00	$139,646.00	$12,514.54	$18,771.81	$120,874.19	$118,888.19	$1,986.00	1.42%
100.2100.114.000.000	Substitutes	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$3,500.00	100.00%
100.2100.320.000.000	Purch Services	$3,000.00	$0.00	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	0.00%

BOE GF EXPENDITURE

From Date: 9/1/2025 To Date: 9/30/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2100.431.000.000	EQUIPMENT SERVICE	$255.00	$0.00	$255.00	$0.00	$0.00	$255.00	$0.00	$255.00	100.00%
100.2100.616.000.000	Teaching/ Instructional Supplies	$3,000.00	$0.00	$3,000.00	$370.38	$855.80	$2,144.20	$0.00	$2,144.20	71.47%
100.2100.730.000.000	Equipment	$475.00	$0.00	$475.00	$268.59	$268.59	$206.41	$109.99	$96.42	20.30%
100.2100.890.000.000	DUES & FEES	$141.00	$0.00	$141.00	$0.00	$0.00	$141.00	$0.00	$141.00	100.00%
	Func: Health Services - 2100	$150,017.00	$0.00	$150,017.00	$13,153.51	$22,896.20	$127,120.80	$118,998.18	$8,122.62	5.41%
100.2200.320.000.000	Purch Services	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
100.2200.324.000.000	Staff Development/ Inservice	$16,000.00	$0.00	$16,000.00	$988.78	$1,150.96	$14,849.04	$0.00	$14,849.04	92.81%
100.2200.325.000.000	Curriculum Work	$12,000.00	$0.00	$12,000.00	$1,625.82	$6,659.40	$5,340.60	$0.00	$5,340.60	44.51%
100.2200.593.000.000	PRINTING	$250.00	$0.00	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
100.2200.616.000.000	Teaching/ Instructional Supplies	$5,500.00	$0.00	$5,500.00	$1,816.70	$2,984.85	$2,515.15	$91.78	$2,423.37	44.06%
100.2200.641.000.000	Material	$27,650.00	$0.00	$27,650.00	$442.20	$2,286.27	$25,363.73	$0.00	$25,363.73	91.73%
100.2200.890.000.000	DUES AND FEES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	100.00%
	Func: Improvements of Instruction - 2200	$62,500.00	$0.00	$62,500.00	$4,873.50	$13,081.48	$49,418.52	$91.78	$49,326.74	78.92%
100.2300.320.000.000	Purch Services	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	$237.17	$2,762.83	92.09%
100.2300.616.000.000	Teaching/ Instructional Supplies	$550.00	$0.00	$550.00	$137.56	$137.56	$412.44	$0.00	$412.44	74.99%
100.2300.641.000.000	Material	$14,443.00	$0.00	$14,443.00	$0.00	$6,856.00	$7,587.00	$1,155.38	$6,431.62	44.53%
100.2300.730.000.000	Equipment	$700.00	$0.00	$700.00	$0.00	$0.00	$700.00	$0.00	$700.00	100.00%
100.2300.890.000.000	DUES AND FEES	$538.00	$0.00	$538.00	$0.00	$0.00	$538.00	$0.00	$538.00	100.00%
	Func: Library Media - 2300	$19,231.00	$0.00	$19,231.00	$137.56	$6,993.56	$12,237.44	$1,392.55	$10,844.89	56.39%
100.2400.111.000.000	Staff	$74,750.00	$0.00	$74,750.00	$5,750.00	$20,125.00	$54,625.00	$54,625.00	$0.00	0.00%
100.2400.112.000.000	Support Saff	$55,289.00	$0.00	$55,289.00	$4,892.80	$9,892.63	$45,396.37	$46,481.60	($1,085.23)	-1.96%
100.2400.321.000.000	TECHNICAL/LICENSES-C	$44,308.00	$0.00	$44,308.00	$660.44	$5,704.77	$38,603.23	$5,225.00	$33,378.23	75.33%
100.2400.324.000.000	PROFESSIONAL DEVELOPMENT	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
100.2400.407.000.000	REPAIRS/MAINTENANCE-C	$17,750.00	$0.00	$17,750.00	$928.45	$1,925.83	$15,824.17	$371.13	$15,453.04	87.05%
100.2400.591.000.000	TRAVEL	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	$0.00	$400.00	100.00%
100.2400.616.000.000	SUPPLIES-C	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	$0.00	$200.00	100.00%
100.2400.730.000.000	EQUIPMENT-C	$10,000.00	$0.00	$10,000.00	$173.20	$173.20	$9,826.80	$1,908.00	$7,918.80	79.19%
100.2400.890.000.000	DUES AND FEES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	$0.00	$400.00	100.00%
	Func: Technology - 2400	$204,597.00	$0.00	$204,597.00	$12,404.89	$37,821.43	$166,775.57	$108,610.73	$58,164.84	28.43%
100.2500.315.000.000	LEGAL	$50,000.00	$0.00	$50,000.00	$20,554.38	$20,554.38	$29,445.62	$0.00	$29,445.62	58.89%
100.2500.320.000.000	SALARIES, BOARD SECRETARY	$1,875.00	$0.00	$1,875.00	$125.00	$250.00	$1,625.00	$0.00	$1,625.00	86.67%
100.2500.616.000.000	OFFICE SUPPLIES	$700.00	$0.00	$700.00	$0.00	$0.00	$700.00	$5.05	$694.95	99.28%
100.2500.689.000.000	HOSPITALITY	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%

BOE GF EXPENDITURE

From Date: 9/1/2025 To Date: 9/30/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2500.890.000.000	DUES & FEES	$6,550.00	$0.00	$6,550.00	$0.00	$2,237.28	$6,312.72	$100.00	$6,212.72	72.66%
	Func: Board of Education - 2500	$61,625.00	$0.00	$61,625.00	$20,679.38	$23,041.66	$38,583.34	$105.05	$38,478.29	62.44%
100.2600.111.000.000	Staff	$190,275.00	$0.00	$190,275.00	$14,636.54	$51,227.89	$139,047.11	$139,047.11	$0.00	0.00%
100.2600.112.000.000	Support Saff	$162,644.00	$0.00	$162,644.00	$12,430.72	$35,916.63	$126,727.37	$116,595.65	$10,131.72	6.23%
100.2600.113.000.000	SALARIES, SPECIAL PROJECTS	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
100.2600.320.000.000	PROF/TECH SERVICES	$16,260.00	$0.00	$16,260.00	$2,500.00	$14,530.61	$1,729.39	$0.00	$1,729.39	10.64%
100.2600.324.000.000	WORKSHOPS/CONFERENCES	$3,100.00	$0.00	$3,100.00	$1,016.25	$1,541.25	$1,558.75	$0.00	$1,558.75	50.28%
100.2600.591.000.000	TRAVEL-C	$3,450.00	$0.00	$3,450.00	$1,375.00	$2,779.68	$670.32	$0.00	$670.32	19.43%
100.2600.616.000.000	OFFICE SUPPLIES	$3,000.00	$0.00	$3,000.00	$144.74	$144.74	$2,855.26	$56.72	$2,798.54	93.28%
100.2600.642.000.000	PERIODICALS	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	$0.00	$200.00	100.00%
100.2600.693.000.000	DATA PROCESSING	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
100.2600.730.000.000	EQUIPMENT	$500.00	$0.00	$500.00	$88.01	$88.01	$411.99	$0.00	$411.99	82.40%
100.2600.890.000.000	DUES & FEES	$5,300.00	$0.00	$5,300.00	$0.00	$4,468.00	$832.00	$0.00	$832.00	15.70%
	Func: Central Office - 2600	$387,729.00	$0.00	$387,729.00	$32,191.26	$110,696.81	$277,032.19	$255,699.48	$21,332.71	5.50%
100.2700.111.000.000	Staff	$280,731.00	$0.00	$280,731.00	$21,287.00	$74,504.50	$206,226.50	$202,226.50	$4,000.00	1.42%
100.2700.112.000.000	Support Saff	$172,845.00	$0.00	$172,845.00	$15,289.28	$29,520.14	$143,324.86	$146,122.50	($2,797.64)	-1.62%
100.2700.114.000.000	Substitutes	$3,500.00	$0.00	$3,500.00	$292.56	$292.56	$3,207.44	$0.00	$3,207.44	91.64%
100.2700.591.000.000	Travel	$1,125.00	$0.00	$1,125.00	$0.00	$0.00	$1,125.00	$0.00	$1,125.00	100.00%
100.2700.616.000.000	Teaching/ Instructional Supplies	$5,800.00	$0.00	$5,800.00	$247.60	$422.60	$5,377.40	$128.86	$5,248.54	90.49%
100.2700.730.000.000	Equipment	$4,000.00	$0.00	$4,000.00	$78.88	$428.51	$3,571.49	$22.49	$3,549.00	88.73%
100.2700.890.000.000	Professional Dues	$1,326.00	$0.00	$1,326.00	$0.00	$1,326.00	$0.00	$0.00	$0.00	0.00%
	Func: School Offices - 2700	$469,327.00	$0.00	$469,327.00	$37,195.32	$106,494.31	$362,832.69	$348,500.35	$14,332.34	3.05%
100.2800.112.000.000	Support Saff	$292,305.00	$0.00	$292,305.00	$21,351.36	$86,044.94	$206,260.06	$198,595.60	$7,664.46	2.62%
100.2800.113.000.000	Special Projects/ Overtime	$8,500.00	$0.00	$8,500.00	$0.00	$388.02	$8,111.98	$0.00	$8,111.98	95.44%
100.2800.114.000.000	SALARIES, CUSTODIAN SUBSTITUTES	$2,250.00	$0.00	$2,250.00	$334.92	$334.92	$1,915.08	$0.00	$1,915.08	85.11%
100.2800.402.000.000	Utilities	$258,847.00	$13,075.66	$271,922.66	$10,108.72	$23,186.50	$248,736.16	$207.59	$248,528.57	91.40%
100.2800.406.000.000	EMERGENCY REPAIRS-C	$50,000.00	$0.00	$50,000.00	$3,705.63	$9,032.05	$40,967.95	$1,897.50	$39,070.45	78.14%
100.2800.407.000.000	MAINTENANCE-C	$30,000.00	$0.00	$30,000.00	$0.00	$0.00	$30,000.00	$0.00	$30,000.00	100.00%
100.2800.420.000.000	SERVICE CONTRACTS-C	$77,793.00	$0.00	$77,793.00	$5,588.72	$10,398.02	$67,394.98	$0.00	$67,394.98	86.63%
100.2800.431.000.000	Equip Repairs	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	$4,000.00	$0.00	$4,000.00	100.00%
100.2800.530.000.000	POSTAGE	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
100.2800.533.000.000	ADVERTISING	$1,000.00	$0.00	$1,000.00	$837.05	$1,700.31	($700.31)	$0.00	($700.31)	-70.03%
100.2800.592.000.000	PROP.INS. & LIAB	$45,400.00	$0.00	$45,400.00	$7,970.20	$15,941.45	$29,458.55	$0.00	$29,458.55	64.89%

