Regular Meeting

Tuesday, December 18, 2018 7:00 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**

a. President's Report
b. School Liaison Reports

1. Windsor High School
2. Sage Park Middle School
3. Clover Street School
4. John F. Kennedy School
5. Oliver Ellsworth School
6. Poquonock School

6. **Superintendent's Report**

a. Legislative Update with Patrice McCarthy, Deputy Director and General Counsel, CT Association of Boards of Education
b. WHS Overnight Field Trip England/France April 2020, 1st Reading
c. Technology Update
d. Budget Assumptions FY 20, 1st Reading
e. School Calendar 2019-2020, 1st Reading
f. Policy Adoption, 2nd Reading

1. Revised P 4112.3 Employment Checks
2. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
3. Revised P/AR 5113 Student Attendance and Truancy
4. Revised P/AR 5131.6 Drugs and Alcohol
5. Revised P 5141.21 Administration of Student Medications in the Schools
6. Revised AR 5141.22 Communicable/Infectious Diseases
7. Revised P 5141.25 Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease
8. Review revised AR 5141.31 Immunizations

g. Disciplinary Data - State Report

7. **Committee Reports**
8. **Consent Agenda**

a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report

9. **Approval of Minutes**

a. November 20, 2018 Regular Meeting
b. December 4, 2018 Special Meeting

10. **Other Matters/Announcements/Regular BOE Meetings**

a. BOE Curriculum Committee, Thursday, January 10, 2019, 4:30 PM, LPW, Room 17
b. BOE Policy Committee, Thursday, January 10, 2018, 6:30 PM, LPW, Room 17
c. Next BOE Regular Meeting is Tuesday, January 15, 2019, Superintendent

Presents 2019-2020 Budget at 6:30 PM and Regular Meeting at 7:00 PM, Town Hall, Council Chambers

11. **Executive Session**

a. Discussion on school security

b. Discussion concerning information containing confidential student record

12. **Audience to Visitors**

13. **Adjournment**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Craig A. Cooke, Ph.D.

Presented By: Leonard Lockhart
Patrice McCarthy

Attachments:

Subject: Legislative Update

Background:

Patrice McCarthy, Deputy Director and General Counsel for the Connecticut Association of Boards of Education (CABE) was asked to present an update on legislative issues this evening. Board members will have an opportunity to ask Ms. McCarthy questions and/or provide input.

Status:

N/A

Recommendation:

Presentation and discussion for information only.

Reviewed by:_____

Recommended by the Superintendent: _____

Agenda Item # 6a.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Dawn Hunter **Presented By:** Dawn Hunter/Marjorie Renno

Attachments: Pertinent Information Related to the England/France Trip

Subject: England and France Overnight Field Trip-April break 2020 (Dates to be secured after BOE 2019-2020 school calendar approval in January 2019)

Background:

Students at Windsor High School were provided the opportunity to travel to France in 2017, 2010 and Canada in 2011, 2013, 2015, 2018 to experience firsthand French culture with myself as tour leader. I would like to provide students with another opportunity to travel to France in 2020 with the experience of an additional neighboring country, England. Art teacher, Marjorie Renno, and I have teamed up in collaboration to give Windsor High School's World Language and Art students the unique opportunity to participate in a trip that we have tailored to expose students to the two different cultures; languages, food, customs, and famous landmarks and works of art in world-renowned art galleries.

Status:

A proposed field trip in April 2020 to England and France is considered for students enrolled in all levels of World Language and Art (Preference will be given to former/present students who are enrolled in World Language or Art. If any other Windsor High School student shows interest in signing up for the trip, teacher recommendations will be required if the French/Art teachers are not acquainted with the interested student). The educational objectives of the trip, as well as the cost, itinerary, trip and cancellation insurance are included in the packet provided to the Windsor Board of Education. As part of the cost of the tour, I have included the price with the all-inclusive insurance that each student will be required to purchase in the event that the Board determines that it is unsafe to travel at the time of the trip.

Recommendation:

Move the Board of Education approve the proposed trip to England and France reserving the right to cancel if it feels that the safety of the students is at risk.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 6b.

travel. learn.



London & Paris

explorica.com/Hunter-5228
April 05 - April 12, 2020

Day 1 Start tour

Day 2 Hello London
Meet your tour director and check into hotel
London city walk: Thames River, Trafalgar Square, National Gallery visit, Piccadilly Circus, Covent Garden, Leicester Square, Soho
Classic fish & chips dinner

Day 3 London landmarks
London guided sightseeing tour: Buckingham Palace, Big Ben, Houses of Parliament, Westminster Abbey, Tower Bridge, Hyde Park, St. Paul's Cathedral
Tate Museum of Modern Art visit
Curry dinner

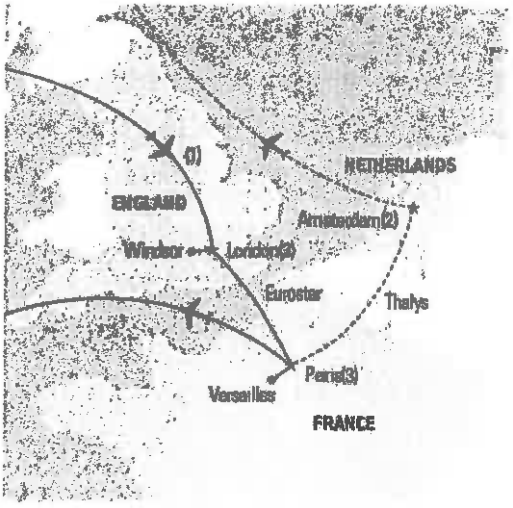
Day 4 Royal London
Tower of London visit
Hard Rock Cafe dinner
Warner Bros. Harry Potter Studio tour

Day 5 London–Paris
Eurostar Chunnel crossing
Paris city walk: Île de la Cité, Notre Dame Cathedral visit, Île St. Louis, Latin Quarter visit
Dinner in Latin Quarter

Day 6 Paris landmarks
Paris guided sightseeing tour: Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden visit, Place Vendôme, Opera House
Crêperie dinner

Day 7 The art of Paris
Louvre visit
Montmartre tour director-led sightseeing
Eiffel Tower ascent
Seine River cruise

Day 8 End tour



Reserve your Spot!

SIGN UP FOR JUST $50

Tour Center ID: Hunter-5228
Registration deadline: December 20, 2018

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 6 overnight stays (8 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- High-speed Eurostar Chunnel crossing
- High-speed Thalys train on extension
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Tour investment

Students (travelers under the age of 23): $3,168
Adults (age 23 and over): $3,563

Price reflects savings of $200 scholarship. Sign up by 12/20/2018 and enter code 2020earlybird in order to take advantage of this limited-time offer!

Automatic monthly payment plan
Pay just $50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of December 04, 2018, your monthly payment would be just $222.71.

Manual plan also available; learn more on explorica.com/paymentplans.

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just $12 per day. To learn more, visit explorica.com/cfar.

Enroll online,
by phone, or by mail



explorica.com/Hunter-5228



1.888.310.7121



Download and complete
a paper application on
explorica.com/resources

explorica®
travel. learn.
145 Tremont Street
Boston, MA 02111

International Travel Request

Supervising Teacher(s): Dawn Hunter & Marjorie Renno
Date: April break 2020

Pertinent Information

1. Educational Objectives/References:

Educational Objectives **England & France 2020**

Cultural Objectives for All Students

To provide exploratory learning opportunities by immersing students in cultures which differ from their own in order to appreciate those of another cultural background and nationality

To provide an opportunity for students to develop a sense of global citizenship as they To use the verbal and visual communication skills which they have learned in their respective classes to move through international cities

To provide students with an opportunity to discuss cultural similarities and differences between British, French, and American families and educational experiences

To develop an appreciation for art and architecture through visits to museums, cathedrals, and both, private and public buildings

To expose students to a variety of international careers in the Arts & Humanities

To develop each student's knowledge and appreciation of the history of England & France with the United States

To help each student recognize the need for a variety of continued educational and learning experiences throughout life that go beyond a traditional classroom setting

French Class Specific Objectives

To provide students with an opportunity to extend a functional command of the French language

To develop the students' ability to make sound decisions and judgments in solving problems on foreign soil in a foreign language

To encourage the highest level of achievement in another language by expecting students to use all of their previously learned skills

Art Class Specific Objectives

To provide students with an opportunity to authentically apply critical analysis skills to famous works of art and architecture in person that they have otherwise only viewed on screens.

To expose students to the role of Art & Architecture as a record of social, cultural and political histories from an international point of view.

To provide students with a global perspective of the importance of visual design on how we encounter images in the world and how those images influence our view of the world.

To increase student individual and empathetic awareness through engagement with art and culture that will lead to a greater appreciation of self, others and the world around them.

2. Organization Profile: Explorica Travel (see attached School Board Packet for company profile on *page 3*.

3. Itinerary: Highlighted on *page 14* of School Board Packet.

4. Housing: Hotel information included in School Board Packet on *page 4*. Exact names and addresses are provided as the date of the tour approaches and will be shared with Dr. Cooke and WHS administration.

5. Transportation-List Carriers: Airline and land transportation will be shared with Dr. Cooke and WHS administration as the departure date approaches. Typically 60 days prior to departure. Requested airport for departure and return is Logan International Airport in Boston.

6. Insurance: Umbrella policy of Windsor BOE and Trip Mate; Explorica's third party travel protection plan provider (see School Board Packet, *page 9* for detailed information).

7. Medical Considerations: To be considered upon student interest and reviewed with parents and school nurses to make informed decisions regarding a student's ability to travel. Must meet criteria to travel internationally as established by WPS. Medications will be reviewed by school nurse and supervised by chaperons.

8. Immigration Regulations: Passport must be valid at least six months beyond the completion of our travel dates. If someone is not a USA citizen they must contact Explorica so they can see if other documents are necessary to travel.

9. Student Participation Criteria: Preference will be given to former/present students who are enrolled in World Language and Art. If any other Windsor High School student shows interest in signing up for the trip, teacher recommendations will be required if the French/Art teachers are not acquainted with the interested student.

Any students applying for permission to go on this trip will receive no more than a conditional acceptance. Final determination will include satisfactory student attendance, appropriate behavior and attitude, and physical and mental health. Conferences will be held with administrators, school counselors, other teachers, and nurses to

determine the level of maturity and responsibility of the students wishing to participate in this program.

10. Fundraising Activities: TBD

11. Cost to Student: $3167.00 Price quote is on *page 14* of School Board Packet.

12. Number of Students Participating: Group must be at least 13.

13. Chaperones (names, qualifications): Dawn Hunter & Marjorie Renno: List of qualifications attached.

ACTION:

Curriculum Leader: Blanca Jaramillo

Date: 12/06/18

Principal: [signature]

Date: 12/5/18

Superintendent: _____

Date: _____

This request must be submitted for approval at least nine (9) months in advance of the trip.

Qualifications

Dawn Hunter
Windsor High School

Senior Class Advisor	2017-2018
Junior Class Advisor	2016-2017
Sophomore Class Advisor	2015-2016
WHS Yearbook Advisor	2010-present
National Honor Society Committee	2009-present
Wonders of World Language Night Advisor	2009-2010
French Honor Society Advisor	2008-present

Group Leader/Chaperone for the following WHS field trips:

Germany/Austria	April 8-18, 2019
Canada--Québec & Montréal	April 7-11, 2018
France-Paris & Loire Valley	April 8-16, 2017
Amsterdam- Explorica Group Leader Training	Dec. 28, 2016-Jan 1, 2017
Canada-Québec & Montréal	April 19-22, 2015
Canada-Québec & Montréal	April 14-18, 2013
United Nations Trip	April 13, 2012
Canada-Québec & Montréal	April 17-20, 2011
La Brioche Bakery-Rockville, CT	February 20, 2011
French pastry lessons for students	
France- Paris & the Riviera	June 17-25, 2010
New York City- Statue of Liberty	May 18, 2010
Theater of Performing Arts- "French Reflections"	November 16, 2009

LOISIRS CULTURELS A L'ETRANGER (LEC)
East Freetown, MA & Paris, FRANCE

LEC is a French student travel organization and family homestay program with over 30 years of experience. Their goal is to promote international understanding and friendship. I began working with LEC in June 2006 as a coordinator. I have placed numerous exchange students in the homes of Windsor High French students and oversee their stay. Additionally, I have also hosted numerous exchange students in my own home from 3 weeks to 6 months.

My LEC responsibilities include:

- recruiting, screening and selecting American host families for French exchange students
- assisting with planning, organizing and supervising arrival, day trips and activities during visit along with the departure of students
- monitoring visits of exchange students and mediate when issues arise
- having coordinated and chaperoned large groups of exchange students on numerous occasions to New York City, Boston, Misquamicut Beach, R.I., Six Flags Amusement Park & Nomads Adventure Quest

Marjorie Renno

WPS Employment History

2004-Present Windsor High School ***Fine Arts Teacher grades 9-12***

2015-Present Art Department Liaison

November 2008 Finalist for 2009 State of Connecticut Teacher of the Year

One of Four Teachers recognized out of the 50,000 Public School Teachers in the State of CT

May 2008 Recipient of Windsor Public School District Teacher of the Year

Teacher Field Trip Coordinator - Partial List of Day Trips

November 2018	Veterans Memorial Art Installation (Art/SS/CTE)	Windsor, CT
October 2018	Maine College of Art & Local Galleries (Art)	Portland, ME
October 2018	Washington Park - Student Research Trip (Art)	Windsor, CT
April 2017	UCONN Printmaking Workshop (Art)	Storrs, CT
November 2017	Chelsea Galleries Tours (Art)	New York, NY
October 2017	Historic District Walking Tour -Student Research (Art)	Windsor, CT
November 2016	Museum of Art & Design Tour (Art)	New York, NY
October 2016	Historic District Walking Tour -Student Research (Art)	Windsor, CT
December 2015	Broadway Show Trip (Art)	New York, NY
October 2015	Historic District Walking Tour -Student Research (Art)	Windsor, CT
December 2013	Pelton Studio Tours (Art)	Windsor, CT
October 2013	Historic District Walking Tour -Student Research (Art)	Windsor, CT
May 2013	Brooklyn Museum (Art)	Brooklyn, NY
January 2013	Pelton Studio Tours (Art)	Windsor, CT
October 2012	Historic District Walking Tour -Student Research (Art)	Windsor, CT
October 2011	Historic District Walking Tour -Student Research (Art)	Windsor, CT
2010	Museum of Fine Arts (Art/WEF Grant)	Boston, MA
May 2009	Connecticut College (YWLC)	New London, CT
March 2009	In the Company of Women Luncheon (YWLC)	Hartford, CT
March 2009	Town Hall Student Installation of Art (Art)	Windsor, CT
April 2008	Guggenheim Museum & MoMA (Art)	New York, NY
April 2008	In the Company of Women Luncheon (YWLC)	Hartford, CT
December 2007	Benton Museum of Art @ UCONN (Art)	Storrs, CT

November 2007	Student-led Guide Tours for Caring Connection	Windsor Art Center
November 2007	Docent Training for Students	Windsor Art Center
November 2007	Boston College (YWLC)	Boston, MA
April 2007	Rhode Island College & URI (YWLC)	Rhode Island
December 2006	Museum of Fine Arts (Art)	Boston, MA
November 2006	MIT Tour (YWLC)	Boston, MA
May 2006	Regis College & Pine Manor College (YWLC)	Weston, MA
April 2006	Guggenheim & Metropolitan Museum of Art	New York, NY
March 2006	In the Company of Women Luncheon (YWLC)	Hartford, CT
June 2005	Museum of American Illustration & Guggenheim	New York, NY

Overnight Field Trips

Fall 2005-2007 Leader for Annual Confirmation Youth Retreats at Silver Lake Conference Center in Sharon, CT

- Working with 80-100 youth and their advisors from local United Church of Christ Churches across CT, diverse groups from across the state interact with one-another and are lead on a weekend of self-discovery and group building to help launch their confirmation classes for the year.

April 2005 & 2006 Asylum Hill Congregational Church Hurricane Relief Trip Chaperone (Florida)

- Served as a Youth Advisor on two trips sponsored by the Asylum Hill Congregational Church for youth members from the Hartford Area to rebuild hurricane devastated communities in Florida

Grant Funded Field Trips/Travel

2012 & 2011 Greater Hartford Arts Council – Windsor Walks: Building Bridges

- In partnership with the Windsor Historical Society, I designed a semester long project for my Pre-AP Studio Art students to be lead on walking tours through our historic district. Students took photographs and did sketches along these tours that were then used to develop works of art that addressed the question: How does perception influence interpretation? Students also met with local artists throughout the semester. The project culminates with a student designed exhibit that unifies the community through discussion of how we all experience our community. The project continues today as self-funded by generous donors who attended the original exhibits.

January 2011 Selected Member of American Artist Delegation to United Arab Emirates

- *Selected as part of the Inaugural Group of American Artists to exhibit at the Sharjah Art Museum in the United Arab Emirates. Served as part of the American delegation of artists who traveled to the Middle East to work with an international group of artists, curators and educators to participate in the 29th Annual Juried Exhibit of the Emirates Fine Arts Society.*

2010 Windsor Education foundation Grant – Art & Reading Initiative

- Working with other Art Department members, we developed a unit where art students visited the Museum of Fine Arts in Boston to view the Albert Durer Exhibit: Virtuoso. While there, students completed a written critical analysis of a chosen work of art. Upon return, they developed narratives employing the writing process to create a story inspired by that work in order to connect ideas between art and literature. High School students then presented these stories to middle school students and led the younger students in a printmaking project based on the presented narratives.

2008 ING Classroom Grant – Strategies for Critically Analyzing Art (on site at the Guggenheim, NYC)

- Organized ING grant funded student art trip to NYC for advanced art students to work with museum staff on critical analysis activities in conjunction with the Guggenheim's retrospective of Cai Guo-Qiang. Students were asked to consider materiality, concept and form as they developed their own visual investigations for their senior portfolios.

Art Department Community Connections Coordinator

2004 - Present Annual Student Exhibits within the Community

Organize the participation of WHS students in various art shows and competitions in order to promote the talents of our students to the

greater community. Examples include: The ING Grand Opening, The CT Federation of Women's Clubs Annual Competition, The Student Exhibition at Artworks Gallery, CAEA Scholastics Competition, Windsor K-12 Town Hall Exhibit.

2004 - Present Annual Juried Senior Art Show

Coordinate this annual event, including working with professionals from the Art Community to serve as judges for our show in order to promote the outstanding work of our students, provide our students with a more authentic experience as artists and bring greater awareness of our WHS programs to the wider community. Recent judges have included Accomplished Artists, Gallery Directors and Art School Deans.

2004 - Present Annual Fundraising Coordinator

Coordinate Art Department Fundraising to meet our annual goal of $4,000 for the Windsor High School Art Department Scholarship Fund: Providing students with art opportunities beyond the classroom. These opportunities include annual field trips to NYC Museums, visiting artists, job shadow days, pre-college summer programs and our annual department scholarship awarded at the juried exhibit.

WHS Student Advisor

2013-2014 Junior Class Advisor

2004-2009 Advisor to the Young Women's Leadership Corps at Windsor High School

YWLC is a youth leadership development after-school program for young women in grades 9-12, sponsored by the YWCA of the Hartford Region. YWLC strives to strengthen participant's leadership traits, effective decision-making and goal-setting skills, personal wellness and financial literacy. It equips program graduates to pursue leadership opportunities within their personal, academic and community lives. *YWLC includes college tours as opportunities for higher education and career exploration, with emphasis on financing options.* Some of those visits included: MIT (Boston), UMASS Amherst, Pine Manor College (Brookline, MA), Columbia University (NYC), Boston College, Providence College, URI, UCONN, Connecticut College, Smith College, Mount Holyoke College, NYU

2004-2009 Advisor to Windsor High School Art Club

2008-2009 Paws for a Cause

As part of a fundraiser for both WHS Art Dept scholarships and local educational grants, WHS Art Club designed and painted two fiberglass dogs for this local version of "Dogs on Parade".

2008-2009 Fabulous Fridays!

Served as Advisor to WHS Art Club as students developed and taught art lessons to local second graders.

2006-2007 WOW! WALLS of WINDSOR High School Murals Project

Served as Advisor to WHS Art Club as students researched, designed and painted the "Culinary Trip Around the World" murals in the Cafe for the ongoing WOW project at WHS.

2004-2008 Chamber of Commerce Nightmare on Broad Street Event

Served as Advisor to WHS Art Club as they worked to design a Haunted Bus Tour in 2006 & 2007 and a room in the Haunted House in 2004 & 2005 for the community event. Each year students meet with community members, write the original horror script, recruit actors, build props, make costumes and produce the event.

2005-2007 Art Club Community Mural at the former Fitch School

Served as Advisor to WHS Art Club as they worked with members of the Windsor Housing Authority to interview the community, design, paint and install a public mural that celebrates Windsor's rich history and bright future.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/30/2019 — 12/3/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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Lockton Companies
444 W. 47th Street, Suite 900
Kansas City MO 64112-1906
(816) 960-9000

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Steadfast Insurance Company	26387
INSURER B : Zurich American Insurance Company	16535
INSURER C : Crum and Forster Insurance Company	42471
INSURER D : Federal Insurance Company	20281
INSURER E :	
INSURER F :	

INSURED
1432062
EXPLORICA, INC.
DBA WORLDSTRIDES
218 W. WATER STREET, SUITE 400
CHARLOTTESVILLE VA 22901

COVERAGES **CERTIFICATE NUMBER:** 15759236 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X HIRED AUTOS X NON-OWNED AUTOS GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y	N	EOL5329376	9/30/2018	9/30/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 10,000,000 $ 1,000,000 $ 10,000 $ 10,000,000 $ 10,000,000 $ 10,000,000 $
	AUTOMOBILE LIABILITY ANY AUTO X OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	PRA1071630-01	9/30/2018	9/30/2019	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
C D	[ ] UMBRELLA LIAB [X] OCCUR X EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000	N	N	5821091334 (25M) 93635915 (15M XS 25M)	9/30/2018 9/30/2018	9/30/2019 9/30/2019	EACH OCCURRENCE AGGREGATE $	$ 40,000,000 $ 40,000,000 $ XXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC1071628-01	9/30/2018	9/30/2019	X PER STATUTE X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	PROFESSIONAL LIABILITY	N	N	EOL5329376	9/30/2018	9/30/2019	EACH CLAIM: $10,000,000 AGGREGATE: $10,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: TRIP DATES: APRIL 5, 2020-APRIL 12, 2020 ; WINDSOR HIGH SCHOOL IS ADDITIONAL INSURED ON GENERAL LIABILITY COVERAGE, AS REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER

15759236
WINDSOR HIGH SCHOOL
ATTN: DAWN HUNTER
50 SAGE PARK RD
WINDSOR CT 06095-3398

CANCELLATION See Attachment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joyce M Agnello

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Additional Insured — Automatic Status for Common Trip Sponsors, Venues and Clients

Policy No.	eff. Date of Pol.	Exp Date of Pol.
EOL5329376	9/30/2018	9/30/2019

Additional Insured and Address:
WINDSOR HIGH SCHOOL ATTN: DAWN HUNTER
50 SAGE PARK RD
WINDSOR CT 06095-3398

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the:

Travel Agents and Tour Operators Professional Liability Policy

A. Section **III. PERSONS INSURED** is amended to include as an **Insured:**
F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.