BOE GF EXPENDITURE

From Date: 9/1/2025 To Date: 9/30/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2800.616.000.000	Teaching/ Instructional Supplies	$35,000.00	$0.00	$35,000.00	$343.54	$13,288.30	$21,711.70	$47.00	$21,664.70	61.90%
100.2800.731.000.000	EQUIPMENT, LEASED-C	$42,000.00	$0.00	$42,000.00	$2,528.32	$4,711.64	$37,288.36	$0.00	$37,288.36	88.78%
	Func: Plant Operations - 2800	$852,095.00	$13,075.66	$865,170.66	$52,768.46	$165,026.15	$700,144.51	$200,747.69	$499,396.82	57.72%
100.2900.510.000.000	PUPIL TRANS.	$559,855.00	$0.00	$559,855.00	$0.00	$0.00	$559,855.00	$0.00	$559,855.00	100.00%
100.2900.511.000.000	TRANS SPEC ED	$179,000.00	$0.00	$179,000.00	$329.86	$8,274.29	$170,725.71	$0.00	$170,725.71	95.38%
	Func: Pupil Transportation - 2900	$738,855.00	$0.00	$738,855.00	$329.86	$8,274.29	$730,580.71	$0.00	$730,580.71	98.88%
100.6100.201.000.000	Medical & Dental Insurance	$1,597,775.00	$18,730.92	$1,616,505.92	$149,452.27	$551,619.93	$1,064,885.99	$0.00	$1,064,885.99	65.88%
100.6100.204.000.000	Life/Diability Insurance	$19,680.00	$0.00	$19,680.00	$1,629.29	$7,678.23	$12,001.77	$0.00	$12,001.77	60.98%
100.6100.205.000.000	Social Security	$111,209.00	$0.00	$111,209.00	$7,628.84	$15,964.58	$95,244.42	$69,890.63	$25,353.79	22.80%
100.6100.206.000.000	Medicare	$89,626.00	$0.00	$89,626.00	$6,400.65	$12,333.19	$77,292.81	$66,488.63	$10,804.18	12.05%
100.6100.209.000.000	Pension Fund	$171,101.00	$0.00	$171,101.00	$5,599.83	$11,445.35	$159,655.65	$49,685.62	$109,970.03	64.27%
100.6100.211.000.000	Tax Shelter Annuities	$21,000.00	$0.00	$21,000.00	$1,680.00	$5,880.00	$15,120.00	$15,120.00	$0.00	0.00%
100.6100.214.000.000	Unemployment Compensation	$20,000.00	$0.00	$20,000.00	$0.00	$0.00	$20,000.00	$0.00	$20,000.00	100.00%
100.6100.215.000.000	Workers' Comp	$49,730.00	$0.00	$49,730.00	$10,690.16	$21,380.32	$28,349.68	$0.00	$28,349.68	57.01%
100.6100.216.000.000	PARTIAL TUITION REIM.	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
	Func: Employee Benefits - 6100	$2,090,121.00	$18,730.92	$2,108,851.92	$183,081.04	$626,301.60	$1,482,550.32	$201,184.88	$1,281,365.44	60.76%
	Fund: General Fund - 100	$10,323,276.00	$46,251.56	$10,369,527.56	$775,912.81	$1,776,149.82	$8,593,377.74	$5,303,659.62	$3,289,718.12	31.72%
400.1200.112.000.000	Support Saff	$34,579.58	$0.00	$34,579.58	$4,658.86	$6,816.66	$27,762.92	$53,216.60	($25,453.68)	-73.61%
400.1200.312.000.000	Pupil Services- Therapies	$21,692.48	$0.00	$21,692.48	$10,445.63	$11,511.63	$10,180.85	$0.00	$10,180.85	46.93%
400.1200.616.000.000	Teaching/ Instructional Supplies	$2,737.60	$0.00	$2,737.60	$0.00	$0.00	$2,737.60	$0.00	$2,737.60	100.00%
	Func: Special Education - 1200	$59,009.66	$0.00	$59,009.66	$15,104.49	$18,328.29	$40,681.37	$53,216.60	($12,535.23)	-21.24%
	Fund: IDEA - 400	$59,009.66	$0.00	$59,009.66	$15,104.49	$18,328.29	$40,681.37	$53,216.60	($12,535.23)	-21.24%
410.2200.325.000.000	Curriculum Work	$48,127.75	$0.00	$48,127.75	$16,420.85	$16,420.85	$31,706.90	$0.00	$31,706.90	65.88%
	Func: Improvements of Instruction - 2200	$48,127.75	$0.00	$48,127.75	$16,420.85	$16,420.85	$31,706.90	$0.00	$31,706.90	65.88%
410.2210.325.000.000	Curriculum Work	$4,260.35	$0.00	$4,260.35	$2,592.35	$4,260.35	$0.00	$0.00	$0.00	0.00%
	Func: OLD Improvement of Instruction - 2210	$4,260.35	$0.00	$4,260.35	$2,592.35	$4,260.35	$0.00	$0.00	$0.00	0.00%
	Fund: REAP Grant - 410	$52,388.10	$0.00	$52,388.10	$19,013.20	$20,681.20	$31,706.90	$0.00	$31,706.90	60.52%
421.1200.312.000.000	Pupil Services- Therapies	$44,844.50	$0.00	$44,844.50	$913.75	$913.75	$43,930.75	$0.00	$43,930.75	97.96%
	Func: Special Education - 1200	$44,844.50	$0.00	$44,844.50	$913.75	$913.75	$43,930.75	$0.00	$43,930.75	97.96%
	Fund: ARPA - 421	$44,844.50	$0.00	$44,844.50	$913.75	$913.75	$43,930.75	$0.00	$43,930.75	97.96%
441.1000.112.000.000	Title I-A- Salaries 6/30/24	$31,640.94	$0.00	$31,640.94	$2,259.92	$2,259.92	$29,381.02	$24,859.21	$4,521.81	14.29%

BOE GF EXPENDITURE

From Date: 9/1/2025 To Date: 9/30/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
	Func: Regular Education - 1000	$31,640.94	$0.00	$31,640.94	$2,259.92	$2,259.92	$29,381.02	$24,859.21	$4,521.81	14.29%
441.2200.616.000.000	Teaching/ Instructional Supplies	$295.00	$0.00	$295.00	$0.00	$0.00	$295.00	$0.00	$295.00	100.00%
	Func: Improvements of Instruction - 2200	$295.00	$0.00	$295.00	$0.00	$0.00	$295.00	$0.00	$295.00	100.00%
	Fund: Title I Part A - 441	$31,935.94	$0.00	$31,935.94	$2,259.92	$2,259.92	$29,676.02	$24,859.21	$4,816.81	15.08%
442.1000.112.000.000	Support Saff	$4,099.85	$0.00	$4,099.85	$523.94	$523.94	$3,575.91	$5,763.27	($2,187.36)	-53.35%
	Func: Regular Education - 1000	$4,099.85	$0.00	$4,099.85	$523.94	$523.94	$3,575.91	$5,763.27	($2,187.36)	-53.35%
442.2200.616.000.000	Teaching/ Instructional Supplies	$350.00	$0.00	$350.00	$0.00	$0.00	$350.00	$0.00	$350.00	100.00%
	Func: Improvements of Instruction - 2200	$350.00	$0.00	$350.00	$0.00	$0.00	$350.00	$0.00	$350.00	100.00%
	Fund: Title II Part A - 442	$4,449.85	$0.00	$4,449.85	$523.94	$523.94	$3,925.91	$5,763.27	($1,837.36)	-41.29%
444.2200.324.000.000	Staff Development/ Inservice	$3,060.00	$0.00	$3,060.00	$0.00	$0.00	$3,060.00	$0.00	$3,060.00	100.00%
444.2200.325.000.000	Curriculum Work	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
444.2200.617.000.000	Curriculum Material	$3,485.45	$0.00	$3,485.45	$0.00	$0.00	$3,485.45	$539.00	$2,946.45	84.54%
	Func: Improvements of Instruction - 2200	$7,545.45	$0.00	$7,545.45	$0.00	$0.00	$7,545.45	$539.00	$7,006.45	92.86%
	Fund: TITLE IV - 444	$7,545.45	$0.00	$7,545.45	$0.00	$0.00	$7,545.45	$539.00	$7,006.45	92.86%
500.1500.000.000.000	Non-Lapsing Edu. Fund	$217,452.00	$0.00	$217,452.00	$0.00	$0.00	$217,452.00	$0.00	$217,452.00	100.00%
	Func: General - 1500	$217,452.00	$0.00	$217,452.00	$0.00	$0.00	$217,452.00	$0.00	$217,452.00	100.00%
	Fund: Non Lapsing - 500	$217,452.00	$0.00	$217,452.00	$0.00	$0.00	$217,452.00	$0.00	$217,452.00	100.00%
Grand Total:		**$10,740,901.50**	**$46,251.56**	**$10,787,153.06**	**$813,728.11**	**$1,818,856.92**	**$8,968,296.14**	**$5,388,037.70**	**$3,580,258.44**	33.19%

End of Report

A recommended policy to consider.

Mission – Goals – Objectives

Equity and Diversity

Purpose

Every student deserves a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The New Hartford Public Schools is committed to identifying and correcting practices and policies that perpetuate the achievement gap and racism in all forms in order to provide all of its students with the opportunity to succeed. Learning and work environments are enriched and improved by the contributions, perspectives, and presence of diverse participants. The New Hartford School District is committed to the success of every student in each of our schools and to our mission and vision statements.

The Board of Education (Board) believes that the responsibility for student success is broadly shared by District staff, families, our community and our student's own efforts. Achievement gaps between white students and students of color are unacceptable if we are to meet our mission and vision statements and our moral obligations to our students, their families, and our community as a whole. These gaps are contrary to our belief that all children can learn and succeed. Adult behaviors must be concentrated on the elimination of gaps, particularly those that are predicated on a student's race, ethnicity, home language, personal characteristics, or culture, and on assurance of educational equity between students. The Board, Superintendent, and staff commit to conducting an equity and diversity impact assessment on all future policies that have a significant impact on student learning and resource allocation. This commitment also includes conducting assessments on policies that are periodically reviewed and updated through the policy development process that have a significant impact on student learning and resource allocation.

The diversity of our student body, our community, and our staff is a strength of this District that should be fostered. Educational equity benefits all students and our entire community.

The purpose of this policy is to establish a framework for the elimination of bias, particularly racism and cultural bias, as factors affecting student achievement and learning experiences and to promote learning and work environments that welcome respect and value diversity. Further, the purpose is to establish particular actions that the District shall take to address disparities in educational opportunity and achievement.

Definitions

For the purposes of this policy, the following terms shall have these meanings:

A. **"Diversity"** includes characteristics of persons including, but not limited to race, culture, color, creed or religion, national origin, gender, mental and physical ability, age, marital status, family structure, citizenship status, sexual orientation, sexual expression or identity, economic status, veteran's status, and any other protected class in conformance with federal, state and local laws.