B. The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.
However, regardless of the provisions of paragraphs A. above:
I. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:
a, That is not provided to the Named Insured in this policy; or
b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.
2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:
a. The Limits of Insurance provided to the Named Insured in this policy; or
b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.

C. The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury,
Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.

D. The additional Insured must see to it that:

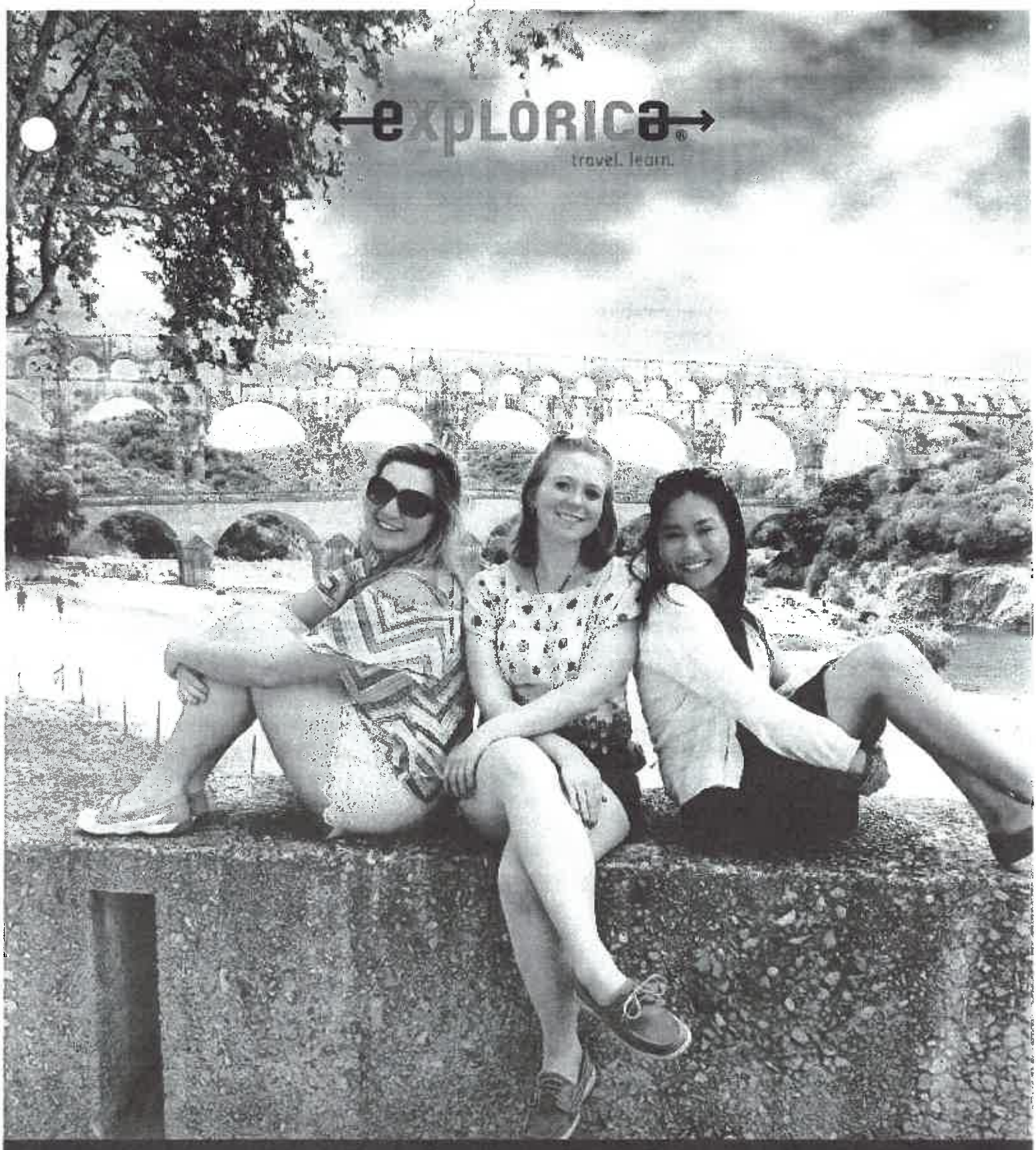
1. The Company is notified as soon as practicable of an Occurrence, a negligent act or negligent omission or an offense that may result in a Claim or Suit;
2. The Company receives written notice of a Claim or Suit as soon as practicable; and
3. A request for defense and indemnity of the Claim or Suit will promptly be brought against any policy issued by any other insurer under which the additional Insured may be an insured in any capacity.

E. For the purpose of this endorsement only, Standard Tour or Trip Contract means a written contract or written agreement between the Named Insured and a Common Trip Sponsor, Venue and Client under which:
1. The Named Insured has agreed to directly provide or arrange any travel or tour services; or
2. The Common Trip Sponsor, Venue and Client has allowed the Named Insured to use or occupy premises with respect to performing travel or tour services,

F. For the purposes of this endorsement only, Common Trip Sponsor, Venue and Client means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.

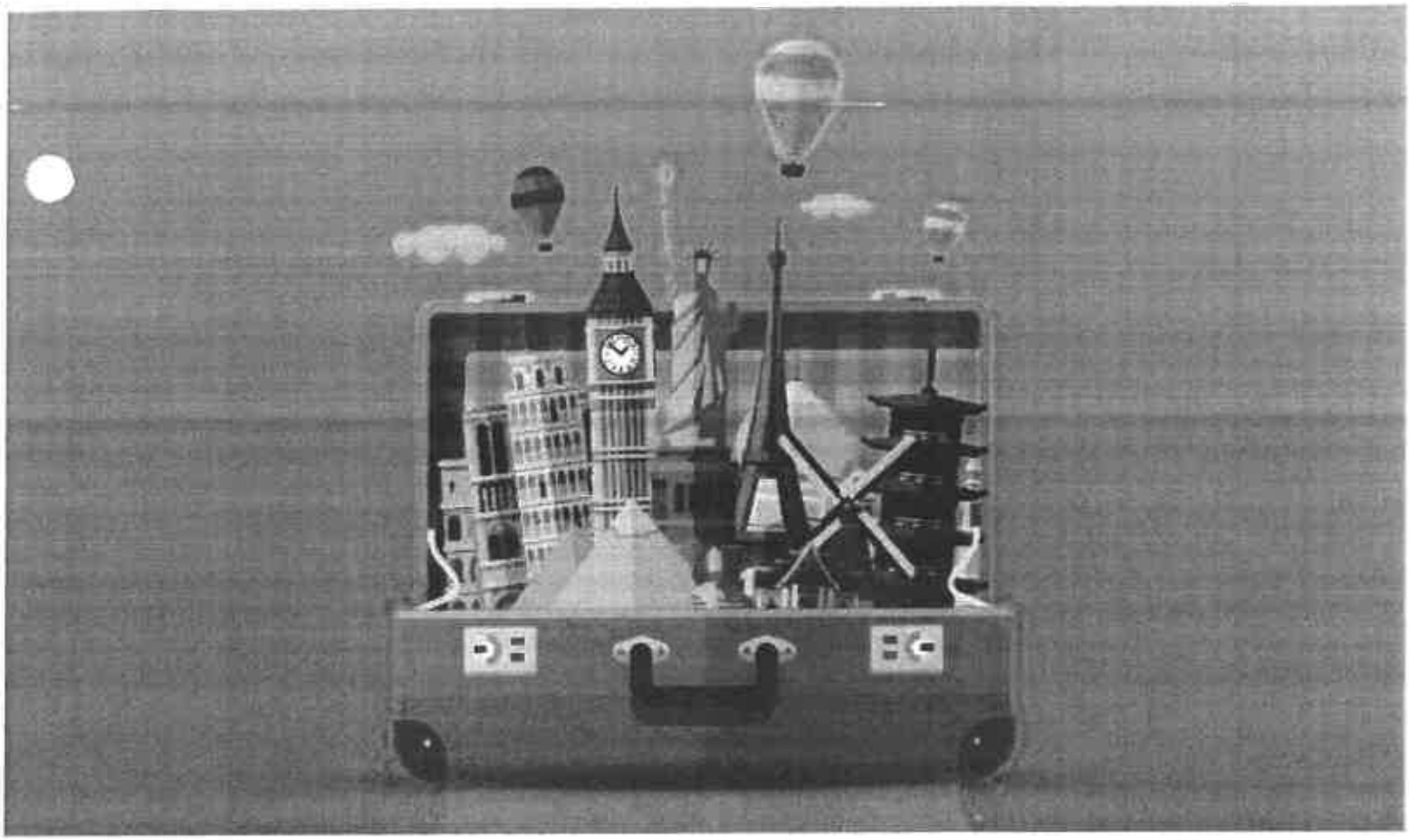
G. For the purpose of this endorsement only, Section II. EXCLUSIONS, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional insured under this endorsement with respect to Travel Agency Operations of the Named Insured.

All other terms, conditions, provisions and exclusions of this policy remain the same,



SCHOOL BOARD PRESENTATION

—2018—



SCHOOL BOARD PRESENTATION

London & Paris

April 5, 2020 - April 12, 2020

Contents

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Welcome to Explorica and thank you for your interest in student travel!

As a licensed tour operator, Explorica is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their home town. It's an educational adventure for both you and your students.

Before we begin, here's a little more about us:

Founded in 2000, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe.

We believe we can create a better world by enriching every student with a cultural experience through travel. We aim to be the product leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable tour experiences. And we do this with a passion for delighting customers and connecting travelers to the world.

Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

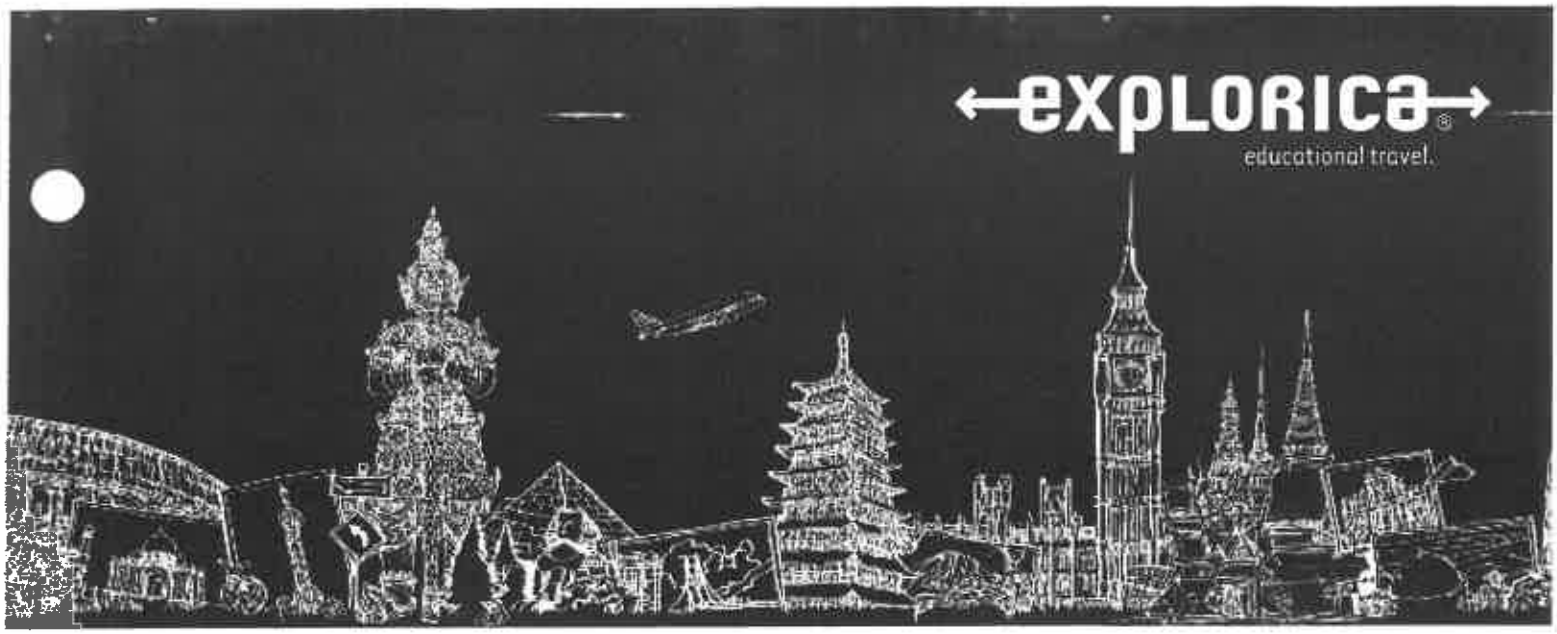
Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time Tour Director dedicated to your group. What's more, as a WorldStrides organization, we have a network of more than 45 offices around the globe. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us, to the minute you shout bon voyage!

Join more than one million teachers and students in experiencing the world on Explorica tours!

Happy travels!

Sincerely,

Matt Wertz
President & CEO



Hotel information

Even though you'll be far from home, your comfort won't be compromised. That's because when you travel with Explorica, you'll stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's policy to accommodate students in safe and clean hotels. We follow the three "C"s for our hotels – clean, comfortable and convenient. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to tour sights, comfort, quality and safety. Students are roomed in either triple or quad accommodations based on the hotel availability. Students have the option to upgrade to twin rooming for $45 per night. Paying adults (23 or older) are roomed in twin/double accommodations and a $45 per night double/twin rooming supplement is included in the adult total cost ($75 per night for cruises and ferries). Adults have the option to upgrade to a single room for an additional $40 per night.

HOTEL SAMPLE SPECIFIC TO LONDON, ENGLAND

Quality Hotel Wembley

Standard Quality

Hotel Description

Quality Hotel Wembley is a 15-minute tube (subway) ride from central London, and just a 5-minute walk from Wembley Park Underground (subway) Station. Featuring free on-site parking, on a first-come, first-serve basis, it is a 5-minute walk from Wembley Stadium, Wembley Arena and The X Factor Studios. With easy access into central London by tube (subway), makes it an ideal location for business clients and for leisure visitors looking to explore London's attractions, theaters, shopping and nightlife. Just a 5-minute walk away, guests can visit the London Designer Outlet Shopping Center with a Cineworld multi-screen cinema.

Group Leader Evaluations

"The hotel was nice and had great common spaces for hanging out. Excellent breakfast and nice rooms."



Meal information

Explorica provides breakfast and dinner daily on all tours (unless otherwise indicated on your itinerary). Explorica makes sure all travelers have the opportunity to experience local cuisine with their meals, such as a tapas dinner in Spain, crêpes in France or wiener schnitzel in Germany.

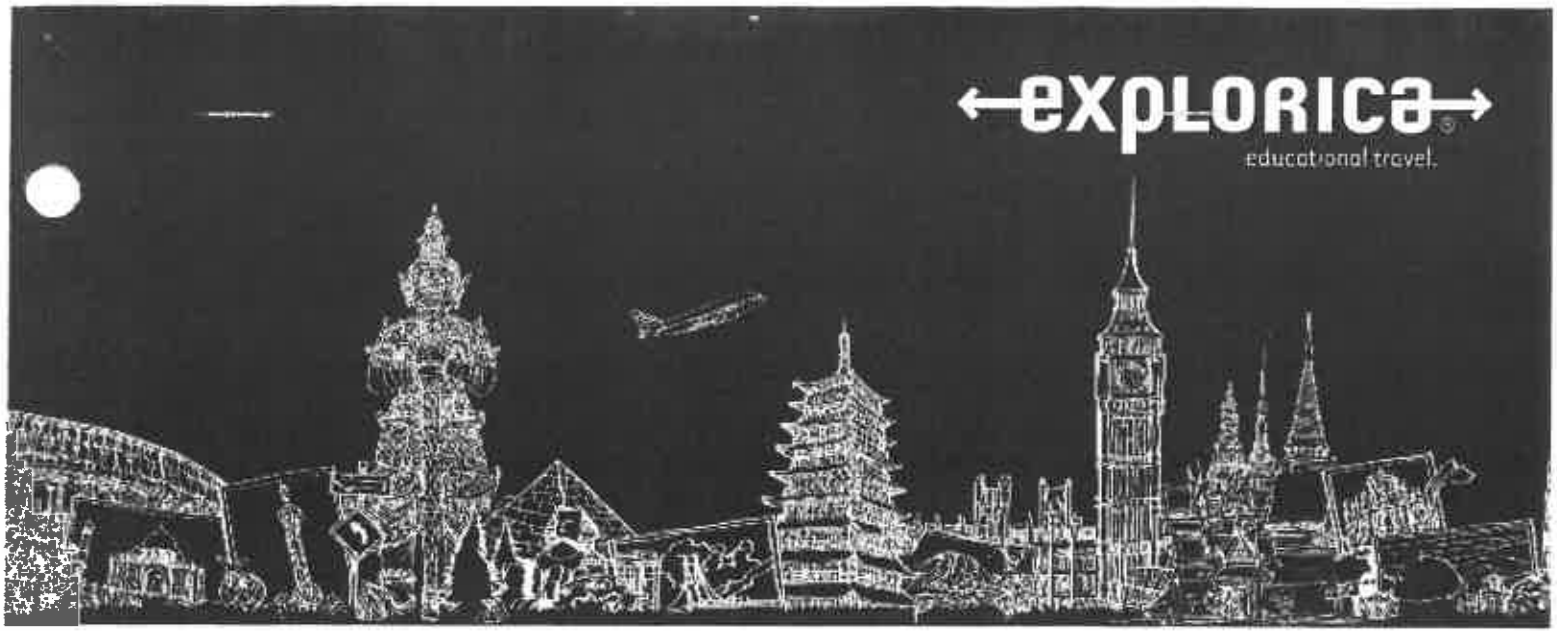
Tour director

Your tour director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations and sightseeing. The tour director can also provide a wealth of information and suggestions for your free time. Local guides are your resource for detailed destination information and help supplement the travel experience.

Communication on tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that traveled on our Galápagos Islands tour in February 2017:

"Day 2 - Hello everyone! Today was a wonderful first day! After breakfast we went to visit the highlights of Quito, museums, churches, plazas, government palace, and more. Then we had lunch in a traditional restaurant of the old town, after that we went to the equator line; there we had fun practicing some experiments and some of us got a certification as 'egg master.' We went back to the hotel and at night kids had dinner, and finally it was time to prepare everything to Galapagos! Tomorrow we leave early. We're having a great time!"



Safety and security

All tour directors come highly recommended with at least five years of experience in the industry. In addition to their safety expertise, we provide 24/7 emergency support, and have a global presence with over 45 offices around the world.

Explorica also offers each traveler the option to purchase the Travel Protection Plan at $12/day or $18/day for the Travel Protection Plan Plus.

Explorica has a $50 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.

We are a member of USTOA: United States Tour Operators Association's $1 Million Travelers Assistance Program. As an Active Member of USTOA, Explorica, Inc. is required to post $1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc.' bankruptcy, insolvency or cessation of business. Further, the $1 million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, by email to information@ustoa.com or by visiting their website at www.USTOA.com.

In addition to the USTOA, Explorica is affiliated with the following notable organizations: Student Youth Travel Association (SYTA), National Tour Association (NTA), European Tour Operators Association (ETOA), Better Business Bureau (BBB), International Air Transportation Association (IATA), World Youth Student & Educational (WYSE) Travel Confederation, British Educational Travel Association (BETA). We also partner with iJET, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions.



Liability policy

To Whom It May Concern,

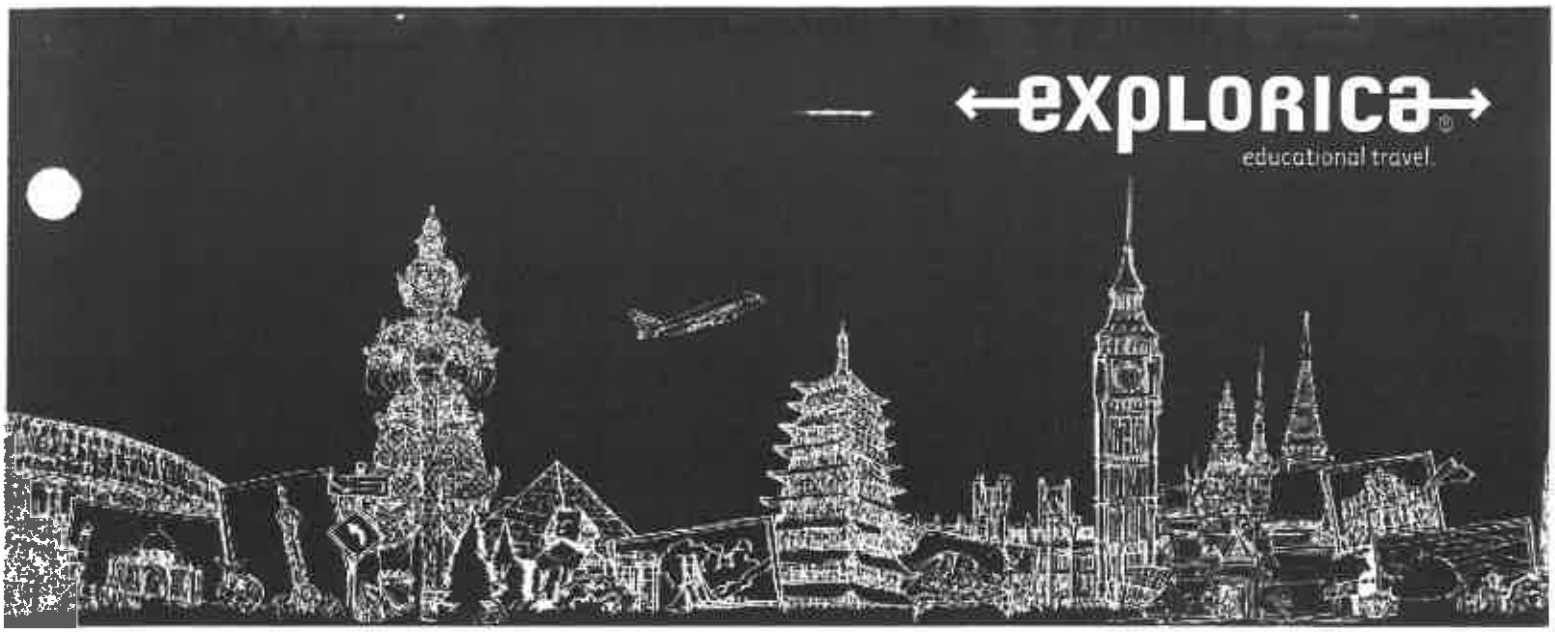
We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number one priority and that we have policies and procedures in place to protect the school, school district. teachers and participants involved with this tour.

Explorica's liability insurance is one of the largest in the industry at $50 million. This insurance coverage extends to cover certain individuals acting on behalf of Explorica as tour directors, program leaders, chaperones, and volunteer speakers. Your school can be named as additional insured, if desired.

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online Tour Diary that is updated with pictures and journal entries by the Tour Director throughout the trip.

If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,
Stephane Cosse
VP Operations



Payment options

FULL PAYMENT
Pay in full at time of enrollment.

MONTHLY AUTOMATED PLAN
Pay your $50 deposit plus any travel protection plan fees with a credit card or checking account upon enrollment, and the balance of your tour fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card or checking account. If two consecutive payments are returned NSF or declined, we will change your account to the 4-Step Manual Plan.

4-STEP MANUAL PLAN
Pay your $99 deposit upon enrollment, and then pay $500 toward your balance 30 days later. At 110 days prior to departure 75% of the balance is due. At 65 days prior to departure the remainder of the balance is due. You must make each payment manually.

GENERAL PAYMENT INFORMATION
We accept MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders and personal checks. Please note personal checks are only accepted until 75 days prior to departure and ACH payments until 65 days prior to departure.
Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminders of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a $50 late fee. The date of payments is determined by the date of receipt at Explorica. If you are not paid in full by 75 days prior to your departure or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).
Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a $35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule. Any bounced checks are subject to a $35 non-refundable fee.



Insurance policy

EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

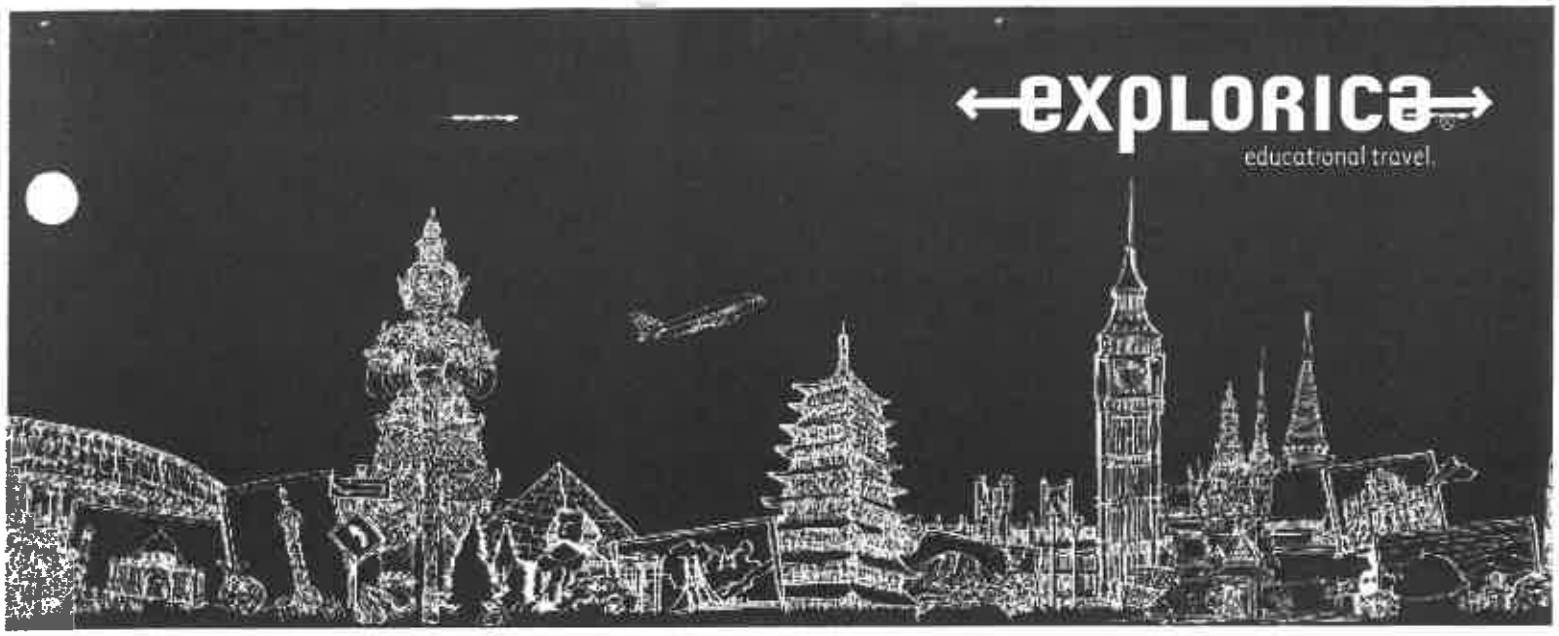
EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

›A traveler's injury, sickness, or death of a family member
›Theft of passport or visas
›Flight cancellations due to strike or bad weather
›Loss of luggage and personal effects
›Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
›Trip cancellation or trip interruption due to terrorist acts, as defined

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit. With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:
1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.
This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.
The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.



Insurance policy cont.

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

TRIP INTERRUPTION

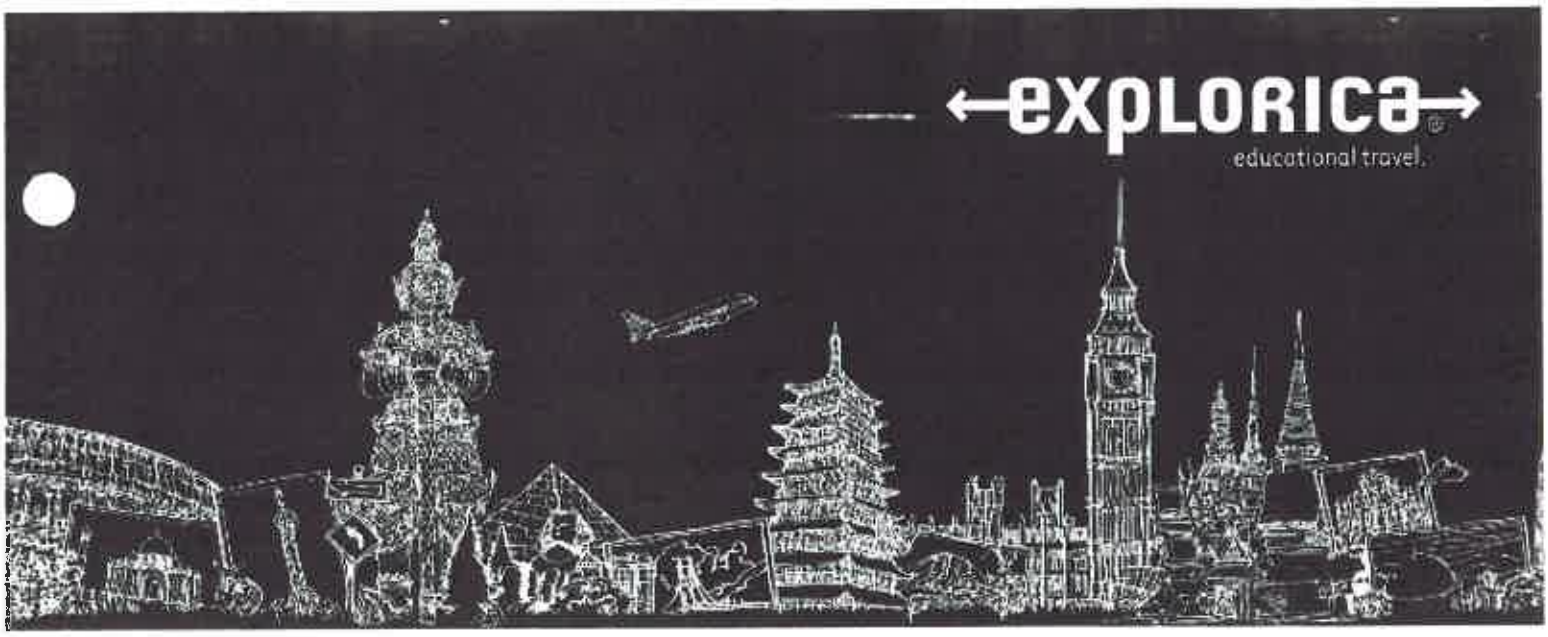
If you have to interrupt your Explorica trip after departure due to a covered injury, sickness or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to $100 per day (maximum of $500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness or death of you or your traveling companion; quarantine; loss of passport, travel documents or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to $25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to $750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to $50,000.



Insurance policy cont.

BAGGAGE & PERSONAL EFFECTS

Coverage up to $2,000 for direct physical loss or damage to your baggage, passports or visas while on your trip. A $600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a $300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to $100 for the purchase of necessary additional clothing and personal articles.

PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions and limitations is available to you on our website under the Travel Protection Plan or at any time by request.

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, NJ.

The cost for Explorica's Travel Protection Plan is $12 per day of your tour, maximum $180. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is $18 per day of your tour, maximum $270. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.



Positive feedback

After every tour Explorica asks our program leaders to create an evaluation to judge our overall pre-tour, during tour, and post-tour performance as a company. Everything is judged and it is a great way to provide feedback for us to improve as a company. Oftentimes we are given such positive feedback that we want to share it with potential Explorica program leaders.

Linda L., English & German teacher, Bowdoin, ME
My students had the time of their lives on this trip. Our tour director was so knowledgeable and incredible that Berlin, Prague and Munich just came alive during these 10 days. What an experience!

Michelle D., Coburg, ON
Well-organized, educational and safe travel — I couldn't ask for more! I have students knocking on my door the first day back asking, "Where is the trip next year?"

Joe H., Spanish teacher, Chandler, AZ
I LOVE teaching, but I LOVE traveling more! What better experience can we bring to the lives of our students than actually living in the countries we study?!

Kathleen W., French teacher, Higganum, CT
A wonderful experience for the students, especially hitting Carnevale in Venice. Our tour director enlivened the whole trip with his wit, charm and depth of knowledge.



London & Paris

April 5, 2020 - April 12, 2020

Experience Europe's most popular capitals, explore London's lush Hyde Park and extravagant Buckingham Palace, and cross over to France on the high-speed Eurostar to Paris's glittering Eiffel Tower and opulent Opera House.

Tour specifics

TOUR ITINERARY:

Day 1 Start tour

Day 2 Hello London
- *Meet your tour director and check into hotel*
- *London city walk; Thames River, Trafalgar Square, National Gallery visit, Piccadilly Circus, Covent Garden, Leicester Square, Soho*
- *Classic fish & chips dinner*

Day 3 London landmarks
- *London guided sightseeing tour; Buckingham Palace, Big Ben, See the Houses of Parliament, Westminster Abbey, Tower Bridge, Hyde Park, See St. Paul's Cathedral*
- *Tate Museum of Modern Art visit*
- *Curry dinner*

Day 4 Royal London
- *Tower of London visit*
- *Hard Rock Cafe dinner*
- *Warner Bros. Harry Potter Studio tour*

Day 5 London--Paris
- *Eurostar Chunnel crossing*
- *Paris city walk; Île de la Cité, Notre Dame Cathedral visit, Île St. Louis, Latin Quarter visit*
- *Dinner in Latin Quarter*

Day 6 Paris landmarks
- *Paris guided sightseeing tour; Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden visit, Place Vendôme, Opera House*
- *Optional Versailles guided excursion $80; State Apartments, Hall of Mirrors, Gardens of Versailles*
- *Crêperie dinner*

Day 7 The Art of Paris
- *Louvre visit*
- *Montmartre tour director-led sightseeing*
- *Eiffel Tower ascent*
- *Seine River Cruise*

Day 8 End Tour

TOUR INVESTMENT:
Travelers under 23 years *$3,168.00**
Travelers 23 and above *$3,563.00**
Sign up by **12/20/18 and use voucher code **2020earlybird** to receive this discounted price!*

INCLUDED:
Round-trip airfare, on-tour tipping, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time multi-lingual tour director.



Supporting documents

This school board packet should be submitted with the following supporting documents:

› Official price quote
› Student application
› Student/parent agreement & release form
› Explorica's terms & conditions



145 Tremont Street
Boston, MA 02111

591 Camino de la Reina, Ste. 1025
San Diego, CA 92108

1.888.310.7120 | explorica.com

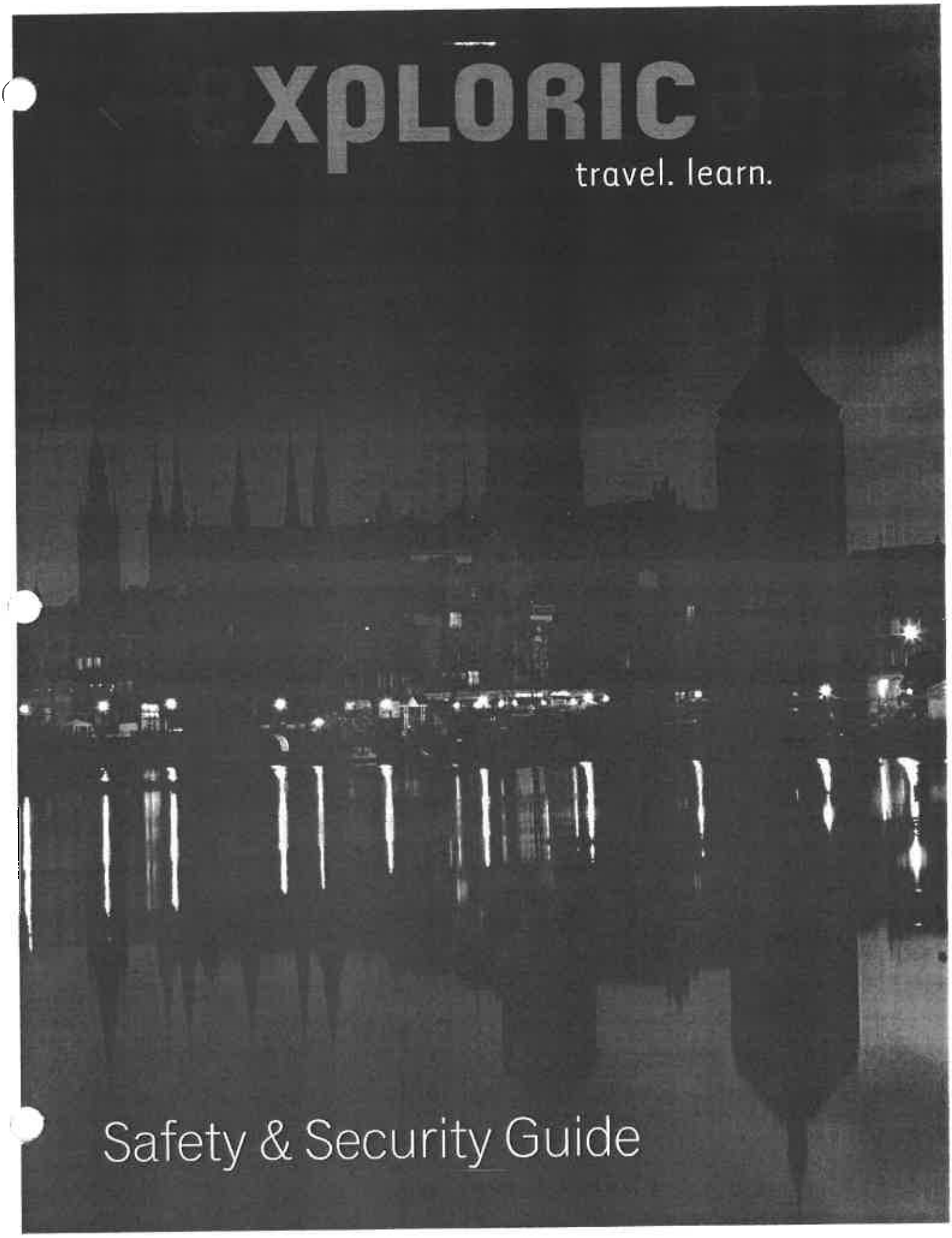

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Safety & Security Guide

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Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time tour director dedicated to your group. And with our veteran program consultants, customer care representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us to the minute you shout *bon voyage!*

When it comes to safety, our record is flawless.

Rest assured that when you travel with Explorica, you're in good hands. With decades of combined experience in travel, we know exactly what precautions to take to keep students safe on tour. Protecting our travelers is our first priority, and we are committed to the task of training our staff in rigorous, safety-related procedures and holding our suppliers to the highest standards of quality and integrity. To do so, Explorica recruits talented staff and partners with reputable suppliers, working out every detail meticulously to exceed the expectations of our customers.

Please take some time to read through this guide and familiarize yourself with our company policies regarding safety and security. If you have any further questions or concerns, please call us at 1.888.310.7120.

Management team

Olle Olsson, *Founder & Chairman*
The visionary behind Explorica, Olle has nearly 40 years of experience in educational student travel. He has held a variety of roles in the industry, from program consultant to president of EF Educational Tours, an industry leader. He founded Explorica to combine the best of traditional student travel with top new technology, improving every aspect of your educational tour—from researching, planning and booking to actually taking the trip. Olle is currently on the USTOA Board of Directors and Chairman of the Board at Explorica.

Matt Wertz, *Chief Executive Officer*
Matt joined Explorica as an IT consultant in 2001, channeling his passion for Explorica's mission and eye for innovation to quickly rise through the ranks. Within a year, he signed on as the lead IT architect and manager, developing innovative technology solutions that would transform the entire educational travel industry. By 2006, he had become the Vice President of Technology. Due to his demonstration of leadership, innovative thinking and dedication, Matt was appointed Chief Executive Officer in 2012. As such, he continues to push Explorica to provide the most affordable, high-quality educational travel in the world.

Dan Kellerd, *Executive Vice President*
For over 20 years, Dan has covered every aspect of student travel for major North American and European student travel companies. Through roles in every facet of the industry, from resort management to tour directing throughout Europe, Dan has provided educational opportunities for over a million North American and European students and teachers. Dan uses his extensive industry knowledge to ensure that Explorica travelers get the best value and experience. Dan is currently an active member of the SYTA Board of Directors.

Richard Beekman, *VP of US Sales*
Rich joined Explorica in August of 2000 as one of our first Program Consultants, and has since enjoyed working with thousands of teachers and students. During his time at Explorica, Rich has held roles in Custom Tours, Product Development and Client Retention, and even helped to open Explorica's San Diego office. Rich has traveled on over 20 Explorica conventions and teacher trainings and is still actively managing clients he has had for over a decade, which gives him an in-depth understanding of what teachers are looking for in an educational travel partner.

Stephane Cosse, *VP of Operations*
Stephane has over 15 years of international experience in both consulting and airline operations. Prior to joining Explorica in 2002, he conducted process re-engineering and change management consulting for airline clients. At Explorica, he negotiates contracts, develops close working relationships with major suppliers, and supervises the management of operations for Explorica travelers.



Associations & partners

Associations

We're proud to be members in good standing with some of the top travel associations in the industry.

- United States Tour Operators Association (USTOA)
- Student Youth Travel Association (SYTA)
- National Tour Association (NTA)
- European Tour Operators Association (ETOA)
- The Better Business Bureau (BBB)
- International Air Transportation Association (IATA)
- World Youth Student & Educational Travel Confederation (WYSETC)
- British Educational Travel Association (BETA)
- Ontario Motor Coach Association (OMCA)

Partners

We work directly with the best suppliers in the business, communicating with them constantly to ensure that the accommodations, activities, transportation and meals for our student groups are second to none. We collaborate with United Airlines, Marriott, Hard Rock Cafe and more to bring you the highest quality meals, transportation and accommodations available.



Your Explorica tour

We work with you every step of the way to ensure every aspect of your tour goes your way, from the preliminary planning process to your students' safe arrival home. That's why our dedicated staff works around the clock, so that you can get back to doing what you do best: changing lives one student at a time.

Tour directors

With Explorica, you never work alone. Our professional tour directors provide 24/7 Explorica support for your group on tour, accompanying you every step of the way from arrival to departure. We perform detailed background checks on all our tour directors, who are fully trained in safety procedures and fluent in your destinations' languages.

Requirements for all Explorica tour directors:

- Regular criminal background checks
- Valid first aid certification
- Intensive annual trainings in safety & security
- References before hire

Tour director responsibilities:

- Advise students on safety practices, such as keeping hotel doors locked, securing valuables, locating emergency exits, and implementing the "buddy" system
- Liaise effectively with Explorica's operations and emergency departments

Tour director department support from Explorica:

- Designate a child protection officer to ensure the safety of all minors on tour
- Organize annual tour director conferences to communicate safety & security updates
- Organize on-tour support visits, sending senior tour directors to assist for quality control and emergency assistance purposes

Ground transportation

Explorica's emergency and land departments are available 24/7 and routinely deal with transportation issues. Itineraries can be rescheduled accordingly to make up for any missed activities where possible.