Mission – Goals – Objectives

Equity and Diversity

Definitions (continued)

B. **"District staff"** includes all employees, consultants, and contractors of the New Hartford Public Schools.

C. **"Educational equity"** means raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students, and (2) eliminating the racial or cultural predictability and disproportionality of which student groups occupy the highest and lowest achievement categories including rates of graduation.

General Statement of Policy

A. The District welcomes, respects, and values the diversity of its students, parents, staff, and the broader community.

B. The following are established as District values:

1. All students deserve optimal treatment, opportunities, and education.
2. All students and their families have dignity and worth.
3. All students are equally, while differently, gifted.
4. Academic and participation outcomes shall be the measure of whether we are successful.
5. Inclusion of all students and families supports District goals to increase student engagement and academic performance.
6. Embracing our diversity through inclusion creates an environment that leverages that diversity and creates schools where students, families, community members, and employees feel welcomed, valued, and supported, and where students and staff can perform to their personal best.

C. The District is committed to advancing optimum participation in, contribution to, benefit from, and enjoyment of learning and work experiences by diverse students, parents, staff, and community.

Mission – Goals – Objectives

Equity and Diversity

General Statement of Policy (continued)

D. The District is committed to promoting and providing equitable distribution of resources, opportunities, facilities, and supports, even when this means differentiating resource allocations on the basis of student needs. Resource allocation shall support the definition of educational equity adopted in this policy while complying with state and federal funding mandates.

E. The District shall employ recruitment and retention strategies to promote and support staff diversity in alignment with District recruiting plans which specify hiring on the basis of qualifications. It is important that children of all races, cultures, and backgrounds are provided with familiar role models in schools. The recruitment of diverse teachers and staff provides all students with a better chance of seeing themselves as part of the education system. Diversity in education provides all children with the opportunity to learn from others with dissimilar backgrounds and recognizes the value of diversity in all learning environments. The District is committed to fostering a learning environment where diversity is encouraged and to recruiting and retaining a workforce that reflects the diversity of our students and community. The Board is committed to hiring the best employees of all racial and ethnic backgrounds who will bring their unique talents and skills into the school system.

F. The District shall offer opportunities for all staff to improve its cultural competencies in serving a diverse student body and community. The District staff shall work together to increase their individual and collective capacity to effectively teach a culturally, racially, and ethnically diverse student population and serve culturally, racially, and ethnically diverse families and communities. The District shall offer opportunities for all staff to improve culturally responsive instructional practices, curriculum, and assessment competencies in serving our diverse student body and community to increase individual and collective capacity to effectively teach our diverse student population and serve diverse families. Practices, procedures, and programs that result in over or under-representation of any group of students compared to peers shall be subject to close review to ensure that such results are due to meeting students' legitimate educational, social, or emotional needs. Practices that do not meet this close review shall be eliminated. Teachers, administrators, and district staff shall collaborate to establish and implement culturally responsive instructional practices, curriculum, and assessments.

G. The District shall promote the diversification of its vendor and supplier corps in accordance with ~~law~~ Connecticut State mandates and grants through District policy.

H. The District shall provide professional development to teaching staff specifically designed to strengthen employees' knowledge and skills to eliminate opportunity and achievement gaps between groups of students.

Mission – Goals – Objectives

Equity and Diversity

General Statement of Policy (continued)

I. The District shall seek partnerships with outside agencies, organizations and persons who have demonstrated culturally specific expertise to assist the District in meeting its equitable education and business goals, including, but not limited to: (1) government agencies, (2) non-profit organizations, (3) businesses, and (4) other community groups that support educational equity and cultural competencies.

Responsibility

A. The Board shall consider the values stated in this policy in conducting its business and in exercising its responsibilities to the people of this community.

B. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent. Plans and procedures established shall include clear accountability for actions and oversight.

C. The Superintendent may promulgate regulations for the implementation of this policy as deemed necessary.

D. The Board and Superintendent may establish specific goals to implement this policy as permitted by law and deemed necessary.

E. The Superintendent shall annually report to the Board and the community regarding District performance goals on academic achievement and progress toward meeting these goals and closing the achievement gap.

F. District staff shall, within the parameters of their various duties and responsibilities, comply with and execute such plans as are designed to address the values and directions included in this policy. District staff is further responsible for making such suggestions to the appropriate authority to improve the ability of the District to reduce the achievement and opportunity gaps that exist.

G. Families are partners with the District in its effort to address achievement and opportunity gaps.

H. Students are partners in their academic achievement. School attendance and engagement are essential to reduce existing achievement and opportunity gaps.

I. The Board, Superintendent, and employees will work with students and families to identify barriers to achievement and opportunities for academic success.

Mission – Goals – Objectives

Equity and Diversity (continued)

(cf. 0521 – Nondiscrimination)
(cf. 0524 – Hate Crimes and Bias Incidents in Schools)
(cf. 0525.1 – Anti-Racism/Confronting Racism in Schools)
(cf. 1110.1 – Parental Involvement)
(cf. 1110.3 – School Governance Council)
(cf. 1210 – Community Associations)
(cf. 1212 – Volunteers)
(cf. 1330 or 3515 – Use of School Facilities)
(cf. 1205 – Participation by the Public)
(cf. 4111 – Recruitment and Selection)
(cf. 4111.1/4211.1 – Affirmative Action)
(cf. 4118.11 – Nondiscrimination)
(cf. 4118.113/4218.113 – Harassment)
(cf. 4118.3 – District Minority Recruitment Plan)
(cf. 4131 – Staff Development)
(cf. 5118.1 – Homeless Students)
(cf. 5131.911 – Bullying/Safe School Climate Plans)
(cf. 5145.4 – Nondiscrimination)
(cf. 5145.5 – Sexual Harassment)
(cf. 5145.51 – Peer Sexual Harassment)
(cf. 5145.52 – Harassment)
(cf. 5145.53 – Transgender and Non-Conforming Youth)
(cf. 5145.6 – Student Grievance Procedure)
(cf. 6115 – Ceremonies and Observances)
(cf. 6121 – Nondiscrimination)
(cf. 6121.1 - Equal Educational Opportunity)
(cf. 6141.21 – Religions in the Public Schools)
(cf. 6141.22 – Religious Accommodations)
(cf. 6141.311 – Programs for limited English Proficient Students)
(cf. 6171 – Special Education)
(cf. 9133 – Board of Education Advisory Committees)

Legal Reference: Connecticut General Statutes

46a60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

Connecticut State Board of Education "Position Statement on Culturally Responsive Education," adopted May 4, 2011

Mission – Goals – Objectives

Equity and Diversity

Legal Reference:

Connecticut General Statutes (continued)
Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)
Section 8525, ESEA as amended by the Every Student Succeeds Act
Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)
Gebbser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)
Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)
The Vietnam Era Veterans' Readjustment Act of 1974, as amended, 38 U.S.C. §4212
Title II of the Genetic Information Nondiscrimination Act of 2008
The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008
Public Law 111-256
Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)
Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)
Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)
Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

Policy adopted:
rev 1/21
rev 2/25

This version can serve as both a policy and the required posting notice.

NUTMEG BOARD OF EDUCATION
Nutmeg, Connecticut

NOTICE

Pursuant to the authority of Public Act 98-142, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined by the Board or the Superintendent of Schools in their discretion.

"Electronic monitoring," as defined by Public Act 98-142, means the collection of information on school district premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board of Education premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by this school district in its facilities:

- Monitoring of e-mail and other components of the school district's computer system for compliance with policies.
- Video surveillance of employee parking areas for security purposes.
- Telephone monitoring (office, professional calls only) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

(Note: The above is a sample list only. The inclusion of reasons for the monitoring and the areas of the facility or job categories affected by the monitoring are not required by the law, but are recommended for employee relations reasons.)

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without any prior notice when the Board and/or the Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulation.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff of the district.

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail

Electronic mail is an electronic message transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All district electronic mail systems are owned by the district and intended for conducting official district business only. District electronic mail systems are not intended for personal use by district employees and should have no expectation of privacy when using the electronic mail systems.

Users of district E-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Using the electronic mail system for which the district will incur an expense without the expressed permission of an administrator is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep district electronic mail systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator. The district reserves the right to bypass individual passwords at any time and monitor employee use of such systems.

The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail (continued)

Except as provided herein, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All district employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection. All Board and district electronic mail communications may be monitored.

District employees will be subject to disciplinary action for violation of this policy.

The Superintendent will ensure that all district employees have notice of this policy.

Note: It is recommended that each employee acknowledge receiving and reading the policy. (completed at hire and yearly training) Notice is essential to defending a claim of invasion of privacy. The notice should be documented in the employee's personnel file.

(cf. 5125 - Student records)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

31-48d – Employers engaged in electronic monitoring required to give prior notice to employees Policy adopted:

cps 4/99
rev 4/04

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

A new sample policy to consider, which meets the requirement of the Drug-Free Workplace/Schools and Community Act.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco
Drug and Alcohol-Free Workplace

The Board of Education (Board) is concerned with maintaining a safe and healthy working and learning environment for all staff and students. The Board recognizes the importance of maintaining an environment for its staff and students that is drug and alcohol free. Reasonable steps will be taken to create a safe workplace free from the effects of alcohol, second-hand smoke and drug abuse.

Employees must abide by the terms of this policy as a condition of employment. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

Definitions

"Cannabis" means marijuana which includes all parts of a plant or species of the genus cannabis, whether growing or not, and including its seeds and resin; its compounds, manufactures, salts, derivatives, mixtures, and preparations; and cannabinon, cannabinol, cannabidiol (CBD), and similar compounds unless derived from hemp as defined in federal law. The definition of marijuana also include any product made using hemp, as defined in state law, with more than 0.3% total THC concentration on a dry-weight basis, manufactured cannabinoids, and certain synthetic cannabinoids.

"Cannabis product" is cannabis in the form of a cannabis concentrate or a product that contains cannabis, which may be combined with other ingredients, and is intended for use or consumption.

"Cannabis concentrate" is any form of concentration extracted from cannabis, such as extracts, oils, tinctures, shatter, and waxes.

"Medical marijuana product" is cannabis that (1) dispensary facilities and hybrid retailers exclusively sell to qualifying patients and caregivers and (2) the Department of Consumer Protection (DCP) designates on its website as reserved for sale to those individuals.

"Manufactured cannabinoid" means cannabinoids naturally occurring from a source other than marijuana that are similar in chemical structure or physiological effect to cannabinoids derived from marijuana, but that are derived by a chemical or biological process.

"Workplace" means the site for the performance of work done, which includes work done in connection with a federal grant. The workplace includes any District building or property; any District-owned vehicle or any other District-approved vehicle used to transport students to and from school or school activities; and off-District property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction/supervision of the District, which could also include work on a federal grant.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace

Definitions (continued)

"School-sponsored activity" means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.

"Drug" is defined as:

1. **"Controlled substances"** which includes all forms of narcotics, depressants, stimulants, hallucinogens, steroids, and cannabis (including products made with or infused with these substances) whose sale, purchase, transfer, use, or possession is prohibited or restricted by state or federal law;
2. **"Synthetic cannabinoids"** which include drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness; and
3. Illegal substances.