Public transportation

When traveling via public transit, students are organized into sub-groups with chaperones. Our 6:1 student-to-chaperone ratio supports safety when traveling in this fashion. Every group travels with a tour director familiar with cities visited and corresponding public transit systems.

Rail transportation

We only work with the best trains in Europe with the highest safety ratings, including Eurostar, AVE, TGV, and a number of other international rail transit lines.

Coach safety features and equipment

- All our motor coaches are equipped with standard safety features to protect passengers.
- Seat belts (when present in the coach) are present for the comfort and safety of passengers. Wearing them is compulsory in most European countries.
- Fire extinguishers are usually located at the front of the vehicle.
- Emergency exits include instructions for use in an emergency. Most coaches also have roof hatches that can be used as emergency exits.
- First aid kits are often located in the overhead compartment above the first row of seats. They should be in a container clearly marked with the Red Cross symbol.
- Adhere strictly to current driving hours legislation

Flights

Airline partners

We only work with the most reliable airlines to ensure that all of our tours arrive on time and safe in their destination. Our airline partners include most major airlines, such as Alitalia, KLM, Air France, American Airlines, British Airways, JetBlue, Lufthansa, Iberia, Virgin Atlantic and Delta Airlines.

Flight delays and cancellations

Explorica's emergency department is available 24/7. The Explorica Travel Protection Plan also provides generous coverage for any additional costs incurred due to delays and cancellations. Itineraries are often rescheduled accordingly to make up for any missed activities.

Activities

Water safety (swimming, kayaking, boating, canoeing, etc.)
Life jackets are provided for all water-based activities by the activity provider. Groups do not visit beaches without lifeguards.

Adventure activities
For adventure activities such as zip-lining, snorkeling, hiking, circus school or others, proper safety equipment (helmets, belays, snorkels, etc.) is required for all participants. The activity provider may require participants, or chaperones in the case of minors, to sign a waiver or release agreement. Participants are not required by Explorica to participate in this or in any activity, and may choose not to do so. Tour directors should advise their group leaders that if they have any students who are afraid of heights, water or uncomfortable doing an activity, then non-participation may be the best option.

Meals and accommodations

Food safety
All restaurants are inspected by Explorica staff and must pass safety inspection. All food allergies and requests are noted by the tour director and group leader, and all restaurants are notified of allergies in advance.

Hotel safety
All hotels are inspected by Explorica staff and must pass safety inspection. All hotels provided have security staff, and additional security or specific floor supervision can be provided upon request. Nighttime security is included in all our domestic tour packages. Teachers, chaperones and students will be placed on the same floors to ensure additional supervision when possible.



Communication on tour

We promise to keep our student travelers as safe as possible, but we understand that most parents want to check in for themselves. To ensure that student travelers can contact their families as much as possible, we make sure that there are a number of communication options available. This way students can share their adventures with those at home, and parents can personally verify that their children are safe and secure while on tour.

Emergency assistance

We believe it's important to be prepared for any emergencies that might arise while traveling. With Explorica's worldwide network, internationally located offices, and 24/7 emergency support, we can help you with any problem, at any time, in any country. If a problem or emergency occurs on your tour, we will respond swiftly and appropriately to minimize any disruption to your trip.

Explorica Customer Care

Our dedicated 24-hour emergency contact line is always staffed and ready to provide rapid response. If you have an emergency any time during your tour, please call 1.617.210.6194.

Worldwide network

While on tour, our international network of offices enables us to react immediately to any situation requiring immediate on-site assistance

Tour Diaries

Our exclusive online Tour Diaries enable parents to check in on their students' daily activities while on tour, without interrupting any of their adventures. Our tour directors publish photos and journal entries at the end of each day on tour, so that families at home can keep tabs of their travelers from across the country or across the world.

Calling home

While travelers should be careful about flaunting expensive smartphones, it can be a great safety asset to have a working phone while traveling. On international tours, consider using a prepaid international calling card or international cell phone to keep in touch with your group and your family at home. We recommend purchasing international calling cards in destination countries, as locally bought cards are the most effective.



Travel protection

Protect yourself, your belongings and your tour investment with the best insurance in educational travel. We suggest all travelers purchase one of our two travel protection plans, so they are covered for lost bags, misplaced tickets or passports, or illness during the tour.

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

Explorica Travel Protection Plan

Our standard protection plan covers you for the following events:

- A traveler's injury, sickness, or death of an immediate family member
- Theft of passport or visas
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined.

Explorica Travel Protection Plan PLUS

For everything else, there's our Travel Protection Plan PLUS, which includes our exclusive Cancel For Any Reason waiver benefit in addition to our standard insurance. This means that no matter *what* your reason, if you cancel your trip at least 30 days prior to departure, you will be reimbursed for 75% of cancellation fees in *cash*, an option not available anywhere else.



The Explorica safety plan

Explorica's approach to safety and security is to be prepared. We always plan not to have a crisis, but we prepare for everything just in case. Explorica has a very comprehensive internal response plan (including a major incident response plan) regarding the many emergency situations that may occur while on tour. The following major incidents are considered in Explorica's plan:

- Flight, bus, train, cruise or ferry accident
- Fire
- Terrorism
- Natural disasters
- Injury or death of a tour participant
- Overnight hospitalization
- Criminal charges
- Lost student or adult
- Allegations by participants
- Pandemics

All levels of the company are involved in order to resolve any situation. This includes the direct involvement of the tour director, their communications to the tour director supervisors, the Emergency Department, the Operations Department and our Customer Care Department. There is a corresponding priority and escalation process, with senior executive involvement only a mobile phone call away, 24 hours per day.



Emergency management

Tour directors are trained on how to address emergency situations at the onset of every travel season. Explorica provides an emergency phone number to all participants, parents, chaperones, tour directors and anyone else associated with the trip. Explorica's emergency and operations staff conduct drills and trainings on an annual basis, to test all processes and procedures.

Minor incidents

Tour directors report any minor accident to our operations team at the onset of the incident. Depending on the situation, appropriate personnel are informed via an internal communication system, which alerts multiple departments of minor accidents, allowing them to work quickly and efficiently to resolve the issue. Incidents are not resolved until labeled as closed in the system.

Major incidents

Similar to a minor accident, all information regarding a major accident is reported via our internal communication system. In a major accident situation, our safety & security officer is contacted immediately to ensure the situation is communicated accordingly to all parties. Tour directors and ground representatives work with the group leader to ensure all parties are safe and taken care of for the remainder of the tour. We will contact the insurance provider when necessary.

Extreme weather or natural disasters

In the case of extreme weather or natural disasters, the tour director will report the situation via our internal communication system and notify our safety & security officer. Arrangements will be made to ensure the safety and satisfaction of the students on tour.

Allergies

Explorica advises the tour director and all relevant suppliers of allergies provided by the traveler online or by the group leader by completed allergy forms. The tour director will work with chaperones to ensure students' safety.

Prevention and action plan for missing students

Head counts are performed at each meeting point on tour, and each time the group boards a bus or other form of transportation. All students receive the hotel's name, address and phone numbers. In the event of a missing student, our emergency procedures would be activated and all parties on location would support efforts in finding the student. Teachers are also accountable for assisting in these efforts.

Lost or stolen passports

In the event of a lost or stolen passport, your group's tour director and the Explorica operations team will assist you in the proper procedures for obtaining a new one. Explorica is not liable for lost or stolen passports. For coverage in such an event, please purchase one of our travel protection plans.

Proactive security steps

Explorica's Safety & Security Guide is available to all group leaders before their tour, and we have emergency contingency plans in place on all travel programs. To ensure the highest level of safety for our travelers in every scenario:

- We have a global presence with over 45 offices around the world to monitor situations and assist in the event that safety issues arise.
- Our VP of Risk Management, supported by our 24/7 team of dedicated risk management professionals, continually assesses all travel destinations and situations.
- We partner with iJet, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions, and we actively monitor any security issues with them.
- Our tour directors live and work in the cities our students visit and are available at all times to support their groups. We are in regular contact with all of our staff on the ground to provide up-to-date information on local conditions.

If a terror event or natural disaster occurs in your city during travel (if group is together without the tour director):

- The tour director and group leader should determine whether to shelter in place, to return to the hotel, or to move to a safer location.

If a terror event or natural disaster occurs in your city during travel (if group is together with the tour director):

- If you are at a location/activity determine whether it is best to shelter in place, return to the hotel, or move to a safer location.
- If you are at a restaurant/other public location, you can consult with locals for their recommendations.
- Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

If a terror event or natural disaster event occurs in your city during travel (if during free time):

- During free time, it is likely your group will be fragmented and in multiple locations. Your top priority as group leader is to determine the safety of your students.
- All group participants (students, chaperones) must understand that if there is an incident in the city at time of travel, they must either immediately return to the hotel for headcount, or contact you indicating they are safe but unable to safely return to the hotel at the time.
- You may choose to share a secondary meeting location if your hotel is unsafe for return.
- If participants assess that it is not safe for them to return to the hotel, they can shelter in place. They should then reach out to you via phone/text, email, or through social media posts. Students without phones may need to borrow one from local residents.
- Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

How to reach Explorica in an emergency:

- Phone **+1.617.210.6194** (24/7 Emergency Contact Line)
- Please program the above number and your school's number into your phone prior to travel.

Explorica disclaimer: The purpose of this document is to serve as a preparatory guide for group leaders and Explorica team in-country in the event of a terror incident/natural disaster in the city in which a group is traveling. This document is not intended for distribution to students. It is based on the best knowledge and recommendations of the Explorica Risk Management team. Note that situations on the ground may dictate a different course of action, and participants should use their judgment about the safest course of action in an emergency.



Liability

We understand that many school officials are concerned about allowing their students to travel, but we assure you that safety is Explorica's number one priority. We have taken all precautions to protect students and other tour participants, and we have policies in place to protect the school, school board, teachers and participants involved with our tours.

Explorica has an exceptional safety record, but in the unlikely event of injuries or damages resulting from our negligence, we have a $50 million liability policy with Zurich Insurance Group that protects third parties such as the school and school board. For additional information on our liability insurance, or to receive proof of coverage, please contact your Explorica program consultant or call 1.888.310.7120.



Explorica's Code of Conduct

Educate yourself about the culture you're visiting. Before you jet off across the world, do a little research. How do they dress? What do they eat? How do they say "hello"? This will help you adjust to the new environment and keep you from looking like a tourist.

X marks the spot. Be where you need to be when you need to be there. Always come prepared with local maps, essential phone numbers, and a watch, so it's easy for you to get to designated meeting spots on time. Scheduled activities are mandatory. If you need to be excused from an activity for any reason, please ask your group leader for permission in advance.

Pay attention to your surroundings. In a new environment, there's a lot to take in, but you need to stay alert. Be mindful of your safety and belongings at all times, so that you can avoid any mishaps while traveling.

Listen to your group leader and tour director. Your group leader is responsible for your safety, and your Explorica tour director is an expert in every aspect of your destination. It is important that you listen to them and do what they say at all times. This means getting places on time, respecting curfew, and following all rules in place, so everyone can have a fun and safe experience.

Organize your free time responsibly. Throughout your trip you'll have periods of free time. During this time, you should always be with a small group, and never stray too far from your meeting place. Be sure to wear a watch, carry a map, and allot plenty of time to get to your meeting place early, so the rest of your group doesn't have to wait.

Respect the people and the culture. When you travel, think of yourself as a guest in someone else's home. Even if foods, clothes, or behaviors seem strange to you, be understanding and accepting of the culture.

Illegal activities will not be tolerated. The laws abroad may be very different from the laws back home, but no matter how strange they may seem to you, follow them! If not, you are subject to the legal consequences and immediate dismissal from the tour.

Consumption of hard alcohol will not be tolerated. We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of your group leader if you are over 18 and of legal drinking age in the country you are visiting.

Offer help and support to your peers, group leader and tour director. You're all in this together! Whether a friend needs a hand lifting a suitcase, your group leader needs to get everyone quiet to call roll, or your tour director needs help learning someone's name, lend a helping hand to whoever needs it.

Damages are your own personal responsibility. If you break it, you buy it. If you damage anything in your hotel or bus or incur any additional fees (e.g. phone calls, room service, etc.), you will be held responsible and required to pay for it. If you notice any damage upon arrival, notify your tour director immediately.

Experience the world and have fun! These rules are in place to keep your entire group safe, healthy, and happy on tour. Now it's your job to get out there and enjoy the experience of a lifetime. *Bon voyage!*



Contact information

Emergency information
Explorica emergency line: +1.617.210.6194

General information
Teachers or group leaders 1.888.310.7120

Participants & parents 1.888.310.7121

Trip Mate Insurance:
U.S. & Canada 1.800.888 7292

Outside U.S. & Canada +1.603.894.4710

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Matthew Dadona **Presented By:** M. Dadona

Attachments:

Subject: Technology Update

Background:

Presentation regarding technology updates as they pertain to internet safety, monitoring of usage as well as the impact of the CT Data Privacy Law on the district.

Status:

Recommendation:

For informational purposes only.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 6c.

2/28/15

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: Budget Assumptions 2019 – 2020

SUBJECT: Budget Assumptions in Preparation for Developing the FY 2019 – 2020 Budget 1st Reading

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BACKGROUND:

Each year a set of Budget Assumptions is adopted by the Board of Education. These assumptions include cost estimated for the next fiscal year's budget and priorities in the development of the budget. The Superintendent is presenting proposed budget assumptions for consideration by the Board.

RECOMMENDATION:

That the Board of Education accept for a 1st Reading the Budget Assumptions for FY 2019 – 2020.

Reviewed by: 10/3 **Recommended by the Superintendent:**

Agenda Item # 6d.

Budget Assumptions for 2019-2020

1. **Enrollment:** Each year, the Windsor Public School District commissions the New England School Development Council (NESDEC) to conduct an enrollment projection study. NESDEC uses the cohort survival technique as well as current town-specific information in preparing Windsor's enrollment forecasts.

   District wide enrollment has had a steady increase over the past few years. In 15/16 and 16/17, enrollment remained stable. The NESDEC projected enrollment for 17/18 and 18/19 showed a decrease of 36 students over 16/17 and then another decrease of 19 students over 17/18. Contrary to the study results, 17/18 enrollment increased to 3,238 and the final October 1, 2018 results have enrollment at 3,269 for 18/19. ***This is an increase of 83 students over the past two years***. The projected enrollment for 19/20 shows a continued increase.

2. **Staffing & Programs:** Based on the likelihood of a lean 19/20 budget, any requests for additional staffing will be highly scrutinized and may not survive the budget process. Decisions around staffing and program redesign will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.

3. **Health Insurance:** If we continue to have low claim trends as we've been experiencing the past few years, the cost for health care is projected to remain flat and possibly decrease slightly.

4. **State & Federal Funding/Grants:** ECS and Excess Cost Funding for Windsor is expected to remain stable for 19/20. The entitlement grants (Title and IDEA) have held flat. We're hopeful that those grants will not be cut in 19/20.

5. **ECS Alliance Grant:** Funding reliability of the Alliance Grant has varied over the past 6 years. 18/19 is year 6 of the grant. Funding for 19/20 is highly likely to remain consistent with 18/19.

6. **Energy:** All schools are now operating with natural gas and by Spring 2019, 5 of our 6 schools will have completed a total school LED upgrade. The energy efficiency upgrades that have been made have allowed the district to lower energy costs over the past few years. Locking in a rate sooner rather than later is important in order to remain flat funded in this budget line item. Cost-saving measures within the facility and operations area are a must.

7. **Facilities:** All capital needs are presented to George Greco, Physical Plant Manager. State and federal compliance issues must be addressed. The need to properly maintain our buildings is also a priority and we anticipate a request for increased major maintenance funding.

8. **Transportation:** The contractual increase for DATTCO Transportation is 3.9% or $183,515 for 19/20. The percent increase is due to lower percent increases in prior years. Special education transportation for 19/20 is estimated to increase by $83,500 (4.3%) for 19/20. This increase is due to additional individualized transportation based on student needs.

9. **Diesel Fuel**: Diesel fuel has been at a low the past two years. We do not anticipate that moving forward. The lock in price in 17/18 was $1.81/gallon and in 18/19 it is $2.05. The projected rate for 19/20 is $2.50/gallon which is consistent with that Town of Windsor's projection. This is an increase of $42,182. This will be monitored in the coming months by the Town.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Terrell M. Hill, PhD **Presented By:** Terrell M. Hill, PhD
Assistant Superintendent for Human Resources

Attachments: Draft 2019-2020 School Calendar

Subject: Proposed 2019-2020 School Calendar, 1st Reading

Background:

Each year the calendar for the next school year is brought to the Board of Education for approval. Input is sought from PTO Presidents, the Windsor Education Association (WEA) and administrators. Principals, Cabinet members and the Superintendent review the input and make appropriate changes.

Status:

The calendar for 2019-2020 is being recommended. The teacher work year would begin on August 26th with opening day. The student school year would begin on September 3rd. The last day of school would be tentatively scheduled for June 12th and would include 8 potential snow days. There would be no February vacation. There would be an April vacation, which would be the same week as CREC region schools.

The calendar includes 187 teacher work days and 181 instructional days. The calendar also includes 6 student early release days for the purpose of conducting teacher professional activities. The calendar also includes the traditional vacations and holidays.

Recommendation:

That the Board of Education accept the proposed 2019-2020 school calendar for a 1st Reading.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 6e.

WINDSOR PUBLIC SCHOOLS

School Calendar • 2019-2020

August 2019 – 0 days

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	(26)	(27)	(28)	(29)	(30)	31

September 2019 – 20 days

S	M	T	W	TH	F	S
1	■ 2	☆ 3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	⬠ 24	25	26	27	28
29	30					

October 2019 – 22 days

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	■ 14	15	16	17w	18	19
20	21	⬠ 22	23	24	25	26
27	28	29	30	31		

November 2019 – 17 days

S	M	T	W	TH	F	S
					1	2
3	4	(5)	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	□ 27	■ 28	■ 29	30

December 2019 – 15 days

S	M	T	W	TH	F	S
1	2	3	4*	5*	6*	7
8	9	10	11	12	13	14
15	16	17s	18s	19s	20	21
22	□ 23	■ 24	■ 25	□ 26	□ 27	28
29	□ 30	□ 31				

January 2020 – 21 days

S	M	T	W	TH	F	S
			■ 1	2	3	4
5	6	7	8	9	10	11
12	13	⬠ 14	15	16	17	18
19	■ 20	21 ɤ	22 ɤ	23 ɤ	24 ɤ	25
26	27	28	29	30	31	

February 2020 – 18 days

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	⬠ 11	12	13	14	15
16	■ 17	□ 18	19	20	21	22
23	24	25	26	27	28	29

March 2020 – 22 days

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12w	13	14
15	16	17	18*	19*	20*	21
22	23	24	25 s	26	27	28
29	30	⬠ 31				

April 2020 – 16 days

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	■ 10	11
12	□ 13	□ 14	□ 15	□ 16	□ 17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020 – 20 days

S	M	T	W	TH	F	S
					1	2
3	4	⬠ 5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	■ 25	26	27	28	29	30
31						

June 2020 – 10 days

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9 ɤ	10 ɤ	11 ɤ	☆ 12 ɤ	13
14	15	16	17	18	19	20
21	22	23	24◆	25	26	27
28	29	30				

Important Dates

Aug. 19-23	New Teacher Orientation Week
Aug. 26	Opening Day for Staff
Aug. 27-29	Teacher Inservice Days
Aug. 30	Teacher Work Day
Sept. 2	Labor Day, All Schools and Offices Closed
Sept. 3	First Day of School for Students
Oct. 14	Columbus Day, All Schools and Offices Closed
Nov. 5	Election Day, No school for students. Teacher Inservice.
Nov. 27-29	Thanksgiving Break
Dec. 23-Jan. 1	Winter Break
Jan. 20	Martin Luther King, Jr. Day
Feb. 17-18	Presidents' Day Break
April 10	Good Friday
April 13-17	Spring Break
May 25	Memorial Day
June 12	Tentative Last Day of School

School Hours

	Hours	Early Dismissal	2 Hour Delay
High School	7:35a-2:20p	7:35a-12:25p	9:35a-2:20p
Middle School	8:05a-2:50p	8:05a-12:55p	10:05a-2:50p
Elementary & Full Day PreK	8:40a-3:25p	8:40a-1:30p	10:40a-3:25p
PreK AM	8:40a-11:35a	8:40a-10:50a	No AM PreK
PreK PM	12:30p-3:25p	11:25a-1:30p	12:30p-3:25p

Key and Calendar Adjustments

☆	First or Last Day of School
■	All Schools and Offices Closed
⬠	Early Dismissal - All Students
□	No School for students or teachers. Offices open.
○	No school for students. Teacher Inservice Day
*	PK-5 Parent Conferences, Early Dismissal for Pk-5
s	Sage Park Parent Conferences, Early Dismissal for Middle School
w	Windsor High Parent Conferences, Early Dismissal for High School
ɤ	High School Exams, Early Dismissal for High School
◆	Potential Last Day of School due to cancellations

School Delay and Closing Information
www.windsorct.org
860-687-2000, 1180
Local radio and television stations

- Calendar allots for eight (8) snow days beginning June 15. If more are needed, they will be deducted from the Spring Break commencing Monday, April 13.
- High School graduation date to be determined in April by Board of Education.

DRAFT 12/12/18

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Craig A. Cooke **Presented By:** Maryam Khan/Craig A. Cooke

Attachments:
1. Revised P 4112.3 Employment Checks
2. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability of Autism Spectrum Disorder
3. P/AR 5113 Student Attendance and Truancy
4. P/AR 5131.6 Drugs and Alcohol
5. Revised P 5141.21 Administration of Student Medications in the Schools
6. AR 5141.22 Communicable/Infectious Diseases
7. P 5141.25 Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease
8. AR 5141.31 Immunizations

Subject: Policy Adoption, 2nd Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policy and administrative regulation and is recommending immediate adoption. The full Board of Education received these policies at their November 20, 2018 meeting as a 1st reading.

STATUS:

1. P 4112.3 Employment Checks is being revised to address a new statutory exception to the Applicability of the background check requirements for certain employees of an adult education program.
2. P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability of Autism Spectrum Disorder is being revised in accordance with PA 18-96 which add licensed behavior analysts to the list of mandatory reporters and shortens the reporting period.
3. P/AR 5113 Student Attendance and Truancy has been revised to provide an option to refer truant students to a Youth Service Bureau.
4. P/AR 5131.6 Drugs and Alcohol is being recommended as a complete rewrite of the current policy from 2008 and to remove the administrative regulation and revise the title to Drugs and Alcohol Use by Students. Recommendations for the revisions of this policy are based on PA 18-185 which permits students to possess and self-administer medication under certain circumstances.
5. P 5141.21 Administration of Student Medications in the Schools is being revised in accordance with PA 18-185 which clarifies that students with life-threatening allergic conditions may possess, self-administer, or possess and self- administer at school under certain conditions.
6. AR 5141.22 Communicable/Infectious Diseases has been revised to align with current district practices concerning pediculosis (lice) procedures.
7. P 5141.25 Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease have been revised to be more closely aligned with the state's guidance in this area.
8. AR 5141.31 Immunizations has been revised to correct the link in the regulation.

RECOMMENDATION:

Move to approve the revisions made to P 4112.3 Employment Checks, P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, P 5113 Student Attendance and Truancy, P 5131.6 Drugs and Alcohol, P 5141.21 Administration of Student Medications in the School and P 5141.25 Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease.

Recommended by the Superintendent: _____

Agenda Item # 6f.

EMPLOYMENT CHECKS

As set forth below, each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families ("DCF") (the "Registry"). Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

"Sexual misconduct means" any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

"Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

"Former employer" means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

A. The district shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:

1. Requiring the applicant:

a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of "former employer" employer above, including the applicable twenty year reporting period) during any of the previous twenty years), if:

(i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or

(ii) the applicant's employment with such current or former employer caused the applicant to have contact with children;.

such current or former employer was a local or regional board of education, council or operator or if such employment otherwise caused the applicant to have contact with children;

b. to submit a written authorization that

(i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,

(ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and

(iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and

c. to submit a written statement of whether the applicant

(i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,

(ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

(iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

   a. the dates employment of the applicant, and

   b. a statement as to whether the employer has knowledge that the applicant:

      (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;

      (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or

      (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department of Education concerning:

   a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,

   b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and

   c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.

C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.

D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district's review of information received under this section, provided:

1. The applicant complied with paragraph I.A.1 of this policy;

2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and

3. The applicant affirms that the applicant is not disqualified from employment with the district.

E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;

2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or

3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.

F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.

G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a. and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b. of this policy. Such contractor

shall contact any current or former employer (please note the definition of "former employer" employer above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee's employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include

1. denial of employment, or

2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.

I. If the district provides information in accordance with paragraph I.A.2. or I.G. of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.

J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G. of this policy or to the Commissioner of Education pursuant to paragraph I.B. of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.

Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer(please note the definition of "former employer" employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator , or supervisory agent of a nonpublic school, or if the applicant's employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be

relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

K. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the district, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.

B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If

warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

III. Criminal Records Check Procedure

A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each person otherwise placed within a school under any public assistance employment program, employed by a provider of supplemental services pursuant to federal law or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) calendar days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:*

1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by Biometric ID Services. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.

2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by Biometric ID Services. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.

4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the

affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

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

6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

B. **Criminal Records Check for Substitute Teachers:**

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

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

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

IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee. Registration as a sexual offender constitutes grounds for denial of employment opportunities.

V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to

asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to takes an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the ~~Board of Education~~ district receives notice of a conviction of a crime by (1) a person holding a certificate, authorization or permit issued by the State Board of Education, or (2) a person employed by a provider of supplemental services, the ~~Board~~ district shall send such notice to the State Board of Education.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the ~~Board of Education~~ district shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the ~~Board~~ district, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the ~~Board~~ district.

A. During the course of an employment check, the Board may not:

1. request or require that an applicant provide the ~~Board~~ district with a user name and password, password or any other authentication means for accessing a personal online account;

2. request or require that an applicant authenticate or access a personal online account in the presence of the ~~Board~~ district; or

3. require that an applicant invite a supervisor employed by the ~~Board~~ district or accept an invitation from a supervisor employed by the ~~Board~~ district to join a group affiliated with any personal online account of the applicant.

B. The Board may request or require that an applicant provide the ~~Board~~ district with a user name and password, password or any other authentication means for accessing:

1. any account or service provided by ~~Board~~ district or by virtue of the applicant's employment relationship with the ~~Board~~ district or that the applicant uses for the ~~Board~~ district 's business purposes, or

2. any electronic communications device supplied or paid for, in whole or in part, by the ~~Board~~ district.

C. In accordance with applicable law, the ~~Board~~ district maintains the right to require an applicant to allow the ~~Board~~ district to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or

2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the ~~Board~~ district's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to ~~Students Employed by the School District~~ Certain Individuals

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

A. A student employed by the local or regional school district in which the student who attends a district school.

B. A person employed by the district as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for his or her position.

X. Falsification of Records.

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References:

Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d~~.~~

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act ~~17~~ 18 ~~68, "An Act Concerning Various Revisions and Additions to the Education Statutes.~~" 51, "An Act Implementing the Recommendations of the Department of Education.

~~Public Act 17-220, "An Act Concerning Education Mandate Relief."~~

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C.§ 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Policy Adopted: 1/18/06
Policy Revised: 1/14/14
Policy Revised: 11/15/16
Policy Revised: 1/17/18

Windsor Public Schools
Windsor, CT

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Social Services' ("DSS") Division of Autism Spectrum Disorder Services. In furtherance of this statute and its purpose, it is the policy of the Windsor Board of Education to require ALL EMPLOYEES of the Board of Education to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from DSS' Division of Autism Spectrum Disorder Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

   This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of adults with intellectual disabilities, but also to ALL EMPLOYEES of the Board of Education.

2. Definitions

   For the purposes of this policy:

   "Abuse" means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person's health or safety.

   "Neglect" means a situation where a person with an intellectual disability either is living alone and is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health, or is not receiving such necessary services from the caretaker.

   "Statutory Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of adults with intellectual disabilities. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed behavior analysts, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists, and licensed professional counselors.

3. Reporting Procedures for Statutory Mandated Reporters

If a statutory mandated reporter has reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, but not later than ~~seventy-two~~ forty-eight (~~72~~ 48) hours after having reasonable cause to suspect abuse or neglect, make an oral report to:

Abuse Investigation Division
Department of Developmental Services ("DDS")
460 Capitol Avenue
Hartford, Connecticut 06106
Telephone: 1-844-878-8923

An unsuccessful attempt to make an initial report to DDS on the weekend, holiday, or after business hours shall not be construed as a violation of this policy or applicable law if the mandatory reporter makes reasonable attempts to make such report as soon as practicable after the initial attempt. For purposes of this policy, "reasonable attempts" means documented efforts to contact DDS by phone, electronic mail or in person.

The statutory mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the Abuse Investigation Division of DDS not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutory Mandated Reporters

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

a) If an employee who is not a statutory mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.

(1) The employee shall as soon as practicable, but not later than ~~seventy-two~~ forty-eight (~~72~~ 48) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone

or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.

b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, directly to the Abuse Investigation Division of DDS.

5. Contents of Report

Any oral or written report made pursuant to this policy shall contain the following information, if known:

a) the name and address of the allegedly abused or neglected person;

b) a statement from the reporter indicating a belief that the person is intellectually disabled or receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;

c) information concerning the nature and extent of the abuse or neglect; and,

d) any additional information that the reporter believes would be helpful in investigating the report or in protecting the person with an intellectual disability or who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services.

6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any such investigation with the investigation conducted by the Abuse Investigation Division of DDS.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the Abuse Investigation Division of DDS produces evidence that a person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

8. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

9. Non-discrimination Policy

The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References:

Connecticut General Statutes:

Section 46a-11a
Section 46a-11b et seq.

Public Act 18-96, "An Act Concerning Reports of Abuse or Neglect of Persons with Intellectual Disability or Autism Spectrum Disorder"

Policy adopted: March 17, 2015
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Policy revised: April 17, 2018

Windsor Public Schools
Windsor, CT

STUDENT ATTENDANCE AND TRUANCY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (the "Board"), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board ~~of Education~~ takes seriously the issue of chronic absenteeism. To address this issue, the Board ~~of Education~~, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

~~Public Act 17-14, An Act Implementing the Recommendations of the Department of Education~~

~~Public Act 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee~~

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

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Policy Revised: June 18, 2013
Policy Revised: January 17, 2018

Windsor Public Schools
Windsor, CT

STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

I. Attendance and Truancy

A. Definitions for Section I

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.

2. "Disciplinary absence" – Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.

3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

4. "Excused absence" – a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) days of the student's return to school, or the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes, and meets the following criteria:

    a. Any absence before the student's tenth absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.

    b. For the student's tenth absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

        i. student illness (verified by an appropriately licensed medical professional);

        ii. religious holidays;

        iii. mandated court appearances (documentation required);

        iv. funeral or death in the family, or other emergency beyond the control of the student's family;

v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;

vi. lack of transportation that is normally provided by a district other than the one the student attends.

c. A student, age five to eighteen, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

5. "In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.

6. "Student" - a student enrolled in the Windsor Public Schools (the "District").

7. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, unless the absence an excused absence as defined above or the absence is a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Written Documentation Requirements for Absences

"Written Documentation" - includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate, that explains the nature of and the reason for the absence as well as the length of the absence.

C. Truancy Exceptions:

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.

2. A student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.

3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

D. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section C.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.

2. If a student who has voluntarily withdrawn from school (in accordance with Section C.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

E. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.

2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."

3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

F. Procedures for students in grades K-8*

1. Notification

   a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure

that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the ~~Windsor Public Schools~~ **District**.

b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal [or his/her designee] shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. [Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.] Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

G. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.

c. ~~On or before August 15, 2018, if~~ **If** the Commissioner of Education determines that any school under the jurisdiction of ~~Windsor~~ Board ~~of Education~~ has a disproportionately high rate of truancy, the district shall implement **in that school** a truancy

intervention model identified by the Department of Education pursuant to Conn. Gen. Stat. § 10-198e.

d. In addition to the procedures specified in subsections (a) through (c) above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team [or other appropriate school based team] to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

e. Where the documented implementation of the procedures specified in subsections (a) through (d) above does not result in improved outcomes despite collaboration with the parent/guardian, the Superintendent or his/her designee may, with written parental consent, refer a student who is truant to a Youth Service Bureau.

H. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

II. Chronic Absenteeism

A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the ~~Windsor~~ Board ~~of Education~~ and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;

2. "Absence" - an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations;

3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the ~~Windsor~~ Board ~~of Education~~ in the previous school year divided by the total number of children under the jurisdiction of the Board ~~of Education~~ for such school year; and

4. "School chronic absenteeism rate" - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the ~~Windsor~~ Board ~~of Education~~ has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the ~~Windsor~~ Board ~~of Education~~ has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the ~~Windsor~~ Board ~~of Education~~ has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the ~~Windsor~~ Board ~~of Education~~ has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The ~~Windsor~~ Board ~~of Education~~ and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data:

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

Legal References:

~~Public Act 17-14, An Act Implementing the Recommendations of the Department of Education~~

~~Public Act 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee~~

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

Regulation Approved: January 17, 2018

Craig A. Cooke, Ph.D.
Superintendent of Schools

Windsor Public Schools
Windsor, CT

Current

Section:	**Students**
Subject:	**DRUGS AND ALCOHOL** **P-5131.6**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. The use, sale or possession of controlled drugs or alcohol, as defined in Section 21a-240 of the General Statutes, on school property or during any school sponsored activity shall be prohibited.

2. All school personnel, as specified in Section 10-154a (a), (b), and (c), shall cooperate with law enforcement officials.

3. The Superintendent of Schools shall develop administrative regulations to govern procedures pertaining to:

   a. Persons who are observed as users, sellers and/or possessors of controlled drugs or alcohol on school property;

   b. Students who require emergency treatment because of drug related incidents;

   c. Students who, in confidence, refer themselves to school personnel as users, sellers or possessors of controlled drugs or alcohol.

Legal Reference: Connecticut General Statute
10-154a Professional communications between teacher or nurse and student
Surrender of physical evidence obtained from students.
10-220b Policy statement on drugs.
10-221d Boards of education to prescribe rules re: use, sale or possession.
1-21b Smoking prohibited in certain places.
10a-18 Programs to be offered on effects of drugs and alcohol.
21a-240 Definitions (8) "Controlled Drugs," dependency producing drugs.

Policy adopted: October 21, 2008

Current

Section:	**Students**
SUBJECT:	**DRUGS and ALCOHOL** **AR-5131.6**

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

In accordance with Windsor Board of Education policy on use, sale or possession of controlled drugs or alcohol, the Superintendent of Schools does promulgate and effect the following administrative regulations dealing with students involved with controlled drugs or alcohol at school activities, in school buildings or on school grounds:

1. Bringing controlled drugs, controlled substances, or alcohol, as defined by Connecticut General Statutes Section 21a-240(8) and 21a-240(9), to school activities, into school buildings or into school grounds by students is prohibited.

2. Possession of such controlled drugs, controlled substances, or alcohol by students on their person or in lockers, desks, vehicles, or any place during school activities, in school buildings or on school grounds or school transportation is prohibited.

3. Distribution, sale or use of controlled drugs, controlled substances, or alcohol by students at school activities, in school buildings or on school grounds or school transportation is prohibited.

4. Employees observing a person using, selling and/or possessing controlled drugs, controlled substances, or alcohol at school activities, in school buildings, or on school grounds or school transportation shall report said person to the school Principal or his/her designee.

Penalties – Drug or Alcohol Use/Sale Distribution or Possession

1. In order to protect the health, safety, morals and general well-being of the involved student, his/her classmates, and the student body, said student shall be suspended by the Principal or his/her designee for a period of ten (10) days. At the time of said suspension, the school Principal or his/her designee shall inform the student of the charges and the suspension. The parent or guardian shall then be sent written notice of the suspension and the charges. The Principal or his/her designee shall follow procedures set forth in Regulation 5114 – Procedures Governing Suspension. In addition, the following action shall be taken:

    a. Parents or guardians will be referred to a licensed substance abuse counselor or agency.

    b. The student and parents or guardians will be asked to meet with the Principal or his/her designee to review any assessment and/or recommendations resulting from step one above.

2. The Principal or his/her designee may exercise his/her authority to supervise closely the student when the student resumes his/her education, taking into account the circumstances of the case and the background of the individual student involved.

3. The Principal or his/her designee shall inform the Superintendent of the suspension. The Superintendent will review and may recommend to the Board of Education the expulsion of said student.

4. The Principal or his/her designee will notify the Windsor Police Department.

Suspected Drug or Alcohol Use

1. When an employee receives information concerning the use, sale or possession of controlled drugs, controlled substances or alcohol, two possible situations exist. If the information is disclosed in confidence by the student, such disclosure may be held in confidence as described in Connecticut General Statutes, Section 10-154a. If, however, the information is obtained through observation, suspicion, hearsay, or other means, the staff member must take the following action:

    a. Contact the Principal or his/her designee and share information with as many specific facts as possible.

    b. If such information is substantiated by the Principal or his/her designee, refer to Section 2 Penalties – Drug or Alcohol Use.

    c. If such information is not substantiated by the Principal or his/her designee, no immediate action is required.

Drug or Alcohol Emergency Situations

1. When it is determined that a student is in need of immediate attention due to alcohol or drug use, the attending staff member must take the following action:

    a. The student shall not be left unattended.

    b. The staff member shall notify the nurse immediately.

    c. If the nurse is unavailable, the administrator shall be notified.

d. If the nurse is not in the building, he/she shall be summoned immediately.

e. The school should attempt to contact the parent or person designated by the parent to take the responsibility for the student. This person would be asked to come to the school and assume the care of the child.

f. If no one can be reached, the nurse should attempt to reach the family physician for his/her recommendations. If the family physician is unavailable, the nurse should attempt to reach the school physician for his/her recommendation.

g. If the physician and/or parent cannot be reached, and if, in the judgment of the school nurse, an emergency condition exists, the student may be taken to a hospital emergency room. The nurse will accompany the student to the hospital.

h. If the student becomes uncontrollable, the police shall be called for assistance.

i. The Principal or his/her designee should file a report of the activity to the Superintendent of Schools within twenty-four (24) hours.

Confidential Disclosures by a Student

1. As used in this policy, (1) "school" means a public school as defined in Section 10-183(b) or a private elementary or secondary school attendance at which meets the requirements of Section 10-184; (2) a "professional employee" means a person employed by a school who (a) holds a certificate from the State Board of Education, (b) is a member of a faculty where certification is not required, (c) is an administration officer of a school or (d) is a registered nurse and employed by or assigned to a school; (3) a "student" is a person enrolled in a school; (4) a "professional communication" is any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the latter's employment.

2. If a student privately and in confidence discloses to a professional employee of the school information concerning a drug or alcohol problem, this employee may maintain the confidence within the limits of Connecticut General Statutes, Section 10-154a, Professional Communication Between Teacher or Nurse and Student.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

3. Professional employees must decide whether or not to maintain the confidentiality of communication as per Connecticut General Statutes 10-154a.

    a. In the event that a student should voluntarily come forward with a drug or alcohol problem, the professional employee may inform the student that he/she does not wish to maintain confidentiality.

    b. Confidentiality would not be violated by a teacher or nurse if, with the student's permission, the teacher or nurse sought consultation with appropriate professionals.

4. Any professional employee who in good faith discloses or does not disclose a professional communication shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such disclosure.

5. Irrespective of whether the professional employee decides to maintain confidentiality of a student's private communications as permitted above, if the professional employee obtains physical evidence from a student, indicating that a crime has been or is being committed, such employee shall be required to turn such evidence over to school administrators or law enforcement officials within two school days after receipt of such physical evidence, provided if such evidence is obtained less than two days before a school vacation or the end of a school year, such evidence shall be turned over within two calendar days after receipt thereof, excluding Saturdays, Sundays and holidays, and provided further in no such case shall such employee be required to disclose the name of the student from whom he obtained such evidence and such employee shall be immune from arrest and prosecution for the possession of such evidence obtained from such student.

6. Any physical evidence surrendered to a school administrator by a professional employee shall be turned over by the school administrator to the Commissioner of Consumer Protection or the appropriate law enforcement agency with three (3) school days after receipt of such physical evidence for its proper disposition, provided if such evidence is obtained less than three (3) school days before a school vacation or at the end of a school year, such evidence shall be turned over within three (3) calendar days from receipt thereof, excluding Saturdays, Sundays and holidays.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
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Confidential Disclosure by Parent/Guardian

1. When a parent/guardian contacts a professional employee in regard to a drug or alcohol problem pertaining to their child, the professional employee must inform the parent/guardian that this disclosure is not within the limits of Connecticut General Statutes 10-154a.

Legal Reference: Connecticut General Statutes
10a-18 Programs to be offered on effects of drugs and alcohol.
10-221(d) Boards of Education to prescribe rules re: use, sale of possession.
21a-240 Definitions, dependency producing drugs.
21a-243 Regulation re schedules of controlled substances.

Regulation approved: October 21, 2008

Elizabeth E. Feser, Ed.D.
Superintendent of Schools

Recommended

Students **P 5131.6**

DRUG AND ALCOHOL USE BY STUDENTS

Policy Statement

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

Definitions

(1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).

(2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).

(3) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).

(4) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).

(5) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. C.G.S. Section 21a-240(20)(A).

Procedures

(1) Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

(2) Prescribed Medications.

Students may possess and/or self-administer medications in school in accordance with the Board's policy concerning the administration of medication in school.

Students taking improper amounts of a prescribed medication, or otherwise taking medication contrary to the provisions of the Board's policy on the administration of medication will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

(a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).

(b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school

administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).

(c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.

(d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

(a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.

(b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was **not** obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.

(c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's

policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.

(a) Any student in the Windsor Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

(b) In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.

(c) If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stats. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with the Board's student discipline policy.

(d) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.

(e) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.

(f) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References:

Connecticut General Statutes:

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

Section 10-154a
Section 10-212a
Section 10-221
Sections 10-233a through 10-233f
Section 21a-240
Section 21a-243
Section 21a-408a through 408q

ADOPTED: _____
REVISED: _____

ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

A. Definitions

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

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

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

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

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

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

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

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

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

Error means:

(1) the failure to do any of the following as ordered:

(a) administer a medication to a student;

(b) administer medication within the time designated by the prescribing physician;
(c) administer the specific medication prescribed for a student;
(d) administer the correct dosage of medication;
(e) administer medication by the proper route;
(f) administer the medication according to generally accepted standards of practice; or

(2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth Section D below.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Principal means the administrator in the school.

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

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

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

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

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

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

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

B. General Policies On Administration of Medications

(1) Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:

(a) the written medication order of an authorized prescriber;
(b) the written authorization of the student's parent or guardian or eligible student; and
(c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.

(2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.

(3) Except as provided in Section D, medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:

(a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.

(b) students with chronic medical conditions who are able to possess self-administer medication, or possess and self-administer provided all of the following conditions are met:

(i) an authorized prescriber provides a written medication order, including the recommendation for ~~such~~ possession, self-administration, or possession and self-administration;

(ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;

(iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration and general supervision, and has documented the plan in the student's cumulative health record;

(iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan.

(v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering or possessing and self-administering prescribed medication;

(vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and

(vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.

(c) a student diagnosed with asthma who is able to self administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

(i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the

student's self-administration of medication, and such written order is provided to the school nurse;

(ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;

(iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

(iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

(d) a student diagnosed with an allergic condition who is able to self administer medication shall be permitted to retain possession of ~~an automatic prefilled injection~~ a cartridge or ~~similar automatic injectable equipment~~ injector at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

(i) an authorized prescriber provides a written order requiring the possession of ~~an automatic prefilled injection~~ a cartridge ~~or similar automatic injectable equipment~~ injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;

(ii) there is a written authorization from the student's parent or guardian regarding the possession of ~~an automatic prefilled injection~~ a cartridge ~~or similar automatic injectable equipment~~ injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;

(iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

(iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

(e) a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:

(i) the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and

(ii) a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.

(ef) a coach of intramural or interscholastic athletic events or licensed athletic trainer, who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:

(i) the school nurse has determined that a self-administration plan is not viable;

(ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;

(iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section ~~J~~ K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and

(iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section ~~G~~ H of this policy, when appropriate.