"Prescription drugs" means drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed medical practitioner/physician or dentist, other than marijuana (cannabis) and marijuana-related substances.

"Smoking" means the burning of a cigarette, cigar, pipe or other similar device that contains in whole or in part, cannabis or hemp, in addition to tobacco.

"Electronic nicotine delivery system" for purposes of this policy means an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid.

"Vapor product" means any product that employs a heating element, power source, electronic circuit or other electronic, chemical, or mechanical means to produce a vapor that may or may not include nicotine and is inhaled by the product's user.

"Under the influence" means any noticeable use, any detectable level pf drugs or alcohol in the employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

"Criminal drug statute" means any criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace

1. Prohibited Behavior

To help maintain a drug-free school, community, and workplace, the following conduct is strictly prohibited of all District employees and volunteers. An employee who violates this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board.

a. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids;

b. Manufacturing, selling, delivering, soliciting, consuming, using, possessing, or transmitting alcohol in any amount or in any manner on District property or a District workplace at any time while students are under the supervision of the District, or when involved as an employee in a District activity on or off school district property;

c. Unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance in a District workplace;

d. Using the workplace, District property or the staff member's position within the District to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids;

e. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids in a manner that is illegal or which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, the students, or other employees; and

f. Smoking or other use of tobacco products on school property during regular school hours, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

2. Use of Prescription Drugs

A. Employees are permitted to use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner. Such drugs shall be used only as prescribed. In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

B. However, the Board, in compliance with C.G.S. 21a-408a through 408q, prohibits the palliative use of marijuana on school property, at a school-sponsored event, or during the conduct of Board business. Employees are prohibited from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during the work day.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace (continued)

3. Smoking

A. The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), and the use of tobacco products on school property or at any school-sponsored activity. This ban applies to any area of the workplace and outside within 25 feet of a doorway, operable window or air intake vent.

B. The workplace smoking ban also applies to cannabis, hemp, and e-cigarette use, involving cannabis.

C. Smoking, including cannabis, will be permitted in a situation in which a classroom is used during a smoking or e-cigarette demonstration that is part of a medical or scientific experiment or lesson.

D. The District will not make accommodations for an employee or be required to allow an employee to perform his/her duties while under the influence of cannabis or allow the employee to possess, use or otherwise consume cannabis while performing his/her employment duties.

4. Notification Requirements

A. Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with his/her superior, will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

B. As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute. Such notification will be provided no later than five (5) days after such conviction. The District will inform the federal granting agency within ten (10) days of such conviction, regardless of the source of the information.

C. District employees are directed to report any suspected violation of this policy to an administrator or directly to the Superintendent of Schools or his/her designee. The Superintendent or designee will investigate the allegation and meet with the alleged violator.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace

Notification Requirements (continued)

D. All employees will be notified of this policy on a yearly basis and instructed to recognize that compliance is mandated.

E. This policy shall be made known to prospective employees prior to employment.

5. Disciplinary Action Upon Violation of Policy

A. An employee who violates this policy may be subject to disciplinary action, consistent with applicable state and federal laws, up to and including termination. Enrollment and successful completion of an appropriate drug-or alcohol-abuse, employee-assistance rehabilitation program may be required at the discretion of the administration, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the District incur any financial obligation for treatment or rehabilitation required as a condition of eligibility for reinstatement.

B. Disciplinary action will include, at a minimum, a letter of reprimand and may include, but is not limited to suspension or termination from employment.

C. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.

D. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of $5,000 or more, the Superintendent shall notify the appropriate State or Federal agency from which the District receives contract or grant monies of the employee's conviction within ten (10) days after receiving notice of the conviction.

E. The District may notify law enforcement agencies regarding a staff member's violation of this policy at the District's discretion or take other actions as the District deems appropriate.

6. Employee Assistance

In order to make employees aware of dangers of drug and alcohol abuse, and to provide an employee with the opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs, the District will:

A. provide each employee with a copy of this District Drug- and Alcohol-Free Workplace policy;

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Employee Assistance (continued)

B. post notice of the Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;

C. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;

D. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

E. provide information about benefits available under the Board's group medical plan for treatment;

F. establish a drug-free awareness program to inform employees about:

- the dangers of drug abuse in the workplace,
- available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
- the penalties that the District may impose upon employees for violations of this policy.

CBD Products

Employees are prohibited from possessing or using any product with cannabidiol (CBD) on school property or at any school-sponsored activity, whether derived from hemp or cannabis, regardless of the amount of THC in the product or to the extent to which it is legal or illegal under state law.

Legal Reference: Connecticut General Statutes
P.A. 21-1 (June Spec. Session) An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. 1308.11-1308.15
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et. seq.
Drug-Free Schools and Community Act, P.L. 99570, as amended by P.L. 101226
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101-71187 (as amended by Title IV – 21st Century Schools)
Drug-Free Workplace Act, 30 ILCS 580/1 et. seq.
Drug-Free Workplace Requirements for Federal Grant and Recipients 41 U.S.C. 8103

Policy adopted:
cps 7/21

A separate policy addressing medical marijuana use, applicable to students and staff, to consider.

Students/Personnel (Certified/Non-Certified)

Medical (Palliative) Use of Marijuana

This policy sets forth the prohibited use of medical marijuana (palliative use) in the District's schools and on its property.

Definitions

"Palliative use" means the acquisition, distribution, transfer, possession, or transportation of marijuana or paraphernalia relating to marijuana, including the transfer of marijuana and paraphernalia relating to marijuana from the patient's primary caregiver to the qualifying patient, to alleviate a qualifying patient's symptoms of a debilitating medical condition or the effects of such symptoms, but does not include any such use of marijuana by any person other than the qualifying patient.

"**Qualifying patient**" means a person who is a resident of Connecticut, has been diagnosed by a physician as having a debilitating medical condition, is eighteen years of age or older, is an emancipated minor, or has written consent from a custodial parent/guardian or other person having legal custody of such person that indicates that such person has permission from such parent, guardian or other person for the palliative use of marijuana for a debilitating medical condition and that such parent, guardian or other person will serve as a primary caregiver for the qualifying patient and control the acquisition and possession of marijuana and any related paraphernalia for palliative use on behalf of such person.

"Primary caregiver" means a person, other than the qualifying patient and the qualifying patient's physician, who is eighteen years of age or older and has agreed to undertake the responsibility for managing the well-being of the qualifying patient with respect to the palliative use of marijuana, provided in the case of a qualifying patient under eighteen years of age and not an emancipated minor or otherwise lacking legal capacity, such person shall be a parent, guardian or person having legal custody of such qualifying patient and in the case of a qualifying patient eighteen years of age or older or an emancipated minor, the need for such person shall be evaluated by the qualifying patient's physician and such need shall be documented in the written certification, issued by a physician (does not include a physician assistant).

"Debilitating medical condition" means cancer, glaucoma, positive status for human immunodeficiency virus or acquired immune deficiency syndrome, Parkinson's Disease, multiple sclerosis, damage to the nervous tissue of the spinal cord with an objective neurological indication of intractable spasticity, epilepsy, or uncontrolled intractable seizure disorder, cachexia, wasting syndrome, Crohn's disease, post-traumatic stress disorder, irreversible spinal cord injury with an objective neurological indication of intractable spasticity, cerebral palsy, cystic fibrosis or terminal illness requiring end-of-life care, except, if the qualifying patient is under eighteen years of age. "debilitating medical condition" means terminal illness requiring end-of-life care, irreversible spinal cord injury with objective neurological indication of

Students/Personnel (Certified/Non-Certified)

Medical (Palliative) Use of Marijuana (continued)

intractable spasticity, cerebral palsy, cystic fibrosis, severe epilepsy or ~~incontrollable~~ uncontrollable seizure disorder.

"Research program" means a study approved by the Department of Consumer Protection (DCP) and undertaken to increase information or knowledge regarding the growth, processing, medical attributes, dosage forms, administration, or use of marijuana to treat or alleviate symptoms of any medical conditions or the effects of such symptoms.

Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana is prohibited while a student or employee is on campus, riding a school bus, or at school-sponsored activities.

To qualify for medical marijuana use, a minor must have written consent from a custodial parent/guardian or other person with legal custody, indicating that the person has given permission for the minor to use marijuana for a debilitating condition, as defined. The written consent must state that the person will serve as the minor's primary caregiver and control the acquisition and possession of marijuana and any related paraphernalia on the minor's behalf.

The minor via the person with legal custody, must provide DCP with a letter from the minor's primary care provider in addition to another letter from a physician certified in an area involved in the treatment of the minor's debilitating condition. Such written certification shall not be for marijuana in a dosage form that requires that the marijuana be smoked, inhaled, or vaporized.

It is the Board's intent, via this policy, to maintain compliance with state and federal laws with regard to the prohibited use of marijuana in schools, on school property, and at school-related activities. This policy is also intended to maintain compliance with the aforementioned federal legislation. The Board directs the Superintendent and staff to continue to enforce its current policies regarding controlled substances. Any student or employee who violates District policies prohibiting the manufacture, distribution, dispensation, possession, or use of illegal drugs in District schools, on District property, or as part of any District activities will be subject to disciplinary and criminal action up to and including suspension, expulsion or termination of employment.

No District school may refuse to enroll any person or discriminate against any student solely on the basis of such person's or student's status as a qualifying patient or primary caregiver, per sections 1 to 15, inclusive, of P.A. 12-55, as amended by P.A. 16-23.

The District shall not refuse to hire a person nor discharge, penalize, or threaten an employee solely on the basis of such person's or employee's status as a qualifying patient or primary caregiver, as described in P.A. 12-55, as amended. However, the Board retains its ability to prohibit the use of intoxicating substances during work hours and its ability to discipline an employee or student for being under the influence of intoxicating substances during work hours, while on school property or at a school-sponsored activity.