(~~f~~ g) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D below, and the following additional conditions are met:

(i) there is written authorization from the student's parents/guardian to administer the medication in school;

(ii) medication is administered pursuant to the written order of (A) a physician licensed (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes,, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes; and

(iii) medication is administered only with approval by the school nurse and school medical advisor, in conjunction with the school nurse supervisor, and under the supervision of the school nurse; and

(iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and

(v) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations

(gh) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:

(i) there is written authorization from the student's parents/guardians to administer the medication; and

(ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes; and

(iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication; and

(iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and

(v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.

(~~h~~i) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:

(i) only to a child enrolled in such program; and

(ii) in accordance with Section ~~K~~ L of this policy.

(~~i~~j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:

(i) training in administration of medications as part of their basic nursing program;

(ii) successful completion of a pharmacology course and subsequent supervised experience; or

(iii) supervised experience in the administration of medication while employed in a health care facility.

(4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.

(5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the

medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

(1) The Windsor Board of Education (the "Board") permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing.

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

(3) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:

(a) The student's parent or guardian has provided written authorization;

(b) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;

(c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;

(d) The school nurse shall provide general supervision to the selected school employee;

(e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;

(f) The school nurse and school medical advisor have attested in writing that selected school employee completed the required training; and

(g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

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

(1) For purposes of this Section D, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day.

(2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

(a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.

(b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.

(3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (2) above, in the absence of the school nurse.

(a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.

(b) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.

(c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.

(4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.

(a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours;

(b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall send an email to all staff indicating that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine

(5) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication; and the Regulations adopted by the Department of Education.

(6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.

(a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine;

(b) The Board shall annually notify parents or guardians of the need to provide such written notice.

(7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:

(a) Such emergency administration shall be reported immediately to:

(i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and

(ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.

(b) A medication administration record shall be:

(i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and

(ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

E. Naloxone for Purposes of Emergency First Aid

(1) Pursuant to a standing order of the Board's medical advisor and authorization from the Superintendent of Schools, and in accordance with Connecticut law and this policy, a school nurse may maintain naloxone, for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose.

(a) The school nurse, in consultation with the Board's medical advisor, shall determine the supply of naloxone that shall be maintained in the individual school.

(b) The school nurse shall be responsible for the safe storage of naloxone maintained in a school and shall ensure any supply of naloxone maintained is stored in accordance with the manufacturer's instructions.

(c) The school nurse shall be responsible for maintaining an inventory of naloxone maintained in the school, tracking the date(s) of expiration of the supply of naloxone maintained in a school, and, as appropriate, refreshing the supply of naloxone maintained in the school.

(2) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board's policies and procedures regarding the emergency administration of naloxone in the event of a known or suspected opioid overdose.

(3) A school nurse shall be approved to administer naloxone for the purpose of emergency first aid, as described in Paragraph (1) above, in the event of a known or suspected opioid overdose, provided that such nurse has completed appropriate training, as identified by the Board's medical advisor, which shall include training in the identification of opioid abuse and overdose.

(3) The administration of naloxone pursuant to this section must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.

(4) Following the emergency administration of naloxone by a school nurse:

(a) Such emergency administration shall be reported immediately to:

(i) The Board medical advisor; and

(ii) The Superintendent; and

(iii) The student's parent or guardian.

(b) A medication administration record shall be:

(i) Maintained by the school nurse who administered the naloxone as soon as possible, but no later than the next school day; and

(ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.

F. Documentation and Record Keeping

(1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:

(a) the name of the student;
(b) the student's state-assigned student identifier (SASID);
(c) the name of the medication;
(d) the dosage of the medication;
(e) the route of the administration, (i.e., oral, topical, inhalant, etc.);
(f) the frequency of administration;
(g) the name of the authorized prescriber;
(h) the dates for initiating and terminating the administration of medication, including extended year programs;
(i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
(j) the date the medication is to be reordered (if any);
(k) any student allergies to food and/or medication(s);
(l) the date and time of each administration or omission, including the reason for any omission;
(m) the dose or amount of each medication administered; and,
(n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and,
(o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.

(2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.

(3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.

(4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.

(5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.

(a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.

(b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.

(6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:

(a) a medication administration record for each student shall be maintained in the athletic offices;

(b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;

(c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

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

G. Errors In Medication Administration

(1) Whenever any error in medication administration occurs, the following procedures shall apply:

(a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary;

(b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s); and

(c) the principal shall notify the Superintendent or the Superintendent's designee.

(2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.

(3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.

(4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

H. Medication Emergency Procedures

(1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.

(2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:

(a) use of the 911 emergency response system;
(b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
(c) administration of emergency medication in accordance with this policy;
(d) contact with a poison control center; and
(e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.

(3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

I. Supervision

(1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.

(2) The school nurse's duty of general supervision includes, but is not limited to the following:

(a) availability on a regularly scheduled basis to:

(i) review orders or changes in orders, and communicate these to personnel designated to give medication for appropriate follow-up;

(ii) set up a plan and schedule to ensure medications are given properly;

(iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and to identified paraprofessionals designated in accordance with Section B(3)(~~f~~g), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;

(iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(~~f~~g), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;

(v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and

(vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.

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

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

(ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;

(iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(ef), above, and identified paraprofessionals designated in accordance with Section B(3)(fg), above, who have been newly trained to administer medications; and,

(iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(ef), above, and identified paraprofessionals designated in accordance with Section B(3)(fg), above, regarding the needs of any student receiving medication.

J. Training of School Personnel

(1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(ef), above, and identified paraprofessionals designated in accordance with Section B(3)(fg), above, who are designated to administer medications shall at least annually receive training in their safe administration; and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(ef), above, and identified paraprofessionals designated in accordance with Section B(3)(fg), above, shall be allowed to administer medications.

(2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(ef), above, and identified paraprofessionals designated in accordance with Section B(3)(fg), above, shall include, but is not necessarily limited to the following:

(a) the general principles of safe administration of medication;

(b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and

(c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of

administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.

(3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.

(4) The Board shall maintain documentation of medication administration training as follows:

(a) dates of general and student-specific trainings;

(b) content of the trainings;

(c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and

(d) names and credentials of the nurse or school medical advisor trainer or trainers.

(5) Licensed practical nurses may not conduct training in the administration of medication to another individual.

(6) Bus Drivers.

(a) Not later than June 30, 2019, the Board shall provide training to all of its school bus drivers, which training may be completed using an online module, on topics including, but not limited to, the following:

(i) the identification of the signs and symptoms of anaphylaxis;

(ii) the administration of epinephrine by a cartridge injector;

(iii) the notification of emergency personnel; and

(iv) the reporting of an incident involving a student and a life-threatening allergic reaction.

(c) On and after July 1, 2019, the Board shall provide the training described in subsections J(6)(a), above as follows:

(i) In the case of a school bus driver who is employed by the Board, such training shall be provided to such school bus driver following the issuance or renewal of a public passenger endorsement to operate a school bus pursuant

to Conn. Gen. Stat. 14-44(a), to such school bus driver; and

(ii) In the case of a school bus driver who is not employed by the Board at the time when such endorsement is issued or renewed to such school bus driver, upon the hiring of such school bus driver by the Board, except the Board is not required to provide such training to any school bus driver who has previously received such training following the most recent issuance or renewal of such endorsement to such school bus driver.]

K. Handling, Storage and Disposal of Medications

(1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(ef) above, and epinephrine or naloxone to be used for emergency first aid in accordance with Sections D and E above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(ef) above.

(2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D and E above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.

(3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections D and E above.

(4) Emergency Medications

(a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, or in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication;

(b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.

(5) All medications, except those approved for keeping by students for self medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

(6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.

(7) All medications, prescription and non prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.

(8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.

(9) Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.

(10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:

(a) non controlled drugs shall be destroyed in the presence of at least one witness;

(b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and

(c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the

Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.

(11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:

(a) in containers for the exclusive use of holding medications;

(b) in locations that preserve the integrity of the medication;

(c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and

(d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.

(12) In no event shall a school store more than a three (3) month supply of a medication for a student.

L. School Readiness Programs and Before-and-After School Programs

(1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before-and-after school programs run by the Board, which are exempt from licensure by the Office of Early Childhood:

(a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.

(b) Except as provided by Sections D and E above, no medication shall be administered in these programs without:

(i) the written order of an authorized prescriber; and

(ii) the written authorization of a parent or guardian or an eligible student.

(c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.

(d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may

administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.

(e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.

(f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision making regarding medication administration.

(g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

(2) Local poison control center information shall be readily available at these programs.

(3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.

(4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section ~~I~~J of this policy.

(5) All medications must be handled and stored in accordance with Section ~~J~~K of this policy. Where possible, a separate supply of medication shall be stored at the site of the before-and-after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

(6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:

(a) a medication administration record for each student shall be maintained by the program;

(b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;

(c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

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

(7) The procedures for the administration of medication at school readiness programs and before-and-after school programs shall be reviewed annually by the school medical advisor and school nurse supervisor.

M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a (2), the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor or other qualified licensed physician, and the school nurse supervisor or other qualified licensed physician. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:
Connecticut General Statutes:
Section 10-206
Section 10-212
Section 10-212a
Section 10-220j
Section 19a-900
Section 21a-240
Section 52-557b

Public Act 18-185, "An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools"

Regulations of Conn. State Agencies:
Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

Adopted policy: April 24, 2007
Revised policy: April 9, 2013
Revised policy: April 17, 2018

Windsor Public Schools
Windsor, CT

Section:	**Students**	
Subject:	**COMMUNICABLE/INFECTIOUS DISEASES**	**AR-5141.22**

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Exclusion Procedures

If it is determined that the interests of the student and the school are better served when a student with a communicable or infectious disease is excluded, procedural safeguards will establish such by extensive medical evidence which shall include, but not be limited to:

A. The nature of the disease.

B. Whether transmission may be controlled.

C. Whether the personal characteristics of the student involved are such that exclusion of the affected student from the regular classroom is clearly necessary to protect the health of other students.

D. As medical knowledge and circumstances may change rapidly, the medical advisor will monitor current medical information and assess the student's medical condition and the school's ability to accommodate that student in light of the most current medical information. New facts may warrant a different result from the one previously reached.

E. Where a student or student's parents object to the Board's decision to exclude that student, the Board of Education will provide a hearing to adjudicate pertinent facts concerning the exclusion.

Medical Intervention

The school nurse or medical advisor will establish guidelines, which will provide simple, effective precautions against transmission of communicable disease for all students and staff. Universal precautions will be used to clean up after a student or staff person has an accident or injury at school. Blood or other bodily fluids emanating from any person should be treated cautiously. Such guidelines will be reviewed regularly in light of medical advances. Necessary reports will be made to health authorities consistent with state law.

If emergency exclusion of a student is warranted, regulation will provide procedures to take care of the emergency situation.

Consideration will be given to temporary removal of a student from school, if in the school population, a disease, flu, cold or childhood disease might negatively impact the infected

student's health. Students with infectious diseases may be temporarily removed from school when that student is acutely ill.

Classroom and educational programs will be established so that students, staff and the public are better informed of the risk and prevention of transmission of communicable diseases. The school nurse or other medical staff will be available to assist in any problem resolution, answer questions and coordinate services provided by other staff.

Confidentiality

A. School staff shall strictly observe the privacy rights of students with a communicable disease. No person who obtains confidential medical information may disclose or be compelled to disclose such information except to the following:

   1. The protected student or parent

   2. Any person who secures a release of the confidential related information

   3. A federal, state or local officer when such disclosure is mandated or authorized by federal state law.

   4. A health care provider or health facility when knowledge of the related information is necessary to provide appropriate treatment to the protected student and when confidential related information is already recorded in the medical chart or record or a health provider has access to such records for the purpose of providing medical care to that student.

B. When confidential information relating to communicable disease is disclosed, it should be accompanied by a statement in writing which shall include the following similar language:

   1. "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 without the specific written consent of the student or legal guardian to whom it pertains or as otherwise permitted by law. A general authorization for the release of medical or other information is not sufficient for this purpose."

Confidentiality (continued)

2. A notation of all such disclosure shall be placed in the medical record or with any record related to a communicable disease test results of a protected student. Any person who willfully violates the provisions of this law will be liable in a private cause of action for injuries suffered as a result of such violation.

Students/Staff with HIV, ARC, (AIDS Related Complex) or AIDS

A. All children, including those diagnosed as having AIDS or evidence of HIV infection, have the right to attend regular classes.

B. Any student with AIDS/HIV may only be excluded from school when continued attendance would result in an immediate risk of injury or harm to the individual student or to others with whom the student may have contact. Risk of transmission of the disease must be the basis for any determination to exclude a child from school. The Medical Advisor will determine such risk.

C. The child's personal physician is the primary manager of a child with any communicable disease, including those diagnosed as having HIV/AIDS or with clinical evidence of the infection with HIV, the AIDS associated virus.

   1. A parent, guardian or physician may choose to notify the school.

   2. Since the student diagnosed as having AIDS or with evidence of HIV infection has a greater risk of incurring infections, a student's physician and parents should be consulted to determine what steps to take in the event that there is an outbreak of a communicable disease, such as chicken pox, measles, etc.

D. Siblings of children diagnosed as having AIDS or with evidence of HIV infection have the right to attend school without any restrictions.

E. Any blood or any body fluid should be handled in accordance with the universal precaution guidelines.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Personnel

Any employee diagnosed as having AIDS or evidence of HIV infection shall not be discriminated against in employment and shall not be terminated from employment on account of such a condition.

1. An employee should ensure that any cutaneous (skin) eruptions or weeping lesions are covered.

2. Any employee, including an employee with AIDS/HIV, required to provide assistance to other employees or students where there has been trauma to those individuals such as an open wound, which could provide a portal or entry for the virus, or mouth-to-mouth resuscitation must follow the universal precautions guidelines.

3. Any employee, who is unable to work on account of AIDS/HIV or related conditions, shall be entitled to the same benefits as any employee with illness or disability in accordance with Board of Education policy and the terms of the respective employee contract agreements.

Confidentiality/Notification

1. The diagnosis of a student or staff member with AIDS/HIV is information that must be treated as confidential and accords the highest degree of protection from public and any other unnecessary disclosure.

2. Only those persons with an absolute need to know because of potential medical emergencies may be informed of the medical condition of a particular student or staff person. To maintain strictest medical confidentiality, any disclosure of a student and/or staff member's AIDS/HIV infections should be only on a direct person-to-person basis.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Pediculosis (Head Lice) Guidelines

Identification

If a teacher or other school employee views the following symptoms, the student is to be referred to the school nurse for a Pediculosis screening:

A. Excessive scratching of the scalp.

B. Observation of nits (ivory colored eggs approximately 1/32" in length) or lice in hair.

Procedures Regarding Individual Students

A. If live lice or nits appearing in close proximity to scalp are observed, the student is to be considered to have pediculosis. In this situation, the Principal will exclude the student, and the nurse will instruct the parent or guardian on treatment procedures and precautions against spreading. The school nurse or Principal will notify parents **of identified student** immediately.

B. The nurse will do head checks on all students in the classroom and on any students who are siblings of infected student. If students have siblings in other schools, the nurse will notify the school nurse of that school. The siblings will be screened immediately.

C. Identified students may return to school immediately following treatment, which includes the application of head louse shampoo. ~~The parent will be required to sign a statement attesting to the administration of appropriate treatment, and t~~**T**he student will be re-screened by the nurse **upon the student's return to school**.

D. Identified students are to be re-screened seven to ten days after re-admittance to school. ~~Parents will be required to sign a statement attesting to the administration of appropriate treatment at that point in time.~~

E. If there are nits that are not close to the scalp in a student's hair and there is a question as to whether there is a currently active infestation, implementation of the above-stated procedure will be strongly recommended to the parents.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
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Procedures Regarding Individual Students (continued)

F. To ensure confidentiality, the names of the students who have pediculosis will be shared with no other parents and with only those staff members that the Principal deems to have a reason to know. No parents other than the parent of a student in question will be present when a student is being individually re-checked by the nurse.

G. If a student's pediculosis problem does not appear to be eliminated by the standard medical treatment, the school medical advisor may intervene and request the school Principal to exclude the student from school until all lice or nits have been removed from the student's head.

Procedures Regarding the School Community

A. If a count of active pediculosis cases exceeds one percent (1%) of the school enrollment during a ten (10) calendar day period of time, the nurse is to access the entire school. This decision is to be made by the school nurse and the school Principal.

B. If a student has been declared an inactive case and becomes infected at another point in time, he or she will be re-classified as an unduplicated active case when the new one percent (1%) count is being calculated.

C. The school Principal, the School Medical Advisor and nurse are to assess the extent of the problem and form a plan of action regarding notification of parents of non-affected students. The Superintendent will be notified.

D. If a substantial number of pediculosis cases exist in a school or there are continually recurring cases, the School Medical Advisor, after consulting with the school nurse, may advise the school administration to implement a "no nit order." This order would mean that even appropriately treated students are not to be re-admitted into the school if there are any nits in their hair.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Legal Reference: Connecticut General Statutes

"Education for Children with Disabilities," 20 U.S.C. 1400 et seq.
Section 504 of the Rehabilitation Act of 1972, 29 U.S.C. 706(7)(b).
"Americans with Disabilities Act."
The Family Educational Rights and Privacy Act of 1974, 9FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

10-15b Access of parent or guardian to student's records.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome.
10-66b Regional educational service centers. Operation and management. Board.
10-76(d)(15) Duties and powers of boards of education to provide special education programs and services.
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-209 Records not to be public.
10-210 Notice of disease to be given parent or guardian.
19a-221 Quarantine of certain persons.
19a-581-585 AIDS testing and medical information.

Regulation adopted: September 18, 2007

Elizabeth E. Feser, Ed.D.
Superintendent of Schools

MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE

The Windsor Public Schools (the "District") recognize that food allergies and glycogen storage disease (GSD) may be life threatening. For this reason, the ~~district~~District is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a ~~child~~student suffer an allergic reaction while at school. The ~~district~~District is also committed to appropriately managing and supporting students with ~~glycogen storage disease~~GSD. The ~~district~~District further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or ~~glycogen storage disease~~GSD, as developmentally appropriate. To this end, the ~~Public Schools adopt~~District adopts the following guidelines related to the management of life threatening food allergies and ~~glycogen storage disease~~GSD for students enrolled in ~~district~~District schools.

I. Identifying Students with Life-Threatening Food Allergies and/or Glycogen Storage Disease

Early identification of students with life-threatening food allergies and/or ~~glycogen storage disease~~ (GSD) is important. The ~~district~~ District therefore encourages parents/guardians of ~~children~~ students with ~~a~~ life-threatening food ~~allergy~~ allergies to notify the school of the allergy, providing as much ~~information~~**medical documentation** about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The ~~district~~ District also encourages parents/guardians of ~~children~~ students with ~~a glycogen storage disease~~**GSD** to notify the school of the disease, providing as much ~~information~~**medical documentation** about the ~~extent and~~**type of GSD,** nature of the ~~glycogen storage~~ disease ~~as is known, as well as any known effective,~~ **and current** treatment ~~for~~**of** the ~~glycogen storage disease~~**student.**

II. Individualized Health Care Plans and Emergency Care Plans

1. If the ~~district~~ District ~~determines~~**obtains medical documentation** that a ~~child~~ **student** has a life-threatening food allergy or ~~glycogen storage disease~~GSD, the ~~district~~ District shall develop an individualized health care plan (IHCP) for the ~~child~~ student. Each IHCP should contain information relevant to the child's participation in school activities, and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the ~~child~~ student.

2. The IHCP should be developed by a group of individuals, which shall include the parents, and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.

3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the ~~child~~ student's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with ~~glycogen storage disease~~GSD, the IHCP may include strategies designed to ameliorate ~~the risk of~~**risks associated with** such disease and support the student's participation in the classroom. IHCPs for such students may include such considerations:

   a. classroom environment, including allergy free considerations**, or allowing the student with GSD to have food/dietary supplements when needed;**
   b. cafeteria safety;
   c. participation in school nutrition programs;
   d. snacks, birthdays and other celebrations;
   e. alternatives to food rewards or incentives;
   f. hand-washing;
   g. location of emergency medication;
   h. who will provide emergency and routine care in school;
   i. ~~h.~~ risk management during lunch and recess times;
   j. ~~i.~~ special events;
   k. ~~j.~~ field trips**, fire drills and lockdowns;**
   l. ~~k.~~ extracurricular activities;
   m. ~~l.~~ school transportation;
   n. ~~m.~~ the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;
   o. ~~n.~~ staff notification**, including substitutes, and training;** and
   p. ~~o.~~ transitions to new classrooms, grades and/or buildings.

4. The IHCP should be reviewed annually, or whenever there is a change in the student's emergency care plan, changes in self-monitoring and self-care abilities of the student, or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.

5. For a student with ~~glycogen storage disease~~GSD, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with ~~glycogen storage disease~~GSD on school grounds during the school day.

6. In addition to the IHCP, the ~~district~~ District shall also develop an Emergency Care Plan (ECP) for each ~~child~~ student identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:

   a. The ~~child~~ student's name and other identifying information, such as date of birth, grade and photo;
   b. The ~~child~~ student's specific allergy;

c. The ~~child~~ student's signs and symptoms of an allergic reaction;
d. The medication, if any, or other treatment to be administered in the event of exposure;
e. The location and storage of the medication;
f. Who will administer the medication (including self-administration options, as appropriate);
g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
h. Recommendations for what to do if the ~~child~~ student continues to experience symptoms after the administration of medication; and
i. Emergency contact information for the parents/family and medical provider.

7. In addition to the IHCP, the ~~district~~ District shall also develop an ~~Emergency Care Plan (ECP)~~ for each ~~child~~ studentchild identified as having ~~glycogen storage disease~~**GSD**. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with ~~glycogen storage disease~~**GSD**, the ECP should include the following information:

a. The ~~child~~ student's name and other identifying information, such as date of birth, grade and photo;
b. Information ~~pertaining to the child's condition~~**about the disease or disease specific information (i.e. type of GSD);**
c. The ~~child~~ student's signs and symptoms of ~~a diabetic emergency~~**an adverse reaction (such as hypoglycemia);**
d. The medication, if any, or other treatment to be administered in the event of ~~same;~~**an adverse reaction or emergency (i.e. Glucagon)**
e. The location and storage of the medication;
f. Who will administer the medication (including self-administration options, as appropriate);
g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
h. Recommendations for what to do if the ~~child~~ student continues to experience symptoms after the administration of medication; and
i. Emergency contact information for the parents/family and medical provider.