Students/Personnel (Certified/Non-Certified)

Medical (Palliative) Use of Marijuana (continued)

Notes:

1. *The use of marijuana, including for palliative (medical) uses in schools, on school grounds, and at school activities, violates drug abuse laws, is educationally disruptive, and violates the spirit of the drug, alcohol, and tobacco-free campus.*
2. *The District needs to notify applicants/staff of the medical marijuana policy and what constitutes disciplinary action. If the staff member is involved in a safety-related position, the policy must be very strict.*
3. *The District should place its focus on impairment and performance issues, due to the fact that the statute specifically prohibits the use of medical marijuana in the schools and school buses.*
4. *The District has the right and responsibility to maintain a drug-free workplace, protecting the safety of all employees and students.*
5. *The law provides no protection for the use of medical marijuana on the job or in the school setting.*

(cf. 4118.231/4218.231 – Alcohol, Drugs and Tobacco)
(cf. 4118.232/4218.232 – Drug-Free Workplace)
(cf. 4118.235/4218.235 – Medical Marijuana Standards)
(cf. 5114 – Suspension/Expulsion)
(cf. 5131 – Conduct)
(cf. 5131.61 – Inhalant Abuse)
(cf. 5131.62 – Steroid Use)
(cf. 5131.612 – Surrender of Physical Evidence Obtained from Students)
(cf. 5131.8 – Out of School Grounds Misconduct)
(cf. 5131.92 – Corporal Punishment)
(cf. 5144 – Discipline/Punishment)
(cf. 5145.12 – Search and Seizure)
(cf. 5145.121 – Vehicle Searches on School Grounds)
(cf. 5145.122 – Use of Dogs to Search School Property)
(cf. 5145.124 – Breathalyzer Testing)
(cf. 5145.125 – Drug Testing-Extracurricular Activities)
(cf. 6164.11 – Drugs, Alcohol, Tobacco)

Students/Personnel (Certified/Non-Certified)

Medical (Palliative) Use of Marijuana (continued)

Legal Reference: Connecticut General Statutes
1-21b Smoking prohibited in certain places.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
10-220b Policy statement on drugs.
10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
2la-240 Definitions dependency producing drugs.
21a -240(8) Definitions "Controlled Drugs," dependency producing drugs.
21a-240(9) Definitions "controlled substance."
21a-243 Regulation re schedules of controlled substances.
21a-408 Palliative Use of Marijuana (as amended by P.A. 16-23)
53-198 Smoking in motor buses, railroad cars and school buses.
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.
P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.
P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.
Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Veronia School District 47J v. Acton, 515 U.S. 646. (1995).
Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).
SB 1201 passed in 2021 paving the way for minors to gain access to HB 5329, passed in 2022 prohibiting cannabis gifting and giving CT municipalities the right to regulate cannabis businesses within their jurisdiction
P.A. 21-1 An Act Concerning Responsibility and Equitable Regulation of Adult-Use Cannabis.

Policy adopted:
rev 6/16
rev 2/25

P5141.213(a)

An optional policy to consider.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone)

The Board of Education (Board) is committed to enhancing the health and safety of individuals within the school environment. The District will identify specific locations for the storage of Naloxone and protocols for its administration in emergency situations to assist individuals suspected to be experiencing an opioid overdose.

Definitions

Drug overdose means an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. The signs of opioid overdose include unresponsiveness; nonconsciousness; shallow breathing with rate less than 10 breaths per minute or not breathing at all; blue or gray face, especially fingernails and lips; and loud, uneven snoring or gurgling noises.

Naloxone (Narcan) means a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid means illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

Delegation of Responsibility

The Board directs the school physician/~~School~~ District Medical Advisor to issue a ~~non-patient specific~~ standing order to District school nurses to administer Naloxone (also known as Narcan, among other names) for the purpose of emergency first aid to students or staff who do not have a prior written order from a qualified medical professional for the administration of Naloxone. The ~~non-patient specific~~ standing order shall include a written protocol containing the elements required by the regulations of the Department of Consumer Protection.

The Board permits school nurses to administer Naloxone to any person at school or a school event displaying symptoms of an opioid overdose. The District will store the Naloxone kits in a secure but accessible location consistent with the district's emergency response plan, such as the nurse's office. Naloxone shall be accessible during school hours and during on-site school-sponsored activities.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone) (continued)

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof. In accordance with internal procedures, manufacturer's recommendations and any applicable Department of Public Health guidelines.

(cf. 5141.21 – Administering Medications)

Legal Reference: Connecticut General Statutes

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

17a-714 Immunity for prescribing, dispensing or administering an opioid antagonist to treat or prevent a drug overdose.

21a-279(g)Penalty for illegal possession. Alternate sentences. Immunity.

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render.

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

PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School

Policy adopted:
cps 11/16
rev 7/22

An administrative regulation to consider.

Students

Administering Medication
Opioid Overdose Prevention (Emergency Administration of Naloxone)

The District's opioid overdose prevention program shall establish and follow appropriate procedures for the use of Naloxone (Narcan), regarding placement, storage, inventory, reordering, documenting and reporting incidents of usage and training.

Communication

Each school stocking Naloxone (Narcan) will have the school nurse, along with the District administration, plan for annually informing all parents/guardians and staff about the policy pertaining to its use and specifically:

- The availability of Naloxone to treat opioid overdoses and what it does;
- The symptoms of opioid drug overdoses;
- The manner in which individuals should report suspected overdoses;
- The protection from criminal prosecution provided by law for persons who report a suspected overdose using their name and remaining with the overdosing person until emergency medical services (EMS) or law enforcement arrive;
- The protection from civil liability provided by law for persons who report overdoses or administer Naloxone (Narcan) in overdose emergencies.

Standing Order from the School Physician/~~School~~ District Medical Advisor

The school physician/~~School~~ District Medical Advisor shall provide and annually renew a standing order for administration of Naloxone (Narcan) to students or staff suspected of experiencing an opioid overdose. The standing order shall be maintained in the Superintendent's office and copies of the standing order shall be kept in each location where Naloxone (Narcan) is stored.

The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector)
2. Date of issuance
3. Dosage
4. Signature of the school physician/~~School~~ District Medical Advisor

Training

School nurses having custody of Naloxone shall be trained in its use by the New Hartford EMT Department, school physician/~~School~~ District Medical Advisor, or Department of Public Health (DPH) approved training or from the appropriate division of the Connecticut State Department of

Education. Such training program shall include overdose risk factors, recognizing opioid-related overdoses, calling 911, rescue breathing administering Naloxone (Narcan), recovery position and

promptly seeking medical attention for drug overdoses. In addition, Lead New Hartford Public School nurse to host an annual training for all nurses.

The following signs may indicate an overdose situation:

- The person is unresponsive or limp.
- The person is awake but unable to talk.
- The person's breathing is slow or erratic or the individual is not breathing.
- The person's pulse is slow or erratic or there is no pulse.
- The person's skin is pale gray or blue, especially around the fingernails and lips.
- The person is making deep, slow snoring, choking or gurgling sounds.
- The person is vomiting.

A list of District individuals who successfully completed such training shall be maintained, updated and kept in the school nurse's office and the District's Central Office.

Acquisition, Storage, and Disposal
The school physician/School Medical Advisor shall order for each school site Naloxone (Narcan) from a properly credentialed wholesaler of drugs, cosmetics and medical devices.

Naloxone (Narcan) will be clearly marked and stored in the nurse's office. It will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat and direct sunlight. It is to be stored in moderate temperatures, out of direct sunlight, and not in a refrigerator.

Inspection of the Naloxone is to be conducted regularly by the school nurse. The expiration date is to be checked. Expiration is generally 12 to 24 months.

~~There should always be one backup naloxone kit for each kit that is ready to be used. When a Naloxone kit is used, another backup kit is to be ordered.~~ Each school should have two Naloxone kits and when one is used, another should be ordered in its place. Naloxone that is nearing its expiration date should be replaced. The school nurse is to maintain a log of Naloxone supplies containing the following information: lot number, date of receipt, expiration date, and location. The school nurse shall perform an inventory check on a monthly basis.

Administration of Naloxone (Narcan)
When responding to a suspected drug overdose, the school nurse shall:

1. Call for medical help immediately (Dial 911).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Prepare and administer Naloxone (Narcan), as instructed in training.
5. Continue the rescue breathing (or CPR if needed), as instructed in training.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone)

Administration of Naloxone (Narcan) (continued)

6. Administer second dose of Naloxone (Narcan) in 3 minutes if no response or minimal breathing or responsiveness.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Follow-Up

After the administration of Naloxone (Narcan) the school nurse will follow the District's reporting protocols.

The school nurse, or other staff, is also to notify appropriate student services and provide substance abuse prevention resources to the overdose victim and family, as appropriate.

School nurses are to document all administration of Naloxone (Narcan) in the same manner as the administration of other medications under non-patient specific orders. The school nurse must report all administration of Naloxone (Narcan) to the school physician/~~School~~ District Medical Advisor, Building Principal, and Superintendent.

The Superintendent or his/her designee will immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a school bus to the local police department in accordance with state law and regulations, the procedure set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or his/her designee will notify the parent/guardian of any student involved in an incident involving the use of controlled substances as soon as practicable. All attempts made to reach the parent/guardian will be documented.

Any student who experiences a drug overdose is to be referred to the District's Student Assistance Program.

Regulation approved:
cps11/16

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

It is mandated to have a policy pertaining to this issue.

Students/Personnel-Certified

Psychotropic Drug Use

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child use psychotropic drugs.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

Procedures shall be established by the Superintendent of Schools or his/her designee (or Director of Special Education) delineating the manner in which school personnel and school health and mental health personnel shall communicate with each other regarding children who may need to be recommended for a medical evaluation. Such procedures shall also include how school health and mental health personnel should communicate the need for a medical evaluation to the child's parents/guardians. Such procedures shall be consistent with all mandatory and existing procedures and due process safeguards governing assessment and diagnosis.

Further, upon the consent of the student's parents or guardian, obtained, in writing, through the Planning and Placement Team (PPT) process, school personnel may consult with the medical practitioner regarding such use.

In addition, the Planning and Placement Team ~~(PPT)~~ may recommend a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine either a child's eligibility for special education and related services, or educational needs for an individualized education program (IEP).

The Board recognizes that the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the Department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

Students/Personnel - Certified

(cf. 5141.4 - Reporting of Child Abuse and Neglect

Legal Reference: Connecticut General Statutes
10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel. (as amended by PA 03-211)
46b-120. Definitions
1076a Definitions. (as amended by PA 00-48)
1076b State supervision of special education programs and services.
1076d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114 and PA 00-48)
1076h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)
State Board of Education Regulations.
34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.
American with Disabilities Act, 42 U.S.C. §12101 et seq.
Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted:
rev 6/03

A revised sample regulation to consider.

Students/Personnel - Certified

Psychotropic Drug Use

In order to properly implement the Board policy prohibiting school personnel from recommending the use of psychotropic drugs for any child, the following administrative regulations are hereby established:

1. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders.

2. Psychotropic drugs include, but are not limited to, Ritalin, Adderal, Dexedrine and other stimulant medication, and anti-depressants.

3. All school personnel, including teachers and administrators are prohibited from any communications, both oral and written, to the parents and/or guardians of a child in which the use of psychotropic drugs is recommended.

4. School health or mental health personnel which includes school nurses or nurse practitioners, the District Medical Advisor, school psychologists, school social workers, and school counselors is permitted to discuss with parents and/or guardians of a child the advisability of a medical evaluation by an appropriate medical practitioner when there are behaviors or concerns that may be indicative of medication considerations.

5. School personnel, through the Planning and Placement Team referral process, shall communicate to the school medical staff about a child's behavior that may indicate the need for an evaluation.

6. The Planning and Placement Team (PPT) has the authority and responsibility to recommend a medical evaluation as part of an initial evaluation or reevaluation as needed to determine a child's eligibility for special education and related services, or educational needs for a child's individualized education program (IEP).

7. As required, the District may seek remedy through the due process provisions allowed under the Individuals with Disabilities Educational Act (IDEA) if a parent and/or guardian refuses consent for a reevaluation.

Students/Personnel - Certified

Psychotropic Drug Use

8. Appropriate medical practitioners, such as a psychiatric consultant or physician, with whom the District contracts for services to students or to whom the District makes a referral for an evaluation may recommend such medications.

9. School personnel may consult with the medical practitioner performing the evaluation with the informed consent of the parent or guardian of the child. The purposes of such communication include the following:

   a. Conveying concerns or observations of a child, both prior to and following a medical evaluation;

   b. Requesting health records and other educationally relevant medical evaluations;

   c. Providing school records to medical practitioners upon request;

   d. Providing information on school performance to help a medical practitioner monitor and evaluate the effectiveness of psychotropic drugs and/or other medical interventions and/or treatment;

   e. Discussing with medical practitioners appropriate and necessary nursing or health care in schools to ensure student safety;

   f. Disclosure of educationally relevant information by the medical practitioner to school personnel.

10. The Department of Children and Families (DCF) is limited by this legislation to take a child into custody solely on the refusal of a parent or guardian to administer or consent to the administration of any psychotropic drug. However, a PPT meeting may be convened if the child is eligible or may be eligible for special education or making a referral to the Department of Children and Families if there are concerns about a child's safety and possible abuse or neglect.

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

Regulation approved:
cps 4/02
rev 6/02
rev 6/03

A mandated policy.

Community Relations/Instruction

Library Material Review and Reconsideration Policy

Statement of Policy:

The New Hartford Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against instructional material used in the classroom or available in the school library/media center. Consideration of requests to reconsider and remove material, displays, or student programs is limited to individuals with a vested interest. An individual with vested interest may challenge any library and other educational materials, display or student program by initiating a review of such material via the submission of a request for reconsideration form.

It shall be the policy of the New Hartford Board of Education that the removal, exclusion or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No library and other educational material, display, or program shall be removed from library media centers, or programs be canceled, because of the origin, background, or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program. Library and other educational materials, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

Until a final decision is made by the review committee, any library and other educational material being challenged shall remain available in the school library media center according to such material's catalog record and be available for a student to reserve, check out, or access.

A school district may consolidate any requests for review and reconsideration of the same challenged library and other educational material. Once a decision has been made by **the review committee** on any library and other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three years.

The New Hartford Board of Education will review and update this policy as necessary every five years.

Definitions

"Library and other educational material" means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.

Community Relations/Instruction

Library Material Review and Reconsideration Policy

Definitions (continued)

"School library staff member" means a school library media specialist, school librarian, any certified or non-certificated staff member whose assignment is in the school library or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

"Individual with a vested interest" means any school staff member employed by a local or regional board of education, parent or guardian of a student currently enrolled in a school at the time a reconsideration form is filed, or any student currently enrolled in a school at the time a reconsideration form is filed.

"Remove" means deliberately taking library material out of a library's collection. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

Material Review and Reconsideration Procedure

The Board of Education has established the following procedure for addressing complaints regarding the utilization of library and other educational materials:

1. Individuals with a vested interest may initiate the review or reconsideration of any library and other educational materials, display, or student program by submitting a request for ~~recommendation~~ reconsideration form to the principal of the school in which the library and other education materials are being challenged.
2. The Principal, or the Principal's designee, shall promptly forward the request for reconsideration to the Superintendent of Schools for the school district.
3. The Superintendent, or the Superintendent's designee, shall appoint a review committee consisting of:
    a. The Superintendent, or the Superintendent's designee;
    b. the Principal of the school in which the library and other educational material is being challenged, or the Principal's designee;
    c. a certified school ~~librarian~~ library staff member employed by such board or employed by another board of education in the state.
    d. the Director of curriculum, or a person in an equivalent position;
    e. a representative from the local or regional board of education;
    f. at least one grade-level-appropriate teacher familiar with the library material provided, the teacher selected is not the individual who submitted the form;
    g. a parent or guardian of a student *age thirteen years or younger* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;

h. a parent or guardian of a student *aged fourteen years or older* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;

Community Relations/Instruction

Library Material Review and Reconsideration Policy

Material Review and Reconsideration Procedure (continued)

In cases where such form is submitted by a student enrolled in *grades nine to twelve*, inclusive, and when appropriate and at the discretion of the superintendent, a student enrolled in grades nine to twelve, inclusive, may serve on the review committee if such student did not submit the reconsideration form, provided the superintendent consults with the principal of the school involved in such reconsideration request prior to making this determination whether to include such student on the review committee.

4. The **review committee** shall evaluate the request for reconsideration form by reading the challenged material in its entirety and evaluating the challenged material against the school district's *Collection Development and Maintenance Policy*.

5. The **review committee** shall make a *written decision* on whether to remove the challenged material *within sixty school days* from the date of receiving such request and provide a copy of the committee's decision and report to *the individual with a vested interest who submitted the form and to the principal of the school*.

6. The individual with a vested interest who submitted the *request for reconsideration form* may appeal to the *review committee's decision* to the local or regional board of education for the school district. The Board shall determine whether the reconsideration process was followed and publish the decision on the school district's website.

General Provisions

Any school library media specialist or school library staff member who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Policy adopted:
cps 6/25

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

New Hartford Public School

Request for Reconsideration of Library Books/Materials

Title _____

Author _____ Publisher _____

This request was initiated by

☐ Parent/Guardian Name: _____
Student Name: _____

☐ Other (please specify) Name: _____
Student Name: _____

Student Grade:

☐ Pre-K ☐ K ☐ 1 ☐ 2

☐ 3 ☐ 4 ☐ 5 ☐ 6

The material is best described as a:

☐ Book

☐ Video or Online Content

☐ Periodical/Magazine

☐ Other Media. Please specify _____

Please answer the following questions:

1. Did you read, view, or listen to the entire work? If not, what parts did you examine?

_____
_____
_____

2. In what specific ways do you think this work is inappropriate for students?

_____
_____
_____

3. ~~What have you been told Who did you ask~~ **Have you had any discussion about the educational purpose of this material? Please explain.**

~~4. What do you believe is the theme or purpose of this material?~~

~~5. For what age group would you recommend this material?~~

~~6. Are you aware of the judgment of this work by literary critics and/or professional educators/organizations?~~

~~7.~~ 4. What are the ~~valuable~~ relevant aspects of this material?

~~8.~~ 5. What do you feel may be the results of students reading, listening to, or viewing this material?

~~9. What work/material of equal or superior value would you recommend replacing the one in question?~~

~~10.~~ 6. Please explain your reasons for your objection:

~~7. My child is in grade:~~

- ~~Pre-K~~
- ~~1~~
- ~~2~~
- ~~3~~
- ~~4~~
- ~~5~~
- ~~6~~

Printed Name _____ Signature of Complainant _____ Date _____

NEW HARTFORD PUBLIC SCHOOLS
NEW HARTFORD CONNECTICUT

Request for Appeal of Reconsideration of Library and Other Educational Materials Decision

Full Legal Name: _____

Address: _____ **Telephone Number:** _____

Title of Material: _____

Author: _____ **Publisher:** _____

Date the Reconsideration Decision was communicated to you: _____

Please explain why you are appealing against this decision:

_____
_____
_____
_____
_____
_____
_____
_____
_____

How do you believe the review committee failed to follow the reconsideration process?

_____
_____
_____
_____
_____
_____

Are you submitting any documentation with this appeal? If so, please list/describe supporting documents:

_____
_____
_____
_____
_____
_____

The New Hartford Board of Education shall determine whether the reconsideration process was followed and will publish the decision on the ~~internet~~ web site of the school district.

NEW HARTFORD PUBLIC SCHOOLS
NEW HARTFORD CONNECTICUT

Sample Letter to Complainant

Date: _____

Complainant Name
Address Line 1
Address Line 2

Dear [Complainant's Name],

Thank you for bringing your concerns regarding one of our school's library materials to our attention. In accordance with Connecticut state law, our school has a procedure in place to adjudicate concerns and reconsideration requests.

To facilitate this review, we kindly request that you submit a *Request for Reconsideration* of *Library Books and Materials* form to clearly identify the specific content you find objectionable and describe the nature of your concerns. Once your submission is received, it will be forwarded to the District Library Review Committee for formal consideration. The Committee's review process includes thoroughly reviewing the material, assessing its educational value, and addressing all concerns raised.

If you have any questions or require assistance with this process, please do not hesitate to contact me at [phone number or email address].

Thank you for engaging with us to support a thoughtful and responsible approach to creating libraries that meet the needs of all students.

Sincerely,

[Your Name]
[Your "Vested Interest" Identity]

A mandated policy.

Community Relations/Instruction

Library Collection Development and Maintenance Policy

The New Hartford Board of Education recognizes that library and other education materials should be provided for the interest, information and enlightenment of all students, and represent a wide range of varied and diverging viewpoints in the collection as a whole.

Students shall have access to the library and other educational material that is relevant to the research, independent reading interests, and educational needs of students based on a student's age, development, or grade level.

The library media center is an important place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.

A school library media specialist is professionally trained to curate and develop a collection that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material.

The New Hartford Board of Education directs the Superintendent to create an administrative regulation that establishes a procedure for a certified school library media specialist to continually review library and other educational material within a school library media center using professionally accepted standards which shall include, but need not be limited to: the material's relevance, physical condition of the material, availability of duplicates or copies of the material, availability of more recent age-appropriate or grade-level appropriate material and continued demand for the material.

Policy adopted:
cps 6/25

A sample regulation.

Community Relations/Instruction

Library Collection Development and Maintenance

Purpose:

This regulation establishes a procedure for certified school library media specialists to continually review library and other educational materials within a school library media center to ensure that they are relevant, in good condition, and age- or grade-level-appropriate.

General Procedure:

Using the criteria identified below and their professional judgment, the school library media specialist shall conduct a systematic review of the library's collection:

1. **Material relevance**
    a. Consult with instructional staff to determine whether the material is still useful and has up-to-date information.
    b. Evaluate usage data to assess the material's relevance to student interests and research needs.
2. **Physical condition of the material**
    a. Assess whether the material is damaged or worn beyond reasonable use.
3. **Availability of duplicates or copies of the material**
    a. Determine whether the availability of duplicates or multiple copies is justified based on usage statistics to avoid redundancy.
4. **Availability of more recent age-appropriate or grade-level appropriate material**
    a. Investigate the availability of newer editions or versions that offer more current and accurate information by considering awards and recommended lists for recently recognized literature.
    b. Ensure that any new material uses language that is appropriate for the reading level of students in the targeted grade range and developmental levels.
    c. Consult with certified mental health staff to ~~E~~evaluate whether the new material's treatment of difficult or sensitive subjects (e.g., death, mental health, violence, sexuality) is in a developmentally appropriate way for the intended student audience.
5. **Continued demand for the material**
    a. Consult with instructional staff to determine whether the material continues to be cited or referred to for classroom instruction.
    b. Review usage data to determine whether the material is still being sought by students or teachers.

Regulation approved:

cps 6/25

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

This form is designed to provide guidance and should be revised by librarians to support their efforts. Not required for every material.