8. In developing the ECP, the school nurse should obtain current ~~health information~~**medical documentation** from the parents/family and the student's health care provider, including the student's emergency plan and ~~all~~**proper** medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the child's health care providers to clarify medical needs, emergency medical protocol and medication orders.

9. A student identified as having a life-threatening food allergy or ~~glycogen storage disease~~**GSD** is entitled to an IHCP and an ECP, regardless of his/her status as a ~~child~~ student with a disability, as that term is understood under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or the Individuals with Disabilities Education Act ("IDEA").

10. The ~~district~~ District shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ~~EHP~~**ECP** comply with the ~~district~~ District's policies and procedures regarding the administration of medications to students.

11. Whenever appropriate, a student with a life-threatening food allergy and/or ~~glycogen storage disease~~**GSD** should be referred to a Section 504 Team for consideration if/when there is reason to believe that the student has a physical or mental impairment ~~(a life-threatening food allergy)~~ that substantially limits one or more major life activities, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies and/or ~~glycogen storage disease~~**GSD** should be referred to a PPT for consideration of eligibility for special education and related services under the IDEA, if there is reason to suspect that the student has a qualifying disability and requires specialized instruction.

12. When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student's needs on an individualized, case-by-case basis.

III. Training/Education

1. The ~~district~~ District shall provide appropriate education and training for school personnel regarding the management of students with life threatening food allergies **and GSD.** Such training ~~shall~~**may include an overview of life-threatening food allergies and GSD; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also** include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or **the specific** preventative strategies to minimize ~~a child's~~**the** risk of exposure to life-threatening allergens~~,~~ and **prevent adverse reactions in students with GSD (such as** the provision of food or dietary supplements for students ~~with glycogen storage disease~~). School personnel will be also be educated on how to recognize symptoms of allergic reactions and/or symptoms of ~~a diabetic emergency~~**low blood sugar, as seen with GSD,** and what to do in the event of an emergency. Staff training and education will be coordinated by the Director of Pupil and Special Education Services. Any such training regarding the administration of medication shall be done accordance with state law and Board policy.

2. Each school within the ~~district~~ District shall also provide age-appropriate information to students about food allergies and ~~glycogen storage disease~~**GSD,** how to recognize symptoms of an allergic reaction and/or ~~diabetic~~**low blood sugar** emergency and the importance of adhering to the school's policies regarding food and**/or** snacks.

IV. Prevention

Each school within the ~~district~~ District will develop appropriate practices to minimize the risk of exposure to life threatening allergens **and the risks associated with GSD.** Practices ~~which~~**that** may be considered may include, but are not limited to:

1. Encouraging handwashing;
2. Discouraging students from swapping food at lunch or other snack/meal times;
3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations.
4. **Training staff in recognizing symptoms of anaphylaxis and hypoglycemia; and**
5. **Planning for school emergencies, to include consideration of the need to access medication, food and/or dietary supplements.**

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication ~~between~~ among parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition and/or ~~glycogen storage disease~~GSD. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or ~~diabetic emergency~~**alterations in blood sugar levels** and how to respond in the event of ~~an~~**such** emergency.

2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.

3. The ~~district~~ District shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their ~~child~~ student's classroom or school.

4. All ~~district~~ District staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.

5. The ~~district~~ District shall make the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease available on the Board's website or the website of each school under the Board's jurisdiction.

6. The ~~district~~ District shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

VI. Monitoring the District's Plan and Procedures

The ~~district~~ District should conduct periodic assessments of its Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such assessments should occur at least annually and after each emergency event involving the administration of medication to a student with a life-threatening food allergy **or GSD** to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that the District is implementing the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease.

Legal References:

State Law/Regulations/Guidance

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

Conn. Gen. Stat. § 10-212a	Administration of Medications in Schools
Conn. Gen. Stat. § 10-212c	Life-threatening food allergies: Guidelines; ~~district~~ District plans
Conn. Gen. Stat. § 10-220i	Transportation of students carrying cartridge injectors
Conn. Gen. Stat. § 10-231c	Pesticide applications at schools without an integrated pest management plan.
Conn. Gen. Stat. § 19a-900	Use of cartridge injectors by staff members of before or after school program, day camp or day care facility.
Conn. Gen. Stat. § 52-557b	"Good Samaritan law." Immunity from liability for emergency, medical assistance, first aid or medication by injector. School personnel not required to administer or render.
Regs. Conn. State Agencies	§ 10-212a-1 through 10-212a-7 Administration of Medication by School Personnel

Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease), Connecticut State Department of Education (Updated 2012).

Federal Law:
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.
The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.

ADOPTED: 3/18/14

Windsor Public Schools
Windsor, CT

IMMUNIZATIONS

In accordance with state law and accompanying regulations, the Windsor Board of Education (the "Board") requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction.

Among other requirements, before being permitted to enter seventh grade, the Board requires each child to be vaccinated against meningococcal disease. The Board further requires each child to receive a second immunization against measles and tetanus, diphtheria and pertussis (Tdap) before being permitted to enter seventh grade.

Further, each child must have received two doses of immunization against varicella before being permitted to enter kindergarten and seventh grade, and each child must have received two doses of immunization against rubella and mumps before being permitted to enter grades kindergarten through twelve.

By January 1 of each year, children aged 24-59 months enrolled in the Board's preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. All children aged 24-59 months who have not received vaccination against influenza previously must show proof of receipt of two doses of the vaccine the first influenza season that they are vaccinated. Children seeking to enroll in the Board's preschool program between January 1 and March 31 are required to receive the influenza vaccine prior to being permitted to enter the program. Children who enroll in the preschool program after March 31 of any given year are not required to meet the influenza vaccine requirement until the following January.

Exemption from the pertinent requirements of these administrative regulations shall be granted to any child who, prior to enrollment:

(1) presents a certificate from a physician, physician assistant, advanced practice registered nurse or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health; or

(2) presents a certificate from a physician, physician assistant, or advance practice registered nurse stating that in the opinion of a such physician, such immunization is medically contraindicated because of the physical condition of such child; or

(3) presents a statement from the parents or guardian of such child that such immunization would be contrary to the religious beliefs of such child or the parents or guardian of such child, which statement shall be acknowledged by

(A) a judge of a court of record or a family support magistrate,
(B) a clerk or deputy clerk of a court having a seal,
(C) a town clerk,
(D) a notary public,
(E) a justice of the peace,
(F) an attorney admitted to the bar of the State of Connecticut, or
(G) a school nurse; or

(4) in the case of measles, mumps or rubella, presents a certificate from a physician, physician assistant or advanced practice registered nurse or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or

(5) in the case of hemophilus influenzae type B, has passed his/her fifth birthday; or

(6) in the case of pertussis, has passed his/her sixth birthday.

Before being permitted to enter the seventh grade, the parents or guardian of any child who is exempt on religious grounds from the immunization requirements, pursuant to subsection (3) above, shall present to the Board a statement that such immunization requirements are contrary to the religious beliefs of such child or the parents or guardian of such child, which statement shall be acknowledged in the same manner as required by subsection (3) above.

In accordance with state law, the ~~Windsor~~ Board ~~of Education~~ shall not be liable for civil damages resulting from an adverse reaction to a nondefective vaccine required to be administered by state law.

If the parents or guardians of any child are unable to pay for any required immunization, the expense of such immunization shall, upon the recommendation of the Board ~~of Education~~, be paid by the town of the child's residence.

The Board ~~of Education~~ designates Steven Carvalho, Director of Pupil and Special Education Services as the representative for receipt of reports from health care providers concerning student immunizations.

The ~~regulations concerning~~ **current** required immunizations for elementary (including preschool), middle and high school students can be found at: ~~http://www.dir.ct.gov/dph/PHC/browse.asp~~ **https://portal.ct.gove/-/media/SDE/School-Nursing/Forms/Immunization_Requirements.pdf.**

Legal Reference: Connecticut General Statutes
§ 10-204a Required immunizations
§ 10-204c Immunity from liability

Regulations of Connecticut **State** Agencies ~~Regulations~~
§ 10-204a-2a Adequate Immunization

Letter to Superintendents of Schools et al. from Connecticut State Departments of Public Health and Education, *Reinstatement of Prekindergarten and Kindergarten School Immunization Entry Requirement for Haemophilus Influenza Type B (Hib) Vaccine*, June 25, 2010.

Letter to Superintendents of Schools et al. from Connecticut State Departments of Public Health and Education, *Changes in the Immunization Requirements for School Entry*, March 15, 2011.

Regulation Approved: April 17, 2018

Craig A. Cooke, Ph.D.
Superintendent of Schools

Windsor Public Schools
Windsor, CT

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Craig A. Cooke, Ph.D. **Presented By:** Craig A. Cooke, Ph.D.

Attachments: State Discipline Data

Subject: Disciplinary Data – State Discipline Report

Background:

This item was placed on the agenda after discussions with the Executive Committee. Attached is the state discipline data for school years 2016-2017 and 2017-2018.

Status:

N/A

Recommendation:

Discussion for information only.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item # 6g.

Windsor Public Schools
Incident Counts 2017-2018

School	Incident Type									
	Violent Crimes Against Persons	Sexually Related Behavior	Personally Threatening Behavior	Theft Related Behaviors	Physical and Verbal Confrontation	Fighting and Battery	Property Damage	Weapons	Drugs, Alcohol, Tobacco	School Policy Violations
Clover Street School	0	*	8	0	0	*	0	0	0	*
John F. Kennedy School	0	0	*	*	10	12	*	0	0	9
Oliver Ellsworth School	0	0	*	*	23	94	*	0	0	*
Poquonock Elementary School	0	0	*	0	0	7	0	0	0	6
Sage Park Middle School	0	*	11	8	31	41	*	0	0	222
Windsor High School	0	*	12	7	22	36	0	*	*	403
District	0	0	31	15	86	190	0	0	0	640

Incident Counts 2016-2017

School	Incident Type									
	Violent Crimes Against Persons	Sexually Related Behavior	Personally Threatening Behavior	Theft Related Behaviors	Physical and Verbal Confrontation	Fighting and Battery	Property Damage	Weapons	Drugs, Alcohol, Tobacco	School Policy Violations
Clover Street School	0	*	8	0	0	11	0	0	0	0
John F. Kennedy School	0	*	*	*	*	25	*	0	0	14
Oliver Ellsworth School	0	0	*	0	12	*	*	0	0	*
Poquonock Elementary School	0	0	*	0	*	*	0	0	0	*
Sage Park Middle School	6	0	17	12	31	64	7	*	*	217
Windsor High School	0	*	13	*	31	76	0	*	*	348
District	6	0	38	12	74	176	7	0	0	579

*The data are suppressed to protect privacy.

Windsor Public Schools
Sanction Counts 2017-2018

District	School	Sanction Type			
		In-School Suspension	Out-of-School Suspension	Bus Suspension	Expulsion
Windsor School District	Clover Street School	12	*	*	0
	John F. Kennedy School	33	19	10	0
	Oliver Ellsworth School	17	*	7	0
	Poquonock Elementary School	8	0	0	0
	Sage Park Middle School	237	122	*	0
	Windsor High School	373	154	*	*
	District	680	295	17	0

Sanction Counts 2016-2017

District	School	Sanction Type			
		In-School Suspension	Out-of-School Suspension	Expulsion	Bus Suspension
Windsor School District	Clover Street School	11	*	0	0
	John F. Kennedy School	12	13	0	*
	Oliver Ellsworth School	8	*	0	0
	Poquonock Elementary School	*	*	0	8
	Sage Park Middle School	215	100	0	*
	Windsor High School	449	65	*	*
	District	695	178	0	8

*The data are suppressed to protect privacy.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: November 30, 2018 Financial Report

SUBJECT: Financial Report

BACKGROUND:

A report of operating expenditures is prepared monthly for the Board of Education. The report details monthly and year-to-date expenditures for each site within Windsor Public Schools.

STATUS:

The attached report is for the month of November 2018.

There were no inter-site transfers during the month.

RECOMMENDATION:

No action is necessary. The report is for information only.

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

Expenditures for November 30, 2018	$ 7,040,956
Expenditures through November 30, 2018	$22,065,034

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 8a.

Windsor Public Schools
Financial Report
November 30, 2018

	2018/2019 Budget	Expenditures YTD 11/30/2018	Encumbrance	Balance 11/30/2018	% Balance
Instructional Services					
Clover Street School	58,769	18,892	3,678	36,199	62%
John F. Kennedy School	82,405	24,639	7,067	50,699	62%
Oliver Ellsworth School	83,864	38,787	13,626	31,451	38%
Poquonock School	66,871	24,047	5,145	37,679	56%
Sage Park Middle School	205,220	78,572	14,398	112,250	55%
***Windsor High School	397,511	142,487	55,232	199,792	50%
Windsor High School Interscholastic Sports	202,000	90,129	39,450	72,421	36%
Athletic Coaches	254,000	114,211	0	139,789	55%
WHS Career & Technical Education	59,745	9,755	2,579	47,411	79%
Continuing Education	70,400	22,986	4,437	42,977	61%
*Instructional Mgt. & Curriculum Development	338,672	76,270	44,290	218,112	64%
Magnet School Tuition	1,500,600	57,051	0	1,443,549	96%
Technology	700,867	478,567	23,432	198,868	28%
Total Instructional Services	**4,020,924**	**1,176,393**	**213,334**	**2,631,197**	**65%**
Education Support Services					
Pupil Personnel Services	368,941	111,626	74,958	182,357	49%
Special Education	94,350	22,233	19,617	52,500	56%
Special Education Tuition	4,919,689	1,342,997	38,969	3,537,723	72%
Policy & Planning	142,350	90,662	2,173	49,515	35%
**Employee Personnel Services	129,000	40,495	11,487	77,018	60%
Financial Management	280,442	98,196	29,905	152,341	54%
Financial Services	38,500	12,529	11,217	14,754	38%
Pupil Transportation & Safety	2,761,845	320,797	0	2,441,048	88%
Special Education Transportation	1,943,680	395,848	390,096	1,157,736	60%
Physical Plant Services	1,971,850	801,968	1,117,106	52,776	3%
Major Maintenance	386,000	375,601	5,556	4,843	1%
L.P. Wilson Center	254,800	83,650	31,200	139,950	55%
Benefits	10,912,422	3,526,230	215,901	7,170,291	66%
Certified Salaries	30,788,451	10,056,355	0	20,732,096	67%
Non-Certified Salaries	8,845,337	3,154,773	0	5,690,564	64%
Regular Ed Tutor Salaries	252,700	61,167	0	191,533	76%
Special Ed Tutor Salaries	314,000	94,405	0	219,595	70%
Substitute Salaries	643,519	299,109	32,092	312,318	49%
Total Education Support Services	**65,047,876**	**20,888,641**	**1,980,277**	**42,178,958**	**65%**
Total All Sites	**$69,068,800**	**$22,065,034**	**$2,193,611**	**$44,810,155**	**65%**

* Site 42 Instructional Mgt. & Curriculum Development reflects a decrease of $40,000 compared to the Budget Book

** Site 44 Employee Personnel Services reflects an increase of $40,000 compared to the Budget Book.

Rationale for above asterisks: Tuition Reimbursement has been budgeted under Site 42, however, this line item is managed by the Assistant Superintendent of Human Resources and should be budgeted under Site 44.

*** Windsor High School budget was reduced by $27,545, per 10/16/18 BOE Meeting 18/19 Staffing Update

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of December 1, 2018

BACKGROUND:

Attached are the enrollment figures as of December 1, 2018. Mrs. Batchelder will answer any questions.

STATUS:

In prior BOE enrollment reports, the enrollment report grouped all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning in September 2016, the Out Placement/Private Placement (SPED) line was separated into two categories:

1. *Out of District Placement-Special Education students*
2. *Private Placement Special Education students*

Out of District - Special Education: Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

Private Placement - Special Education: Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

RECOMMENDATION:

Informational

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report
December 1, 2018

Enrollment in Windsor Public Schools

Grades PreK - 5	1,402
Grades 6-8	722
Grades 9-12	1,156
Total District Enrollment	**3,280**

Windsor Students not in District Schools

Out of District Placements (SPED)	48
Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer)	15
CREC Montessori Hartford	11
CREC Metropolitan Learning Center (MLC)	84
CREC Miscellaneous Magnet Schools	227
Hartford Host Magnet Schools	198
Miscellaneous Magnet Schools	29
A.I. Prince Technical High School	6
Howard Cheney Technical High School	10
	628
Total Students	**3,908**

Windsor Public Schools
Student Enrollment Report
December 1, 2018

GRADE		Poquonock School	Clover Street School	Oliver Ellsworth School	John F. Kennedy School	Total
PreK		45		72		117
K		115		107		222
1		86		124		210
2		84		115		199
3			96		109	205
4			97		132	229
5			90		130	220
Subtotal K-5						1,285
Total		**330**	**283**	**418**	**371**	**1,402**

GRADE		Sage Park Middle School
6		240
7		226
8		256
Total		**722**

GRADE	Windsor High School
9	283
10	287
11	303
12	283
Total	**1,156**

District Wide Enrollment	**3,280**

ENROLLMENT REPORT 2018-2019
POQUONOCK SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
1	McCann				15	15	14						
2	Brown				14	14	14						
3	Scott				15	15	15						
22	Roche				15	15	15						
23	Filmer				14	14	14						
24	Eskanazi				15	15	15						
25	Hernandez				14	14	14						
26	Scerra				14	14	14						
		Total	**88**	**117**	**116**	**116**	**115**						
		Grade 1											
8	Coburn				18	18	18						
12	Elkey				19	19	19						
15	Velez				18	16	18						
16	Reynolds				17	18	17						
18	Neals				16	18	14						
		Total	**86**	**92**	**88**	**89**	**86**						
		Grade 2											
9	Trummel				17	16	17						
11	Delskey				16	16	16						
13	Hoogewerff				16	17	17						
17	Stoll				18	19	17						
14	Couchon				17	17	17						
		Total	**79**	**85**	**84**	**85**	**84**						
	PK Smart Start		30		30	30	29						
	Sped & Peer		15		15	15	16						
		Total	**45**	**43**	**45**	**45**	**45**						
	Poqunonock	**Totals**	**298**	**337**	**333**	**335**	**330**						

ENROLLMENT REPORT 2018-2019
OLIVER ELLSWORTH SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
19	Drake				13	13	13						
20	Butterick				14	14	13						
21	Tedeschi				14	14	14						
22	Bishop				13	13	13						
23	Adamski				13	13	13						
24	Bartholomew				13	12	13						
25	Chapple				14	14	14						
26	Marcella				14	14	14						
		Total	**106**	**109**	**108**	**107**	**107**						
		Grade 1											
11	Capizzi				20	20	20						
12	Furie				19	20	20						
13	Cornell				21	21	21						
15	Strickland				21	21	21						
16	Miller				19	21	21						
17	Strempfer				20	20	21						
		Total	**103**	**122**	**120**	**123**	**124**						
		Grade 2											
1	Mayo				19	19	19						
2	Goicohea				18	18	18						
3	Majors				18	18	19						
6	Heilman				20	21	21						
7	Carlin				18	18	18						
8	Jaworski				21	20	20						
		Total	**119**	**113**	**114**	**114**	**115**						
	PK Smart Start		30		30	29	29						
	Sped & Peers		30		40	41	43						
		Total	**69**	**69**	**70**	**70**	**72**						
	OE	**Totals**	**397**	**413**	**412**	**414**	**418**						

ENROLLMENT REPORT 2018-2019
JF KENNEDY SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
1	L. Macaluso				20	20	20						
2	Richards				19	19	19						
3	Moyal				18	18	17						
4	Ghanesh-May				17	17	17						
6	Johnston				18	18	18						
8	Vaicunas				18	18	18						
		Total	**112**	**111**	**110**	**110**	**109**						
		Grade 4											
9	M.Macaluso				18	18	19						
10	Silliman				18	18	19						
12	Bishop				18	18	18						
14	Atkins				18	18	19						
15	Brown				19	19	19						
16	Taylor				18	17	19						
18	Caselli				19	19	19						
		Total	**124**	**130**	**128**	**127**	**132**						
		Grade 5											
19	Bowman				19	19	18						
20	Paley				19	19	20						
24	Freitas				18	18	19						
25	Fye				18	18	19						
26	Mazur				18	18	18						
27	Donzella				19	18	18						
28	Davies				18	18	18						
		Total	**124**	**132**	**129**	**128**	**130**						
	Kennedy	**Totals**	**360**	**373**	**367**	**365**	**371**						

ENROLLMENT REPORT 2018-2019
Clover Street School

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
8	Lindsley				19	19	19						
10	Murray				19	20	20						
11	Sanchez				19	17	17						
24	Michalic				21	21	21						
25	Darrell				19	19	19						
		Total	**87**	**97**	**97**	**96**	**96**						
		Grade 4											
14	Su				18	18	18						
15	Savage				16	16	16						
16	Mendola				15	15	15						
17	Nowsch				17	17	17						
26	Keach-Longo				16	15	15						
27	Williams				16	16	16						
		Total	**106**	**102**	**98**	**97**	**97**						
		Grade 5											
12	Grimes				21	22	22						
13	Carlson				21	22	22						
18	Chartier				23	23	23						
19	Lewis				23	23	23						
		Total	**89**	**92**	**88**	**90**	**90**						
	Clover	**Totals**	**282**	**291**	**283**	**283**	**283**						

ENROLLMENT REPORT 2018-2019
Sage Park Middle School

		Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 6												
Team 1				77	80	76						
Team 2				83	81	83						
Team 3				79	80	81						
	Total	**238**	**242**	**239**	**241**	**240**						
Grade 7												
Team 4				75	76	75						
Team 5				74	74	74						
Team 6				76	75	77						
	Total	**223**	**222**	**225**	**225**	**226**						
Grade 8												
Team 7				81	79	80						
Team 8				85	87	88						
Team 9				88	89	88						
	Total	**266**	**255**	**254**	**255**	**256**						
Sage Park	**Totals**	**727**	**719**	**718**	**721**	**722**						

ENROLLMENT REPORT 2018-2019
Windsor High School

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	313	288	281	280	283						
Grade 10	278	289	292	287	287						
Grade 11	308	302	301	300	303						
Grade 12	261	287	282	283	283						
Windsor High Total	**1,160**	**1,166**	**1,156**	**1,150**	**1,156**						

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Dana Plant **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – November 2018

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities, at St. Gabriel's and CREC's Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, Wilson Library, and added Poquonock Elementary School location during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in all our programs.