NEW HARTFORD PUBLIC SCHOOLS
NEW HARTFORD CONNECTICUT

Library and Other Educational Material Assessment Form

Title of the material: _____ **Date of Assessment:** _____
Author: _____ **Assessor:** _____
Date of Publication: _____

Material relevance:

☐Consulted with knowledgeable staff member(s) or teacher(s)

☐The language is appropriate for the reading level of students in the targeted grade range

☐Material is up-to-date and accurate

Notes:

_____
_____
_____

Physical condition of the material:

Condition rating:

☐Excellent ☐Good ☐Fair ☐ Poor

Availability of duplicates or copies of the material:

Count of available copies: _____

Notes:

_____
_____
_____

Availability of more recent age-appropriate or grade-level appropriate material:

If new material is available:

☐It uses language appropriate for the reading level of students in the targeted grade range
☐Presents difficult subjects (death, mental health, violence, sexuality etc.) in a developmentally appropriate way

Notes:

_____
_____

Continued demand for the material:

Describe the frequency with which the material is being accessed:

_____
_____
_____
_____

Determination:

☐Retain ☐ Replace ☐ Remove

Explanation of decision and rational

_____
_____
_____
_____
_____
_____
_____
_____

~~*The school library media specialist shall complete the Library and Education Material Assessment Form when determining the removal or retention of a material. Assessment forms shall be maintained in the library center and made available upon request by individuals with vested interest.*~~

P1312.5
6161.14

A mandated policy.

Community Relations/Instruction

Library Display and Program Policy

Library displays and student programs are critical in serving as resources for voluntary inquiry, the dissemination of information and ideas, and promoting free expression and free access to ideas by students.

The New Hartford Board of Education recognizes that library displays are provided for the interest, information and enlightenment of all students, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of students.

The New Hartford Board of Education acknowledges that a school library media specialist is professionally trained to curate and develop displays and programs that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational materials.

Policy adopted:
cps 6/25

A mandated policy for your consideration.

Students

Educational Opportunities for Military Children

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the ***Interstate Compact on Educational Opportunity for Military Children***. The Board of Education believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

Definitions

Children of military families means school-aged children, enrolled in kindergarten through 12th grade, in the household of an active-duty member of the uniformed service of the United States, including members of the National Guard and Reserve.

Deployment means the period one month before the service members depart from their home station on military orders, six months after return to their home station.

Education(al) records means official records, files, and data directly related to a student and maintained by the school, including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active-duty personnel, active-duty personnel or veterans who have been severely injured and medically discharged, and active-duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the ***Compact*** if they are children of inactive Guard or Reserves, retired personnel, veterans not included above, or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students, and District receiving schools must use those records for immediate enrollment and educational placement.

- Simultaneously, the receiving school must request official records, and the sending schools shall respond within 10 days with the records.

- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

Students

Educational Opportunities for Military Children (continued)

- Receiving schools must honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school.

- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.

- If a child of a member of the armed forces is enrolled in a school under the jurisdiction of the district, and such member has received military orders directing them from such town, or any other documents from the armed forces indicating a change of residency from such town during the school year, the child may continue to be enrolled in the school until the end of the school year while such member remains a member of the armed forces. ~~, except that any such child in grade eleven may continue to be enrolled in the school for an additional school year while such member remains a member of the armed forces~~

- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.

- Students of active-duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.

  Inclusive of: ~~***Alternate language for above:***~~

  - A one-day absence is provided for students when their parent/guardian is deployed into active military service.

  - A one-day absence is provided for students when their parent/guardian returns from active military service or deployment.

  - A student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to; a combat zone or combat support posting shall be granted additional excused absences at the discretion of the Superintendent or his/her designee.

  - Absences related to a student visiting with his/her parent, related to leave or deployment activities, may be excused by the District. The district will permit no more than 9 excused absences per year for this purpose. (*Note: The local district may specify in its policy how many excused absences are permitted.)*

Students

Educational Opportunities for Military Children

~~*Inclusive of: Alternate language for above:* (continued)~~

- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent without any tuition fee imposed.

- These provisions do not apply for transportation. ~~The District high school will accept exit, or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state). If this is not possible, the alternative provision of the Interstate Compact shall be followed to facilitate the on-time graduation of the student in accordance with Compact provisions.~~

(cf. 5111 – Admission)
(cf. 5113 – Attendance and Excuses)
(cf. 5123 – Promotion/Retention)
(cf. 5125 – Student Records; Confidentiality)
(cf. 5141.3 – Health Assessments and Immunizations)
(cf. 6146 – Graduation Requirements)
(cf. 6171 – Special Education)

Legal Reference: Connecticut General Statutes

10-15f Interstate Compact on Educational Opportunity for Military Children

Public Act 25-15 An Act Concerning Various Measures Recognizing and Honoring the Military Service of the Armed Forces in Connecticut. (Section 7)

Policy adopted:
rev 11/11
rev 7/25

Students

Confidentiality and Access to Student Records

I. Policy

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality, access to and amendment of student records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. Definitions

A. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

B. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.

C. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

D. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended.

Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

E. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

F. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

G. Education Records

1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.

2. Education records does not include:

a) private, personal, or working notes in the sole possession of the maker thereof; and which are not accessible or revealed to any other individual except a "substitute";

b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;

c) employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;

d) records of a student that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;

e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and

f) grades on peer-graded papers before they are collected and recorded by a teacher.

H. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.

I. Parent is defined as a parent or parents of a student including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who

claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to access to the student's education records without the eligible student's consent.

J. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a task (such as an attorney, auditor, consultant, or therapist), or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

L. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. Annual Notification of Rights/Release of Directory Information

A. On an annual basis, the school district will notify parents of students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Special Education Services and will be published in any other manner "reasonably likely" to inform such parents of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as directory information (see Form 1). This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

IV. Confidentiality of Education Records

A. All school staff are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and consistent with state and federal law.

B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent of a student violates the law and Board policy, except as provided in federal and state statutes.

C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.

D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.

E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. Access to Education Records

A. Parents of a student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. All requests for access to education records must be in writing.

B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent of the date, time, and location where the records may be inspected and reviewed.

C. The parents may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.

D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.

E. For the records of regular education students, the School District will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request. (see Form 2)

F. For students requiring special education, the School District will comply with a request to inspect and review a student's education records within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request. (see Form 2) ~~ten (10) days of the request; or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.~~

G. All parents of students have the right to receive annually one free copy of their child's (his/her) education records. The request for the free copy must be in writing and the Board shall comply with the written request within a reasonable period of time, but in any event, no

more than forty-five (45) calendar days from the receipt of a written request. (see Form 2) ~~five (5) school days of the request.~~ Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20-USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the School District shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's educational records only if they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Section VII, below.

I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

J. Non-custodial Parents:

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

K. Copies of Education Records/Fees:

1) The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive one free copy of those records. The request for the free copy shall be made in writing. The Board of Education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed [50] per page.

2) In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:

a. provide the parent or eligible student with a copy of the records requested, or

b. make other arrangements for the parent or eligible student to inspect and review the requested records.

VI. Record Keeping Requirements/Documentation of Access To Education Records

A. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

1) the name of any individual, agency, or organization that requested or obtained access to the student's records;

2) the date of the request for access;

3) whether access was given;

4) the purpose for which the party was granted access to the records;

5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and

6) the legitimate educational interest in obtaining the information.

B. The record (log) requirement does not apply to requests from, or disclosure to:

1) a parent or eligible student;

2) a party seeking directory information;

3) a party who has a signed and dated written consent from the parent and/or eligible student;

4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the students record; or

5) persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).

C. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.

D. If the district makes a release of education records without consent in a health and safety emergency, the district must record:

1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and

2) the parties to whom the district disclosed the information.

VII. The Release of Records or Personally Identifiable Information

A. The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form to any person other than those listed below, unless prior written consent has been obtained.

B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

C. Parents will always be notified before any records are released. Personally identifiable information may be released without consent of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.

2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.

3. The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X. (see Form 4)

4. The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.

5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, pursuant to court order, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation. (see Form 3)

7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.

8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.

10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.

11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.

12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination

regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.

15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

16. The disclosure is to an entity or individual designated by a state or local educational authority or an agency headed by an official listed in 99.31(a)(3) to conduct with respect to Federal or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

D. Directory Information

1. The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.

5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;

b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and

c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records:

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. Records of the Department of Children and Families ("DCF")

1. Documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigations that are maintained by the Board are considered education records under the Family Educational Rights and Privacy Act ("FERPA"). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records should be kept in a confidential location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the School District receive a

request to disclose confidential DCF records to an outside third party, the School District shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

VIII. Redisclosure of Education Records

A. The school district may disclose personally identifiable information from an education record only on the conditions that:

1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and

2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

B. Notwithstanding the provisions of Section A. above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.

2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C. (10)).

3. Disclosure is made to a parent, and eligible student, or the parent of an eligible student.

4. The information is considered directory information.

C. In the event that the district determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. Amendment of Education Records

A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:

1. Request in writing that the school district amend the records;

2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.

B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.

C. If the school district decides that an amendment of the records, in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X. Hearing Rights and Procedures

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.

2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.

3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.

a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.

b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable timeframe after the school system has received the request, unless the parent or eligible student requests a delay.

2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.

3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.

5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XII. Special Confidentiality Procedures for HIV-Related Information

A. The following definitions shall apply to Section XII of this policy:

1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

2. Health Care Provider

"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a

general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

"School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;

b. any person who secures a release of confidential HIV-related information;

c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;

d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;

e. a medical examiner to assist in determining cause of death; or

f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a

release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.

2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian shall keep such information confidential and shall not disclose such information.

4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.

5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.

6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."

2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.

3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. Child Abuse Reporting

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy #5141.4.

XIV. Right To File A Complaint

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, DC 20202-4605

Legal Reference: Connecticut General Statutes

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

7 109 Destruction of documents.

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

10 154a Professional communications between teacher or nurse & student.

10 209 Records not to be public.

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

11-8a Retention, destruction and transfer of documents

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

17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedures for aggrieved persons. Regulations.

17a-101k Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.

19a-581 et. seq. AIDS Testing and Medical Information

Regulations of Connecticut State Agencies 10-76d-18

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

Office of the Public Records Administrator, Retention Schedule M8 Education Records (Revised 2/2005)

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

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011.

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. 2332b(g)(5)(B) and 2331

PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528

Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

Policy adopted: November 17, 2009

Policy revised: February 5, 2013

5125

Students

Student Records: Confidentiality

Definitions

A. Student Records

1. Any records, files, documents, and materials in hard copy or electronic format which contain information directly related to a student and which are maintained in writing, or on film, by the school system or persons acting for the school system.

B. Student Records Do Not Include

1. Records of instructional, supervisory, administrative personnel and educational personnel ancillary thereto which:

a. Are in the sole possession of the maker thereof, and

b. Are not accessible or revealed to any other individual except a substitute.

2. Records relating to an employee of the Board of Education which:

a. Are made and maintained in the normal course of business;

b. Relate exclusively to the individual in that individual's capacity as an employee, and

c. Are not available for use for any other purpose.

3. Records created or maintained by a professional or paraprofessional in the medical or psychological fields which:

a. Are used only in connection with treatment of the student, and

b. Are not disclosed to anyone except the treatment-provider, except that a physician of the student's choice may review the records at the student's request. "Treatment" does not include the provision of remedial educational or other instructional programs.

C. Student

An individual who is or has been in attendance at a school under the control of the Board of Education. It also includes those situations in which students "attend" classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.

D. Parent

Either parent, a guardian, or an individual acting as a parent or a student in the absence of a parent or guardian. If parents are divorced or legally separated the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access.

E. Eligible Person

A parent of a student.

F. Disclosure

Permitting access to or the release, transfer, or other communication of student records or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party. It is also permitted to return an educational record to the provider or creator of the record, including the return of a questionable document to the purported sender for verification of information in the document.

G. Directory Information

Includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, athletic team members, dates of attendance, honors and awards received, the most recent previous school attended by the student, and other similar information.

A student's social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

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

H. Personally Identifiable

The data or information includes the following:

1. The name of a student, the student's parent, or other family member, or

2. The address of the student, or

3. A list of personal characteristics which would make the student's identity easily traceable, or

4. Other information which would make the student's identity easily traceable.

I. Confidentiality

The following procedures shall apply regarding student records:

1. The Board of Education shall maintain records concerning children requiring special education and related services and shall provide for the filing, protection, confidentiality, classification, review and, when appropriate, destruction of such records.

2. Parents/guardians have the right to inspect and review all educational records of their child. A request to inspect and review records shall be in writing.

3. The school district makes records available for inspection and review by parents/guardians in no more than 5 days. If information is needed to plan for a hearing or a Planning and Placement Team (PPT) meeting, records are made available within 3 days.

4. The Director of Student Services is the person responsible for the care and upkeep of all student files.

5. Educational records are kept by categories which determine the type of data collected during a student's educational career. These categories will also determine the school district's timelines for destruction.

6. The school district designates one official, the Director of Student Services, to be responsible for ensuring the confidentiality of records within the school district.

7. The school district provides parents/guardians, on request, a list of the types and locations of educational records collected, maintained, or used by the agency.

8. The custodian of records will ensure that records are kept as follows:

Category A

Type Data	Location
Name, Address, Date of Birth	Cumulative File, Health File
Name of Parents/Guardians, Address, Telephone Number	Cumulative File, Health File
Academic work and level of achievement (grades and transcripts)	Cumulative File, Health File School District Administration
Attendance date	School Building Special Education Office

Category B

Type Data	Location
Standardized Test Scores	Cumulative File
Speech/Language & Hearing	Cumulative File
Evaluation	Cumulative File
Individual, Diagnostic Reading and Math test results	Cumulative File School Building

Category C

Type Data	Location
Health Records	Health File
Reports of Serious, Recurrent Behavior Patterns	Cumulative File and Special Education File (if applicable)
PPT Findings	Special Education File
Psychological Reports	Special Education File Cumulative File, Special Education File (if applicable) Central Special Education Office School Building Office

Access

Parents/guardians have the right of access to their children's educational records and are afforded the rights of privacy. Third parties may access the record if they have the written permission of the parents/guardians. Non-custodial parents are afforded access to records unless there is a court order to the contrary. The Custodian of Records (or designee) will accept any written request for access by persons with the right of access.

In order to gain access, the request must be written or the person can complete a request form. The request form is available in each school building, the special education office, and the administrative offices.

Generally, the school district will afford immediate access unless an appropriate school district staff member is not available for assistance. In cases where immediate access is needed and appropriate staff members are unavailable for assistance, the school district may not be able to respond immediately.

During regular school hours, school district staff will be available to offer an explanation of the records and information concerning parental/guardian rights. All persons collecting or using personally identifiable information must receive training or instruction regarding the State's policies and procedures under Reg. 300-129, Subpart B, and the Family Educational Rights and Privacy Act. Each participating agency shall maintain for public inspection a current list of the names and positions of those employees within the agency who may have access to personally identifiable information. The school building administrator who follows through on the requests for access will assign a staff member such as a psychologist, counselor, social worker, teacher, etc., to assist with interpretation of the records. When the request is received, the school building administrator will make arrangements for a mutually convenient appointment. A private space will be provided to the parent/guardian.

Parents/guardians have the right to acquire one free copy of their child's records. This request whether verbal or written is honoreda reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request. (see Form 2) ~~5 days, 3 days if needed for due process or an Individual Education Plan (IEP) meeting. The school district may charge for additional copies.~~

The school building administrator who receives the written request for a free copy of the records will assign a clerical staff member to make the copies. The school district may charge a nominal fee of up to $.50 per page for additional copies. This fee is applicable so long as the fee does not prevent the parents/guardians from exercising their right to inspect and review the records. The school district will not charge a fee to search for or to retrieve information. The school district maintains a record of parties that have access to education records, including information found in computer memory banks.

The school district maintains a record of staff who have access to educational records, including information in computer memory banks. These records are located in each office where special education files are found.

The record of access form includes the name of the party having access, the date access was given, and the purpose for which the party is authorized to use the records.

Certified staff who have a legitimate access to student files for implementation or consultation pertaining to the student's IEP shall have access to the educational record. These staff may be school district administrators, teachers, school psychologists, counselors, etc., who are not required to place their name on the record access form at each entry. Access may occur outside of school hours if necessary; for example, when needed to plan for a PPT meeting. The school district will maintain a current listing of the names and positions of those employees who may have access to personally identifiable information.

If the school district maintains education records which include the names of more than one child, the parents of that child have the right to inspect and review only information relating to their child or to be informed of that specific information.

Changes to the Educational Record

Procedures regarding parental/guardian requests for amendments to school records are as follows:

1. Parents/guardians have the right to request either verbally or written an amendment to educational records if information is thought to be inaccurate, misleading, or in violation of their privacy.

2. The school district acts upon the request for an amendment within a reasonable period of time, preferably within 2 weeks.

3. If the school district refuses to amend the record, parents/guardians are informed in writing of the refusal and advised of their right to a hearing.

4. The school district provides parents/guardians with a hearing to challenge information in the educational records.

5. A hearing is usually scheduled within 14 days of the request. At the hearing, the parents/guardians may present evidence and may question any individual who is responsible for the material contained within the record.

a. The hearing required to be held under this section shall be conducted according to specific procedures. The hearing shall be held within 30 school days after the agency has received the request, unless the parents/guardians require a delay.

b. The parents/guardians shall be given notice of the date, place, and time no less than 1 school week prior to the hearing.

6. The hearing party(ies) shall:

a. Be knowledgeable or the policies relating to confidentiality.

b. Not have a direct interest in the outcome of the hearing.

c. Be appointed by the Superintendent of Schools, subject to the consent of the parent/guardian.

7. It shall be the responsibility of the school district to prove the accuracy and/or appropriateness of the data under question.

8. The parents/guardians and the school district shall have the right to be represented by a person of their choosing, to cross-examine witnesses, to present evidence, to receive a tape or the minutes of the proceedings, and to receive a written decision within 10 days of the hearing.

9. The decision reached through the hearing shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

10. In the event that a parent/guardian is aggrieved by a decision of the hearing board, the parent/guardian shall be informed of his/her rights to appeal the decision by filing a petition in the Court of Common Pleas under Section 4-183 of the General Statutes.

If as a result of the hearing, the information in the record is found to be inaccurate, misleading, or in violation of privacy, the school district will amend the information and inform the parent/guardian in writing.

If the hearing finds the information in the record to be accurate, parents/guardians are informed of their right to include in the student's record statements commenting on the information or giving reason for disagreeing with the school district's decision.

The school district maintains parents'/guardians' statements as long as the student's record is maintained.

The school district discloses the parents'/guardians' statements whenever the records of the student are being disclosed.

The school district obtains written parental/guardian consent whenever personally identifiable information is disclosed to anyone other than officials of the school district unless such disclosure is permitted by the Family Education Rights and Privacy Act.

Discarding of Student Records

The Director of Student Services or the Principal of Ann Antolini School shall periodically review all data contained in the student records, remove and discard inappropriate or useless data, unless written request to maintain is made by parent. However, information shall not be removed from the record after a parent inspects, reviews or reproduces the information.

Legal Reference: Connecticut General Statutes

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

7 109 Destruction of documents.

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

10 154a Professional communications between teacher or nurse & student.

10 209 Records not to be public.

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

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

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PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528

Regulation approved: December 18, 2007

Regulation revised: February 5, 2013

EdAdvance
Educate • Collaborate • Innovate

The Advance: News from EdAdvance!

September 2025 Edition

Program spotlight…

- **BASES (***Before and After School Extended Services***)** provides state-licensed, year-round programs for elementary and middle school age children. Onsite before and after school programs, as well as full-day Summer Programs, all of which offer a variety of enriching and quality learning experiences for their students. As BASES heads into the new program year, we are happy to report that we were once again awarded funding through the CSDE After School Grant. We also received a $2,000 mini-grant from the Capitol Region Education Council (CREC) to bring external enrichment opportunities into the Torrington Middle School (TMS) program and we will be opening the BASES after-school CAP21 program in the brand-new Torrington Middle School building. Additionally, BASES is teaming up with The Connecticut Network for Children and Youth (CTNCY) to participate in the Drive for Quality Pledge for Out-of-School Time (OST) programs. Finally, we are thrilled that most of our 11 program sites are currently operating at or near capacity. Our New Hartford, New Fairfield, and Newtown programs are all on waitlist status due to high demand.

Program happenings…

- Our ChatEDU education and AI podcast audience continues to grow – almost 80 episodes have been produced to date, we have thousands of regular listeners who reside in nearly every state, and our international audience is growing as well.

Of interest to all staff…

- After a multi-year hiatus, our local chapter of The United Way is once again launching a fundraising campaign. As you all know, as an agency we rarely (almost never) align ourselves with any specific charity, but in the case of the United Way, we have in the past as they often provide services to all our member districts. As a result, we will soon be sharing campaign information through our staff email. Nobody is under any obligation to give.
- Almost a 1/3 of ALL employees ordered something from the pop-up web store to get new EdAdvance swag – these items will be delivered in October!
- The 2025 EdAdvance Annual Report has been submitted to CSDE (thank you Carol Montory) and will be available to all soon.
- **Fall Fest-Farmers Market/Vendors Fair, October 17, 2025, 12:00-2:00 PM, Litchfield Campus**. The farmers market will include local vendors selling their products. Lunch will be provided by the *Big Green Pizza Truck*. The event is rain or shine.
- **Flu Shot & Covid Vaccine Clinic**, **October 14, 2025**, **12:30-4:30 pm, Litchfield Campus,** Community Room.
- **In memory of…** those of you who have worked for us for more than a few years probably remember Juleen Flanigan from our Early Childhood team with fondness. It is with sadness that I report that Juleen passed away in September – here is a link to her obituary. https://www.legacy.com/us/obituaries/legacyremembers/juleen-flanigan-obituary?id=59622500

Jonathan P. Costa, Sr.
Executive Director