A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

Status: Financial Report for November 2018

Recommendation: Informational only.

Reviewed by: NB **Recommended by the Superintendent:**

Agenda Item # 8c.

Windsor School Food Service
Financial Statement
November 2018

REVENUE	November 2017	7/1/17 - YTD	November 2018	7/1/18- YTD
SALES	$92,501.31	$318,100.23	$92,884.84	$298,572.09
REIMBURSEMENTS - STATE	20,258.00	32,594.00	12,506.00	32,764.00
ACCOUNTS RECEIVEABLE	91,416.54	346,741.47	96,433.33	359,440.48
CLOC		156,151.90	28,010.00	86,794.00
INTEREST/FEES				
MISC. (Rebates)	129.10	1,348.22	291.50	1,216.73
6 Cents Certification	2,449.80	8,152.56	2,480.76	8,030.94
REVENUE TOTALS	**$206,754.75**	**$863,088.38**	**$232,606.43**	**$786,818.24**

EXPENSES

			includes July payroll not given until November	
WAGES	$72,576.69	$258,223.42	$91,618.70	$261,372.60
PAYROLL TAXES	5,552.12	19,754.09	7,008.83	19,995.01
BENEFITS	7,051.17	41,867.87	5,450.54	28,668.70
FOOD/MILK/ICE CREAM	94,936.45	423,952.55	109,602.60	420,000.63
PAPER	6,777.55	23,220.63	5,759.62	22,848.98
TRUCK	355.68	2,114.06	1,746.56	3,355.35
SUPPLIES	554.03	15,997.90	374.73	3,153.10
EQUIPMENT	13,291.82	33,915.65		771.80
SERVICES	812.66	4,600.14	870.25	47,770.04
EXPENSE TOTALS	**$201,908.17**	**$823,646.31**	**$222,431.83**	**$807,936.21**
NET INCOME	**$4,846.58**	**$39,442.07**	**$10,174.60**	**($21,117.97)**
INVENTORY		**$25,536.84**		**$33,631.40**
OPENING BALANCE 7/1		**$347,470.46**		**$333,317.93**
COMPUTED OPERATING POSITION		**$412,449.37**		**$345,831.36**

Windsor School Food Service November 2018 Participation

SALES

		Nov 2017	Nov 2018
WHS			
	# OF DAYS	18	18
	SALES	$30,082	$29,464
	AVERAGE	$1,671	$1,637

Reimbursable Meals	**Average LUNCH per day**	
ELEMENTARY	873	855
Academy of Aerospace & Engineering	418	407
SPMS	402	458
WHS	599	577

Reimbursable Meals	**Average BREAKFAST per day**	
ELEMENTARY	379	387
Academy of Aerospace & Engineering	129	132
SPMS	82	94
WHS	166	151

Reimbursable Meals	**Average SNACK per day**	
Treehouse Program	95	91

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Terrell M. Hill, PhD **Presented By:** Terrell M. Hill, PhD
Assistant Superintendent for Human Resources

Attachments: None

Subject: Human Resources Report for November 1, 2018 – November 30, 2018

RESIGNATIONS/SEPARATIONS

Beverly Callender	Special Education Tutor	LP Wilson
Marybeth Overbaugh	Regular Education Tutor	Ellsworth
Elliot Sirota	Special Education Tutor	LP Wilson

RETIREMENTS

N/A

TRANSFERS/REASSIGNMENTS

Erica Blake	From: Special Education Teacher	Sage Park
	To: Special Education Teacher for Out of District Placement	LP Wilson
Darcy Fiano	From: Elementary Literacy Coach	Poquonock
	To: PreK-12 Reading Coordinator	District
Alexandra Lewis	From: Special Education Teacher	Clover/Kennedy
	To: Special Education Teacher	Kennedy

HIRES

Joan Barreto	Part-time Food Service Cashier	Windsor High
Katherine Berry	Regular Education Tutor	Poquonock
Douglas Gilleran	Math Teacher – Limited	Windsor High
Peter Harris	Custodian II Evenings	Windsor High
Tahl Sands	Special Education Teacher	Clover/Kennedy
Eileen St. Jacques	PreK Special Education Teacher – Limited	Ellsworth
Amanda Waltman	Special Education Teacher	Sage Park

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 8d.

Windsor Board of Education
Regular Meeting
Unapproved Minutes

Tuesday, November 20, 2018 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the November 20, 2018 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Michaela Fissel
Ms. Maryam Khan
Mr. James Dobler
Mr. Ronald Eleveld
Mr. David Furie
Mr. Jeremy Halek
Mrs. Ayana Taylor

Absent Board Members:
Mr. Brian Bosch

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
President Lockhart called the meeting to order at 7:00 PM with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent Dr. Craig Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Director of Business Services Ms. Danielle Batchelder and Director of Pupil and Special Education Services Mr. Steven Carvalho.

BOE Secretary Maryam Khan welcomed members of the audience and viewers at home. She reviewed the Board's mission statement and goals and gave an overview of the protocols for Board meetings.

2. Recognitions/Acknowledgements
2.a. CAPPS Student Leadership Awards for Sage Park Middle School--Najia Elarabi, Academic Excellence; Jerren Langford, Leadership Service; James Finlay, Community Service
Discussion:
Ms. Jorgensen introduced and recognized the 2018 Sage Park Middle School CAPPS Student Leadership Award recipients: Najia Elarabi for Academic Excellence, Jerren Langford for Leadership Service, and James Finlay for Community Service.

2.b. CAPSS Student Leadership Awards for Windsor High School--Sage DeAngelis, Academic Excellence; Aaron Peterson, Leadership Service; Jill Goldberg, Community Service
Discussion:
Mr. Osunde introduced and recognized the Windsor High School 2018 CAPPS Award recipients: Sage DeAngelis for Academic Excellence, Aaron Peterson for Leadership Service and Jill Goldberg for Community Service.

3. Audience to Visitors
Discussion:
None.

4. Student Representative Report
Discussion:
None.

5. Board of Education
5.a. President's Report
Discussion:
Mr. Lockhart reported on the CABE Conference that all Board members had attended the prior weekend, and gave each Board member the opportunity to speak about their experience at the conference. Mr. Lockhart also reported he was elected Co-Director of Area Two.

5.b. School Liaison Reports
5.b.1. Windsor High School
Discussion:
Mr. Furie reported on the topics discussed at the October School Governance Council meeting; the next SGC meeting is November 26. He also reported on Future Students Night that has been rescheduled to November 29, the Thanksgiving football game at Middletown, and SAT Prep registration opening and the kick off.

Ms. Taylor reported she also attended the October SGC meeting, and she and Mr. Furie will meet with Mr. Osunde and tour the building on December 8.

5.b.2. Sage Park Middle School
Discussion:
Ms. Khan reported on a variety of activities at Sage Park including the Leo Club Stomp Out Diabetes, the Chamber Orchestra playing at the annual Senior Center Thanksgiving Dinner, Veterans Day activities, holiday collection drives and the start of winter athletics. Student led conferences will be held December 11-13, and you can sign up on line via the SPMS website.

Mr. Halek reported that Sage Park students have been visiting a local nursing home on a monthly basis, assisting with bingo and visiting residents who cannot leave their rooms.

5.b.3. Clover Street School
Discussion:
Mr. Eleveld reported November 29 is grade 5 Parent/Child Book Club Night, November 30 is the Student of the Month Assembly, and December 3 is the Book Fair.

5.b.4. John F. Kennedy School
Discussion:
Ms. Fissel reported for Mr. Bosch: The Parent Partner meeting was a huge success; the PTO met on November 5 and fundraisers and activities are being planned and are listed on the calendar on the website. She reported on field trips, hat and mitten collection, and upcoming student led conferences.

5.b.5. Oliver Ellsworth School
Discussion:
Mr. Dobler reported on Veterans Day activities at OE, Parent/Teacher Conferences on December 5, 6 and 7, and the Yankee Candle Fundraiser.

5.b.6. Poquonock School
Discussion:
Ms. Fissel reported she attended the PTO meeting and another PTO meeting is scheduled on December 10. Students are collecting items for service men and women in the classrooms, they can be sent in with the kids. Parent/Teacher Conferences are December 5-7, these are early release days, and families can sign up for conferences online via the Poquonock School website.

6. Superintendent's Report
Discussion:
Dr. Cooke thanked Board members for attending the CABE Conference, and reported on Veterans Day activities, the upcoming budget process including a public hearing on December 18. He also reported Poquonock School teacher Jennifer Harrison has been identified as the winner of the national Crayola Thank a Teacher Contest, details will be forthcoming. He is anticipating the details of the enrollment report shortly; while not finalized yet, the demographer does not see our enrollment shrinking like other districts.

6.a. Program of Studies 2019-2020
Discussion:
Ms. Fissel requested the time be noted in the minutes: this agenda item began at 8:09 p.m.

Questions ensued.

Ms. Fissel requested the district explore ways to collect what the outcomes are for our students once they graduate.

Motion Passed: Motion that the Board of Education approve the proposed changes to the WHS 2018-2020 Program of Studies for a 1st Reading, waiving the 2nd reading passed with a motion by Mr. David Furie and a second by Mr. James Dobler.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

6.b. SAT Report
Discussion:
Mr. Osunde and Ms. Mains reported on the scores from the State of Connecticut 2018 School Day test, and strategies to assist this year's juniors achieve success on the 2019 test.

6.c. Curriculum Development, 2nd Reading
6.c.1. Grade K-2 Math
Motion Passed: Motion that the Board approves Grade K Math, Grade 1 Math and Grade 2 Math as a 2nd reading passed with a motion by Mrs. Ayana Taylor and a second by Ms. Michaela Fissel.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

6.d. Policy Adoption, 1st Reading
6.d.1. Revised P 4112.3 Employment Checks

6.d.2. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
6.d.3. Revised P/AR 5113 Student Attendance and Truancy
6.d.4. Revised P/AR 5131.6 Drugs and Alcohol
6.d.5. Revised P 5141.21 Administration of Student Medications in the Schools
6.d.6. Revised AR 5141.22 Communicable/Infectious Diseases
6.d.7. Revised P 5141.25 Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease
6.d.8. Review revised AR 5141.31 Immunizations

Motion Passed: Motion to approve the revisions made to P 4112.3 Employment Checks, P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, P 5113 Student Attendance and Truancy, P 5131 Drugs and Alcohol, P 5141.21 Administration of Student Medications in the School and P 5141.25 Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease as a 1st reading passed with a motion by Ms. Maryam Khan and a second by Ms. Michaela Fissel.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

6.e. School Security Grant
Discussion:
Mr. Lockhart reported on the process; if the vote passes at this meeting, it then goes to the Town Council for a vote. The application is due on December 4, and it would be hand delivered on or before that date in order to meet the deadline.

Questions and discussion ensued.

Motion Passed: Motion to approve the school administration to move forward with an application for the School Security Grant passed with a motion by Mr. David Furie and a second by Mrs. Ayana Taylor.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

7. Committee Reports
7.a. Policy Committee
Discussion:

Ms. Khan reported the committee met on November 5 to review the policies brought forth today for first reading. The Committee also discussed concussion return to learn policy/protocol, which will be shared at an upcoming meeting. The next committee meeting will be publicized so that parents have ample time to attend.

7.b. Internal and External Task Force Committees on School Climate
Discussion:
Mr. Lockhart reported on the activity of the two task force committees. The Board will have a Special Meeting on December 4 where the two committees will report on their work to date.

8. Consent Agenda
8.a. Financial Report
Discussion:
Expenditures for October 31, 2018 $4,885,064
Expenditures through October 31, 2018 $14,976,189

8.b. Enrollment Report
8.c. Food Service Report
8.d. Human Resources Report

Motion Passed: Motion to approve Consent Agenda items 8b. Food Service Report, 8c. Enrollment Report and 8d. Human Resources Report passed with a motion by Ms. Maryam Khan and a second by Mr. David Furie.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

Motion Passed: Motion to approve Consent Agenda item 8a. Financial Report with the correction of the WHS Career & Technical Education line with updated report sent to BOE and uploaded to CABE meeting passed with a motion by Ms. Maryam Khan and a second by Mr. David Furie.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

9. Approval of Minutes
9.a. October 16, 2018 Regular Meeting
9.b. November 5, 2018 Policy Committee
9.c. November 6, 2018 Special Meeting

Motion Passed: Motion to approve the minutes in 9a. October 16, 2018 Regular Meeting, 9b. November 5, 2018 Policy Committee meeting and 9c. November 6, 2018 Special Meeting passed with a motion by Ms. Maryam Khan and a second by Mr. James Dobler.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

10. Other Matters/Announcements/Regular BOE Meetings
10.a. BOE Special Meeting, Tuesday, December 4, 2018, 6:30 PM, LPW, Board Room.
10.b. Next BOE Regular Meeting is Tuesday, December 18, 2018, Public Forum on Budget Process at 6:30 PM and Regular Meeting at 7:00 PM, Town Hall, Council Chambers

11. Discussion and possible action regarding collective bargaining agreement between the Board of Education and the Windsor Education Association (Executive Session Anticipated)

Motion Passed: Motion to enter into Executive Session for the purpose of discussing the collective bargaining agreement between the Windsor Board of Education and the Windsor Education Association before taking possible action in open session, inviting Superintendent Dr. Craig Cooke and Director of Business Services Mrs. Danielle Batchelder to be part of the discussion passed with a motion by Mr. David Furie and a second by Ms. Michaela Fissel.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

Discussion:

The meeting went into Executive Session at 9:34 p.m.

The meeting returned from Executive Session at 9:55 p.m.

Mr. Furie reported that he wanted to let the public know he will be abstaining from the vote and did not take part in the negotiations as his wife is a member of the WEA as a teacher at OE.

Motion Passed: Motion that the Board of Education vote to ratify the agreement between the Windsor Board of Education and the Windsor Education Association cover July 1, 2019 through June 30, 2022 passed with a motion by Ms. Maryam Khan and a second by Mr. James Dobler.

7 Yeas - 0 Nays - 1 Abstained.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Abstain
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

12. Audience to Visitors
Discussion:
None.

13. Adjournment

Motion Passed: The meeting adjourned at 10:01 p.m. passed with a motion by Mr. Ronald Eleveld and a second by Mr. David Furie.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Mr. David Furie Yes
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

_____
Maryam F. Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes

Tuesday, December 4, 2018 6:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the December 4, 2018 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Michaela Fissel
Ms. Maryam Khan
Mr. Brian Bosch
Mr. James Dobler
Mr. Ronald Eleveld
Mr. Jeremy Halek
Mrs. Ayana Taylor

Absent Board Members:
Mr. David Furie

Updated Attendance:
Mr. James Dobler was updated to absent at: 8:02 PM

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order by President Lockhart at 6:30 PM with the Pledge to the Flag and Moment of Silence. Also in attendance was Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho.

2. Audience to Visitors

Discussion:
None

3. Budget Assumptions FY 20

Discussion:
Dr. Cooke and Danielle Batchelder presented and explained the draft Budget Assumptions for the 2019-2020 budget preparation process:

1. Enrollment: Each year, the Windsor Public School District commissions the New England School Development Council (NESDEC) to conduct an enrollment projection study. NESDEC uses the cohort survival technique as well as current town-specific information in preparing Windsor's enrollment forecasts. District wide enrollment has had a

steady increase over the past few years. In 15/16 and 16/17, enrollment remained stable. The NESDEC projected enrollment for 17/18 and 18/19 showed a decrease of 36 students over 16/17 and then another decrease of 19 students over 17/18. Contrary to the study results, 17/18 enrollment increased to 3,238 and the final October 1, 2018 results have enrollment at 3,269 for 18/19. This is an increase of 83 students over the past two years. The projected enrollment for 19/20 shows a continued increase.

2. Staffing & Programs: Based on the likelihood of a lean 19/20 budget, any requests for additional staffing will be highly scrutinized and may not survive the budget process. Decisions around staffing and program redesign will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.

3. Health Insurance: If we continue to have low claim trends as we've been experiencing the past few years, the cost for health care is projected to remain flat and possibly decrease slightly.

4. State & Federal Funding/Grants: ECS and Excess Cost Funding for Windsor is expected to remain stable for 19/20. The entitlement grants (Title and IDEA) have held flat. We're hopeful that those grants will not be cut in 19/20.

5. ECS Alliance Grant: Funding reliability of the Alliance Grant has varied over the past 6 years. 18/19 is year 6 of the grant. Funding for 19/20 is highly likely to remain consistent with 18/19.

6. Energy: All schools are now operating with natural gas and by Spring 2019, 5 of our 6 schools will have completed a total school LED upgrade. The energy efficiency upgrades that have been made have allowed the district to lower energy costs over the past few years. Locking in a rate sooner rather than later is important in order to remain flat funded in this budget line item. Cost-saving measures within the facility and operations area are a must.

7. Facilities: All capital needs are presented to George Greco, Physical Plant Manager. State and federal compliance issues must be addressed. The need to properly maintain our buildings is also a priority and we anticipate a request for increased major maintenance funding.

8. Transportation: The contractual increase for DATTCO Transportation is 3.9% or $183,515 for 19/20. The percent increase is due to lower percent increases in prior years. Special education transportation for 19/20 is estimated to increase by $83,500 (4.3%) for 19/20. This increase is due to additional individualized transportation based on student needs.

9. Diesel Fuel: Diesel fuel has been at a low the past two years. We do not anticipate that moving forward. The lock in price in 17/18 was $1.81/gallon and in 18/19 it is $2.05. The projected rate for 19/20 is $2.50/gallon which is consistent with that Town of Windsor's projection. This is an increase of $42,182. This will be monitored in the coming months by the Town.

Dr. Cooke and Mrs. Batchelder answered questions from board members and discussion on suggestions ensued.

4. Update on Internal and External Task Force Committees on School Climate

Discussion:
Dr. Cooke introduced and thanked both committees for attending the meeting and is excited to share the work of the committees.

Ms. Mary Kay Ravenola, Principal of John F. Kennedy School and Ms. Tracie Peterson, Principal of Poquonock School, Co-Facilitators of the External Task Force, as well as members of their committee, presented their recommendations to the board. Questions and discussion followed their presentation.

Dr. Terrell Hill, Assistant Superintendent for Human Resources and Ms. Danielle Batchelder, Director of Business Services and WHS Assistant Principal Phaedra Durost, and members of their committee, presented the recommendations of the Internal Task Force. Questions and comments of appreciation from board members followed their presentation.

Mr. Lockhart looks forward to hearing updates on the two committees in late spring.

5. Announcements

Discussion:
Mr. Bosch announced the Torch Light Parade and Choral Sing on Saturday, December 8 at 6:00 PM on the town green. Snacks and beverages will be available. They have 20 pieces of apparatus participating this year.

Ms. Maryam Khan attended the Watch Party on Monday evening for Kymberli Joye who has been appearing on The Voice. She is a 2009 WHS graduate and was nominated for one of the top 10 spots. This evening the show will reveal the top 8 spots. She thanked WHS for hosting the event and she was pleased to see Kymberli's previous teachers, Tracee White and Karen Arcand, that evening.

Ms. Ayana Taylor announced that Sage Park is having a Multicultural Vendor Fair on Saturday, December 8 from 8:00 AM to 4:00 PM at Sage Park. There will be free child care.

Ms. Michaela Fissel announced the documentary screening of Chasing the Dragon, The Life of an Opiate Addict which will be held on Wednesday, December 5th at 6:00 PM at the WHS auditorium. A panel discussion will be moderated by an FBI agent.

Mr. Lockhart thanked the Town Council for approving the school security grant and the WEA contract the evening prior.

6. Adjournment

Discussion:
The meeting adjourned at 8:40 PM.

Motion Passed: Move to adjourn the meeting passed with a motion by Mr. Ronald Eleveld and a second by Mrs. Ayana Taylor.

7 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Michaela Fissel Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. James Dobler Absent
Mr. Ronald Eleveld Yes
Mr. David Furie Absent
Mr. Jeremy Halek Yes
Mrs. Ayana Taylor Yes

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Maryam F. Khan, Secretary
Windsor Board of Education

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Craig A. Cooke, Ph.D.

Presented By: Craig A. Cooke, Ph.D.
Danielle Batchelder

Attachments:

Subject: Executive Session - School Security

Background:

In the fall 2018, a school safety and security review with representatives of each of the school buildings was performed by Dr. Joseph Erardi, of JE Consulting. Cabinet level administration and Safety, Security and Residency Officer Kelvan Kearse met to review his findings.

Status:

Under BOE BL 9322 Public and Executive Sessions, the public may be excluded from meetings of the Board of Education which are declared to be executive sessions. An executive session may be held for matters concerning security strategy or the deployment of security personnel, or devices affecting public security.

Recommendation:

No action will be taken on this agenda item – for discussion only.

Move the Board of Education enter into executive session for the purpose of discussing school security. They will invite Superintendent Dr. Craig Cooke and Director of Business Services Danielle Batchelder to be part of the discussion.

Recommended by the Superintendent:

Agenda Item # 11a.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: December 18, 2018

Prepared By: Craig A. Cooke, Ph.D. **Presented By:** Craig A. Cooke, Ph.D.

Attachments:

Subject: Executive Session - Discussion concerning information containing confidential student record

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BACKGROUND:

This item is related to information containing confidential student record.

STATUS:

N/A

RECOMMENDATION:

No action will be taken on this agenda item – for discussion only.

Move the Board of Education enter into executive session for the purpose of discussing information containing confidential student record. They will invite Superintendent Dr. Craig Cooke to be part of the discussion.

Recommended by the Superintendent: _____

Agenda Item # 11b.